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Personnel

AFRC OPERATIONS AWARDS



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This instruction implements AFD 36-28, *Awards and Decorations Program*, and establishes awards sponsored by the AFRC Directorate of Operations. These incentive awards are designed to stimulate competition, increase effectiveness, and emphasize and recognize outstanding performance to improve welfare and morale.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It adds Outstanding AFRC Aircrew Life Support (ALS) HQ Staff Member Nominee/Officer/Senior NCO/NCO/Airman/Civilian and Program of the Year Award, to align with the latest Air Force ALS awards guidance (paragraph 4.), changes specifics to the Outstanding AFRC Aviation Resource Management Senior NCO/NCO/Airman/Civilian of the Year Awards (paragraph 5.), adds Combat Rescue Officer (CRO) of the Year Award (paragraph 8.), changes specifics to the Outstanding AFRC Senior NCO/NCO/Airman Aircrew Member of the Year Awards (paragraph 9.), adds the Outstanding AFRC Tactician of the Year Award as sponsored by Military Officers Association of America (paragraph 12.), and adds the Enlisted Space Operator of the Year Award (paragraph 13.).

1. Responsibilities:

- 1.1. HQ AFRC/DOT serves as monitor for all Operations awards, to include processing of nominations, ensuring accuracy of details surrounding a specific award, and making changes to this instruction, as necessary, to keep it current.
- 1.2. HQ AFRC/DOO chairs the board of officers appointed by the DO to select recipients of awards, as necessary.
- 1.3. Reserve Numbered Air Forces (NAF) supervise, provide guidance, and monitor the Operations awards for their respective organizations. As a minimum, each NAF:

- 1.3.1. Encourages maximum participation through solicitation and publicity.
- 1.3.2. Ensures the accuracy and timeliness of nominations.
- 1.3.3. Arranges appropriate awards ceremonies.

2. Air Force Association (AFA) Outstanding Reserve Aircrew Award--The President's Award:

- 2.1. Responsible Agency: HQ AFRC/DOT.
- 2.2. Purpose or Objective: To promote aircrew efficiency and safety through competitive spirit within AFRC organizations.
- 2.3. Eligibility: Outstanding AFRC aircrew members. The crew need not be an integral crew, but may be AFRC individuals occupying aircrew positions against one of the tactical aircraft employed.
- 2.4. Description: An AFA plaque for permanent retention and a citation.
- 2.5. Frequency of Award and Period Covered: Annually. 1 January to 31 December.
- 2.6. Method of Presentation: Presented at the annual AFA National Convention. Recipients of award are invited to attend the convention by the AFA.
- 2.7. Source of Evaluation: Criteria in paragraph [2.9](#).
- 2.8. Related Directives: None.
- 2.9. Criteria: Consideration based on total performance for the preceding period covered in paragraph [2.5](#) using the following criteria:
 - 2.9.1. Unique accomplishment of mission.
 - 2.9.2. Specific meritorious or outstanding accomplishments.
 - 2.9.3. Application of operational procedures and safety practices.
- 2.10. Nominating Procedures: Unit nomination packages are forwarded to the next higher echelon of command, to arrive at respective NAF not later than 28 February each year. NAFs convene a board and forward the winner's name to HQ AFRC/DOT to arrive not later than 1 April each year for AFRC-level competition. Nominations are supported by an original letter (to include a unit/NAF point of contact (POC) and phone number) and the following documents:
 - 2.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph [2.9](#). Narrative is typed double-spaced, 10-point font, with 1-inch margins. Include an electronic copy of all award material.
 - 2.10.2. A citation prepared according to [Attachment 2](#).
 - 2.10.3. A biographical summary of the commander and crew according to [Attachment 3](#).
 - 2.10.4. Three color slides or photographs of the nominees in action.
- 2.11. How Recipient is Determined: Selected by a board of officers appointed by HQ AFRC/DOT.

3. AFA Outstanding Reserve Unit Award:

- 3.1. Responsible Agency: HQ AFRC/DOT.

