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Personnel



AIRLIFT CONTROL FLIGHT (ALCF) AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFRC/DOCR
(Mrs Florette Brinkman)
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This instruction implements AFPD 36-28, *Awards and Decoration Programs*. It establishes awards to recognize Air Force Reserve Command (AFRC) airlift control organizations and personnel for significant contributions to AFRC and the United States Air Force. It applies to all Air Force Reserve Command airlift control flights (ALCF) and personnel.

SUMMARY OF REVISIONS

This revision changes the period covered to 1 January to 31 December.

1. Objective. The objective of this instruction is to define ALCF awards sponsored by Headquarters Air Force Reserve Command. Only AFRC awards are contained herein, and these are not to be confused with military decorations, Air Force-sponsored awards, or gaining MAJCOM-sponsored awards.

2. General Information. Direct questions or requests for official interpretation about a particular award to HQ AFRC/DOCR. AFRC awards do not conflict with USAF awards.

3. Responsibilities:

3.1. The AFRC/DOCR, tanker airlift control flight functional manager, determines areas for recognition and develops and administers awards.

3.2. The Air Force Reserve Command numbered air forces (NAF) tanker airlift control flight manager and unit operations group commanders (OG/CC) are responsible for supervising, providing guidance, and monitoring the ALCF awards program for their respective organizations. As a minimum, each NAF and OG/CC encourages maximum participation through solicitation and publicity and ensures the accuracy and timeliness of nominations.

4. Airlift Control Flight of the Year Award:

- 4.1. Purpose or Objective. To promote a competitive spirit among ALCFs with a resultant increase in efficiency.
- 4.2. Description. A command plaque with the Air Force Reserve Command crest. A rectangular plate at the base is engraved with the name of the award, unit's numerical designation and location, and the period of the award.
- 4.3. Eligibility. Any AFRC ALCF.
- 4.4. Frequency of Award and Period Covered. Annually, 1 January to 31 December.
- 4.5. Method of Presentation. By HQ AFRC/DOCR or a designated representative at the annual AFRC ALCF Conference or AMC Command and Control Conference.
- 4.6. Source of Evaluation. Criteria in paragraph 4.8.
- 4.7. Related Directives. None.
- 4.8. Criteria. Consideration is based on total performance during preceding 12-month period using the following criteria:
 - 4.8.1. Affiliation Management and Training. Performance identified on AFRC Form 8, **Monthly Airlift Control Flight (ALCF) Status**, and AMC Affiliation Training Summary Reports to determine percent of qualified instructors, participation of instructors, and the percent of assigned affiliates trained.
 - 4.8.2. Participation. Personnel participation identified on AFRC Form 8. Identify number and type of events listed and percentage of personnel involved. Events include: broadening schools, JCS exercise participation, JRTC participation, JA/ATT and SAAM participation, etc.
 - 4.8.3. Training and Readiness. Personnel qualifications, currency, and equipment shortfalls identified on AFRC Form 8.
 - 4.8.4. Customer Satisfaction. Based on NAF/AFRC communications with affiliates, AMC representatives, and wing operations personnel through direct communication and, or use of questionnaires.
 - 4.8.5. Best Practice Air Force Initiatives and Assessment. Describe the unit's planned and implemented total best practice initiatives to improve its operational performance, products, and customer satisfaction. Explain how the unit manages its best practice initiatives, the results of their process improvement teams, and the unit's subsequent performance.
 - 4.8.6. NAF/AFRC Support. Based on support for NAF/AFRC projects and deployments.
 - 4.8.7. Unit Contribution to Overall ALCF Program. Describe developments or improvements that were shared with the ALCF community as a whole to improve efficiency and/or effectiveness.
 - 4.8.8. ALCF Support to Wing. Describe ALCF personnel participation in wing projects, flying support and mobility exercises, etc.
 - 4.8.9. Most Improved. Based on statistical data obtained from the AFRC Form 8.
 - 4.8.10. Evaluations. This category is used as a tie breaker. Based on the latest operational readiness inspection and best practice initiatives.

