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ANNUAL ACQUISITION AWARDS PROGRAMS

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This Air Force Instruction (AFI) implements Air Force Policy Directive 36-28, Awards and Decorations, establishing annual award programs for outstanding performance in acquisition transformation, acquisition leadership, contracting, value engineering, and science and engineering. It explains eligibility, nomination procedures and award selection criteria. Major commands (MAJCOM), field operating agencies (FOA), direct reporting units (DRU), the Air Force Secretariat and Headquarters US Air Force ensure all organizations have the opportunity to nominate eligible units and individuals for awards as described in this instruction, forward nominees for competition at Air Force level, and arrange local recognition. Awards are presented annually for achievements during the previous year. Acquisition transformation, acquisition leadership, value engineering, and science and technology awards are based on calendar year; contracting on a fiscal year basis. Selection panels may withhold an award due to lack of competition or when nominees' achievements are not considered deserving of Air Force recognition. Recipients of individual or team Air Force awards described in this instruction are authorized to wear the Air Force Recognition Ribbon (military) or the Air Force Recognition Lapel Pin (civilian).

PRIVACY ACT WARNING STATEMENT

This Instruction requires maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, 10 U.S.C.857 and Executive Order 9397. Air Force Privacy Act systems of record notice F036 AF PC V, Awards and Decorations apply.

(AFRC) 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

AFI 36-2835 has been extensively revised. Chapter information has been re-located within the document, titles have been changed, and a new chapter has been added. **Chapter 1** now contains Acquisition Transformation Awards, including the David Packard Excellence in Acquisition Award and The Agile Acquisition Transformation Leadership Award. **Chapter 2** contains the Acquisition Leadership Awards, including the John J. Welch, Jr. Award and the Daedalian Weapons System Award. **Chapter 3** contains Contracting Awards. Changes include a reduction in the number of award categories; modification of the award evaluation criteria; and revision of internal tables and figures. There are no changes in **Chapter 4**. **Chapter 5** has been added to include the nomination process for the Science and Engineer Awards Program. This chapter establishes three new Air Force level awards: Air Force Outstanding Scientist Award; Air Force Outstanding Engineer Award; and Air Force Outstanding Science and Engineering Educator Award.

(AFRC) 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.

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Chapter 1

ACQUISITION TRANSFORMATION AWARDS

1.1. David Packard Excellence in Acquisition Award.

1.1.1. **Description of Award and Eligibility.** The David Packard Excellence in Acquisition Award recognizes Department of Defense (DoD) civilian and or/military organizations, groups or teams that demonstrate exemplary innovation and best acquisition, technology, or logistics practices and achieve acquisition excellence and/or life cycle cost reduction. The Under Secretary of Defense (Acquisition, Technology and Logistics) (USD/AT&L) sponsors this award.

1.1.1.1. Award categories include: Program Management, Communications Computer Systems; Contracting (includes Construction); Purchasing; Industrial Property Management; Systems Planning Research Development and Engineering; Test and Evaluation; Manufacturing, Production and Quality Assurance; Acquisition Logistics; Business, Cost Estimating and Financial Management; Facilities Engineering, and Auditing.

1.1.1.2. Organizations, groups, or teams that have exhibited superior accomplishments significantly contributing to defense acquisition reform initiatives and acquisition programs may be nominated.

1.1.1.3. The award will be granted for contributions made or completed within the preceding calendar year (January 1 to December 31).

1.1.2. **Evaluation Criteria.** Organizations, groups and teams nominated for this award should have made highly significant contributions to DoD's acquisition processes and programs demonstrating exemplary innovation and best acquisition practices. The primary selection criteria for selecting recipients are based on one or more of the following:

1.1.2.1. Reducing Life Cycle Cost, including such factors as:

1.1.2.1.1. Achieving best value for the government

1.1.2.1.2. Balancing the risk of fraud, waste or abuse against the cost of preventative measures

1.1.2.1.3. Balancing the benefits of the nation's socio-economic policies with the cost of government-unique requirements on sellers

1.1.2.2. Making the Acquisition System More Efficient, Responsive and Timely, including:

1.1.2.2.1. Managing risk in acquisition and procurement, rather than avoiding it

1.1.2.2.2. Meeting warfighter/peacekeeper needs faster, better, cheaper

1.1.2.2.3. Shortening acquisition lead time

1.1.2.2.4. Being suited to peacekeeping and other emerging DoD missions

1.1.2.2.5. Anticipating change instead of reacting to it

1.1.2.3. Integrating Defense with the Commercial Base and Practices, including:

1.1.2.3.1. Strengthening the joint commercial and defense industrial base

1.1.2.3.2. Integrating commercially available technology into military systems

- 1.1.2.3.3. Maintaining technological superiority
- 1.1.2.3.4. Combining best practices of world class customers and suppliers
- 1.1.2.3.5. Partnering within DoD and with industry
- 1.1.2.4. Promoting Continuous Improvement of the Acquisition Process, including:
 - 1.1.2.4.1. Simplifying the acquisition process
 - 1.1.2.4.2. Facilitating people in the acquisition workforce in doing their jobs
 - 1.1.2.4.3. Training and educating a professional acquisition workforce
 - 1.1.2.4.4. Providing incentives for acquisition personnel to innovate and to manage risk
 - 1.1.2.4.5. Evidencing trust in the professionalism of the workforce by empowering and encouraging them
 - 1.1.2.4.6. Ensuring that every step in the acquisition process adds value
 - 1.1.2.4.7. Reengineering the acquisition system - not all at once but process by process
 - 1.1.2.4.8. Measuring progress (metrics) toward acquisition system enhancements
- 1.1.2.5. Accomplishing Specific Goals Associated with Acquisition Reform Initiatives, including:
 - 1.1.2.5.1. Legislation
 - 1.1.2.5.2. Specifications and Standards
 - 1.1.2.5.3. Oversight and Review
 - 1.1.2.5.4. Automated Acquisition Information
 - 1.1.2.5.5. Electronic Commerce/Electronic Data Interchange
 - 1.1.2.5.6. Contract Administration
 - 1.1.2.5.7. Purchase Cards
 - 1.1.2.5.8. Procurement Process Reform
 - 1.1.2.5.9. Integrated Product/Process Teams (IPTs), IPPD
 - 1.1.2.5.10. Others (as may from time to time be identified in connection with working group charters, Defense Manufacturing Council, Defense Science Board, Roles and Missions Commission, legislative and regulatory initiatives, etc.)
- 1.1.2.6. Others as identified by SAF/AQ.
 - 1.1.2.6.1. Additional information may be obtained on the SAF/AQ website.
- 1.1.3. Nomination Procedures.**
 - 1.1.3.1. Each MAJCOM, FOA, DRU should combine all nominations into a single submission and send the package via electronic submission (i.e., e-mail) or other delivery service to: SAF/AQXD, 1500 Wilson Blvd., Rosslyn, VA 22209. Packages are to arrive no later than COB on the second Friday in January.