- 3.2. Purpose or Objective: To promote a competitive spirit throughout the Air Force Reserve, with a resultant increase in the effectiveness of units.
- 3.3. Eligibility: All AFRC units (including associate).
- 3.4. Description: An AFA plaque for permanent retention, and a citation.
- 3.5. Frequency of Award and Period Covered: Annually. 1 January to 31 December.
- 3.6. Method of Presentation: Presented at the annual AFA National Convention. Commander of selected unit is invited to attend the convention by the AFA.
- 3.7. Source of Evaluation: Criteria in paragraph [3.9](#).
- 3.8. Related Directives: None.
- 3.9. Criteria: Consideration based on superior performance and outstanding achievements during the period using the following criteria:
 - 3.9.1. Participation in real-world operations, training assemblies and field training.
 - 3.9.2. Adherence to operational procedures and safety practices.
 - 3.9.3. Unit accomplishments and outstanding achievements.
 - 3.9.4. Compliance with applicable directives.
 - 3.9.5. Results of on-the-job training (OJT) upgrade training.
 - 3.9.6. Assigned strength, stability of assignment, special tours, and manning versus skill-level.
 - 3.9.7. Contributions to cost reduction, management improvement, and energy conservation program.
 - 3.9.8. Involvement with the Community.
 - 3.9.9. Other mission accomplishments.
- 3.10. Nominating Procedures: Unit nomination packages are forwarded to the next higher echelon of command to arrive at respective NAF not later than 28 February each year. NAFs convene a board and forward the winner's name to HQ AFRC/DOT to arrive not later than 1 April each year for AFRC-level competition. Nominations are supported by an original letter (to include a unit/NAF POC and phone number) and the following documents:
 - 3.10.1. An unclassified summary of accomplishments based on criteria listed in paragraph [3.9](#). Narrative is double-spaced, 10-point font, with 1-inch margins. Include an electronic copy of all award material.
 - 3.10.1.1. A citation prepared according to [Attachment 2](#).
 - 3.10.1.2. A biographical summary of the commander according to [Attachment 3](#).
 - 3.10.1.3. Three color slides or photographs of the nominees in action.
- 3.11. How Recipient is Determined: Selected by a board of officers appointed by HQ AFRC/DO.

4. Outstanding AFRC Aircrew Life Support (ALS) HQ Staff Member Nominee/Officer/Senior NCO/NCO/Airman/Civilian and Program of the Year Awards:

4.1. Responsible Agency: HQ AFRC/DOT.

4.2. Purpose or Objective: To provide a competitive spirit among AFRC life support personnel with a resultant increase in efficiency, and to identify the AFRC nominee for the USAF Life Support Awards.

4.3. Eligibility: Nominees must meet the following criteria at the time the lowest echelon submits the nomination.

4.3.1. Outstanding ALS HQ Staff Member of the Year Award. Nominee must be a NCO in grades staff sergeant through senior master sergeant, possessing a primary 5- or 7-skill level or higher in the IT1X1 career field. The nominee must be assigned to a command-level position for a minimum of 6 months, performing IT1X1 duties outlined in AFI 36-2108, *Airman Classification*, and actively working in a IT1X1 career field NAF or above position at the time of nomination.

4.3.2. Outstanding AFRC ALS Officer of the Year Award. Nominee should be a rated Air Force Officer, assigned as a Wing, Group, or Squadron ALS Officer. The nominee must have at least 6 months in the present assignment, be actively performing ALS Officer duties at the time of nomination, and have completed the USAF ALS Officer Course or at least been selected and scheduled for a course date.

4.3.3. Outstanding AFRC ALS Senior NCO of the Year Award. Nominee must be a NCO in grades master sergeant or senior master sergeant, possessing a primary 7-skill level or higher in the IT1X1 career field. The nominee must have a minimum of 1 year experience in the IT1X1 career field, at least 6 months in IT1X1 duties outlined in AFI 36-2108, and be actively working in a IT1X1 career field below the NAF position at the time of nomination. A retrainee who does not possess a 7-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

4.3.4. Outstanding AFRC ALS NCO of the Year Award. Nominee must be a NCO in grades staff sergeant through technical sergeant, possessing a primary 5-skill level or higher in the IT1X1 career field. The nominee must have a minimum of 1 year experience in the IT1X1 career field, at least 6 months in IT1X1 duties outlined in AFI 36-2108, and be actively working in a IT1X1 career field below the NAF position at the time of nomination. A trainee who does not possess a 5-skill level, but is progressing satisfactorily in upgrade training, may be submitted for this award provided all other requirements are met.

