



**CIVIL ENGINEER AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2817, 1 July 1996. It establishes awards for Air Force Reserve Command (AFRC) organizations and individuals. The AFI is published word for word without editorial review. Air Force Reserve Command supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes AFRC procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

**SUMMARY OF REVISIONS**

This revision changes designation of Air Force Reserve Command from FOA to MAJCOM from Air Force Reserve (AFRES) to Air Force Reserve Command (AFRC); it designates categories for the Chief Master Sergeant Ralph E. Sanborn Award (paragraph 2.6.3.1), addresses awards for the Explosive Ordnance Disposal (EOD) personnel (paragraph 2.7), adds a host support heading to the readiness flight awards (paragraphs 2.10.4.3.6 and 2.10.4.3.6), and stipulates AFRC unit and installation nominations for the Goddard Medal be submitted directly to HQ AFRC/CE, 155 2nd St, Robins AFB GA 31098-1635 (Table A2.1.1. (Added) (AFRC)). A | indicates revisions from the previous edition.

1.1. AFRC units (civil engineer (CE) squadrons, RED HORSE squadrons, and CE flights) and AFRC base civil engineers (BCE) at AFRC installations (Air Reserve Bases (ARB) and Air Reserve Stations (ARS)) may compete for any award contained in the basic AFI if the criteria are satisfied. Additional awards are created in this supplement to address the uniqueness of the Air Force Reserve Command.

1.2.4. Does not apply to AFRC Civil Engineer awards. (See table A2.1.1 (Added) (AFRC) for basic table A2.1 supplemental instructions to notes 6 and 7).

1.2.5. (Added) All nominations must be received at HQ AFRC/CE, 155 2nd Street, Robins AFB GA 31098-1635, no later than 1 November.

1.3.1. Does not apply to AFRC awards.

1.3.2. Does not apply to AFRC awards.

1.3.3. Does not apply to AFRC awards.

1.3.4. (Added) For AFRC CE awards, all nomination packages are evaluated by a panel convened by The AFRC Civil Engineer (HQ AFRC/CE). The panel reviews each nomination and determines the order of finish for each award. The panel then sends recommendations to HQ AFRC/CE for approval.

1.4.1. Does not apply for AFRC CE awards.

1.4.2. Does not apply for AFRC CE awards.

1.4.3. (Added) For AFRC awards, HQ AFRC/CE presents the awards at an appropriate gathering.

1.5.1. (Added) Design of Air Force Reserve Command Civil Engineer Organizational Award Plaques. The plaque is wood with a walnut-like finish. It is laser-etched with appropriate AFRC CE logos. An engraved medal plate with the name of the award, year, and the winner is affixed.

1.5.2. (Added) Design of Trophies for the Fire Protection Skills Competition. See paragraph 2.10.7 (Added)(AFRC) A two-tier trophy is presented to the winner of each competition event, and a three-tier trophy is presented to the overall winner. The design includes appropriate statuettes, logos, and seals depicting each event. Trophies are approximately 18 and 24 inches in height, respectively.

2.1. This award is closely associated with the Outstanding Air Force Reserve Command Base Civil Engineer Award described in paragraph 2.10.2. Each AFRC BCE is encouraged to compete for this award. Nominations for this award are rank-ordered by a panel appointed by HQ AFRC/CE. The winning nomination package is, at the discretion of HQ AFRC/CE, forwarded for Air Force competition. Additionally, the winning nomination package is the winner of the Outstanding Air Force Reserve Command Base Civil Engineer Award. AFRC CE units are not eligible for this award.

2.2. This award is not available for AFRC units and installations.

2.6. This award is available only to installation fire departments.

2.6.3.1. (Added) Use the following headings on AF Form 1206: Emergency Management and Operations, Efficiency, Innovations, and Quality Programs.

2.7. AFRC EOD flights are encouraged to participate in this category. In addition to the following criteria, submissions should include a listing of support provided to the active duty, other service EOD forces, and federal agencies. The listing should include the name of the agency supported, duration, and number of flight personnel participating.

2.8. This award is not available for AFRC units and installations.

**2.10. (Added) The Air Force Reserve Command Civil Engineer Organizational Awards.** HQ AFRC/CE establishes the following awards for AFRC units (civil engineer (CE) squadron, RED HORSE squadron, civil engineer flight) and installations (AFRC base CE organizations). All awards are on a fiscal year (FY) basis - 1 October -30 September.

