



**ANNUAL AWARDS PROGRAMS RELATED TO
ACQUISITION**

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Certified by: HQ AFRC/LG
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The OPR for this supplement is HQ AFRC/LGC (Kay Leaphart). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2835, 30 Oct 2003. This supplement describes Air Force Reserve Command 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 realigns paragraph numbers to conform with the basic AFI. No revisions are made to the substance of the information. A bar (|) indicates changes from previous edition.

3.1.1. (Added) Each AFRC Operational Contracting Office (OCO) designates at least one employee in that office as outstanding employee in contracting for the preceding fiscal year. Furnish the name along with a narrative describing the individual's accomplishments to HQ AFRC/LGC no later than 1 December.

The narrative addresses as many of the evaluation criteria listed in table 3.2 (in all categories) as may apply, in addition to any other noteworthy accomplishments of the individual. The OCO may designate an individual as outstanding employee without designation of a specific category listed on table 3.1.

3.1.2. (Added) In addition to the employee designation required in paragraph **3.1.1. (Added)**, each OCO submits a point paper outlining the accomplishments of that office during the applicable fiscal year. The point papers address as many of the criteria in table 3.2 as apply along with any other noteworthy accomplishments which occurred during the applicable fiscal year.

3.1.3. (Added) HQ AFRC personnel may make nominations in addition to those made by the OCOs according to paragraph **3.1.1. (Added)**

3.4.2. (Added) The designated employee (paragraph **3.1.1. (Added)**) is evaluated by a panel at HQ AFRC and may be submitted as a nominee for the Air Force Contracting Awards program in the appropriate category from table 3.1.

3.4.3. (Added) These accomplishments (paragraph **3.1.2. (Added)**) are evaluated by a panel at HQ AFRC for submission to SAF/AQCO for U.S. Air Force Contracting Unit Awards.

3.4.4. (Added) The HQ AFRC evaluation panel selects one or more base level individual nominee from among the HQ AFRC and OCO nominees as outstanding HQ AFRC contracting employee of the year. Based on the information submitted according to paragraph **3.1.2. (Added)**, the HQ AFRC evaluation panel selects one AFRC operational contracting office as the outstanding office of the year.

3.5.1. (Added) Arrange local (that is, installation level) recognition for the individual designated under paragraph **3.1.1. (Added)** Awards to the individual and office designated under paragraph **3.1.2. (Added)** are made annually at an appropriate forum.

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Commander