4.3.5. Outstanding AFRC ALS Airman of the Year Award. Nominee must be an Airman in the grade of Airman basic through senior Airman, possessing a primary 3- or 5-skill level in the IT1X1 career field. The nominee must have at least 1 year in the Air Force, Air Force Reserves, or Air National Guard (ANG), at least 6 months in IT1X1 duties outlined in AFI 36-2108, and be actively working in a IT1X1 career field below the NAF position at the time of nomination.

4.3.6. Outstanding AFRC ALS Civilian of the Year Award. Nominee must be an Air Force civilian (any DoD civilian, or contractor equivalent) assigned to an authorized IT1X1 position or in a position primarily supporting the ALS career field. ARTs are not eligible for this award category. The nominee must have at least 1 year with the Air Force, at least 6 months in present assignment, and be actively working to support the ALS program at time of nomination.

4.3.7. Outstanding AFRC ALS Program of the Year Award.

4.4. Description: A statue depicting aircrew with life support equipment. A rectangular plate at the base is engraved with the name of the award, the name of the recipient, and the period of the award. A citation accompanies each award.

4.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

4.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

4.7. Related Directive: AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards Program*.

4.8. Criteria: Consideration based upon total performance during the preceding calendar year addresses the following criteria as a minimum:

4.8.1. The Individual awards will be scored using the following point value:

4.8.1.1. Leadership and job performance in primary duties will be given a maximum of 15 points.

4.8.1.2. Leadership qualities will be given a maximum of 10 points.

4.8.1.3. Significant self-improvement will be given a maximum of 5 points.

4.8.2. The program awards will be scored using the following point value:

4.8.2.1. Actions of lasting impact/value to the unit mission will be given a maximum of 15 points.

4.8.2.2. Management and implementation of key processes will be given a maximum of 10 points.

4.8.2.3. Support of ALS program will be given a maximum of 10 points.

4.8.2.4. Program cohesiveness will be given a maximum of 5 points.

4.8.2.5. ALS program improvement efforts will be given a maximum of 5 points.

4.9. Nominating Procedures: Units submit nominations according to AFI 36-2807, Chapter 8, through higher echelons to NAF DO not later than 15 January each year. Each NAF DO convenes a board and may nominate one HQ staff member, one officer, one Senior NCO, one NCO, one Airman, one civilian and one program. NAFs forward the nominations to HQ AFRC/DOT to arrive not later than 1 February each year for AFRC-level competition. The nomination package consists of a letter of transmittal signed by the NAF Director of Operations and nomination folders submitted according to AFI 36-2807.

4.10. Selection and Notification Procedures: Selection is made by a board of three officers from within the Directorate of Operations. After AFRC/CV approval, a copy of the nomination for the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. The AFRC winners of the Year are forwarded to HQ USAF/XOOT for Air Force-wide competition.

5. Outstanding AFRC Aviation Resource Management Senior NCO/NCO/Airman/Civilian of the Year Awards:

5.1. Responsible Agency: HQ AFRC/DOT.

5.2. Purpose or Objective: To provide a competitive spirit among AFRC Aviation Resource Management (1C0X2) personnel with a resultant increase in efficiency and service, and to identify the AFRC nominee for the USAF Aviation Resource Management Awards.

5.3. Eligibility: Any ART or reservist in the grades Airman through senior master sergeant with primary AFSC 1C0X2 or 1C0X0 and civilians (non-ART) who performed duties in an authorized 1C0X2 position for a minimum of 6 consecutive months immediately before nomination. Members who had an Unfavorable Information File (UIF) or were entered into any phase of the Weight and Body Fat Management Program (WBFMP) at any time during the calendar year of the award are ineligible. Members who won this award the previous year are ineligible to compete again in the same category. They may, however, compete in a different category. For example: TSgt Doe was selected as NCO of the Year in 2003. TSgt Doe may not compete in 2004 in the NCO category but may compete in the Senior NCO, HQs or instructor category, if qualified. Civilian personnel may compete in the same category following a 4-year break. For example: Mr. Jones was selected as Civilian Journeyman/Technician of the Year for 2003. He may not be considered again until 2008. The following also applies:

5.3.1. Outstanding AFRC Aviation Resource Management System Senior NCO/NCO/Airman of the Year Award. Nominee must be in the grades of E1 through E8 possessing the appropriate skill level or higher in the 1C0X2 career field. Nominee must have completed all required PME associated with their rank.