1.1.3.2. Nomination packages will include the following information:

- 1.1.3.2.1. Name of organization (group title, office title, activity, duty location) and point of contact.
- 1.1.3.2.2. Names and position titles of individuals contributing to the team.
- 1.1.3.2.3. Summary describing the accomplishment(s), normally not to exceed two pages, but may be accompanied by supporting information, i.e. charts, statistical data, etc.
- 1.1.3.2.4. Appropriate award category for the achievement.
- 1.1.3.2.5. A one-page executive summary in bullet format.

1.1.4. **Panel Formation and Selection Process.** SAF/AQ may nominate up to five Air Force teams for DoD-wide consideration (USD/AT&L makes DoD award selection). The Deputy Assistant Secretary of the Air Force for Acquisition Integration (SAF/AQX) chairs an evaluation panel, which includes four other senior executive officials with extensive acquisition experience. The evaluation panel reviews the nomination packages and selects the winners using a scoring system. Any packages selected for submission to USD/AT&L will be considered winners of the Air Force Packard Award.

1.1.5. **Award Presentation.** The Principal Deputy Under Secretary of Defense (Acquisition, Technology, and Logistics) honors award winners at a special ceremony.

1.2. Agile Acquisition Transformation Leadership Award.

1.2.1. **Description of Award and Eligibility.** The Agile Acquisition Transformation Leadership Award recognizes acquisition civilian and military individuals or teams that demonstrate exemplary innovation in the area of Agile Acquisition transformation. The SAF/AQ sponsors this award.

1.2.1.1. Individuals or teams that have exhibited superior accomplishments significantly contributing to acquisition transformation leadership related to reform initiatives and acquisition programs may be nominated.

1.2.1.2. The award will be granted for contributions made or completed within the preceding calendar year (January 1 to December 31).

1.2.2. **Evaluation Criteria.** Criteria for the award are identified in [Table 1.1](#). Individuals or teams nominated for this award should have made highly significant contributions to the Air Force's Agile Acquisition transformation processes and programs demonstrating exemplary leadership, innovation, and best acquisition practices in the main areas of "**speed**" (*reducing cycle time to develop and field new weapons equipment which is a critical issue in determining the responsiveness and effectiveness*) and "**credibility**" (*promise = results – that provide the warfighter with the expected capability in the expected amount of time at the expected cost*). Those main areas are furthered through the list of opportunities listed below:

1.2.2.1. **Working Collaboratively.** Individuals or teams that collaborate with people, both inside and outside of one's functional area.

1.2.2.2. **Innovative Thinking.** Individuals or teams that think innovatively by moving away from the checklist mentality to come up with creative solutions to problems.

1.2.2.3. **Building Trust.** Individuals or teams that build trust between business partners such as the acquisition workforce and the warfighters.

1.2.2.4. **Encouraging People.** Individuals or teams that get the decision rules and metrics right and cause them to be applied enterprise-wide, taking a more vested interest in what they're doing, and taking the initiative to make the acquisition process better.

1.2.2.5. **Risk Management.** Individuals or teams that discover, create or cause to be created new military capabilities to broaden the capabilities base and mitigate risk.

1.2.3. Nomination Procedures.

1.2.3.1. SAF/AQX will request nominations from the MAJCOMs/FOAs/DRUs (including AFPEOs). Multiple nominations for each category may be submitted. Nomination packages will include:

1.2.3.1.1. A cover letter signed by the MAJCOM Commander or equivalent. Multiple or forwarding cover letters will not be accepted.

1.2.3.1.2. An AF Form 1206, "Nomination for Award" justifying the award. Use a bullet or point paper format, not a running narrative. The reverse side may be used.

1.2.3.1.3. Accompanying citation, limited to 15 lines in ten to twelve pitch font, landscape orientation, on plain bond paper. Opening and closing words for the citation will be appropriate variations of standard Air Force-wide awards (Reference AFI 36-2803, *The Air Force Awards and Decorations Program*) and commensurate with the significance of the achievements being recognized.

1.2.3.1.4. For team awards, list names, ranks, and assigned organizations on a separate page(s). Ensure all team members are accounted for and recognized. No names will be added to the nomination package once it is submitted.

1.2.3.1.5. For individual awards, list name of individual, title/rank, assigned organization, and duty location.

Table 1.1. Agile Acquisition Transformation Leadership Awards.

| R U L E | A | B | C | D |
|----------------------------|---|---------------------------------|--|--|
| | Award Category | and the type of award is | then the eligibility is | and the MAJCOM/FOA/DRU may nominate |
| 1 | Agile Acquisition Transformation Leadership Award | Individual or Team | military and civilian in any rank or grade individually or as a group (More than one award may be presented by SAF/AQ) | None. Nominations will be requested by SAF/AQX |

NOTES:

1. Teams in excess of thirty-five members must request prior approval from SAF/AQX in writing with complete justification, no less than 30 days before the suspense date.
2. This award applies to the Air Force Secretariat and/or Air Staff, the Air National Guard, and/or foreign military officers. Each submitting team will have a proper team name or team title, to include the word "Team", entered in the appropriate identifying block of the AF Form 1206, "Nomination for Award". Submissions which are clearly

unit or organizational may be returned immediately without further action or consideration.

3. One award will be presented for individual award and one presented for the team award category.

1.2.3.2. Classified material, faxes, photographs, charts, graphs, staff summary sheets, forwarding memoranda, or other supplementary and supporting documents will not be accepted.

1.2.3.3. Forward nomination packages without punch holes, staples, or paper clips, through command channels to the Assistant Secretary of the Air Force (Acquisition), Career Management and Resources Division (SAF/AQXD), 1060 Air Force Pentagon, Washington DC, 20330-1060, by 20 January. Packages may be sent by delivery services to SAF/AQXD, 1500 Wilson Blvd., Rosslyn, VA 22209.

1.2.4. **Panel Formation and Selection Process.** The Deputy Assistant Secretary of the Air Force for Acquisition Integration (SAF/AQX) chairs an evaluation panel, which includes four other senior executive/general officer officials with extensive acquisition experience. The evaluation panel reviews the nomination packages and selects the winners using a scoring system.

1.2.5. **Award Presentation.** The Assistant Secretary of the Air Force for Acquisition (SAF/AQ) honors award winners at a special ceremony.

Chapter 2

ACQUISITION LEADERSHIP AWARDS

2.1. Description of Award and Eligibility. Leadership of specific defense acquisition program(s), project(s), product(s), or subsets by exercising cost, schedule, and performance responsibility throughout the system life cycle. Includes positions that directly or indirectly assist a Program Manager in fulfilling assigned responsibilities as defined in DoDD 5000.1 and DODI 5000.2.