2.10.1. (Added) Outstanding Air Force Reserve Command Civil Engineer Unit Award and Runner-Up:

2.10.1.1. (Added) Purpose and Description of Award. The Civil Engineer presents this annual award at a suitable gathering (such as the AFRC CE Readiness Workshop). This award recognizes the AFRC CE unit that best demonstrates outstanding contributions in specific areas contained in paragraph 2.10.1.3.1,

paragraph 2.10.1.3.2, paragraph 2.10.1.3.3, and 2.10.1.3.4, and best represents the Air Force Reserve Command.

2.10.1.2. (Added) Eligibility for Award. Any AFRC CE unit (excludes base CE organizations).

2.10.1.3. (Added) Nomination Procedures and Criteria. See Table A2.2 for a summary of requirements. Use the following headings on the AF Form 1206, **Nomination for Award**, and nominate organizations for their demonstrated performance and accomplishments in these areas:

2.10.1.3.1. (Added) Contributions to the Air Force Reserve Command. Describe innovations made by the unit that improved the Air Force Reserve Command. Include new programs developed by the unit or improvements to existing programs. Include innovations that benefit the unit, other units, or the overall AFRC program. The major point of this section is to describe better ways of doing business that may be applicable or beneficial to other Reserve units. Be specific--keep bullets brief and do not try to fill the page. Ensure every bullet makes an important point about the unit.

2.10.1.3.2. (Added) Readiness Enhancements. Explain enhancements that improved the capability of the unit. Examples include training completed during annual tour or UTA, unique training or work opportunities experienced, benefits gained by visits to beddown locations, etc. The point of this section is to show how the ability of the unit to go to war was improved or enhanced.

2.10.1.3.3. (Added) Contributions To The Community/Humanity. Describe activities that benefited the community or humanity. List voluntary or official contributions. Examples are humanitarian or relief projects, disaster support, third-world humanitarian efforts, etc.

2.10.1.3.4. (Added) Other Significant Accomplishments. List significant kudos such as favorable Inspector General ratings, letters of appreciation for annual tour work, outstanding unit awards, etc. (DO NOT SUBMIT COPIES.)

2.10.2. (Added) Outstanding Air Force Reserve Command Installation Civil Engineer Organization Award. Determine this award from the nomination packages submitted for The Air Force Outstanding Civil Engineer Unit Award (see paragraph 2.1). Nomination packages are rank-ordered by a panel appointed by The Civil Engineer. The winning nomination package will be selected for the Outstanding Air Force Reserve Command Base Civil Engineer Award.

2.10.2.1. (Added) Purpose and Description of Award. The Civil Engineer (or representative) presents this annual award at a suitable gathering. This award recognizes the AFRC base CE organization that develops and implements programs that result in improved management of engineer resources. See paragraph 2.1 of the basic AFI for criteria and further explanation.

2.10.2.2. (Added) Eligibility for Award. Any AFRC base CE organization.

2.10.2.3. (Added) Nomination Procedures and Criteria. See table A2.2 for a summary of requirements.

2.10.3. (Added) Outstanding Fire Protection Program Award:

2.10.3.1. (Added) Purpose and Description of Award. HQ AFRC/CE (or representative) presents this rotational award at a suitable gathering. This award recognizes the AFRC base fire department that best demonstrates outstanding contributions in specific areas contained in paragraph 2.10.3.3.1, paragraph 2.10.3.3.2, paragraph 2.10.3.3.3, paragraph 2.10.3.3.4, and paragraph 2.10.3.3.5, and best represents the Air Force Reserve Command.

2.10.3.2. (Added) Eligibility for Award. Any AFRC base fire department.

2.10.3.3. (Added) Nomination Procedures and Criteria. Submit nominations according to Table A2.2. All AFRC base fire departments automatically compete for this award. Base the award on continuous performance reassessed each fiscal year. Each department earns points according to the following:

2.10.3.3.1. (Added) Order of Finish in CMSgt Ralph G. Sanborn Award Submittal. Each base submits a nomination package for the Sanborn Award annually (see paragraph 2.6). Points based on the order of finish will be awarded.

2.10.3.3.2. (Added) Fire Station, Personnel Dress and Appearance, and Vehicle Standards Evaluation. HQ AFRC/CEXF staff personnel evaluate each base using criteria published by that office. The evaluation assesses the degree of cleanliness, appearance, and quality of life standards. Points are earned in each area of the evaluation.