5.3.1.1. Outstanding AFRC Aviation Resource Management Senior NCO of the Year Award. Nominee must be a NCO in the grade of master sergeant or senior master sergeant and possess a primary seven-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year of experience in the 1C0X2 career field, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field NAF or below position at the time of nomination.

5.3.1.2. Outstanding AFRC Aviation Resource Management NCO of the Year Award. Nominee must be a NCO in the grade of staff sergeant through technical sergeant and possess a primary five-level AFSC or higher in the 1C0X2 career field. The nominee must have a minimum of 1 year of experience in the career field, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field NAF and below position at the time of nomination. A retrainee who does not possess a five-level but is progressing satisfactorily in upgrade training may be submitted for this award, provided all other requirements are met.

5.3.1.3. Outstanding AFRC Aviation Resource Management Airman of the Year Award. Nominee must be an Airman in the grade of Airman basic through senior Airman and possess a primary three-level AFSC in the 1C0X2 career field. The nominee must have at least 1 year in the Air Force, ANG, or Air Force Reserve, and at least 6 months in 1C0X2 duties outlined in AFI 36-2108.

5.3.2. Outstanding AFRC Aviation Resource Management Civilian of the Year Award.

5.3.2.1. Outstanding AFRC Aviation Resource Management Civilian (Supervisory) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 supervisory position for a minimum of 1 year, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and be actively working in a 1C0X2 career field wing level or below position at the time of nomination.

5.3.2.2. Outstanding AFRC Aviation Resource Management Civilian (Journeyman/Technician) of the Year Award. Nominee must be a civilian assigned to an authorized 1C0X2 journey-man/technician position for a minimum of 1 year, at least 6 months in 1C0X2 duties outlined in AFI 36-2108, and is actively working in the 1C0X2 career field wing level or below position at the time of nomination.

5.4. Description: Award citation accompanied by a command plaque with the Air Force Reserve Command crest. A rectangular plate at the base engraved with the name of award, recipient, and period of award.

5.5. Frequency of Award and Period Covered: Each calendar year 1 January through 31 December.

5.6. Method of Presentation: By the Wing/CC during an award presentation ceremony.

5.7. Source of Evaluation: Criteria in paragraph 5.8.

5.8. Criteria: Consideration based upon total performance during the preceding fiscal year address the following criteria as a minimum:

5.8.1. Leadership and Job Performance in 1C0X2 Duties. The member's leadership and job development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar year.

5.8.2. Significant Self-Improvement. The member must show this improvement through off-duty education, achievements in professional 1C0X2 education, development of creative abilities, and so on, during the current calendar year

5.8.3. Other Significant Career Field Contributions/Recognition. The nature and results of the member's other 1C0X2 accomplishments must set him or her apart from others of equal or higher rank.

5.8.4. Articulate and Positive 1C0X2 Representative of the Air Force. Demonstrated ability as an articulate and positive member of the Air Force, in performance of 1C0X2 related duties during the current calendar year.

5.9. Nominating Packages: Units submit nominations to their respective NAF/DO. Each NAF may nominate one individual from each category. NAFs forward nominations to HQ AFRC/DOTF to arrive not later than 15 January each year. Packages received after 15 January WILL NOT be considered. The nomination package will be submitted in a separate 9 X 12 inch manila folder with the nominee's name, grade, organization and MAJCOM (AFRC) labeled on the front cover. The package will contain a nomination letter signed by NAF Director of Operations and three attachments with the following information:

5.9.1. **Attachment 1**: Narrative to justify the award. Narrative is double-spaced, with 10-point font, 1-inch margins, and a maximum length of 1 page.

5.9.2. **Attachment 2**: Biography listing assignment history, college-level schools, military schools, PME, and other noteworthy awards/recognition.

5.9.3. **Attachment 3**: Proposed citations for the award are to have a maximum length of 15 lines, and be prepared according to **Attachment 2** of this instruction.

