

29 JANUARY 2002



Personnel

HISTORY AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*, for the Air Force History function to include the Material Heritage program. It provides guidance for recognizing commendable work by military and civilian personnel, both as individuals or teams. Major commands (MAJCOMs) and field operating agencies (FOAs), after approval by HQ USAF/HO, may supplement this instruction to provide additional guidance to subordinate units and conduct command award programs.

SUMMARY OF REVISIONS

This change incorporates interim (IC) 2002-1. It divides the Excellence in History Program Awards into the categories of Single-Person History Office, Multiple-Person History Office and History Office Above Wing Level (1.1). The change also allows MAJCOMs to nominate at least one assigned history office in each category (Paragraph 1.1). The date for submission of the nomination to AF/HO is changed to no later than 15 March from no later than 31 March (Paragraph 1.1). The paragraph changes the date for submission of Excellence in Historical Publications to AF/HO to 15 March (2.1); it removes Air Force History Support Office, the Air Force Historical Research Agency and the Air Force Museum from consideration for the Air Force Heritage Project Award (3.); it deletes requirement for submission of 3 copies of printed materials (3.); it adds requirement for submission of all supporting materials (3.); it changes date nominations must arrive at AF/HO from 30 June to 15 March (3.); it establishes a panel consisting of at least 3 Air Force History and Museums Program personnel, one of whom must be a museum specialist (3.); it changes the composition of the board that advises the Air Force Historian on the award selection (3.); it allows for up to 3 awards per year (3.); adds categories of historical holdings, specific theme and outreach for deliberation (3.); it establishes requirements for the selection panel to draft a letter to award winners and nominees (3.); it sets date of 15 May for AF/HO to announce winners (3.); it establishes criteria of content (3.1.1); it establishes the utility (3.1.2) or presentation (3.1.3) for the judging of the award.

1. Excellence in Wing History Programs. This award recognizes individuals at the wing or independent group level who have provided superior historical services to their units and have submitted an outstanding periodic history (RCS:HAF-HO(A&SA)7101) during the past calendar year. Unless a historian inherited a delinquent program from the previous historian, deployed for a contingency assignment for at least 89 days, or attended a required course for at least 89 days, periodic histories must have been submitted by the normal due dates as specified in AFI 84-101. In the case of a 2-person office, both members can share the award, but only historians at the 3-skill level or above who served in the history office for at least 6 months of the year are eligible.

1.1. MAJCOM History Offices nominate deserving candidates for awards. (The National Guard Bureau and those FOAs with assigned wings and groups are considered to be equivalent to a MAJCOM). Awards are divided into three categories; Single-Person History Office, Multiple-Person History Office and History Office Above Wing Level. Use an AF Form 1206 (two pages maximum) to explain why the history offices deserve recognition, considering such factors as the timeliness of the periodic histories, accomplishments documented in semiannual Historical Activity Reports (RCS:HAF-HO (SA)8202), quality assessments, and other indicators delineated in AFI 84-101. The MAJCOM/HO may nominate to AF/HO no more than ten percent of assigned history offices (or at least one in each category) with a transmittal memorandum signed by the MAJCOM commander, vice commander, or staff director. The nomination must arrive at AF/HO no later than 15 March.

1.2. HQ USAF/HO appoints a panel of Air Force historians to evaluate the nominations. The panel will consist of a minimum of three members, at least one of whom must be a Senior NCO historian. All members must have experience in performing or overseeing work at the wing level. The panel meets as soon as possible at the Air Force Historical Research Agency, Maxwell AFB, Alabama, where copies of current wing histories and other publications are on file for the members to review. The organizations of prospective panel members must agree to fund travel before they are appointed. The panel ranks the candidates and sends its recommendations to HQ USAF/HO, where a selection board consisting of the Air Force Historian (SES) and at least two 0-6, E-9, or GS-14/15 members will approve the award recipients (up to 20 percent of those nominated). HQ USAF/HO announces final results and notifies award recipients. The panel and board judge the nominations against the following criteria:

- 1.2.1. Quality and timeliness of periodic histories submitted during the calendar year.
- 1.2.2. Usefulness of reference services to unit, command, and the Air Force.
- 1.2.3. Effect history office had on planning, policy and decision making within the organization.
- 1.2.4. Value of other publications produced during the year.
- 1.2.5. Special projects and efforts that raised historical consciousness.
- 1.2.6. Challenges faced (high operations tempo, temporary duty assignments, additional duty commitments, short time on job, etc.)
- 1.2.7. Resources available (e.g., a 2-person offices would be expected to accomplish proportionally more than 1-person offices)

2. Excellence in Historical Publications. This award recognizes individuals or teams at field units and headquarters who have produced outstanding books, studies, or comparable products during the past calendar year. Historians at the Headquarters Air Force level, including those assigned to FOAs under the

supervision of AF/HO, are not eligible for this award, nor are commercially edited and published products.

