

**7 SEPTEMBER 2001**



**Personnel**

**AFMC SUPPLY CHAIN MANAGEMENT OF  
THE YEAR AWARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFMC/LGIL (Capt Darrell Burghard)      Certified by: HQ AFMC/LG (Mr Garry Richey)  
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This instruction implements AFD 36-28, *Awards and Decorations*. This instruction sets up the Supply Chain Management of the Year Awards to encourage professionalism and expertise in managing the diverse nature of AFMC's supply chain. It prescribes policy, nomination and selection procedures, and award presentation. This instruction does not apply to Air National Guard or Air Force Reserve. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C. 8013. Privacy Act statements required by AFD 37-1, *Air Force Information Management*, are in the body of each form or document, or in a separate statement accompanying each document.

**1. Purpose of the Awards.** These awards recognize contributions to further Supply Chain Management (SCM) tenets and acknowledge the outstanding contributions of designated Supply Chain Managers at the Air Logistics Centers and members of the supply chain.

**2. Awards to be Presented.**

2.1. Individual – Outstanding Supply Chain Manager (SES, O-6, GS-15). This award recognizes the innovations and efforts of the Supply Chain Manager, which implement supply chain tenets and make significant improvements to the supply chain operation. Eligible considerations include improvements in the overall supply chain process that advance communication and information flow, optimize processes, reduce overall supply chain cost, or demonstrably improve supply chain support to the warfighter.

2.2. Individual – Outstanding Supply Chain Member (O-6 and below, GS-15 and below). This award recognizes individual contributions made by supply chain members to implement supply chain tenets and make significant improvements to the supply chain operation. Eligible considerations include improvements in the overall supply chain process that advance communication and information flow,

optimize processes, reduce overall supply chain cost, or demonstrably improve supply chain support to the warfighter.

2.3. Group – Outstanding Supply Chain Management Team (Any team composed of military and/or civilian employees whose official duties or assignment(s) include direct support to Supply Chain Management). This award recognizes team contributions made by supply chain members to implement supply chain tenets and make significant improvements to the supply chain operation. Eligible considerations include improvements in the overall supply chain process that advance communication and information flow, optimize processes, reduce overall supply chain cost, or demonstrably improve supply chain support to the warfighter.

### 3. Criteria for Nomination.

3.1. Period of award is the calendar year preceding solicitation of nominees.

3.2. Previous year's winner is ineligible for competition in the same category. Individual winners may compete as part of a Group nomination, and Group winners may compete as Individual nominees.

3.3. Outstanding Supply Chain Manager.

3.3.1. Eligible candidates are Supply Chain Managers designated by the HQ AFMC Director of Logistics as published on the Supply Chain Management website <https://scm.wpafb.af.mil>.

3.3.2. Improvements must have a significant impact on the overall performance of the supply chain and, through this, support to the warfighter.

3.3.3. Improvements may be achieved through measures that benefit an identifiable weapon system or group or class of items, or that represents an enhancement to supply chain procedures with general applications.

3.3.4. Identifiable benefit or improvement for which quantitative and/or qualitative measures of effect can be shown.

3.4. Outstanding Supply Chain Member.

3.4.1. Improvements must have a significant impact on the overall performance of the supply chain and, through this, support to the warfighter.

3.4.2. Improvements may be achieved through measures that benefit an identifiable weapon system or group or class of items, or that represents an enhancement to supply chain procedures with general applications.

3.4.3. Identifiable benefit or improvement for which quantitative and/or qualitative measures of effect can be shown.

3.5. Outstanding Supply Chain Management Team.

3.5.1. Improvements must have a significant impact on the overall performance of the supply chain and, through this, support to the warfighter.

3.5.2. Improvements may be achieved through measures that benefit an identifiable weapon system or group or class of items, or that represents an enhancement to supply chain procedures with general applications.

3.5.3. Identifiable benefit or improvement for which quantitative and/or qualitative measures of effect can be shown.

#### **4. Timeframes:**

- 4.1. Requests for nominations will be forwarded in January.
- 4.2. Nomination requests will contain the specific date packages are to be returned to HQ AFMC/LGI, normally during March.
- 4.3. HQ AFMC/LG will hold a board to determine the winners at the time specified, normally in April.

#### **5. Nomination Procedures:**

- 5.1. Each Air Logistics Center (ALC) should submit no more than one nominee in each category.
- 5.2. Send nominations to HQ AFMC/LGIL, 4375 Chidlaw Road, Room B-101, WrightPatterson AFB, OH 45433. They must arrive not later than the date in the nomination request letter. Each nomination package consists of the following:
  - 5.2.1. A memorandum of transmittal (original only) signed by the ALC commander/vice commander.
  - 5.2.2. Nomination Form (Attachment 1). Times New Roman 12 point, one inch margins. Limit nomination narrative to one page. Attachments may be added if they contribute to a better understanding of the achievement. Submission of nominations is exempt from reports control according to AFI 37-124, paragraph 2.11.5
  - 5.2.3. Citation (Attachment 2).
  - 5.2.4. Biography (Attachment 3).
  - 5.2.5. Privacy Act Statement (Attachment 4).

#### **6. Selection Procedures:**

- 6.1. The Command Selection Board will evaluate nominees using the selection criteria worksheet (Attachment 5). The board will provide a recommendation to the Director of Logistics for endorsement.
- 6.2. Winners will be notified via a letter to the ALC commander from HQ AFMC/LG providing the awards ceremony date. Ceremonies will normally coincide with a Supply Chain Management Conference.

