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Personnel

GENERAL COUNSEL AWARDS PROGRAM

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This instruction implements AFPD 36-28, *Awards and Decorations*, and describes the General Counsel awards presented to individuals in recognition of their outstanding service and contributions to the Department of the Air Force. It explains who is eligible for the awards, the criteria and procedures for nomination, and who selects the winners. It applies to Air National Guard and Air Force Reserve personnel.

1. Office of the Secretary of the Air Force, SAF/GC. The General Counsel:

- 1.1. Manages the General Counsel's Award Program
- 1.2. Establishes award criteria
- 1.3. Announces award recipients each year
- 1.4. Acquires plaques and other tangible awards
- 1.5. Arranges for the presentation of the awards
- 1.6. Ensures that all records created pursuant to this AFI are maintained and disposed of IAW AFMAN 37-139, "Records Disposition Schedule."

2. Selecting Recipients. The General Counsel:

- 2.1. Accepts nominations
- 2.2. May appoint a formal or informal panel to review nominations and make recommendations concerning selection of recipients
- 2.3. Makes final selection of recipients
- 2.4. May decide not to make an award if he/she finds no suitable nominees

3. Awards:

3.1. The General Counsel's Award: This award is presented by the General Counsel and recognizes one or more attorneys from the staffs of the General Counsel and The Judge Advocate General, including Air National Guard and the Air Force Reserve personnel, who have clearly demonstrated innovative, efficient, and effective use of legal resources and personnel in a collaborative way to benefit Air Force clients. This award can recognize either continuing contributions or a single achievement that reflects effort above and beyond that which is typically displayed in accomplishing assignments and the workload of the Air Force legal team. There is no limitation on the number of nominations that may be submitted; however, each must be indorsed by at least one supervising attorney. The last day for meeting the eligibility requirements is December 31st of the year for which the award is being given. Nominations will be made on Air Force 1206, Nomination for Award; a completed proposed award citation will follow the format found in AFI 36-2805; a biographical sketch may also be submitted. Military and civilian recipients will receive an award certificate and plaque.

3.2. General Counsel's Recognition and Appreciation Coin Award: The General Counsel may present performance recognition coins to Department of the Air Force personnel, including Air National Guard and Air Force Reserve personnel, for outstanding contributions or service rendered in furtherance of the Air Force legal mission. Presentation of the coin award recognizes either continuing contributions or a single achievement. The purpose of this coin is to provide the General Counsel with an informal means to show recognition of and appreciation for outstanding job performance.

MARY L. WALKER
General Counsel of the Air Force

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations*

AFMAN 37-139, *Records Disposition Schedule*