2.2. Nomination Responsibilities. MAJCOMs, FOAs, and DRUs may submit nominations for the awards identified in [Table 2.1](#). Air Force Program Executives Offices (AFPEO) are categorized as FOAs and are authorized to participate in that regard. Each AFPEO's nomination package will be approved at the AFPEO level, but channeled through and reviewed by the MAJCOM through which that team worked its project. These awards do not apply to foreign military officers, or contractors (including prime, subs, or others) not working as part of the acquisition organization's in-house team.

2.3. Nomination Procedures.

2.3.1. Nomination packages will include:

2.3.1.1. A cover letter signed by the MAJCOM Commander or equivalent. Multiple or forwarding cover letters will not be accepted.

2.3.1.2. An AF Form 1206, "Nomination for Award" justifying the award. Use a bullet or point paper format, not a running narrative. The reverse side may be used.

2.3.1.3. Accompanying citation, limited to 15 lines in ten to twelve pitch font, landscape orientation, on plain bond paper. Opening and closing words for the citation will be appropriate variations of standard Air Force-wide awards (Reference AFI 36-2803, *The Air Force Awards and Decorations Program*) and commensurate with the significance of the achievements being recognized.

2.3.1.4. For team awards, list names, ranks, and assigned organizations on a separate page(s). Ensure all team members are accounted for and recognized. No names will be added to the nomination package once it is submitted.

2.3.1.5. **Unit** refers to program offices, system sustainment offices, and laboratories. Joint organizations and agencies may submit nominations.

2.3.2. Classified material, faxes, photographs, charts, graphs, staff summary sheets, forwarding memoranda, or other supplementary and supporting documents will not be accepted.

2.3.3. Forward nomination packages without punch holes, staples, or paper clips, through command channels to the Assistant Secretary of the Air Force (Acquisition), Career Management and Resources Division (SAF/AQXD), 1060 Air Force Pentagon, Washington DC, 20330-1060, by 20 January. Packages may be sent by delivery services to SAF/AQXD, 1500 Wilson Blvd., Rosslyn, VA 22209.

2.4. Evaluation Criteria and Panel. Criteria for each award are identified in [Table 2.2](#). The Deputy Assistant Secretary of the Air Force for Acquisition Integration (SAF/AQX) chairs an evaluation panel, which includes four other senior executive officials with extensive acquisition experience. The evaluation panel reviews the nomination packages and selects the winners using a scoring system.

2.5. Award Presentations. The Air Force awards will be presented at an appropriate ceremony hosted by the Assistant Secretary of the Air Force (Acquisition), SAF/AQ. The Daedalian Weapons System Award will be presented to the Air Force recipient by the Chief of Staff of the Air Force, or designee, at the Daedalian National Convention.

2.5.1. The John J. Welch, Jr. Award (see [Table 2.1.](#)) consists of:

2.5.1.1. A large wall plaque with the winning team's name engraved on a brass plate, permanently display at the Pentagon.

2.5.1.2. A trophy and framed large citation certificate for the winning MAJCOM, FOA or DRU team display.

2.5.1.3. Citation certificates for each team member.

2.5.2. Each individual and team award consists of a certificate and wall plaque

2.5.3. Each unit award consists of a wall plaque with the winning unit's name engraved on a brass plate.

2.5.4. Winners of Air Force awards are authorized to wear the Air Force Recognition (military) or the Air Force Recognition Lapel Pin (civilian).

2.5.5. The Daedalian Weapons System Award consists of the Colonel Franklin C. Wolfe Memorial trophy.

2.6. Transportation. The award winners' organizations will provide funding for transportation and accommodations for the awards presentation.

Table 2.1. Acquisition Leadership Awards.

| R U L E | A | B | C | D |
|----------------------------|---|---------------------------------|--|---|
| | If the award category is | and the type of award is | then the eligibility is | and the MAJCOM/FOA/DRU may nominate |
| 1 | The John J. Welch, Jr., Award for Excellence in Acquisition Leadership (Note 1) | Team (Note 2) | Teams comprised of Air Force military and/or civilian personnel at the program directorate level or below, demonstrating superior leadership in the acquisition area. (Note 3) | 1 Team; HQ AFMC may submit two teams |
| 2 | Outstanding Air Force System Program Director | Individual | (a) military in AFSC 63AX or 60C0 (b) civilian in occupational series 1101 | 1 Wing level and 1 Group Level (Note 4) |
| 3 | Outstanding Air Force System Program Office | Unit | (a) system program office; (b) system sustainment office (c) laboratories | 1 unit |
| 4 | Outstanding Air Force Program Manager Award | Individual | (a) military in AFSC 63AX (b) civilian in occupational series 1101 | 1 field grade officer 1 GS-13 or above, or equivalent (Note 4) |
| 5 | Outstanding Air Force Project Manager Award | Individual | (a) military in AFSC 63AX (b) civilian in occupational series 1101 | 1 company grade officer 1 GS-12 or below, or equivalent (Note 4) |

| R U L E | A | B | C | D |
|------------------|---|--------------------------|--|---|
| | If the award category is | and the type of award is | then the eligibility is | and the MAJCOM/FOA/DRU may nominate |
| 6 | Outstanding Air Force Acquisition Staff Officer Award | Individual | military or civilian in any rank or grade assigned to a Major Command, Air Staff, or the Secretariat | 1 military 1 civilian (Note 4) |
| 7 | Daedalian Weapons System Award (Note 5) | Individual or Team | military or civilian in any rank or grade individually or as a group | None (Nominations will be requested by SAF/AQX) |
| 8 | Air Force Special Recognition Award In Acquisition Leadership | Individual or Team | military or civilian in any rank or grade individually or as a group (More than one award may be presented by SAF/AQX) (63AX/1101) | None (Nominations will be requested by SAF/AQX) |

NOTES:

1. This highly prestigious award is named after Mr. John J. Welch, Jr., Assistant Secretary of the Air Force for Acquisition from October 1987 to April 1992, in recognition of his significant contributions.
2. Teams in excess of thirty-five members must request prior approval from SAF/AQX in writing with complete justification, no less than 30 days before the suspense date.
3. The Welch Award does not apply to the Air Force Secretariat or Air Staff, the Air National Guard, or foreign military officers. It is emphasized that the Welch Award is not designed to be an organizational award. Nor is it handled administratively as such. Each submitting team will have a proper team name or team title, to include the word "Team", entered in the appropriate identifying block of the AF Form 1206, "Nomination for Award". Submissions which are clearly unit or organizational may be returned immediately without further action or consideration.
4. One award will be presented in each military and civilian category.
5. This annual award is presented to the Army, Navy, and Air Force on a rotating basis in that order. The donor, the late Colonel Franklin C. Wolfe, served as Chief of the Armament Laboratory of the Army Air Forces Materiel Command at Wright Field, Ohio, from 1939 to 1944.