#### **7. Format of Nomination:**

- 7.1. Use a cover letter to submit nominations.
- 7.2. Submit a one-page narrative nomination using the format outlined in attachment 1.
- 7.3. Include a recommended citation to accompany the award using the format outlined in attachment 2.

7.4. Include a Biographical Information Sheet for each Center nomination using the format outlined in attachment 3.

7.5. Include a Privacy Act Statement for each Center nomination using the format outlined in attachment 4.

7.6. Achievements specific to the nomination will appear in carefully documented narrative form. Nominations will be based on achievements relating to the requirements arena occurring within the calendar year preceding the nomination. Attachments may be added if they contribute to a better understanding of the achievement. Submission of nominations is exempt from reports control according to AFI 37-124, paragraph 2.11.5

## **8. Selection Boards Composition:**

8.1. Command Selection Board. The Deputy Director for Supply Management will chair the Command Selection Board for the command level awards. The Board will consist of three members selected by the Deputy Director for Supply Management. The board will be responsible for providing a recommendation to the Director of Logistics for each award.

8.2. Center Selection Board. The Center LG will chair the Center Selection Board for the Center awards. The chairman will appoint a board which will be responsible for providing a nomination recommendation in each category to the Center commander.

## **9. Awards and Awards Presentation:**

9.1. Presenting the Award. HQ AFMC/LG will present the award at the next Supply Chain Management Conference after the determination of the winners.

9.2. This issuance will be implemented consistent with applicable statutes which promote equal opportunity for all employees.

GARRY B. RICHEY  
Deputy Director for Supply Management,  
Directorate of Logistics

**Attachment 1**

**SAMPLE NOMINATION FORMAT**

**NAME:**

**GRADE/SERIES:**

**SSAN:**

**ORGANIZATION, DUTY ASSIGNMENT:**

**PERIOD COVERED:**

**NOMINATION FOR: (Title of Award)**

**ACHIEVEMENTS:** Narrative should not exceed one page, single-spaced. It should describe (1) the action(s) resulting in the nomination, (2) how the actions improved Supply Chain Management, and (3) the benefits resulting from the action(s). Improvements must have a significant impact on the overall performance of the supply chain and, through this, support to the warfighter.

**Attachment 2**

**SAMPLE CITATION**

CITATION TO ACCOMPANY THE AWARD OF THE  
SUPPLY CHAIN MANAGEMENT OF THE YEAR AWARD  
(CATEGORY)

TO

(NAME)

(Name) has distinguished himself/herself by outstanding performance while assigned as an XXXX, (your organization), from 1 January XXXX to 31 December XXXX.

(Name) significantly improved supply chain responsiveness and flexibility through a series of initiatives. He/she established a comprehensive series of Service Level Agreements with 14 customers and suppliers to guarantee on-time performance. This heavily contributed to the 5 percent increase in Issue Effectiveness rate and reduced Logistics Response Time by 3.2 days. The distinctive accomplishments of (Name) reflect great credit upon (himself/herself), the Air Force Materiel Command, and the United States Air Force.

**REMEMBER:** Improvements must have a significant impact on the overall performance of the supply chain and, through this, support to the warfighter.

**Attachment 3**  
**SAMPLE FORMAT BIOGRAPHY**

BIOGRAPHY  
FOR  
(NAME)  
(AWARD TITLE)  
XX-XXX/XXX

SPOUSE: (NAME)

CHILDREN: JANE -- 12 years

JOHN -- 9 years

PROFESSIONAL ACTIVITIES AND CIVIC/SOCIAL ACTIVITIES:

HOBBIES: (List hobbies)

LENGTH OF SERVICE: (Total years)

PRIMARY JOB FUNCTION:

(Provide summary of job function)

**Attachment 4**

**SAMPLE PRIVACY ACT STATEMENT**

1. Authority

10 USC 8012

EO 9397, 22 Nov 93

2. Principal Purpose

To accompany nominations for the Supply Chain Management of the Year awards.

3. Routine Uses

Will be used in selection of winners of the Supply Chain Management of the Year awards.

4. Whether disclosure is mandatory or voluntary and effect on individual if not providing information.

Disclosure is voluntary. Individual may not be considered for award if information is not provided.

“I, (rank or title and name), understand my nomination for the (year of nomination) AFMC Supply Chain Management of the Year Award may involve release of the information contained in my nomination package for the purpose of publicizing the program.”

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***(MUST BE SIGNED)***

## Attachment 5

**SELECTION CRITERIA WORKSHEET**  
**SUPPLY CHAIN MANAGEMENT OF THE YEAR AWARD**

<b>CATEGORY:</b>			
<b>AWARD</b>	<b>OC</b>	<b>OO</b>	<b>WR</b>
1. NAME			
2. GRADE			
3. ORGANIZATION			
<b>4. INDIVIDUAL CREATIVE EFFORTS</b>			
<b>5. APPLICATION CONTRIBUTION (AF-WIDE/DoD-WIDE)</b>			
<b>6. COMPLEXITY</b>			
<b>7. DIFFICULTY IN IMPLEMENTATION</b>			
<b>8. IMPORTANCE TO USAF/AFMC</b>			
<b>9. ORIGINALITY</b>			
<b>10. RESOURCE IMPACT</b>			
<b>TOTAL</b>			

**Note:** Rank order each nominee (with 1 being the highest and 5 being the lowest) in categories (4) INDIVIDUAL CREATIVE EFFORTS through (10) RESOURCE IMPACT. Total from all members of selection committee will determine overall ranking order of nominees.