

**18 NOVEMBER 2003**



**Personnel**

**ENGINEERING AND TECHNICAL  
MANAGEMENT AWARDS**

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OPR: HQ AFMC/ENRM  
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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It states the purpose of each AFMC Engineering and Technical Management (E&TM) award, defines the eligibility, and prescribes nomination, selection, and presentation process.

**SUMMARY OF REVISIONS**

This revision updates the nominating procedures, evaluation criteria, notification, and award categories. Formats of the Nomination Package and Citation were added.

**1. General Information and Nomination Procedures.**

1.1. General Information. This instruction establishes the annual AFMC E&TM awards for individuals and teams. The awards provide annual recognition for exemplary contributions and dedication to the E&TM community; accomplishments are affirmed through 18 awards in two categories: AFMC and Sponsored Awards. All awards consist of a plaque, citation, and either a Civilian Achievement Award or a recommendation for the Military Air Force Achievement Medal (or appropriate award). Teams are presented with one plaque. The use of government funds is authorized for the procurement of plaques.

1.2. Nominating Procedures. All awards except "Career Achievement" will cover the calendar year. Nomination packages must be unclassified. All nominations are to include a cover sheet, a one-page justification addressing each criteria element and a short unclassified citation to accompany the award. Sample packages and nomination format will be posted on the HQ AFMC/EN web site. Accomplishments being recognized must have been performed in the nominating organization. Submissions are limited to one nomination per category per center. An individual or team may only be nominated for one award. An individual may be nominated for an individual award and as a member of a team; however, the accomplishments being recognized must be different. All nomination pack-

ages are to be submitted electronically via E-mail with each nomination being a separate document. Packages are to be prepared in bullet format using Times New Roman 12 pitch, single-spaced, one inch margins and are not to exceed three pages in length (including cover page, justification, and citation). The local senior E&TM representative and the center commander must endorse center submissions. If a representative has been designated to sign for the commander, such a statement must be provided. Endorsements can be provided electronically. Packages will not be evaluated without the proper endorsements. The endorsement approves all the center's nominations.

1.2.1. Cover Sheet. Clearly state the award for which the package is being submitted. If the nomination is for a team, the cover sheet should also include primary team members' name; grade or rank; Air Force Specialty Code (AFSC) or occupational series; and office symbol. Team packages will recognize primary members only. Team lists should not exceed 25 members. Other members can be recognized at the center level. See [Attachment 1](#).

1.2.2. Justification. Accomplishments must be addressed through the evaluation criteria elements; do not provide additional justification statements. See [Attachment 2](#).

1.2.3. Citation. A short unclassified citation must accompany the award. The citation will be prepared on a separate page. See [Attachment 3](#).

1.2.4. The nomination will not exceed three pages (including the cover sheet and the citation). One additional page is allowed for team packages to list team members.

## **2. Evaluation Criteria, Selection, Notification, and Presentation.**

2.1. Evaluation Criteria. The following criteria will be used to evaluate all nomination packages. Additional award criteria may be found in the specific award descriptions.

2.1.1. Operational Impact: Explain the nominee's efforts to support AF warfighters by assuring the capability and safety over the life cycle of AF systems through the development and management of engineering policy, processes and infrastructure (human resources, tools, equipment, etc.) necessary for system development, production, support and disposal. Describe the substantial improvement in AF processes, operational concepts, or force structure, e.g., improved use of resources or effectiveness through the application of scientific or analytical techniques. Address the effects on cost, schedule, and performance (including supportability). If there is no dollar value, identify the significant and tangible impact the accomplishments had upon the E&TM community. Describe the benefits and support of both the E&TM community and our external customers. - 40 pts.

2.1.2. Innovative Improvements: Explain how new and/or improved products and services were designed, introduced and implemented. Describe how innovative processes and techniques were developed which enhanced the unit's mission. Describe how revolutionary ideas, processes or techniques were developed to resolve an on-going problem. - 40 pts.