2.10.3.3.3. (Added) Order of Finish in Fire Protection Skills Competition. Points are awarded based on the order of finish during the biannual competition that consists of demonstrated fire fighting and rescue skills. See paragraph 2.10.7.3 for criteria.

2.10.3.3.4. (Added) Quality Air Force Assessment (QAFA) Rating. Points are earned based on the previous rating during QAFA.

2.10.3.3.5. (Added) Innovative Accomplishments. Points may be earned through improving the quality of life for fire fighters, increasing installation fire safety, improving the operational capability of the fire department, or enhancing civic relationships.

2.10.4. (Added) Air Force Reserve Command Installation Civil Engineer Readiness Flight Award:

2.10.4.1. (Added) Purpose and Description of Award. HQ AFRC/CE (or representative) presents this annual award at a suitable gathering. This award recognizes the AFRC readiness flight program at an AFRC installation that best demonstrates outstanding contributions in specific areas contained in paragraph 2.10.4.3.1, paragraph 2.10.4.3.2, paragraph 2.10.4.3.3, paragraph 2.10.4.3.4, and paragraph 2.10.4.3.5, and best represents the Air Force Reserve Command.

2.10.4.2. (Added) Eligibility for Award. Any AFRC CE readiness flight located at an AFRC installation.

2.10.4.3. (Added) Nomination Procedures and Criteria. See Table A2.2 for a summary of requirements. On an AF Form 1206, Nomination for Award, use the following headings to demonstrate performance and accomplishments in these areas:

2.10.4.3.1. (Added) Contributions to the Air Force Reserve Command Installation. Describe innovations made by the readiness flight that improved the readiness program at the installation. Include new programs developed by the flight or improvements to existing programs. Include innovations that benefit the flight, unit, other units, the overall AFRC or Air Force program. The major point of this section is to describe better ways of doing business that may be applicable or beneficial to other Reserve units. Be specific--keep bullets brief and do not try to fill the page. Ensure every bullet makes an important point about the flight.

2.10.4.3.2. (Added) Readiness Enhancements. Explain flight enhancements that improved the readiness of the unit and installation. Examples include training completed during annual tour or UTA, unique training provided, etc. Show how the flight improved or enhanced the unit's and/or installation's peacetime capability and/or wartime ability-to-survive-to-operate.

2.10.4.3.3. (Added) Support To The Community/Humanity. Describe support that benefited the community or humanity. List voluntary or official contributions. Examples are mutual support, disaster relief support, volunteer services, etc.

2.10.4.3.4. (Added) Other Significant Accomplishments. List significant kudos such as favorable Inspector General ratings, letters of appreciation or commendation for UTA training, annual tour work, etc. (DO NOT SUBMIT COPIES.)

2.10.4.3.5. (Added) Innovative Accomplishments. Improvements in the quality of training, exercise evaluation criteria, readiness flight equipment, operational procedures, etc., may be appropriate for this category. Describe how the improvement benefited the unit, installation, AFRC, or Air Force program.

2.10.4.3.6. (Added) Contributions to the Host Installation: Describe the flight's contribution to the host base which reduced the work of the host or saved host resources, ultimately making the flight more valuable to the host.

2.10.5. (Added) Air Force Reserve Command Tenant Unit Civil Engineer Readiness Flight Award:

2.10.5.1. (Added) Purpose and Description of Award. HQ AFRC/CE (or representative) presents this award at a suitable gathering. This award recognizes the AFRC CE readiness flight program at a tenant location that best demonstrates outstanding contributions in specific areas contained in paragraphs 2.10.5.3.1 through 2.10.5.3.5, and best represents the Air Force Reserve Command.

2.10.5.2. (Added) Eligibility for Award. Any AFRC CE readiness flight NOT located at an AFRC installation.

2.10.5.3. (Added) Nomination Procedures and Criteria. See Table A2.2 for a summary of requirements. On an AF Form 1206, Nomination for Award, use the following headings to demonstrate performance and accomplishments in these areas:

2.10.5.3.1. (Added) Contributions to the Readiness Program. Describe innovations made by the readiness flight that improved the readiness program at the host installation. Include new programs developed by the flight or improvements to existing programs. Include innovations that benefit the flight, unit, other units, overall AFRC or Air Force program. The major point of this section is to describe better ways of doing business that may be applicable or beneficial to other Reserve units. Be specific--keep bullets brief and do not try to fill the page. Ensure every bullet makes an important point about the flight.

