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Personnel

TEST AND EVALUATION AWARDS

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This instruction implements AFD 36-28, Awards and Decorations. It provides information on test and evaluation (T&E) related awards in the Air Force. The awards covered include the Air Force T&E Team Award, the Air Force Tester of the Year Award, the Chanute Flight Test Award, the Allen R. Matthews Award, the Special Achievement Award, the Richard G. Cross Award, the Publication Award, the TSPI E-O Award, and the Technical Achievement Award.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates the nomination process and eligibility standard for various awards. It revises award criteria and agency sponsorship.

1. Purpose. The Air Force annually recognizes individuals and test teams with awards or nominations from organizations sponsoring T&E awards for sustained superior achievement. Normally, awards are for contributions either completed or acknowledged during the previous year. Named individuals either military or civilian who are recipients of Air Force-level awards may wear the Air Force Recognition Ribbon IAW AFI 36-2805. Ensure that all records created by this AFI are maintained and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

2. Sponsors, Award Descriptions, and Eligibility Standards:

2.1. Air Force Association (AFA). The Air Force T&E Team Award is issued annually for outstanding contribution by an Air Force Test Team. The Air Force award office of primary responsibility (OPR) is HQ USAF/TE.

2.1.1. Eligible teams are subordinate units of a wing (or equivalent) and are smaller than a group (or equivalent).

2.1.2. The Air Force Association presents a plaque and certificate to the winning team. The team is recognized at the annual AFA National Convention.

2.1.3. HQ USAF displays a plaque containing the names of winning teams.

2.2. National Defense Industrial Association (NDIA). The Air Force Tester of the Year Award is sponsored by the NDIA and recognizes the outstanding government civilian, contractor, and military testers from the Army, Navy, Air Force, Marine Corps, and Office of the Secretary of Defense. The Air Force award office of primary responsibility (OPR) is HQ USAF/TE.

2.2.1. The award has three categories: Civilian Tester of the Year Award (a government employee GS or GM-13 and below); Military Tester of the Year Award (Lt Colonel and below); and Contractor Tester of the Year Award (a contractor employee).

2.2.2. The NDIA presents the award, a plaque, at its annual Test and Evaluation Symposium.

2.3. American Institute of Aeronautics and Astronautics (AIAA). The Chanute Award honors Octave Chanute, pioneer aeronautical investigator, and it is presented for an outstanding contribution made by a pilot or test personnel to the advancement of the art, science, and technology of aeronautics. The award is generally presented biennially (in even-numbered years) at the AIAA Aircraft Technology, Integration, and Operations Forum. Nominations are due February 1. HQ 11th Wing/DPJ is the Air Force awards OPR for the Chanute Award.

2.3.1. Active-duty Air Force officers and Department of the Air Force civilians are eligible.

2.4. International Test and Evaluation Association (ITEA). ITEA sponsors the following annual awards with HQ USAF/TE as the Air Force awards OPR:

2.4.1. The Allen R. Matthews Award. This award is for distinguished achievement in T&E.

2.4.1.1. The award is named after the late Dr. Matthews, founder and first president of ITEA.

2.4.1.2. A candidate is an individual who has made a lasting, significant contribution to the field of T&E. The contribution may have been made over the course of a distinguished career.

2.4.1.3. The recipient need not be a member of ITEA, however contributions to ITEA and to other professional associations oriented towards T&E will be a factor in the selection process. Groups, organizations or institutions are not eligible for this award.

2.4.2. The Special Achievement Award. This award is for a special act of achievement in T&E.

2.4.2.1. A candidate is an individual who has made an immediate and significant contribution to the field of T&E, such as solving a major T&E problem, completing a successful project, or any other exceptional act.

2.4.2.2. Candidates need not be a member of ITEA. The award may be presented to an individual, group or organization.

2.4.3. The Richard G. Cross Award. This award is for educational achievement in T&E.

2.4.3.1. This recognition of excellence is named after the late Major General Richard G. Cross, Jr., USAF (Ret), who was former director and senior advisor of ITEA.

2.4.3.2. Candidates are individuals, teams, or organizations that have made a significant contribution to education for T&E. The achievement may be in administration, teaching, or research.

2.4.4. The Publication Award. This award is for contribution to the body of T&E literature.

2.4.4.1. This award recognizes an author or co-author whose book, technical paper, or article is outstanding and adds to the general body of knowledge and understanding of T&E.

2.4.4.2. Works must be original and adhere to the standards of scholarly research, fair public discourse, or journalism.

2.4.4.3. Works must be in a published form available to the general T&E community, such as in the ITEA Journal of T&E or other professional, association publications.

2.4.5. The Time-Space-Positioning Information and Electro-optics (TSPI/E-O) Award. This award is for individual achievement and significant contribution to the areas of time-space positioning (TSPI) data collection and electro-optics (E-O) T&E.

2.4.5.1. This award comes with a crystal trophy and a check for \$1,000 from ITEA under the sponsorship of Brashear LP.

2.4.5.2. The recipient of the TSPI/E-O Award must be an individual and need not be a member of ITEA.

2.4.6. Technical Achievement Award. The theme of the technical achievement award changes annually, as determined by the ITEA Awards Committee. For example, in year 2003, use of information technology for T&E.

2.4.6.1. An individual or team associated with the test is eligible to receive the award. They do not have to be a member of ITEA.

