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Personnel

**SMALL AND DISADVANTAGED BUSINESS
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, *Awards and Decorations*, as it pertains to the Small and Disadvantaged Business Awards Program. It applies to anyone in acquisition programs.

SUMMARY OF CHANGES

This revision expands eligibility to all units that submit a small business and historically Black college or university minority institution (HBCU/MI) program plan described in AFI 64-201, *Small Business Program*, and establishes a new award, the Special Achievement Award (Individual) for people assigned to these units.

1. Office of the Secretary of the Air Force, SAF/SB. The Director of the Office of Small and Disadvantaged Business Utilization:

- Manages the Small and Disadvantaged Business Awards Program.
- Convenes and oversees the selection panel described in paragraph 3.
- Announces award recipients by 28 February of each year.
- Acquires plaques and trophies.
- Arranges for the presentation of the awards.

2. MAJCOMs, FOAs, DRUs and PEOs. Commanders of these organizations nominate eligible individuals and units for the appropriate award. Commanders:

- Submit separate nomination packages for each award to SAF/SB not later than January 31st of the year following the fiscal year being considered.
- Ensure that each nomination package is not longer than 3 typed pages (not including attachments).

- Include a unit Small Business and HBCU/MI Program Assessment Report (see AFI 64-201, *The Small Business Program*) as an attachment with each nomination.

3. Selecting Recipients. A selection panel:

- Evaluates nominations using the selection criteria for the specific award.
- May select more than one nominee for each award. **EXCEPTION:** Only one unit can Receive the Secretary of the Air Force Small and Disadvantaged Business Excellence Award.
- May decide not to give an award if it finds no suitable nominees.

4. Awards:

4.1. Special Achievement Award (Individual):

4.1.1. Commanders may nominate individuals (or team of individuals) who are assigned to a MAJCOM, FOA, DRU, or PEO (or a subordinate unit) that submits a unit small business and HBCU/MI program plan described in AFI 64-201. **EXCEPTION:** Team nominees need not all be assigned to the same unit.

4.1.2. The selection panel evaluates each nominee's:

- Support of the unit's Small Business and HBCU/MI Program Plan.
- Support of the Air Force Small Business Program.
- Initiatives to improve small business and HBCU/MI participation in other Federal Government programs.
- Professional and ethical qualities.

4.2. Secretary of the Air Force Small and Disadvantaged Business Excellence and Special Achievement (Activity) Awards.

4.2.1. A MAJCOM, DRU, FOA or PEO (or a subordinate unit) that submit a unit small business and HBCU/MI program plan described in AFI 64-201 may be nominated for this award.

4.2.2. The panel evaluates the nominee's:

- Success in meeting assigned quantitative goals, particularly those goals that reflect the higher

degree of risk described in AFI 64-201.

- Progress towards reaching Strategic Goals and Tactical Objectives described in the nominee's and the Air Force Small Business and HBCU/MI Program Plan.
- Demonstrated process improvements to the Air Force Small Business Program, to include how the nominee's initiatives are used by other units.

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