Table 2.2. Evaluation Criteria for Acquisition Leadership Awards.

| L I N E | A | B |
|------------------|--|--|
| | Award | Evaluation Criteria |
| 1 | John J. Welch, Jr., Award for Excellence in Acquisition Leadership | <ul style="list-style-type: none"> - This highly prestigious Air Force award focuses on accomplishments through a teamwork approach, rather than on individual recognition, and recognizes excellence in acquisition leadership during a calendar year. Examples of achievement criteria areas are: <ul style="list-style-type: none"> -- Developing improved acquisition leadership practices. -- Significantly increasing present or future operational effectiveness of a weapon system. -- Improving weapon system support and readiness for the Air Force. - Include short-term and long-term impact of achievements on the Air Force. Do not use cost savings or securing of contracts as sole reasons for the nomination package. |
| 2 | Outstanding Air Force System Program Office | <ul style="list-style-type: none"> - Mission accomplishment - satisfying customer needs / delivering capability to the warfighter - Acquisition leadership innovation and process improvement results - Collaboration with the user - Effective, innovative resource management |
| 3 | Individual Air Force Acquisition Leadership Awards (Table 2.1 , Rules 2, 4,5,6,7,8) | <ul style="list-style-type: none"> - Noteworthy and/or significant achievements to promote agile acquisition through collaboration. Describe short- and long-term impact on warfighter capabilities - Resourcefulness: Innovative techniques, program strategies, training programs, process improvements, initiative, risk management, etc., that were developed and used to meet mission objectives - Leadership ability (e.g., empowering individuals and holding them accountable for the results) |
| 4 | Daedalian Weapons System Award | <ul style="list-style-type: none"> - Contributions for the most outstanding weapon system development, which operates, in whole or in part, in the aerospace environment. |
| 5 | Air Force Special Recognition Award In Acquisition Leadership | <ul style="list-style-type: none"> - Specific achievement that deserves special recognition based on contribution to development of innovative, collaborative and/or streamlined of acquisition processes. |

NOTE: Criteria cover most recent calendar year only.

Chapter 3

CONTRACTING AWARDS

3.1. Nomination Responsibilities and Procedures. MAJCOMs, FOAs, and DRUs may submit nominations as identified in **Table 3.1**. The J-4 of Unified and Joint Commands may nominate Air Force military members or civilians according to the categories in **Table 3.1**.

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

3.2. Definition of Unit. Unit refers to buying offices, flights, squadrons, or program offices. It includes activities issuing operational, systems, logistics, science & technology, specialized, or classified contracts. Non-contracting activities that support the contracting community, such as training centers, may compete for the Outstanding Unit award. Teams of individuals from these activities may be nominated.

3.3. Nomination Procedures.

3.3.1. Nomination package includes the front side only of one AF Form 1206, "Nomination for Award", and supplemental information page (see **Figure 3.1**. and **Figure 3.2**.). Accompanying citation for each nomination may be submitted on an additional page. If a typewritten AF Form 1206 is submitted, minimum acceptable font size is 12 point. Forward all nominations, except those containing classified information, to SAF/AQCX, 1060 Air Force Pentagon, Washington DC 20330-1060 by 20 January. Nominations with classified information may be written in a classified security classification level and FAXed via secure channels, by 20 January, to SAF/AQL, Attn: Special Programs Contracting Officer.

3.3.2. In addition to forwarding the nomination packages in accordance with **3.3.1.**, an email containing the proposed citations for all nominations should be sent to SAF/AQCX by 20 Jan. All citations should be in a Microsoft Word file attached to the email.

3.3.3. Inclusion of nominee's social security number on the AF Form 1206 is optional.

3.3.4. Except under extraordinary circumstances, do not nominate an individual for the same award won within the previous five years.

3.4. Evaluation Criteria and Panel. Criteria for each award are identified in **Table 3.2**. The evaluation panel consists of at least three senior officials from within the office of the Deputy Assistant Secretary (Contracting) and will be chaired by the Deputy Assistant Secretary (Contracting). All awards are approved by SAF/AQC.

3.4.1. Nomination packages should address specific results, process improvements, contribution to competition and commercial practices, and acquisition reform implementation, as applicable, in addition to specific duty accomplishments that supported the mission.

3.4.2. (Added-AFRC) 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-AFRC) 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-AFRC) 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. Award Presentation. The awards are normally presented in conjunction with the spring Worldwide Contracting Conference arranged by SAF/AQC.

3.5.1. (Added-AFRC) 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.

3.6. Transportation. The award winners' organizations will provide funding for transportation and accommodations when the awards are presented

Table 3.1. Contracting Awards.

| R U L E | A | B | C | D |
|----------------------------|---|---------------------------------|--|--|
| | If the award category is | and the type of award is | then the eligibility is | and the MAJCOM/FOA/DRU may nominate |
| 1 | Secretary of the Air Force Professionalism in Contracting | Individual | (a) military in AFSC 64P4, 64P3, or 6C0X1; (b) civilian in civil service series 1101, 1102, 1105, or 1106 | 1 supervisor and 1 non-supervisor |
| 2 | Javits-Wagner-O'Day Act of 1971 (See note 2) | Individual or Unit | (a) buying office, flight, squadron or program office; (b) individual from activity in (a) (See note 1) | 1 individual or 1 unit |
| 3 | Outstanding Contracting Unit/Team | Unit or Team | (a) buying office, flight, squadron, or program office; (b) non-contracting unit whose mission is to support contracting functionals; (c) teams of individuals from either (a) or (b) (See note 3) | 1 unit and 1 team |

| R U L E | A | B | C | D |
|------------------|--|--------------------------|--|---|
| | If the award category is | and the type of award is | then the eligibility is | and the MAJCOM/FOA/DRU may nominate |
| 4 | Outstanding Contracting Officer | Individual | military in AFSC 64P3 or 64P4 (See note 3) | 1 field grade and 1 company grade |
| 5 | Outstanding Contracting Civilian | | civilian in civil service series 1101, 1102, 1103 (US and Local National) (See note 3) | 1 GS-12 and above and 1 GS-11 and below |
| 6 | Outstanding Pricing (See note 4) | Individual or Team | military or civilian in any rank or grade (See note 1) | 1 individual or 1 team of individuals |
| 7 | Outstanding Contracting Enlisted Member | Individual | (a) enlisted in AFSC 6C0X1 (b) Airman (AB thru SRA), NCO (SSgt thru TSgt), Senior NCO (MSgt thru CMSgt) | 1 each Airman, NCO, and Senior NCO |
| 8 | Outstanding Contracting Support | | (a) enlisted in AFSC 3A0X1 or 3S0X1 assigned to a contracting unit; (b) civilian in civil service series 3XX, 1105, or 1106 assigned to a contracting unit (See note 1) | 1 enlisted or 1 civilian |
| 9 | Outstanding Base-Level Quality Assurance Evaluator | | military or civilian demonstrating major achievements in quality assurance with relation to monitoring contractor performance (See note 1) | 1 military or 1 civilian |
| 10 | Outstanding Reservist in Contracting | | Reservist in any grade in AFSC 64PX or 6C0X1 who is not on extended active duty (See note 1) | 1 reservist |
| 11 | Outstanding Contingency Contracting (SSgt Ronald L. King Award) (See note 5) | | officer, enlisted, or civilian who performed contingency contracting duties | 1 officer or civilian; and 1 enlisted |
| 12 | Special Recognition Award | Individual or Team | military or civilian in any rank or grade (More than one award may be presented by SAF/AQC) | 1 individual or 1 team of individuals |