5.10. Selection and Notification Procedures: Selection is made by HQ AFRC/DOT. AFRC 1C0X2 functional managers convene a recognition review board to examine each nomination package by cat-

egory. After HQ AFRC/DO concurs with the board recommendation, winner's names are submitted to AFRC/DO for final approval and award. After AFRC/DO approval, a copy of the nomination for the winner in each category is submitted by letter to HQ AFRC/PA for publicity support.

6. Weather Awards:

6.1. Responsible Agency: AFRC/DOV.

6.2. Purpose or Objective: To recognize outstanding individuals and units in the field of weather support and to identify the AFRC nominee for the USAF Annual Weather Awards.

6.3. Eligibility: According to AFI 36-2807, all Air Force members (military and civilian) and units of the Air Force, AFRC, and ANG are eligible to be nominated, based on award criteria.

6.4. Nomination Procedures: Eligibility requirements, nomination requirements, and descriptions of individual and unit weather awards are contained in AFI 36-2807, chapter 14. Units submit nominations through command channels to NAF DO not later than 15 January each year. Each NAF may nominate one individual or unit in each category. NAFs forward nominations to arrive at HQ AFRC/DOV. NAFs forward nominations to HQ AFRC/DOV to arrive not later than 1 February each year. Include an electronic copy of all award material.

6.5. AFRC Selection and Notification Procedures: Selections are made by HQ AFRC/DOV. After AFRC/DOV approval, a copy of the nomination for the winner in each category is submitted to HQ USAF/XOWP as the AFRC representative for the Air Force level award. A courtesy copy is sent to HQ AFRC/PA for publicity purposes. Winners are notified of their selection through command channels.

7. Air Traffic Control (ATC) and Airfield Management Awards:

7.1. Responsible Agency: AFRC/DOV

7.2. Purpose or Objective:

7.2.1. To recognize individuals who contribute to an outstanding degree, their services, ideas, developments, or accomplishments in ATC and airfield management.

7.2.2. To recognize an ATC and airfield management facilities or a combination of facilities (complex) at a particular unit that has within the past year, made a notable contribution. Submit the nomination for a combination of facilities when they interact with each other and one facility influences the performance of the other.

7.2.3. To identify the AFRC nominee for the USAF Airfield Management and Air Traffic Control Awards.

7.3. Eligibility: According to AFI 36-2807, Chapter 3, all US Air Force controllers and airfield management personnel are eligible. Any other military or civilian performing ATC or airfield management duties in a US Air Force-operated or augmented facility, or in an ANG unit facility, is eligible. Recognition under this program does not make individuals ineligible for award under AFI 36-2803, *The Air Force Awards and Decorations Program*.

7.4. Nomination Procedures: Eligibility requirements, nomination requirements, and descriptions of individual and unit ATC and airfield management awards are contained in AFI 36-2807, chapter 3. Units submit nominations through command channels to NAF DO not later than 15 January each year.

Each NAF may nominate one individual or unit in each category. NAFs forward nominations to arrive at HQ AFRC/DOT not later than 1 February each year. Include an electronic copy of all award material.

7.5. AFRC Selection and Notification Procedures: Selections are made by HQ AFRC/DOVA. After AFRC/CV approval, a copy of the nomination for the winner in each category is submitted to HQ AFFSA/XA as the AFRC representative for the Air Force level award. A courtesy copy is sent to HQ AFRC/PA for publicity purposes. Winners are notified of their selection through command channels.

8. Outstanding AFRC Pararescue Senior NCO/NCO/Airman and Combat Rescue Officer (CRO) of the Year Awards:

8.1. Responsible Agency: HQ AFRC/DOT.

8.2. Purpose or Objective: To provide a competitive spirit among AFRC pararescue personnel with a resultant increase in efficiency and to identify the AFRC enlisted/officer nominees for the USAF Pararescue Awards and Combat Rescue.

8.3. Eligibility: Any ART or reservist with primary AFSC 1T2X1 or 13D3A, who filled an authorized pararescue/CRO position a minimum of 6 consecutive months immediately before nomination. The following also applies:

8.3.1. Outstanding AFRC Pararescue NCO of the Year Award. Nominee must be an Air Force Reserve SNCO in the rank of MSgt, SMSgt, or CMSgt, possessing a primary seven-level AFSC or higher in the 1T2X1 career field. The nominees must have at least 5 months in present assignment and be actively working in the career field at the time of nomination.