2.1.3. Customer Focus: Explain how the nominee demonstrated customer focus and quality values as part of day-to-day leadership and management accomplishments. Describe the increased capability due to new or enhanced processes/systems and substantial schedule reductions to benefit the customer. - 20 pts.

2.2. Selection. HQ AFMC/EN will assemble a panel comprised of senior E&TM representatives from across the command. Panel members will be sent a copy of all nominations and asked to rate and rank

each package against the evaluation criteria. Evaluation forms will be returned to HQ AFMC/EN for analysis.

2.3. Notification. HQ AFMC/EN will send a winner announcement letter to the Center Commanders, the Engineering Council members, and the winner's supervisor through their two-letter chain of command. Banquet details and registration information will be included in this letter. This letter will also serve as notification of non-selection.

2.4. Presentation. The awards will be formally presented during an annual AFMC E&TM Awards Banquet and Presentation Ceremony held in conjunction with a spring E&TM leadership meeting. Award winners, their guests and their supervisors are encouraged to attend all activities. Inability of nominees to attend the banquet will not affect their selection for the award. However, if the award winner is unable to attend, their supervisor or nominating official must contact HQ AFMC/ENRM to designate a representative to accept the award at the ceremony.

2.4.1. Temporary Duty (TDY). All TDY expenses are to be funded by the nominating or sponsoring organization. HQ AFMC/EN will not provide any TDY funds.

### 3. Award Eligibility and Award Categories.

3.1. Award Eligibility. Individual award categories: all AFMC military (enlisted and officer) or federal civilian employees (full and part-time), or Federally Funded Research and Development Center (FFRDC) members nominated in the Chief Engineer category. Team award categories: all AFMC military (enlisted and officer) or federal civilian employees (full and part-time). Reservists and Individual Mobilization Augmentees (IMA) Officers can be nominated for the Reservist and IMA category and when part of a team. Contractors can be nominated when part of a team. Nominee's duties must directly support the E&TM function. This program does not apply to the Air National Guard or US Air Force Reserve units or members, except for IMAs as allowed above. E&TM personnel, as listed below, are eligible for the E&TM awards.

3.1.1. Engineer. Individuals working in an engineering occupational series or duty AFSC.

3.1.2. Technical Management. Individuals working in Production, Manufacturing, Quality Assurance, Data Management, Configuration Management, Operational Research, Test and Evaluation, Program Management, Analysis, or Mathematics.

3.1.3. Engineering Technician. Individuals working in an engineering technician occupational series (0802, 0856, 0895) or equivalent duty AFSC.

3.1.4. Support. Individuals working in non-engineering/non-technical management AFSCs or occupational series working in Human Resources, Financial Management, Manpower Management or Administration.

#### 3.2. Award Categories.

3.2.1. AFMC E&TM Awards: (**NOTE**: Years of experience is defined as the number of years the individual has worked in a specific technical area. This includes time worked as a non-government employee.)

3.2.1.1. Junior Military Engineer. Recognizes technical contributions to the sustainment, testing and advancement of Air Force weapons systems. Nominees must hold an engineering duty AFSC and have less than 6 years of engineering experience. Winner in this category will be

forwarded as a nominee for the AF Outstanding Engineer Awards in accordance with AFI 36-2835.

3.2.1.2. Mid-Career Military Engineer. Recognizes technical contributions to the sustainment, testing, and advancement of Air Force weapons systems. Nominees must hold an engineering duty AFSC and have between 6 to 16 years of engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Engineer Awards in accordance with AFI 36-2835.

3.2.1.3. Senior Military Engineer. Recognizes technical contributions to the sustainment, testing, and advancement of Air Force weapons systems. Nominees must hold an engineering duty AFSC and have greater than 16 years of engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Engineer Awards in accordance with AFI 36-2835.

3.2.1.4. Junior Civilian Engineer. Recognizes technical contributions to the sustainment, testing, and advancement of Air Force weapons systems. Nominees must hold an engineering occupational series and have less than 10 years of engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Engineer Awards in accordance with AFI 36-2835.