4.9. Nominating Procedures. Nomination is made by letter, an original, and one copy from the ALCF commander endorsed by the OG/CC and wing commander to the NAF director of operations. One package is selected at the NAF level for submission to HQ AFRC/DOCR. Packages must be received at the NAF not later than 1 February each year. NAF submissions must be received by HQ AFRC/DOCR not later than 15 February each year. The nomination is supported by the following documents:

4.9.1. An unclassified summary based on criteria listed in paragraph 4.8.5, paragraph 4.8.6, paragraph 4.8.7, and paragraph 4.8.8. Limit to three typed pages (8 1/2 by 11 inches) in bullet statement format. Submit in current AF standard software format on a computer disk along with two printed copies.

4.9.2. A citation prepared according to AFI 36-2805, *Special Trophies and Awards*. Submit in current AF standard software format on a computer disk along with two printed copies.

4.10. Selection Procedures. Selection is based on data contained in the nomination package and the AFRC Form 8. Both the NAF nominees and the AFRC selections are chosen by a panel of three to five members from the respective headquarters.

4.11. Scoring. Award the following points for each category: format 1-2 points, affiliation management and training 1-5 points, participation 1-5 points, training and readiness 1-8 points, customer satisfaction 1-5 points, best practice initiatives 1-5 points, NAF/HQ AFRC support 1-10 points, contribution to ALCF program 1-10 points, and wing support 1-5 points.

5. AFRC Airlift Control Flight Officer of the Year Award:

5.1. Purpose or Objective. To identify and reward the outstanding achievement and service of an ALCF officer.

5.2. Description. A command plaque with the Air Force Reserve Command crest. A rectangular plate at the base is engraved with the name of the award, name of recipient, unit's numerical designation and location, and period of award.

5.3. Eligibility. All AFRC ALCF officers.

5.4. Frequency of Award and Period Covered. Annually, 1 January to 31 December.

5.5. Method of Presentation. By HQ AFRC/DOCR or a designated representative at the annual AFRC ALCF Conference or AMC Command and Control Conference.

5.6. Source of Evaluation. Criteria in paragraph 5.8.

5.7. Related Directives. None.

5.8. Criteria. Consideration is based on total performance for the preceding 12-month period using the following criteria:

5.8.1. Leadership. Identify specific examples of leadership ability and the result.

5.8.2. Participation. Individual participation identified on AFRC Form 8. Events include: real world operations (RWOps), career broadening schools, JCS exercise participation, JRTC participation, JA/ATT and SAAM participation, etc.

5.8.3. Training and Readiness. Personnel qualifications and currency identified on the AFRC Form 8.

5.8.4. Best Practice Air Force Initiatives. Describe the individual's contributions toward accomplishing special projects, improving management's effectiveness, eliminating problem areas, and participating in suggestion, best practice initiatives, and cost reduction programs.

5.8.5. NAF/AFRC Support. Based on support for NAF/AFRC projects and deployments.

5.8.6. Individual Contribution to Overall ALCF Program. Describe developments or improvements that were shared with the ALCF community as a whole to improve efficiency and/or effectiveness.

5.8.7. Individual Support to Wing. Describe individual's participation in wing projects, flying support, and mobility exercises, etc.

5.8.8. Community Involvement. Identify involvement in community organizations and functions.

5.9. Nominating Procedures. Nomination is made by letter, an original, and one copy from the ALCF commander endorsed by the OG/CC and wing commander to the NAF director of operations. One package is chosen at the NAF level for submission to HQ AFRC/DOCR. Packages must be received at the NAF not later than 1 February each year. NAF submissions must be received by HQ AFRC/DOCR not later than 15 February each year. The nomination is supported by the following documents:

5.9.1. An unclassified summary of accomplishments based on criteria listed in paragraph 5.8.1, paragraph 5.8.4, paragraph 5.8.5, paragraph 5.8.6, paragraph 5.8.7, and paragraph 5.8.8. Limit to two typed pages (8 1/2 by 11 inches) in bullet statement format. Submit in current AF standard software format on a computer disk along with two printed copies.

5.9.2. A citation prepared according to AFI 36-2805. Submit in current AF standard software format on a computer disk along with two printed copies.

