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PERSONNEL

**SCIENTIFIC/OPERATIONS RESEARCH
ANALYST RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*, which covers Air Force-level awards for accomplishments in operational research analytical studies and support. The awards include the Air Force Field Grade Analyst of the Year, the Air Force Company Grade Analyst of the Year, the Air Force Senior Civilian Analyst of the Year, the Air Force Junior Civilian Analyst of the Year, the Air Force Analytic Team of the Year Award, the Lieutenant General Glenn A. Kent Leadership Award and the Lifetime Achievement Award. This instruction does not apply to Air Force Reserve Command or Air National Guard.

1. Purpose. The purpose of the Air Force Scientific/Operations Research Analyst Recognition Program is to recognize Scientific and Operations Research Analysts for significant accomplishments in analytical support of the Air Force mission.

2. Award Categories. The Air Force Studies and Analyses Agency (AFSAA) may give the following awards annually for significant accomplishments in analytical support of the Air Force mission.

2.1. The **Air Force Field Grade Analyst of the Year Award** recognizes the analytical efforts and achievement of an Analyst in the rank of Major, Lieutenant Colonel, or Colonel.

2.2. The **Air Force Company Grade Analyst of the Year Award** recognizes the analytical efforts and achievement of an Analyst in the rank of Second Lieutenant, First Lieutenant, or Captain.

2.3. The **Air Force Senior Civilian Analyst of the Year Award** recognizes the analytical efforts and achievement of an Analyst civilian service member in the grade of GS-13 and above.

2.4. The **Air Force Junior Civilian Analyst of the Year Award** recognizes the analytical efforts and achievement of an Analyst civilian service member in the grade of GS-12 and below.

2.5. The **Air Force Analytic Team of the Year Award** recognizes an Air Force organization or team's analytical accomplishments that place the team's performance significantly above that of other Air Force analytic teams of similar composition and mission responsibility.

2.6. The **Lieutenant General Glenn A. Kent Leadership Award** recognizes leaders of analytic organizations whose vision and leadership has had a significant affect on the Air Force Analytic Community (AFAC).

2.7. The **Analyst Lifetime Achievement Award** recognizes scientific and research analysts or government contractors, whose career accomplishments and achievement has had a significant affect on the Air Force Analytic Community (AFAC).

3. Description of the Awards.

3.1. The winner of each individual award receives an engraved plaque symbolizing individual contributions to the Air Force and a certificate. Individual award winners are authorized to wear the Air Force Recognition Ribbon (military member) or the Air Force Recognition Lapel Pin (civilian) in accordance with AFI 36-2805, para. 1.8.1.2. and para. 1.8.1.3. No more than one honorable mention winner for each category listed in 2.1 through 2.5 may receive a certificate.

3.2. The winner of the Air Force Analytic Team of the Year Award, the Lieutenant General Glenn A. Kent Leadership Award, and the Analyst Lifetime Achievement Award will receives an engraved plaque symbolizing their contribution to the AFAC and a certificate.

4. Eligibility Criteria.

4.1. Air Force members or civilians involved in some form of scientific or operations research analysis may compete for this award. Air Force organizations or teams involved in some form of scientific or research analysis may compete for the Air Force Analytic Team of the Year award. Analytic teams may be composed of members from one Air Force organization or from multiple Air Force organizations. Selections are based on outstanding contributions to Operations Research during the previous award period. Previous honorable mention winners may be submitted for additional work in their subject area.

4.2. At the direction of the Director Air Force Studies and Analysis Agency a committee will be established to nominate outstanding candidates for Lieutenant General Kent Leadership Award and Lifetime Achievement Award.

4.3. Air Force members and/or government contractors involved with scientific and research analytical activities may compete for the Lifetime Achievement Award.

4.4. The award period covers accomplishments from 1 July through 30 June of the previous year. (Except for Gen Kent and Lifetime)

5. Submitting Nominations. Supervisors submit nominations for each award through their unit commander/director to AFSAA/SAA. Submissions for all awards must reach AFSAA/SAA by 31 July.

6. Individual Award Package Contents. Each awards package will contain a copy of the following:

6.1. Supervisor's nomination cover letter.

6.2. Completed AF Form 1206, **Nomination for Award**

- 6.3. Personal biographical data, to include: Social Security Number -- N/A.
- 6.4. Specific justification for the award. Limit narrative to no more than the front-side of AF Form 1206 in single-spaced bullet format for individual awards. The narrative should be in *Times New Roman* font with a 12pt font size. Justification narratives should address the following areas (use as subject-headings is highly recommended):
 - 6.5. Description of achievement: uniqueness of achievement, contribution to organizational mission, impact on an Air Force or Department of Defense decision and improvement of Air Force/military operations research techniques.
 - 6.6. Description of achievement for the Lieutenant General Glenn A. Kent Leadership Award: synopsis of major management efforts, uniqueness of organizational achievement/contributions and improvement of Air Force operations research techniques.
 - 6.7. Description of achievement for the Lifetime Achievement Award: synopsis of major achievements/contributions, uniqueness of achievements/contributions, impact on Air Force decisions and improvement of Air Force operations research techniques.
- 6.8. Short (limited to eleven lines) unclassified citation to accompany the award. *See* Attachment 3 in AFI 36-2805.
- 6.9. Unit mission statement and a brief description of the organization on a separate piece of paper.

7. Air Force Analytic Team Award Package Contents. Each awards package will contain a copy of the following:

- 7.1. Organization nomination cover letter.
- 7.2. Completed AF Form 1206, **Nomination for Award**
- 7.3. Personal biographical data, to include: Team name and names of team members, grade -- N/A social Security Number -- N/A, and Unit commander -- Team leader, chief or director and mailing address
- 7.4. Specific justification for the award. Limit narrative to front and back of AF Form 1206 in single-spaced bullet format for team award. The narrative should be in *Times New Roman* font with a 12pt font size. Justification narratives should address the following areas (use as subject-headings is highly recommended):
 - 7.4.1. Description of achievement
 - 7.4.2. Uniqueness of achievement
 - 7.4.3. Contribution to Air Force or Department of Defense mission
 - 7.4.4. Impact on an Air Force or Department of Defense decision
 - 7.4.5. Improvement of Air Force/military operations research techniques
 - 7.4.6. Inter-Organizational effort
 - 7.4.7. Short (limited to eleven lines) unclassified citation to accompany the award. *See* Attachment 3 of AFI 36-2805.

8. How Recipients Are Selected. A board convened by Director AFSAA selects award winners. Board members will be selected from prominent members in the Air Force analytical community. The Chief Analyst of AFSAA will chair the board. Director of AFSAA is final approval authority.

9. Award Announcements and Presentations. AFSAA will announce award winners by 30 October. AFSAA or a designated representative will notify the commander or director and the recipients. The awards will be presented at the Annual Air Force Operations Research Symposium.

ROBERT H. FOGLESONG, General, USAF
Vice Chief of Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2805, *Special Trophies and Awards*

AFPD 36-28, *Awards and Decorations Programs*

Abbreviations and Acronyms

AFAC—Air Force Analytic Community

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSAA—Air Force Studies and Analyses Agency

PDO—Publishing Distribution Office