3.2.1.5. Mid-Career Civilian Engineer. Recognizes technical contributions to the sustainment, testing, and advancement of Air Force weapons systems. Nominees must hold an engineering occupational series and have between 10 to 20 years of engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Engineer Awards in accordance with AFI 36-2835.

3.2.1.6. Senior Civilian Engineer. Recognizes technical contributions to the sustainment, testing, and advancement of Air Force weapons systems. Nominees must hold an engineering occupational series and have greater than 20 years of engineering experience. Winner in this category will be forwarded as a nominee for the AF Outstanding Engineer Awards in accordance with AFI 36-2835.

3.2.1.7. Chief Engineer. Recognizes noteworthy application of leadership skills that significantly aided organizational effectiveness and customer satisfaction in systems engineering management or Test and Evaluation. Nominees must hold an engineering duty AFSC or occupational series and be in positions of Chief Engineer, Technical Director, or Director of Engineering (functional staff or program office). Chief Engineers assigned to FFRDCs are also eligible for this award.

3.2.1.8. Technical Management. Recognizes outstanding contributions or achievements in support of the E&TM community. Nominees must meet the “technical management” definition (See **paragraph 3.1.2.**).

3.2.1.9. Technical Management Team. Recognizes outstanding team contributions or achievements in support of the E&TM community. Team members must meet the “technical management” definition (See **paragraph 3.1.2.**).

3.2.1.10. Engineering Technician. Recognizes outstanding contributions or achievements in support of the E&TM community. Nominees must meet the “Engineering Technician” definition.

3.2.1.11. Career Achievement. Recognizes continuous outstanding performance of a federal civilian employee. Nominees for this award must have at least 15 years government service in an E&TM supporting function. Accomplishments are to highlight the nominee's career, not just the current calendar year.

3.2.1.12. Reservist/Individual Mobilization Augmentee. Recognizes technical contributions to the sustainment, testing and advancement of Air Force weapon systems. Nominees must hold an engineering officer duty AFSC.

3.2.1.13. Support. Recognizes non-managerial personnel who support the E&TM community. Nominees must meet the "support" definition and be a Major/GS-13 or below.

3.2.1.14. Director's Award. Recognizes the individual or team who made the most significant contribution this year in the AFMC E&TM community. The winner will be chosen from the top finalists of the nomination packages received in all categories of the E&TM awards. A separate nomination need not be submitted under this category. The winner will be announced along with the winners of the other E&TM awards.

3.2.2. Sponsored E&TM Awards. The next four E&TM awards are individually sponsored. Two awards are sponsored by previous commanders of the former Air Force Systems Command (AFSC); one sponsored by a previous commander of the Air Force Materiel Command (AFMC), and one by the family of a military member killed in action in Vietnam. Two of the sponsored awards include monetary awards; the other two include trophies. Sponsored award categories are as follows:

3.2.2.1. General James Ferguson Engineering Award. Named after General James Ferguson, Commander of the former AFSC from September 1966 to 31 August 1970.

3.2.2.1.1. Recognizes an outstanding AFMC engineer in the rank/grade of Major or GS-13 or below. Nominee must illustrate how resourcefulness was used to make or encourage significant contributions to solving technical engineering problems. This award includes a monetary award.

3.2.2.2. General Bernard P. Randolph Engineering Team Award. Named after General Bernard P. Randolph, Commander of the former AFSC from July 1987 to March 1990. General Randolph was responsible for establishing a renewed interest in the application of a team approach to engineering. Team Winner in this category will be forwarded as a nominee for the AF Outstanding Engineer Awards in accordance with AFI 36-2835.

3.2.2.2.1. Recognizes an engineering team, consisting of at least two engineers, whose contributions have achieved significant cost savings due to new or enhanced processes, increased mission capabilities, or substantially increased performance life cycles. The award includes a team inscription on a traveling trophy. The trophy will be available for display at the team's home office until the next E&TM awards banquet.