2.1. The nominations must arrive at AF/HO no later than 15 March.

2.2. HQ USAF/HO appoints a panel of at least three Air Force historians who have distinguished research and writing credentials to evaluate the nominations. The panel meets as soon as possible and provides its recommendations to HQ USAF/HO, where a selection board consisting of the Air Force Historian and at least two O-6 or GS-14/15 members will approve the award recipients (up to five per year). HQ USAF/HO announces final results and notifies award recipients. The panel and board judge each publication against the following criteria:

2.2.1. Content (challenge of topic; depth or breadth of research; completeness, consistency, and accuracy of information; quality of interpretation, analysis, and conclusions)

2.2.2. Utility (to organization, Air Force, and other researchers)

2.2.3. Writing Style (clarity, correctness, creativity, and readability; proper use of scholarly devices)

2.2.4. Format and Presentation (logic and balance of organization; value of illustrations, front matter, and back matter; security/administrative markings; attractiveness of final product).

3. Air Force Heritage Award. This award recognizes outstanding accomplishments by Air Force History and Museums Program personnel to foster a better understanding and appreciation of the USAF, its missions, its people, and its accomplishments. Eligible projects include displays, videos, restorations, etc. MAJCOM, FOA, or DRU History Offices may nominate deserving candidates for this award. The Air Force History Support Office, the Air Force Historical Research Agency, and the USAF Museum are not eligible for this award. Forward to AF/HO an AF Form 1206 with a transmittal memorandum signed by the MAJCOM, FOA, or DRU commander, vice commander, or staff director. In the form, explain the value of the project to the organization and the Air Force. Submit in triplicate all supporting materials (e.g., pamphlets, videocassettes, photo album, or set of slides). The nomination package must arrive at AF/HO no later than 15 March. AF/HO appoints a panel of at least three Air Force History and Museums Program personnel, one of whom must be a MAJCOM historian and one of whom must be a museum specialist, to evaluate the submissions. The panel ranks the candidates and sends its recommendations to AF/HO, where a selection board consisting of the Air Force Historian, the Deputy Air Force Historian, and at least one O-6 or GS-14/15 member will approve the award recipients (up to three per year). Categories for deliberations (not separate award categories) include historical holdings, specific theme and outreach. The selection panel provides AF/HO with draft letters to award winners and to nominees considered but not selected for the awards. AF/HO announces the final results by 15 May and forwards the appropriate letters to award winners and nominees.

3.1. The panel judges the nominees against the following criteria:

3.1.1. Content (depth or breadth of research; completeness; consistency and accuracy of information; quality of interpretation; and conclusions)

3.1.2. Utility (timeliness and relevance of the topic to the organization and to the Air Force)

3.1.3. Presentation (attractiveness of final product)

4. Air Force History Career Contributions Award. This award recognizes an individual for a prolonged and sustained record of outstanding performance and impressive achievements in advancing the mission and objectives of the Air Force History Program. Submit nominations at any time during the year on an AF Form 1206, ensuring that nominations involving a retirement arrive at HQ USAF/HO at least three months prior to the planned ceremony. Within major commands, forward nominations to the MAJCOM/HO for endorsement to HQ USAF/HO. FOAs and DRUs send nominations directly to HQ USAF/HO. The Air Force Historian, advised by at least two O-6, E-9, or GS-14/15 board members, will select recipients based on the nomination and additional research and consultation with other senior history and museum personnel as necessary.

5. Recognition. The Air Force Historian will sign a memorandum of commendation for each award recipient and provide an appropriate wall plaque. In addition, recipients of the excellence in wing history programs and historical publications awards receive an entry in their personnel records and are entitled to wear the Air Force Recognition Ribbon (military) or Lapel Pin (civilian).

6. Other Awards. MAJCOMs and FOAs with subordinate units are authorized to establish their own award programs in supplements to this AFI to complement the USAF-wide program.

RICHARD P. HALLION, SES
The Air Force Historian

Attachment 1**IC 2002-1 TO AFI 36-2863, HISTORY AWARDS****29 JANUARY 2002****SUMMARY OR REVISIONS**

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3.1. The panel judges the nominees against the following criteria:

3.1.1. Content (depth or breadth of research; completeness; consistency and accuracy of information; quality of interpretation; and conclusions)

3.1.2. Utility (timeliness and relevance of the topic to the organization and to the Air Force)

3.1.3. Presentation (attractiveness of final product)