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Personnel

SPECIAL TROPHIES AND AWARDS

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This instruction implements AFPD 36-28, *Awards and Decorations*. It establishes procedures and actions to streamline and standardize the processing and submission of special trophies and awards in AFMC. It does not apply to US Air Force Reserve and Air National Guard units and members.

SUMMARY OF REVISIONS

This revision replaces AFMCR 900-16, *Special Trophies and Awards*, and includes instructions for HQ AFMC/DP to update the Special Trophies and Awards roster yearly. It also eliminates guidance referencing use of the Commander's Service Award, as this award is obsolete.

1. Purpose . To improve timeliness, accuracy, and quality of functional awards sponsored and processed by various functional managers in AFMC. It sets up procedures and guidelines for processing and submitting Special Trophies and Awards applicable to all organizations and staff agencies in AFMC.

2. Procedures. Each agency:

- 2.1. Establishes a data base, or similar award suspense control process to monitor award suspenses, to prevent late submissions.
- 2.2. Establishes standing panel committees to consider and select their nominees for awards.
- 2.3. Makes sure nomination packages are prepared in bullet style versus narrative or paragraph format, unless Air Staff or other guidance dictates otherwise.
- 2.4. Reviews nomination forwarding procedures to limit award nominations for command section signature. If governing directives specify director signature, director level must sign the endorsement.

- 2.5. Makes every effort to submit as many nominations to Air Force as permitted--for example, if each base and HQ AFMC can have a candidate, then each agency should submit a nomination.
- 2.6. Ensures timely presentation of award elements to maintain the prestige and dignity of the award.
- 2.7. Reviews recognition plaques, certificates, etc., eliminating those that are obsolete or too costly. Consider using an Air Force form--for example, AF Form 3033, *Certificate of Appreciation*.
- 2.8. Publicizes award of the AF Form 3034, *Certificate of Commendation*, to further recognize and benefit civilian award nominees, as the AF Form 3034 is made a part of civilian personnel records.
- 2.9. Makes sure all functional awards go directly from the submitting agency to the headquarters office of primary responsibility (OPR) to prevent misplacement or confusion of award submission.
- 2.10. Ensures only functional award managers work functional awards.

3. Special Trophies and Awards Roster. HQ AFMC/DP will update the Special Trophies and Awards roster yearly. OPRs must ensure timely updates to the roster when requested. Also, OPRs must indicate award monitor's name, phone extension, and office symbol for inclusion in the roster.

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