3.2.2.3. General Lester L. Lyles Award. Named after General Lester L. Lyles, Commander of Air Force Materiel Command from April 2000 to August 2003. This award acknowledges General Lyles' contributions to the Science and Engineering (S&E) workforce. General Lyles highlighted the value of S&Es, stressed the importance of the S&E capability in supporting the warfighter and strongly advocated preserving that capability.

3.2.2.3.1. Recognizes a strong advocate for recruiting, retaining, developing and effec-

tively managing the military and civilian scientific and engineering workforce. This award includes a unique trophy.

3.2.2.4. Captain Roland R. Obenland Engineering Award. – Memorial Award. Named after Captain Roland R. Obenland. Captain Obenland was killed in action in Vietnam on 18 May 1968 during a close-air support mission in an F-100. Prior to his assignment in Vietnam, Captain Obenland was a project officer on the development of the PRIME re-entry vehicle.

3.2.2.4.1. Recognizes a company grade engineering officer with less than seven years of total active commissioned service. The award focuses on exemplary dedication and contribution to the Air Force through advancements in technology development or significant improvement through re-engineering projects. This award includes a monetary award.

JON S. OGG, SES  
Director, Engineering and Technical Management

**Attachment 1**

**NOMINATION COVER SHEET**

(Times New Roman, 12 pitch, single-spaced, one-inch margins, NTE three pages including cover and citation)

**HQ AFMC ENGINEERING and TECHNICAL MANAGEMENT AWARDS**

**NOMINATION FOR:** (NAME SPECIFIC AWARD CATEGORY)

**NOMINEE OR TEAM CHIEF:** (Name – Mr./Ms., First, MI, Last)

**GRADE/RANK:**

**NOMINEE DUTY PHONE:** (provide both DSN and commercial number)

**DUTY AFSC/OCCUPATIONAL SERIES:**

**DUTY TITLE:**

**YEARS OF ENGINEERING/TECHNICAL EXPERIENCE:** (Years of experience is defined as the number of years the individual has worked in a specific technical area. This includes time worked as a non-government employee.)

**TEAM NAME:** (if applicable)

**ORGANIZATION NAME:**

**OFFICE SYMBOL:**

**EMAIL ADDRESS:**

**COMPLETE MAILING ADDRESS:**

**NOMINEE’S SUPERVISOR NAME:**

**RANK/GRADE:**

**DUTY PHONE:** (provide both DSN and commercial number)

**OFFICE SYMBOL:**

**MAILING ADDRESS:**

**EMAIL ADDRESS:**

**TEAM MEMBERS:** (provide all requested information for each team member)

Can use a separate sheet of paper to list team members (will not count as part of the three pages)

List only the primary team members to reduce size of team lists.

**Table A1.1. Member Information**

<b>FULL NAME</b> To appear on certificate	<b>GRADE/ RANK</b>	<b>Mr./Mrs.</b>	<b>AFSC/ SERIES</b>	<b>OFFICE SYMBOL</b>	<b>DSN</b>

**Attachment 2**

**CRITERIA ELEMENTS:**

(Accomplishments being recognized should be addressed in each criteria element. Limit justification to one single-spaced page, bullet format. Identify the significant and tangible impact the accomplishments had upon the E&TM community.)

**Table A2.1. Award Category.**

Name/Team	Awards Category
	Example: Junior Military Engineer

Operational Impact —(40 pts):

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Innovative Improvements —(40 pts):

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Customer Focus —(20 pts):

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**Attachment 3**

**CITATION FORMAT**

**HQ AFMC ENGINEERING and TECHNICAL MANAGEMENT AWARDS**

**(STATE NOMINEE'S NAME AND AWARD CATEGORY)**

The (state calendar year) AFMC (state name of award) is presented to (state nominee or team name), (state individual's position title, if applicable), (state organization), (state center), (state city and state). From (date) through (date), (state nominee or team name), (Three to four sentences, not to exceed 100 words, that highlights specific achievements and is suitable to be read at the awards presentation ceremony). The superior performance of (state nominee or team name), reflects great credit upon (himself/herself/themselves), the Air Force Materiel Command, and the United States Air Force.