NOTES:

1. One award will be presented.
2. The Javits-Wagner-O'Day Act of 1971 established a committee for the purpose directing selected commodities acquisition and federal government services to qualified workshops employing the blind and other severely handicapped persons. The President's Committee Award is presented to the outstanding unit or the Chairman's Award to the outstanding individual.
3. One unit award and one team award will be presented under Rule 3. Two military awards will be presented under Rule 4: one field grade and one company grade. Two civilian awards will be presented under Rule 5: one GS-11 and below and one GS-12 and above.

4. Exceptional pricing efforts in completing acquisition actions including: price, cost, financial analysis or negotiation of contractor cost proposals, defective pricing settlements, progress payments, change orders, forward pricing rate agreements, claims, contracting officer decisions, etc.
5. The Staff Sergeant Ronald L. King Award for Outstanding Contingency Contracting is named after Ronald L. King who lost his life in a terrorist truck bomb attack of the Khobar Towers in Saudi Arabia on 25 June 1996 while on a contingency contracting assignment.

Table 3.2. Evaluation Criteria for Contracting Awards.

| L I N E | A | B |
|------------------|---|--|
| | Award | Evaluation Criteria |
| 1 | Secretary of the Air Force Professionalism in Contracting Award | <ul style="list-style-type: none"> - Specific duty achievements - 20% - Self-improvement efforts over the course of individual's career - 20% - Professional qualities over the course of individual's career - 20% - Contribution to advancing professionalism of others in the career field, over the course of individual's career - 20 % - Ability to convey contracting professionalism to others outside the field, over the course of individual's career - 20% (See note a) |
| 2 | Javits-Wagner-O'Day Act of 1971 | <ul style="list-style-type: none"> - Contribution to advancing requirements to the procurement list - 50% - Ability to identify, convey and advocate the importance of the JWOD program to others in the career field - 30% - Contributions to the handicapped community - 20% (See note a) |
| 3 | Outstanding Contracting Unit (Team) | <ul style="list-style-type: none"> - Mission accomplishment - satisfying customer needs - 50% - Contracting innovation and process improvement results - 30% - Effective, innovative resource management - 20% (See note a) |
| 4 | Outstanding Pricing Award | <ul style="list-style-type: none"> - Specific achievements during the recent fiscal year. Description of short- and long-term impact on the mission - 50% - Innovative techniques, training programs, process improvements, etc., that were developed and used to meet mission objectives or contributed to advancing the capabilities of others both internal and external to the career field - 50% (See note a) |
| 5 | Outstanding Contingency Contracting Award | <ul style="list-style-type: none"> - Contingency support mission accomplishment and impact - 70% - Management of available resources and or initiatives developed - 20% - Professional qualities over course of individual's career - 10% (See note a) |
| 6 | All Other Contracting Awards (Table 1.1., Rules 4, 5, 7, 8, 9 and 10) | <ul style="list-style-type: none"> - Specific duty achievements including short- and long-term impact on the mission - 70% - Self-improvement efforts over the course of individual's career - 20% - Professional qualities over the course of individual's career - 10% (See note a) |
| 7 | Special Recognition Award | <ul style="list-style-type: none"> - Outstanding innovation and/or process improvements, including borrowed ideas - 50% - Outstanding mission accomplishment - satisfying customer needs - results - 50% (See note a) |

NOTE: Criteria cover most recent fiscal year only, unless stated otherwise.

Figure 3.1. Supplemental Information for Unit Nominations.

SUBJECT: US Air Force Contracting Unit Award Nomination

CATEGORY: (State title of award category) For Fiscal Year Ending 30 September _____.

Part I -- Identifying Data

Unit Title: (as it should appear on the award plaque)_____

Full Unit Mailing Address: _____

Unit Role: _____

Rank and name of the current Chief of the Unit:

Name, Phone Number and Email Address of POC:

Present rank and location of the individual who was Chief of the Unit during the period of accomplishment, if different from above:

Part II -- Acknowledgment and Approval by the MAJCOM/FOA/DRU Contracting Division Chief

Signature and Date

Part III -- Proposed Award Citation (brief summary of accomplishments; may be on a separate page)

Example: This unit distinguished itself in its contribution to the success of Operations DESERT SHIELD and DESERT STORM. Especially noteworthy was the fielding of 14 specially modified Contingency Air-

field Lighting Systems, the immediate procurement of over 5,300 Aircrew Eye and Respiratory Protection Systems, and the urgent purchase of 26 million dollars worth of chemical protective clothing. Innovative acquisition approaches initiated by this contracting office will set the standard for future source selections.

Figure 3.2. Supplemental Information for Individual (or Team) Nominations.

SUBJECT: US Air Force Contracting Individual (or Team) Award Nomination

CATEGORY: (State title of award category) For Fiscal Year Ending 30 September _____

Part I -- Identifying Data

Rank or Grade and Full Name: (Individual or Team Leader) _____

Phone Number and Email Address: _____

Full Unit Mailing Address: _____

Unit Role: _____

(For Team Nominations: List team members on a separate sheet including Rank or Grade and Full Name, Organization, Phone Number, and Email Address.)

Part II - Acknowledgment and Approval by the MAJCOM/FOA/DRU Contracting Division Chief

Signature and Date

Part III - Proposed Award Citation (brief summary of accomplishments; may be on a separate page)

Example: (for Secretary of the Air Force Professionalism in Contracting Award) As an instructor and author of contracting articles published in professional magazines and journals, Ms. Smith has fostered the growth and development of others in our field. She is an accomplished contract negotiator with multi-service contracting experience. She achieved superior results on complex programs supporting vital Air Force programs.

Example: (for Other Individual Awards) Mr. Jones developed innovative ideas and contracting concepts, resolving long-standing problems affecting mission essential service contracts. He developed an innovative contract for altitude chamber testing that will save the Government \$52,000 and 180 days of pilot downtime annually. In support of Operation DESERT STORM, he restructured contracts for critical services affected by government personnel deployments. The end result was continued excellent support of the Air Force mission

Chapter 4

VALUE ENGINEERING AWARDS PROGRAM

4.1. Awards and Eligibility. See **Table 4.1.** Awards recognize individuals and organizations whose exceptional use of Value Engineering (VE) techniques reduced costs without degrading quality.