2.10.5.3.2. (Added) Readiness Enhancements. Explain readiness flight enhancements that improved the readiness of the unit. Examples include training completed during annual tour or UTA, unique training, etc. Show how the readiness flight improved or enhanced the unit's and/or host installation's peacetime capability and/or wartime ability-to-survive-to-operate.

2.10.5.3.3. (Added) Support To The Community/Humanity. Describe support that benefited the community or humanity. List voluntary or official contributions. Examples are mutual support, disaster relief support, volunteer services, etc.

2.10.5.3.4. (Added) Other Significant Accomplishments. List significant kudos such as favorable Inspector General ratings, letters of appreciation and commendation for UTA training, annual tour work, etc. (DO NOT SUBMIT COPIES.)

2.10.5.3.5. (Added) Innovative Accomplishments. Describe improvements in the quality of training, exercise evaluation criteria, readiness flight equipment, and operational procedures. Describe how improvement benefited unit, host installation, AFRC or Air Force program.

2.10.5.3.6. (Added) Contributions to the Host Installation. Describe the flight's contribution to the host base which reduced the work of the host or saved host resources, ultimately making the flight more valuable to the host.

2.10.6. (Added) Air Force Reserve Command Installation Energy Conservation Award:

2.10.6.1. (Added) Purpose and Description of Award. HQ AFRC/CE (or representative) presents this annual award at a suitable gathering. This award recognizes the AFRC base CE organization that develops and implements programs that result in improved management of energy resources. Criteria are contained in paragraph 2.10.6.3.1, paragraph 2.10.6.3.2, and paragraph 2.10.6.3.3, and best represents the Air Force Reserve Command:

2.10.6.2. (Added) Eligibility for Award. Any AFRC base CE organization.

2.10.6.3. (Added) Nomination Procedures and Criteria. See Table A2.2 for a summary of requirements. All AFRC base CE organizations automatically compete for this award. Each organization earns points according to the following categories:

2.10.6.3.1. (Added) Current Year Reduction. Percent reduction in energy consumption of the award year compared to the previous year, based on information retrieved from the Defense Utilities Energy Reporting System (DUERS).

2.10.6.3.2. (Added) Total Energy Conservation Execution. Total dollar value of energy projects awarded, based on the Federal Energy Management Program, in award year. Only those projects with primary objectives to reduce energy use are considered.

2.10.6.3.3. (Added) Overall Baseline Reduction. Percent reduction in energy consumption of the award year versus the baseline year (FY85), based on information retrieved from the DUERS.

2.10.7. (Added) Fire Protection Skills Competition:

2.10.7.1. (Added) Purpose and Description of Award. Present this award to the base fire department who demonstrate the highest mission capability during competition. Conduct the competition biannually at an AFRC base. HQ AFRC/CEXF publishes competition events in the Competition Book at least 3 months prior to the competition. The winning team for each event earns a trophy. The team with the most cumulative points during the competition is selected as the winner of the competition and is awarded a trophy.

2.10.7.2. (Added) Eligibility for Award. Any AFRC base fire department.

2.10.7.3. (Added) Nomination Procedures and Criteria. See Table A2.2 for a summary of requirements. Refer to the Competition Book published at least 3 months prior to the competition by HQ AFRC/CEXF.

3.5. (Added) The Air Force Reserve Command Civil Engineer Individual Awards. HQ AFRC/CE establishes the following individual awards for AFRC personnel assigned to AFRC CE units (CE/RED HORSE squadrons, CE flights). Awards defined in this paragraph do not apply to BCE organizations. All awards are on a fiscal year (FY) basis 1 October - 30 September.

3.5.1. (Added) Outstanding Reserve Enlisted Civil Engineer:

3.5.1.1. (Added) Purpose and Description of Award. This award promotes competition among AFRC CE enlisted personnel and recognizes outstanding performers.

3.5.1.2. (Added) Eligibility for Awards. Any enlisted Category A reservist, in grades airman through technical sergeant, assigned to an AFRC CE unit.

