

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2834

25 JULY 1994

AIR FORCE RESERVE COMMAND

Supplement 1

1 September 1995

Personnel

**SMALL AND DISADVANTAGED BUSINESS
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AFRC WWW site at <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM), published monthly.

OPR: SAF/SB (Mr Pat Hiller)
Supersedes AFR 900-44, 10 March 1981.

Certified by: SAF/SB (Mr Anthony J. Deluca)
Pages: 2
Distribution: F

This instruction implements AFPD 36-28, *Awards and Decorations*, as it pertains to the Small and Disadvantaged Business Awards Program. It applies to anyone in acquisition programs.

SUMMARY OF CHANGES

This revision expands eligibility to all units that submit a small business and historically Black college or university minority institution (HBCU/MI) program plan described in AFI 64-201, *Small Business Program*, and establishes a new award, the Special Achievement Award (Individual) for people assigned to these units.

(AFRC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2834, 25 July 1994. The AFI is printed word-for-word without editorial review. Air Force Reserve supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

1. Office of the Secretary of the Air Force, SAF/SB. The Director of the Office of Small and Disadvantaged Business Utilization:

- Manages the Small and Disadvantaged Business Awards Program.
- Convenes and oversees the selection panel described in paragraph **3**.
- Announces award recipients by 28 February of each year.
- Acquires plaques and trophies.
- Arranges for the presentation of the awards.

2. MAJCOMs, FOAs, DRUs and PEOs. Commanders of these organizations nominate eligible individuals and units for the appropriate award. Commanders:

- Submit separate nomination packages for each award to SAF/SB not later than January 31st of the year following the fiscal year being considered.
- Ensure that each nomination package is not longer than 3 typed pages (not including attachments).
- Include a unit Small Business and HBCU/MI Program Assessment Report (see AFI 64-201, *The Small Business Program*) as an attachment with each nomination.

2. (AFRC) Submit nomination packages for each award to arrive at HQ AFRC/LGC not later than 21 January of the year following the fiscal year being considered.

3. Selecting Recipients. A selection panel:

- Evaluates nominations using the selection criteria for the specific award.
- May select more than one nominee for each award. **EXCEPTION:** Only one unit can Receive the Secretary of the Air Force Small and Disadvantaged Business Excellence Award.
- May decide not to give an award if it finds no suitable nominees.

4. Awards:

4.1. Special Achievement Award (Individual):

4.1.1. Commanders may nominate individuals (or team of individuals) who are assigned to a MAJCOM, FOA, DRU, or PEO (or a subordinate unit) that submits a unit small business and HBCU/MI program plan described in AFI 64-201. **EXCEPTION:** Team nominees need not all be assigned to the same unit.

4.1.2. The selection panel evaluates each nominee's:

- Support of the unit's Small Business and HBCU/MI Program Plan.
- Support of the Air Force Small Business Program.
- Initiatives to improve small business and HBCU/MI participation in other Federal Government programs.
- Professional and ethical qualities.

4.2. Secretary of the Air Force Small and Disadvantaged Business Excellence and Special Achievement (Activity) Awards.

4.2.1. A MAJCOM, DRU, FOA or PEO (or a subordinate unit) that submit a unit small business and HBCU/MI program plan described in AFI 64-201 may be nominated for this award.

4.2.2. The panel evaluates the nominee's:

- Success in meeting assigned quantitative goals, particularly those goals that reflect the higher degree of risk described in AFI 64-201.
- Progress towards reaching Strategic Goals and Tactical Objectives described in the nominee's and the Air Force Small Business and HBCU/MI Program Plan.

- Demonstrated process improvements to the Air Force Small Business Program, to include how the nominee's initiatives are used by other units.

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