4.2. Nomination Responsibilities, Procedures, and Format. SAF/AQ (to include Program Executive Offices), the Air Force Civil Engineer (AF/CE), MAJCOMs, FOAs, and DRUs may submit two nominees in each award category. Submit team nominations where appropriate. Nomination packages will include a cover letter signed by the command section, Headquarters DCS, or Assistant Secretary, and a fact sheet described in **Table 4.1.** with the appropriate narrative attached. Forward a copy of each nomination to SAF/AQR, 1060 Air Force Pentagon, Washington DC 20330-1060, by the last Friday in November.

4.3. Evaluation Criteria. Award selection considerations include: net savings produced; savings as a percentage of the affected overall budget; product, process, and service improvements; contribution to overall VE program growth; uniqueness of idea; cross-functional or inter-agency teaming; integration with other improvement initiatives or activities.

4.4. Evaluation Panel. The Deputy Assistant Secretary of the Air Force for Science, Technology and Engineering or designated representative appoints the evaluation panel that includes military and civilian Air Force officials with extensive knowledge and experience in engineering and acquisition. The panel's recommendations are forwarded to the Department of Defense (DoD).

4.5. Award Presentation. DoD arranges a ceremony in Washington DC for those selected for DoD recognition. The award winner's organization pays for transportation and accommodations for awards ceremonies.

Table 4.1. Air Force Value Engineering (VE) Achievement Awards.

| | A | B | C | D |
|------------------|--|---|---|-------------------------------------|
| R U L E | If the award category is | And the type of award is (see note 2) | Then the eligibility is | And the MAJCOM/FOA/DRU may nominate |
| 1 | Outstanding Air Force VE Award for Program/Project Management | Individual | All Military & Civilian Managers | 2 |
| 2 | Outstanding Air Force VE Award for Individual/Team Achievement | Individual | All Military & Civilian personnel | |
| 3 | Outstanding Air Force VE Award for Organizational Achievement | Unit/Activity | All | |
| 4 | Outstanding Air Force VE Award for Contractor | Contractor | All | |
| 5 | Outstanding Air Force VE Award for Special Achievement | Individual | All Military & Civilian personnel who demonstrate innovative uses of VE | |

NOTES:

1. The number awarded for each category is one.
2. Teams may be nominated for individual awards.

Figure 4.1. Fact Sheet Guidance**Submitting Activity:****Year:****Category:****Nominee:**

Name

Title

Social Security # (for individuals & team-members)

Location (for field commands, installations, & contractors)

Mailing Address

Telephone #

Reference: (questions about nomination)

Name

Title

Telephone #

Description of Achievement:

Savings/Cost Avoidance's - Identify; net 3-year savings (current calendar year's actual savings and two subsequent years projected savings); savings as % of reporting activity budget; and return on VE investment. How were savings validated? Are there documented case files?

Mission of organization (place where VE savings were generated) and how savings or other improvements contributed to fulfilling this mission.

Product/Process/Service Improvement - Description may include but is not limited to: customer satisfaction; quality; performance; reliability; maintainability; operation & support savings; effectiveness; efficiency; and/or cycle time reduction.

VE Program Management - Description may include but is not limited to: leadership; program growth; new activity; institutionalization of VE application/methodology; scope of potential application; innovation; proactivity; cross-functional or inter-agency teaming; and/or integration/support of other improvement initiatives/activities.

Summary of Significant VEPs/VECPs

Succinctly (no more than one page for each) describe up to three VEPs/VECPs associated with the nominee. Include identifying number, title, description, net cost savings/avoidances to DoD, and other benefits.

4.6. Guidance for Special Award Nominations. These special awards recognize outstanding contribution to the VE Program which demonstrate innovative approaches and applications and/or expand the benefits of VE. The special awards will be competitive among Services and Defense Agencies. VE contributions worthy of this special recognition may be drawn from those actions during the last five fiscal years.

Description of VEP or VECP

Descriptive Title

Identifying Number

DoD Sponsor Organization

Contractor (as appropriate)

Dates of Approval and Implementation

Before and After Description

Savings/Cost Avoidances - net savings to DoD (and contractor if appropriate); cost of development, testing, implementation, etc.

Benefits other than Cost Reduction - improving: product, process, service; performance; reliability; maintainability; operability; effectiveness; efficiency; cycle time reduction, environmental protection/conservation/restoration, energy conservation, safety, etc.

Unique/Unusual Application - software, environmental problems, organization, process, service, etc.

Unique/Unusual Approach - innovation; proactivity; cross-functional or inter-agency teaming; integration/support of other improvement initiatives/activities, etc.

Reference - questions about nomination

Name

Title

Organization

Telephone #

Chapter 5

SCIENTIST AND ENGINEER AWARDS

5.1. Purpose. The Air Force may give the following awards annually for significant accomplishments in science, engineering, research and development, and science and engineering education in support of the Air Force mission.

5.1.1. The Air Force Outstanding Scientist Award recognizes the efforts and achievements of the top US Air Force Scientist(s) who make noteworthy and/or significant contributions to technology and/or solving technical problems in sustainment, testing, training, or advancement of Air Force systems. One award may be given each year in each category.

Table 5.1. Air Force Outstanding Scientist Awards.

| R U L E | A | B | C |
|------------------|--|----------------------|--|
| | If the award category is | the type of award is | The eligibility is |
| 1 | Air Force Outstanding Scientist Award, Junior Military | Individual | - Less than 6 years of experience - Commissioned US Air Force Officer |
| 2 | Air Force Outstanding Scientist Award, Mid-Career Military | Individual | - 6 to 16 years of experience - Commissioned US Air Force Officer |
| 3 | Air Force Outstanding Scientist Award, Senior Military | Individual | - Greater than 16 years of experience - Commissioned US Air Force Officer |
| 4 | Air Force Outstanding Scientist Award, Junior Civilian | Individual | - Less than 6 years of experience - Air Force Government Civilian |
| 5 | Air Force Outstanding Scientist Award, Mid-Career Civilian | Individual | - 6 to 16 years of experience - Air Force Government Civilian |
| 6 | Air Force Outstanding Scientist Award, Senior Civilian | Individual | - Greater than 16 years of experience - Air Force Government Civilian |
| 7 | Air Force Outstanding Scientist Award, Team | Team | - Teams comprised of all levels of experience - Teams comprised of all levels of employment: Air Force Commissioned Officer (Active Duty, Reserve, individual mobilization augmentees), Air Force Government Civilians, and support contractors |

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.

5.1.2. The Air Force Outstanding Engineer Award recognizes the efforts and achievements of the top US Air Force Engineer(s) who make noteworthy and/or significant contributions to solving technical or engineering problems in sustainment, testing, training, or advancement of Air Force systems. One award may be given each year in each category.