3.5.1.3. (Added) Nomination Procedures and Criteria. See Table A2.3. for a summary of requirements. Use the following headings on AF Form 1206, Nomination for Award, to document performance in these areas:

3.5.1.3.1. (Added) Contributions to the Air Force Reserve Command. Indicate what the nominee did to benefit the unit that is job related and in an official capacity. Look for areas in which the nominee exceeds requirements.

3.5.1.3.2. (Added) Self-Improvement. Explain what the nominee accomplished to become a better airman. Include educational accomplishments (general education degree, college, professional military education, etc.). Do not include required contingency and technical training such as sanitation training. Include both official and unofficial activities.

3.5.1.3.3. (Added) Contributions to the Community and/or Humanity. Outline off-duty activities for the community or humanity. Include services as a volunteer in community activities, for example, church programs, American Red Cross, scouts, fire department, Habitat for Humanity, and any other activities that benefit humanity or the community.

3.5.1.3.4. (Added) Awards and Decorations. Cite letters of appreciation and commendation, decorations received (do not include decorations not yet approved), and other accolades resulting from official military duties performed during the nominating period only.

3.5.2. (Added) Outstanding Reserve Civil Engineer Manager:

3.5.2.1. (Added) Purpose and Description of Award. This award promotes competition among AFRC CE (CE/RED HORSE squadrons, CE flights) personnel and recognizes outstanding performers.

3.5.2.2. (Added) Eligibility for Award. Any enlisted Category A reservist, in grades master sergeant through chief master sergeant, assigned to an AFRC CE unit.

3.5.2.3. (Added) Nomination Procedures and Criteria. See Table A2.3. for a summary of requirements. Use the following headings on AF Form 1206, Nomination for Award, to document performance in these areas:

3.5.2.3.1. (Added) Contributions to the Air Force Reserve Command. Indicate what the nominee did to benefit the unit that is job related and in an official capacity. Look for areas in which the nominee exceeds requirements.

3.5.2.3.2. (Added) Self-Improvement. Explain what the nominee accomplished to become a better manager and supervisor. Include educational accomplishments (general education degree, college, professional military education, etc.). Do not include required contingency and technical training such as sanitation training. Include both official and unofficial activities.

3.5.2.3.3. (Added) Contributions to the Community and/or Humanity. Outline off-duty activities for the community or humanity. Include examples of leadership in community activities, for example, church programs, American Red Cross, scouts, fire department, Habitat for Humanity, and any affiliation with civic or professional organizations with a purpose to benefit humanity or the community.

3.5.2.3.4. (Added) Awards and Decorations. Cite letters of appreciation and commendation, decorations received (do not include decorations not yet approved), and other accolades resulting from official military duties performed during the nominating period only.

3.5.3. (Added) Outstanding Reserve Civil Engineer Officer:

3.5.3.1. (Added) Purpose and Description of Award. This award promotes competition among AFRC CE officer personnel and recognizes outstanding performers.

3.5.3.2. (Added) Eligibility for Award. Any Category A Reserve officers assigned to an AFRC CE unit.

3.5.3.3. (Added) Nomination Procedures and Criteria. See Table A2.3. for a summary of requirements. Use the following headings on AF Form 1206, Nomination for Award, to document performance in these areas:

3.5.3.3.1. (Added) Contributions to the Air Force Reserve Command. Indicate what the nominee did to benefit the unit that is job related and in an official capacity. Look for leadership examples in which the nominee exceeds requirements.

3.5.3.3.2. (Added) Self-Improvement. Explain what the nominee accomplished to become a better leader. Include educational accomplishments (advance degrees, professional military education, etc.). Include both official and unofficial activities.

3.5.3.3.3. (Added) Contributions to the Community and/or Humanity. Outline off-duty activities for the community or humanity. Include examples of leadership in community activities. Examples include church programs, American Red Cross, scouts, fire department, Habitat for Humanity, and any affiliation with civic or professional organizations with a purpose to benefit humanity or the community.

3.5.3.3.4. (Added) Awards and Decorations. Cite letters of appreciation and commendation, decorations received (do not include decorations not yet approved), and other accolades resulting from official military duties performed during the nominating period only.

3.5.4. (Added) Outstanding Reserve Fire Fighter:

3.5.4.1. (Added) Purpose and Description of Award. This award promotes competition among AFRC CE Prime BEEF fire protection personnel and recognizes outstanding performers.

3.5.4.2. (Added) Eligibility for Award. Any Category A reservist, in grades airman through technical sergeant, assigned to a 3E7X1 duty position in an AFRC CE unit.