3. Nomination Procedures. Sponsoring organizations invite award OPRs to submit nominations for awards at various times during the year. OPRs will provide additional information and award nomination submission dates by message or letter and establish a selection board process for determining Air Force nominees. Nomination packages are to include an AF Form 1206, *Nomination for Award*, biography, citation, and cover letter. Additional information may be obtained by visiting the web site of each professional organization; e.g., <http://www.organization.org>.

3.1. When submitting nominations, comply with the following requirements:

3.1.1. Use AF Form 1206, *Nomination for Award*. This form may be obtained from Headquarters Air Force web site, <http://www.e-publishing.af.mil/>. Limit nomination narratives to two typewritten pages.

3.1.2. Use of a second AF Form 1206 as a continuation page is preferred, noting the team's or individual's accomplishments in the "Specific Accomplishments" area.

3.1.3. Type only the individual's or team's name at the top of the second page. Do not sign the narrative.

3.1.4. Limit the biography to one single-spaced typewritten page, as shown in **Attachment 2**.

3.1.5. Refer to **Attachment 3** as a sample citation for an individual and to **Attachment 4** as a sample citation for a team.

3.2. Award nominations for ITEA consideration should be submitted electronically. The ITEA award period is annually from October 1 to September 30. ITEA issues a memorandum each March announcing the awards program and specifies the nomination due date.

4. Awards Presentation. The organization sponsoring the award announces the winners and determines the appropriate function for presentation of awards.

5. Funding. An award winner's parent organization uses normal, temporary duty funds to pay for the winner's travel to and from the award presentation ceremony.

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

JOHN T. MANCLARK
Director of Test and Evaluation

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AIAA—American Institute of Aeronautics and Astronautics

AFA—Air Force Association

AMRAAM—Advanced Medium Range Air-to-Air Missile

Dr.—Doctor

E-O—Electro-optics

HQ USAF—Headquarters United States Air Force

ITEA—International Test and Evaluation Association

NDIA—National Defense Industrial Association

OPR—Office of primary responsibility

Ret—Retired

T&E—Test and evaluation

TSPI E-O—Time-Space-Positioning Information and Electro-Optics

Attachment 2**SAMPLE STANDARD BIOGRAPHY FORMAT**

(Limit to one single-spaced typewritten page)

SENIOR AIRMAN JOHN Q. DOE

AFSC: 3A051, INFORMATION MANAGEMENT - JOURNEYMAN

Airman First Class John Q. Doe is an administrative specialist assigned to the 123rd Combat Support Group, Jones Air Force Base, Kentucky. He is 24 years old.

Airman Doe was born in Lexington, Kentucky, on June 29, 1978. He attended Central High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him the team's coveted Patterson Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1996, Airman Doe was employed locally and served as a church-council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 1996 and was called to active duty in 1997.

Upon completing basic military training at Lackland Air Force Base, Texas in 1997, Airman Doe began technical training as an information manager at Keesler Air Force Base, Mississippi where he was a distinguished graduate in February 1998.

Airman Doe is married. He is active in the local church where he is a youth counselor and a member of the choir. He was selected as the Airman of the Quarter, 2nd quarter 1999, 3rd quarter 2000, and was the Outstanding Airman of the Year for 2001 for the 123rd Combat Support Group. He is a recipient of the Air Force Commendation Medal, and he has received several awards for his civic involvement.

Attachment 3

SAMPLE CITATION FOR INDIVIDUAL NOMINATION

CITATION TO ACCOMPANY THE AWARD OF THE AIR FORCE MILITARY TESTER OF THE YEAR AWARD for 2002

TO

CAPTAIN HENRY J. SMITH

Captain Smith distinguished himself through outstanding service to the United States as the chief test engineer, Advanced Medium Range Air-to-Air Missile (AMRAAM) Joint Test Force, 46th Test Wing, Air Armament Center, Air Force Material Command, Eglin Air Force Base, Florida from 1 January - 31 December 2002. During this period, Captain Smith's innovative management, dynamic leadership, and untiring effort contributed significantly to the success of the \$10 million combined Air Force/Navy AMRAAM Validation Test Program. Throughout the test program numerous obstacles threatened to delay this critical program to war fighting capability. In each case, Captain Smith's ingenuity, acceptance of challenges, and key decision-making produced imaginative solutions, which allowed the program to move forward with uninterrupted testing that met critical test objectives. The distinctive accomplishments of Captain Smith reflect great credit to himself and the United States Air Force.

Attachment 4**SAMPLE CITATION FOR TEST TEAM NOMINATION****CITATION TO ACCOMPANY THE AWARD OF THE AIR FORCE TEST AND EVALUATION TEAM AWARD FOR THE YEAR 2002 TO THE INTEGRATED WEAPON SYSTEM COMBINED TEST TEAM**

The integrated Weapon System Combined Test Force, 412th Test Wing, Air Force Flight Test Center, Edwards Air Force Base, California, distinguished itself in outstanding service to the United States from 1 January - 31 December 2002. During this period, the Combined Test Force conducted Development Test and Operational Test activities of major importance to the strategic missile mission of the Air Force, thereby directly contributing to national objectives. The leadership, technical, and managerial efforts of the Combined Test Force in conducting the Air Launched Cruise Missile and the Offensive Avionics System test played a major role in securing the Air Combat Command's First Alert Capability milestone. The professionalism and devotion to duty of the test force members reflect great credit upon themselves and United States Air Force.