Table 5.2. Air Force Outstanding Engineer Awards.

| R U L E | A | B | C |
|----------------------------|---|-----------------------------|--|
| | If the award category is | the type of award is | the eligibility is |
| 1 | Air Force Outstanding Engineer Award, Junior Military | Individual | - Less than 6 years of experience - Commissioned US Air Force Officer |
| 2 | Air Force Outstanding Engineer Award, Mid-Career Military | Individual | - 6 to 16 years of experience - Commissioned US Air Force Officer |
| 3 | Air Force Outstanding Engineer Award, Senior Military | Individual | - Greater than 16 years of experience - Commissioned US Air Force Officer |
| 4 | Air Force Outstanding Engineer Award, Junior Civilian | Individual | - Less than 6 years of experience - Air Force Government Civilian |
| 5 | Air Force Outstanding Engineer Award, Mid-Career Civilian | Individual | - 6 to 16 years of experience - Air Force Government Civilian |
| 6 | Air Force Outstanding Engineer Award, Senior Civilian | Individual | - Greater than 16 years of experience - Air Force Government Civilian |
| 7 | Air Force Outstanding Engineer Award, Team | Team | - Teams comprised of all levels of experience - Teams comprised of all levels of employment: Air Force Commissioned Officer (Active Duty, Reserve, individual mobilization augmentees), Air Force Government Civilians, and support contractors |

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.

5.1.3. The Air Force Outstanding Science and Engineering Educator Award recognizes the efforts and achievements of the top US Air Force instructor in the science and engineering fields, whose contributions and performance best characterize the principles of excellence in science and engineering education. One award may be given each year to the Top Air Force Science or Engineering Educator.

Table 5.3. Air Force Outstanding Science and Engineering Educator Awards.

| R U L E | A | B | C |
|----------------------------|--|-----------------------------|--|
| | If the award category is | the type of award is | the eligibility is |
| 1 | Air Force Outstanding Science and Engineering Educator Award | Individual | - All career levels - All Air Force Commissioned Officers or Air Force Government Civilians |

5.2. Description of the Awards.

5.2.1. Winners of the Air Force Outstanding Scientist Award, Air Force Outstanding Engineer Award, and Air Force Outstanding Science and Engineering Educator Award receive a plaque honoring individual/team contributions to the Air Force, a certificate, a three-day pass (military), a time off award (civilian), and may wear the Air Force Recognition Ribbon (military) or Air Force Recognition Lapel Pin (civilian). Winners will be recognized during a ceremony held at the discretion of leadership at the organizational level.

5.3. Eligibility Criteria.

5.3.1. Air Force Outstanding Scientist Award. Air Force military members (active duty), civilians, and teams involved in some form of basic research, analysis, and/or scientific activity may compete for this award. For team awards, Reserve, individual mobilization augmentees, and support contractors are eligible to be submitted along with government members. However, support contractors will only receive the certificate described in paragraph 5.2. In addition, there must be at least one scientist on the team to be eligible. MAJCOMs and/or FOAs/DRUs may only submit one nomination for each award category. Selection criteria are based on outstanding scientific contributions during the previous calendar year. Nominee's/teams contributions must have exceptional value and support the Air Force (Operational, SPO, Lab, Depot, Test Centers, Intelligence, Education, etc.) by leading to, or demonstrating promise of the criteria listed in [Table 5.4](#).

5.3.2. Air Force Outstanding Engineer Award. Air Force military members (active duty), civilians, and Teams involved in some form of engineering analysis and/or engineering activity may compete for this award. For team awards, Reserve, individual mobilization augmentees, and support contractors are eligible to be submitted along with government members. However, support contractors will only receive the certificate described in paragraph 5.2. In addition, there must be at least one engineer on the team to be eligible. MAJCOMs and/or FOAs/DRUs may only submit one nomination for each award category. Selection criteria are based on outstanding contributions to solving technical and/or engineering problems during the previous calendar year. Nominee's/teams contributions must have exceptional value and support the Air Force (Operational, SPO, Lab, Depot, Test Centers, Intelligence, Education, etc.) by leading to, or demonstrating promise of the criteria listed in [Table 5.4](#).

Table 5.4. Evaluation Criteria for the Air Force Outstanding Scientist and Air Force Outstanding Engineer Awards.

| L I N E | A | B | C |
|------------------|---|--|--|
| | Operational Impact | Innovative Improvements | Customer Focus |
| 1 & 2 | <ul style="list-style-type: none"> - Development and/or implementation of new system(s) to satisfy emerging mission requirements for new/enhanced capabilities - Substantial improvement in Air Force processes, operational concepts, or force structure (e.g., improved use of resources or effectiveness through the application of scientific or analytical techniques.) - Substantial improvements in the operational effectiveness over the life cycle of the system(s). (e.g., increased mission capability or safety over the life cycle of the system(s)) - Enhanced/increased performance (e.g., improving or exceeding the operational performance requirements or aiding operational effectiveness) | <ul style="list-style-type: none"> - Process improvements - Process reform - Leading change | <ul style="list-style-type: none"> - Increased capability due to new or enhanced processes/systems - Significant cost savings due to new or enhanced processes/systems - Substantial schedule reductions - Customer satisfaction |

5.3.3. Air Force Outstanding Science and Engineering Educator Award. Air Force military members (active duty), and civilians, (all AF specialty codes and occupational series) involved in some form of scientific or engineering academic instruction may compete for this award. Each MAJCOM, FOA, and DRU may only submit one nomination for this award. Selection criteria are based on outstanding contributions and performance in the areas listed in [Table 5.5](#).

Table 5.5. Evaluation Criteria for the Air Force Outstanding Science and Engineering Educator Award.

| L I N E | A | B |
|------------------|---|---|
| | Academic | Operational Criteria* |
| 3 | <ul style="list-style-type: none"> - Classroom teaching excellence - Development of course syllabi and instructional material - Student feedback - Contributions to Science and Engineering | <ul style="list-style-type: none"> - Research activity (both educational and disciplinary research). Describe impact of research on S&E education. - Publication - Professional society awards. Pertinent to discipline and courses taught |

NOTE: * Evidence provided for these criteria must be pertinent to the scientific or engineering discipline and/or courses being taught. This criterion may not be applicable to all scientific and engineering instruc-

tors. However, additional points to the overall score of the individual's package will be given for this criterion.

5.4. Submitting Nominations.

5.4.1. Submitting Nominations for the Air Force Outstanding Scientist and Engineer Awards. MAJCOMs may only submit one nomination for each award category. MAJCOM submittal will be based on their internal awards process. FOAs and DRUs may only submit one nomination for each award category directly to SAF/AQR. SAF/AQR will then evaluate each package and submit one nomination in each category for consideration at the Air Force level. Determination of the awards will cover accomplishments during the previous calendar year. SAF/AQR will send a call for award(s) nominations in March, with nominations due by mid June. Winners will be announced in September, with presentations in October. The winners' organization will incur all TDY expenses.