3.5.4.3. (Added) Nomination Procedures and Criteria. See Table A2.3. for a summary of requirements. Use the following headings on AF Form 1206, Nomination for Award, to document performance in these areas:

3.5.4.3.1. (Added) Contributions to the Air Force Reserve Command. Indicate what the nominee did to benefit the unit that is job related and in an official capacity. Look for areas in which the nominee exceeds requirements.

3.5.4.3.2. (Added) Self-Improvement. Explain what the nominee accomplished to become a better airman. Include educational accomplishments (general education degree, college, professional military education, etc.). Do not include required contingency and technical training such as sanitation training. Include both official and unofficial activities.

3.5.4.3.3. (Added) Contributions to the Community and/or Humanity. Outline off-duty activities for the community or humanity. Include services as a volunteer in community activities, for example, church programs, American Red Cross, scouts, fire department, Habitat for Humanity, and any affiliation with civic or professional organizations with a purpose to benefit humanity or the community.

3.5.4.3.4. (Added) Awards and Decorations. Cite letters of appreciation and commendation, decorations received (do not include decorations not yet approved), and other accolades resulting from official military duties performed during the nominating period only.

3.5.5. (Added) Outstanding Reserve Fire Protection Manager:

3.5.5.1. (Added) Purpose and Description of Award. This award promotes competition among AFRC CE Prime BEEF fire protection personnel and recognizes outstanding performers.

3.5.5.2. (Added) Eligibility for Award. Any Category A reservist, in grades master sergeant through chief master sergeant, assigned to a 3E7X1 or 3E700 duty position in an AFRC CE unit.

3.5.5.3. (Added) Nomination Procedures and Criteria. See Table A2.3. for a summary of requirements. Use the following headings on AF Form 1206, Nomination for Award, to document performance in these areas:

3.5.5.3.1. (Added) Contributions to the Air Force Reserve Command. Indicate what the nominee did to benefit the unit that is job related and in an official capacity. Look for areas in which the nominee exceeds requirements.

3.5.5.3.2. (Added) Self-Improvement. Explain what the nominee accomplished to become a better airman. Include educational accomplishments (general education degree, college, professional military education, etc.). Do not include required contingency and technical training such as sanitation training. Include both official and unofficial activities.

3.5.5.3.3. (Added) Contributions to the Community and/or Humanity. Outline of-duty activities for the community or humanity. Include examples of leadership in community activities. Examples include church programs, American Red Cross, scouts, fire department, Habitat for Humanity, and any affiliation with civic or professional organizations with a purpose to benefit humanity or the community.

3.5.5.3.4. (Added) Awards and Decorations. Cite letters of appreciation and commendation, decorations received (do not include decorations not yet approved), and other accolades resulting from official military duties performed during the nominating period only.

3.5.6. (Added) Outstanding Civil Engineer Air Reserve Technician:

3.5.6.1. (Added) Purpose and Description of Award. This award promotes competition among AFRC CE air reserve technicians and recognizes outstanding performers.

3.5.6.2. (Added) Eligibility for Award. All air reserve technicians assigned to an AFRC CE unit or organization.

3.5.6.3. (Added) Nomination Procedures and Criteria. See Table A2.3. for a summary of requirements. Use the following headings on AF Form 1206, Nomination for Award, to document performance in these areas:

3.5.6.3.1. (Added) Contributions to the Air Force Reserve Command. Indicate what the nominee did to benefit the unit that is job related and in an official capacity. Look for areas in which the nominee exceeds requirements.

3.5.6.3.2. (Added) Self-Improvement. Explain what the nominee accomplished to become a better manager and supervisor. Include educational accomplishments (general education degree, college, professional military education, etc.). Do not include required contingency and technical training such as sanitation training. Include both official and unofficial activities.

3.5.6.3.3. (Added) Contributions to the Community and/or Humanity. Outline off-duty activities for the community or humanity. Include examples of leadership in community activities. Examples include church programs, American Red Cross, scouts, fire department, Habitat for Humanity, and any affiliation with civic or professional organizations with a purpose to benefit humanity or the community.

3.5.6.3.4. (Added) Awards and Decorations. Cite letters of appreciation and commendation, decorations received (do not include decorations not yet approved), and other accolades resulting from official military duties performed during the nominating period only.

