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AFI 36-2805, 29 June 2001, is supplemented as follows

This supplement expands on the guidance contained in AFI 36-2805, *Special Trophies and Awards*, provides guidance for official coins (paragraph 1.4.4.), and establishes requirement for a signed statement for publicity purposes (paragraph 2.1.11. added.).

SUMMARY OF REVISIONS

This revision establishes new requirements for the Command coins (paragraph 1.4.4.1. (Added)) and a new coin to be referred to as the AFMC Fitness Coin (paragraph 1.4.4.2. (Added))

1.1. **Nominating Procedures.** HQ AFMC/CCQ and commanders of AFMC field units reporting directly to HQ AFMC may each submit nominations. Submit one nomination, unless otherwise specified, for each award/trophy or category to the HQ AFMC/DPQ, Special Trophies and Awards, for competition. Do not submit nominations directly to HQ AFPC or to the award/trophy sponsor. All nomination packages will be mailed to HQ AFMC/DPQ, 4375 Chidlaw Road, Room N208, Wright-Patterson AFB OH 45433-5006.

1.4.4.1. (Added) Official Coins. The use of coins for “on the spot” recognition are authorized to be purchased using appropriated funds. These coins are limited to HQ AFMC/CC/CV/CD/CCC and all 2-letter Directors. At center level the coins are authorized for center CC/CV/CD/CCC and all 2-letter Directors. All AFMC subordinate wing, group, and squadron commanders are also authorized to have these coins. Coins, except for the HQ AFMC commander, will not be personalized. Coins will indicate the position of the person presenting them (e.g., commander, vice commander). The coins will be presented to military and civilian personnel, who, by their dedicated individual effort, have facilitated the successful accomplishment of a particular program, function, or mission. The purpose of the coin is to provide senior leadership with an informal means to show special, on the spot, recognition of an appreciation for a “job well done.”

1.4.4.2. (Added) AFMC Fitness Coins. AFMC commanders may use appropriated funds in accordance with AFI 65-601 V1, *Budget Guidance and Procedures*, to award individuals that exceed fitness standards

with an appropriate award to include an organizational type fitness coin as a mission accomplishment award. AFI 36-2805, *Special Trophies and Awards*, authorizes the presentation of organizational coins as mission accomplishment awards. According to Department of Defense Instruction 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*, AFMC Fitness coins will be presented to individuals identified by their local installation Health and Wellness Center who, at a minimum, have exceeded expanded Air Force fitness standards by 25 percent (VO2, push-ups, crunches), meet weight standards, and are tobacco-free. These qualities have been determined to contribute to personal and unit readiness and quality of life. The coins will be presented by the installation commander or their designee.

2.1.2. All centers, FOAs, and DRUs will ensure nominations arrive at HQ AFMC/DPQ by the dates announced in the canvassing messages for each award. Negative responses will be required by the established suspense date for those center, FOAs, or DRUs which will not submit nominations. These negative responses can be submitted by e-mail or memorandum.

2.1.4.1. (Added) Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the write-up. Duplex print the form **head-to-head** so that it reads like a book. Provide one original and three additional copies of the form for each nomination. Ensure an electronic copy of the form is provided on diskette.

2.1.5. Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the write-up. Do not duplex print multiple-page bond paper write-ups. Provide one original and three additional copies of the write-up for each nomination. Ensure an electronic copy of the write-up is provided on diskette.

2.1.9. Provide an electronic copy of the biography on diskette.

2.1.10. Provide an electronic copy of the citation on diskette.

2.1.11. Send one original set of all required documents, and five copies of the write-up. **Do not** collate, staple, or assemble nominations in elaborate packages. Required documentation may consist of but is not limited to the following:

Commander's endorsement memo

Nomination write-up (AF Form 1206, or plain bond paper)

Biography

Citation

Records review RIP (original only)

Quality statement

Publicity statement

Diskette

2.1.18. (Added) A quality review statement is required for individual nominations submitted on military or Department of the Air Force civilian personnel. It will be signed and dated by the person (other than the nominee) who verified the information and will read:

Military Nomination. "I, (rank or title and name), verify (nominee's rank and name) did not have an Active UIF or unfavorable information in a PIF during the nominating period of the (trophy/award)."

Civilian Nomination. “I, (rank or title and name), verify the official records of (nominee’s name) did not contain any disciplinary or adverse action information, nor is action pending that would reflect unfavorably during the nominating period of the (trophy/award).

2.1.19. (Added) A publicity statement is mandatory for each nomination. It will be signed and dated by the nominee for individual nominations, or by the commander/team lead for unit/group nominations and will read:

“I, (rank or title and name), understand (my/this) nomination for the (trophy/award) may involve release of information contained in (my/this) nomination package for the purpose of publicizing the program. I (do/do not) authorize my personal information to be used.”

3.2.4. Each center, FOA, and DRU can send as many nominations as they receive for the NCOA Vanguard Award to HQ AFMC/DPQ by the established suspense date. Only one nomination will be sent to HQ AFPC for the Air Force-level competition.

3.7. **Joan Orr Air Force Spouse of the Year Award.** The AFMC command-level nominee to the Air Force-level competition of the Joan Orr Air Force Spouse of the Year Award will also receive recognition as the Connie Yates AFMC Spouse of the Year. Connie Yates was the spouse of a former AFMC Commander, General Ronald W. Yates.

4.2.6. The Jaycee nomination form will be provided by HQ AFMC/DPQ when a call for nominations is sent. The form may be reproduced locally. The “nominator’s name” area on the last page must be left blank for AFMC endorsement. Nominees must sign and date the last line of the form.

4.4.4. Forms will be supplied from HQ AFMC/DPQ on request. The section marked “this nomination is respectfully submitted by,” area on the cover page must be left blank for AFMC endorsement.

4.6.4. Send an unlimited number of nominations for the AFSA Pitsenbarger Award to HQ AFMC/DPQ. Once we have boarded the nominations we will select and forward one to the AFSA for their competition.

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