5.4.1.1. Package Contents. Each awards package will be submitted electronically, and will contain the following:

5.4.1.1.1. Nomination cover sheet. Follow format in [Attachment 2](#).

5.4.1.1.2. Specific justification for the award. Follow format in [Attachment 3](#). Limit narrative to no more than one (1) single-spaced page, bullet format. Justification narratives should address the areas listed in [Table 5.4](#), respectively for each award.

5.4.1.1.3. Short unclassified citation to accompany the award. Format: Times New Roman, 12 pitch, single-spaced, one-inch margins.

5.4.1.1.4. E-mail award packages to <mailto:SAF.S&E@PENTAGON.AF.MIL> with this subject: Annual S&E Awards.

5.4.2. Submitting Nominations for the Air Force Outstanding Science and Engineering Educator Award. Each MAJCOM, FOA, and DRU may only submit one nomination, directly to SAF/AQR, for this award. Submittal will be based on each MAJCOMs, FOAs, and DRUs internal awards process. SAF/AQR will send a call for award(s) nominations in March, with nominations due mid June. The Winner will be announced in September, with a presentation at the discretion of the local commander. The winners' organization will incur all TDY expenses.

5.4.2.1. Package Contents. Each awards package will be submitted electronically, and will contain the following:

5.4.2.1.1. Nomination cover sheet. Follow format in [Attachment 2](#).

5.4.2.1.2. Specific justification for the award. Follow format in [Attachment 4](#). Limit narrative to no more than one (1) single-spaced pages, bullet format. Justification narratives should address the areas listed in [Table 5.5](#).

5.4.2.1.3. Short unclassified citation to accompany the award. Format: Times New Roman, 12 pitch, single-spaced, one-inch margins.

5.4.2.1.4. E-mail award packages to <mailto:SAF.S&E@PENTAGON.AF.MIL> with this subject: Annual S&E Awards.

5.5. How Recipients Are Selected.

5.5.1. For the Air Force Outstanding Scientist and Engineer Awards: A board comprised of the voting members of the Scientist and Engineer Advisory Council (SEAC), or their designated representatives, will review and rate all packages for each award and category. The packages will be rated based on the eligibility criteria described in paragraphs 5.3.1., 5.3.2., and Table 5.4. The following point system will be used in rating each package (maximum points available is 100):

Operational Impact:40 points

Innovative Improvements:40 points

Customer Focus:20 points

These ratings will then be submitted to SAF/AQ for a determination of the winners for each award and category

5.5.2. For the Air Force Outstanding Science and Engineering Educator Award: A board comprised of the voting members of the Scientist and Engineer Advisory Council (SEAC), or their designated representatives, will review and rate all packages. The packages will be rated based on the eligibility criteria described in paragraph 5.3.3., and Table 5.5. The following point system will be used in rating each package (maximum points available is 100):

Classroom teaching excellence:35 points

Development of course syllabi and instructional material:20 points

Student feedback:20 points

Contributions to Science and Engineering 15 points

Optional Criteria:

Research activity 04 points

Publication 03 points

Professional society awards 03 points

5.6. Award Announcements and Presentations.

5.6.1. Award Announcements and Presentations for the Air Force Outstanding Scientist Award, Air Force Outstanding Engineer Award and Air Force Outstanding Science and Engineering Educator Award. SAF/AQR will:

5.6.1.1. Provide written notification of the award winners to the Chief of Staff and Secretary of the Air Force.

5.6.2. Provide formal written notification of the award winners to the appropriate MAJCOM and/or FOA/DRU commanders.

5.6.3. Letters of non-selection will be prepared and sent by SAF/AQR.

5.6.4. Award presentations will be conducted during duty hours at a location and time to be determined by the award presenters.

5.7. Adopted Forms. AF Form 1206, Nomination for Award (20000701) (EF-V2)

MARVIN R. SAMBUR
Assistant Secretary of the Air Force (Acquisition)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AF 1206, *Nomination for Award (20000701) (EF-V2)*

AFI 36-2803, *The Air Force Awards and Decorations Program*

AFI 36-2805, *Special Trophies and Awards*

DODD 5000.1, *The Defense Acquisition System*

DODI 5000.2, *Operation of the Defense Acquisition System*

Abbreviations and Acronyms

A1C—Airman First Class

AB—Airman Basic

AFSC—Air Force Specialty Code

AMN—Airman

CMSGT—Chief Master Sergeant

DCS—Deputy Chief of Staff

DOD—Department of Defense

DRU—Direct Reporting Unit

FOA—Field Operating Agency

JWOD—Javits-Wagner-O'Day Act of 1971

MAJCOM—Major Command

MSGT—Master Sergeant

NCO—Non-Commissioned Officer

S&E—Scientist and Engineers

SEPC—Scientist and Engineer Policy Council

SMSGT—Senior Master Sergeant

SNCO—Senior Non-Commissioned Officer

SPO—System Program Office

SRA—Senior Airman

SSGT—Staff Sergeant

TSGT—Technical Sergeant

VE—Value Engineering

VECP—Value Engineering Change Proposal

VEP—Value Engineering Program

Terms

Unit—Unit refers to program offices, system Sustainment offices, and laboratories. It may include activities issuing operational, systems, logistics, science & technology, specialized, or classified contracts.

Attachment 2**NOMINATION COVER SHEET**

(Times New Roman, 12 pitch, single spaced, one-inch margins)

AIR FORCE SCIENCE and ENGINEERING 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:

YEARS OF EXPERIENCE:

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 four pages)

| FULL NAME To appear on certificate | GRADE/ RANK | Mr./Ms. | AFSC/ SERIES | OFFICE SYMBOL | DSN |
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Attachment 3**SPECIFIC JUSTIFICATION FOR AIR FORCE OUTSTANDING SCIENTIST AND
ENGINEER AWARDS**

Specific justification for the Air Force Outstanding Scientist and Air Force Outstanding Engineer Awards. Bullet format, Times New Roman, 12 pitch, single spaced, one-inch margins. Follow format below when submitting awards justification.

| <u>Name/Team</u> | <u>Awards Name and Category</u> |
|-------------------------|--|
| | |

Section 1: Operational Impact:**Section 2: Innovative Improvements:****Section 3: Customer Focus:**

Attachment 4**SPECIFIC JUSTIFICATION FOR THE AIR FORCE OUTSTANDING SCIENCE AND
ENGINEERING EDUCATOR AWARD**

Specific justification for the Air Force Outstanding Science and Engineering Educator Award. Bullet format, Times New Roman, 12 pitch, single spaced, one-inch margins. Follow format below when submitting award justification. If there is no input for Optional Criteria, delete section 5.

| <u>Name/Team</u> | <u>Awards Name</u> |
|------------------|--------------------|
| | |

Section 1: Classroom Teaching Excellence:**Section 2: Development of Course Syllabi and Instructional Material:****Section 3: Student Feedback:****Section 4: Contributions to Science and Engineering:****Section 5: Optional Criteria:**