**Table A2.1.1. (Added) Civil Engineer Awards Summary.**

This table supplements AF basic table A2.1. Only notes 6 and 7 with supplemental text are included.	
6. Submit nomination packages to:	
a. HQ AFCEA/DPP, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319	
b. HQ AFCEE/EC, 3207 North Road, Brooks AFB TX 78235-5363	
c. HQ AFCEE/DG, 8106 Chennault Road, Brooks AFB TX 78235-5318	
d. HQ AFCEE/CM, 8106 Chennault Road, Brooks AFB TX 78235-5318	
*(AFRC) Note 6 applies to HQ AFRC and does not apply to AFRC Units and Installations. Submit nomination packages to HQ AFRC/CE, 155 2nd Street, Robins AFB GA 31098-1635.	
7. Nomination packages are due to addressee by 15 November.	
*(AFRC) Note 7 applies to HQ AFRC and does not apply to AFRC Units and Installations. Nomination packages are due to HQ AFRC/CE by 1 November.	

**Table A2.2. (Added) Air Force Reserve Command Civil Engineer Organizational Awards.**

AWARDS	LOCATION	REMARKS
Outstanding Air Force Reserve Command Civil Engineer Unit and Runner-Up	Paragraph 2.10.1	Comply with paragraph 1.2.2, table notes, and paragraph 2.10.1.3
Outstanding Air Force Reserve Command Installation Civil Engineer Organization	Paragraph 2.10.2	Comply with paragraph 1.2.2, table notes, and paragraph 2.10.2.3
Outstanding Fire Protection Program	Paragraph 2.10.3	Comply with paragraph 1.2.2, table notes, and paragraph 2.10.3.3
Air Force Reserve Command Installation Civil Engineer Readiness Flight	Paragraph 2.10.4	Comply with paragraph 1.2.2, table notes, and paragraph 2.10.4.3
Air Force Reserve Command Tenant Unit Civil Engineer Readiness Flight	Paragraph 2.10.5	Comply with paragraph 1.2.2, table notes, and paragraph 2.10.5.3
Air Force Reserve Command Installation Energy Conservation	Paragraph 2.10.6	Comply with paragraph 1.2.2, table notes, and paragraph 2.10.6.3

AWARDS	LOCATION	REMARKS
Fire Protection Skills Competition	Paragraph 2.10.7	Comply with paragraph 1.2.2, table notes, and paragraph 2.10.7.3

**NOTES:**

1. Inclusive dates are 1 October through 30 September of the previous fiscal year.
2. Submit nomination packages in six copies.
3. Submit nomination packages to HQ AFRC/CE, 155 2nd Street, Robins AFB GA 31098-1635.
4. Nomination packages are due to HQ AFRC/CE by 1 November.

**Table A2.3. (Added) Air Force Reserve Command Civil Engineer Individual Awards.**

AWARDS	LOCATION	REMARKS
Outstanding Reserve Enlisted Civil Engineer	Paragraph 3.5.1	Comply with paragraph 1.2.2, table notes, and paragraph 3.5.1.3
Outstanding Reserve Civil Engineer Manager	Paragraph 3.5.1	Comply with paragraph 1.2.2, table notes, and paragraph 3.5.1.3
Outstanding Reserve Civil Engineer Officer	Paragraph 3.5.2	Comply with paragraph 1.2.2, table notes, and paragraph 3.5.2.3
Outstanding Reserve Fire Fighter	Paragraph 3.5.2	Comply with paragraph 1.2.2, table notes, and paragraph 3.5.2.3
Outstanding Reserve Fire Protection Manager	Paragraph 3.5.3	Comply with paragraph 1.2.2, table notes, and paragraph 3.5.3.3
Outstanding Civil Engineer Air Reserve Technician	Paragraphs 3.45.4, 3.5.5, and 3.5.6	Comply with paragraph 1.2.2, table notes, and paragraphs 3.5.4.3, 3.5.5.3, and 3.5.6.3

**NOTES:**

1. Inclusive dates are 1 October through 30 September of the previous fiscal year.
2. Submit nomination packages in six copies.
3. Submit nomination packages to HQ AFRC/CE, 155 2nd Street, Robins AFB GA 31098-1635.
4. Nomination packages are due to HQ AFRC/CE by 1 November.

DAVID S. SIBLEY, Brig Gen, USAFR  
Assistant Vice Commander