5.10. Selection Procedures. Selection is based on data contained in the nomination package and the AFRC Form 8. Both the NAF nominees and the AFRC selections are chosen by a panel of 3 to 5 members from the respective headquarters.

5.11. Scoring. Award the following points for each category: format 1-2 points, affiliation management and training 1-5 points, participation 1-10 points, training and readiness 1-8 points, best practice initiatives 1-5 points, NAF/HQ AFRC support 1-10 points, contribution to ALCF program 1-10 points, wing support 1-5 points, and community involvement 1-5 points.

6. AFRC ALCF Enlisted Awards:

6.1. Categories:

6.1.1. AFRC ALCF Aircraft Loadmaster or Air Refueling Technician of the Year.

6.1.2. AFRC ALCF Operations Technician or Command and Control Specialist of the Year.

6.1.3. AFRC ALCF Communications Specialist or Aerospace Ground Equipment Specialist of the Year.

6.1.4. AFRC ALCF Administrative Specialist or Personnel Specialist of the Year.

6.2. Purpose or Objective. To identify and reward the outstanding achievement and service of ALCF enlisted members in specific career fields.

6.3. Description. A command plaque with the Air Force Reserve Command crest. A rectangular plate at the base is engraved with the name of the award, name of recipient, unit's numerical designation and location, and period of award.

6.4. Eligibility. All AFRC ALCF enlisted members.

6.5. Frequency of Award and Period Covered. Annually, 1 January to 31 December.

6.6. Method of Presentation. By HQ AFRC/DOCR or a designated representative at the annual AFRC ALCF Conference or AMC Command and Control Conference.

6.7. Source of Evaluation. Criteria in paragraph 6.9.

6.8. Related Directives. None.

6.9. Criteria. Consideration is based on total performance for the preceding 12-month period using the following criteria:

6.9.1. Participation. Individual participation identified on AFRC Form 8. Events include: real world operations (RWOps), career broadening schools, JCS exercise participation, JRTC participation, JA/ATT and SAAM participation, etc.

6.9.2. Training and Readiness. Personnel qualifications and currency identified on AFRC Form 8.

6.9.3. Best Practice Air Force Initiatives. Describe the individual's contributions toward accomplishing special projects, improving management's effectiveness, eliminating problem areas, and participating in suggestion and cost reduction programs.

6.9.4. NAF/AFRC Support. Based on support for NAF/AFRC projects and deployments.

6.9.5. Individual Contribution to Overall ALCF Program. Describe developments or improvements that were shared with the ALCF community as a whole to improve efficiency and/or effectiveness.

6.9.6. Individual Support to Wing. Describe individual's participation in wing projects, flying support, and mobility exercises, etc.

6.9.7. Community Involvement. Identify involvement in community organizations and functions.

6.10. Nominating Procedures. Nomination is made by letter, an original, and one copy from the ALCF commander endorsed by the OG/CC and wing commander to the NAF director of operations. One package per category is chosen at the NAF level for submission to HQ AFRC/DOCR. Packages must be received at the NAF not later than 1 December each year. NAF submissions must be received by HQ AFRC/DOCR not later than 15 February each year. The nomination is supported by the following documents:

6.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph 6.9.3, paragraph 6.9.4, paragraph 6.9.5, paragraph 6.9.6, paragraph 6.9.7. Limit to two typed pages (8 1/2 by 11 inches) in bullet statement format. Submit in current AF standard software format on a computer disk along with two printed copies.

6.10.2. A citation prepared according to AFI 36-2805. Submit in current AF standard software format on a computer disk along with two printed copies.

6.11. Selection Procedures. Selection is based on data contained in the nomination package and the AFRC Form 8. Both the NAF nominees and the AFRC selections are chosen by a panel of three to five members from the respective headquarters.

6.12. Scoring. Award the following points for each category: format 1-2 points, affiliation management and training 1-5 points, participation 1-10 points, training and readiness 1-8 points, best practice initiatives 1-5 points, NAF/HQ AFRC support 1-10 points, contribution to ALCF program 1-10 points, wing support 1-5 points, and community involvement 1-5 points.

JAMES E. SHERRARD III, Maj Gen, USAF
Commander