8.3.2. Outstanding AFRC Pararescue NCO of the Year Award. Nominee must be an Air Force Reserve enlisted person in the ranks of SSgt through TSgt possessing a primary five-level AFSC or higher in the 1T2X1 career field. The nominee must have at least one year in the Air Force, 5 months in present assignment, and be actively working in the career field at the time of nomination.

8.3.3. Outstanding AFRC Pararescue Airman of the Year Award. Nominee must be an Air Force Reserve enlisted person in the ranks of Amn through SrA possessing a primary three or five-level AFSC or higher in the 1T2X1 career field. The nominee must have at least 1 year in the Air Force, 5 months in present assignment, and be actively working in the career field at the time of nomination.

8.3.4. Outstanding AFRC Combat Rescue Officer (CRO) of the Year Award. Nominee must be an Air Force Reserve Officer in the 13D3A career field. The nominee must have at least 1 year in the Air Force, 5 months in present assignment, and be actively working in the career field at the time of nomination.

8.4. Description: A statue depicting pararescue person with mission equipment. A rectangular plate at the base is engraved with the name of the award, the name of the recipient, and the period of the award. A citation accompanies each award.

8.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

8.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

8.7. Source of Evaluation: Criteria in paragraph 8.9.

8.8. Related Directive: AFI 36-2807.

8.9. Criteria: Consideration based upon total performance during the preceding calendar year will address the following criteria and should emphasize the nominee's contributions to his or her unit's mission accomplishment using the following headings:

8.9.1. Primary Duties and Significant accomplishments or achievements in assigned functional area.

8.9.2. Other Contributions to the Unit Mission.

8.10. Nominating Procedures: Units submit nominations, through higher echelons, to NAFs DO for processing. Each unit may submit two nominations from each category to arrive at NAF not later than 1 February each year. NAFs convene a board and forward the winner's name to HQ AFRC/DOT to arrive not later than 1 March each year for AFRC certification and endorsement. The nomination folder consists of a letter of transmittal signed by the NAF Director of Operations and nomination folders submitted according to AFI 36-2807, Chapter 15. Include an electronic copy of all award material.

8.11. Selection and Notification Procedures: Selection certification is made by a board of two officers and a CMSgt from within the Directorate of Operations. After AFRC/CV approval, a copy of the nomination for the winner in each category is to be submitted by letter to HQ AFRC/PA for publicity support. The AFRC winners' names of the NCO, NCO, and Airman, of the Year Awards are forwarded to HQ USAF/XOOP for Air Force-wide competition.

9. Outstanding AFRC Senior NCO/NCO/Airman Aircrew Member of the Year Awards:

9.1. Responsible Agency: AFRC/DOT.

9.2. Purpose or Objective: To provide a competitive spirit among AFRC enlisted aircrew members with a resultant increase in efficiency and esprit-de-corp and to identify the AFRC nominees for the USAF Staff Sergeant Henry E. "Red" Erwin, Outstanding Enlisted Aircrew Member of the Year Awards.

9.3. Eligibility: Commanders may nominate deserving USAF Reserve enlisted aircrew member for the appropriate award. Nominees must meet acceptable Air Force standards during the entire eligibility period and meet the following eligibility criteria at the time nominations are being submitted. The following also applies:

9.3.1. AFRC Outstanding Senior NCO Aircrew Member of the Year Award. Nominee must be an Air Force Reserve senior NCO in the grades of master sergeant through senior master sergeant and possess a 7-skill level or higher. The nominee must have a minimum of 2 years experience as an aircrew member and at least 6 months as a Senior NCO.

9.3.2. AFRC Outstanding NCO Aircrew Member of the Year Award. Nominee must be an Air Force Reserve NCO in the grades of staff sergeant through technical sergeant and possess a 5-skill level or higher. The nominee must have a minimum of 2 years experience as an aircrew member and at least 6 months as a NCO.

9.3.3. AFRC Outstanding Airman Aircrew Member of the Year Award. Nominee must be an Air Force Reserve Airman in the grades of Airman first class through senior Airman and possess a

3-skill level or higher. The nominee must have at least 24 months in the Air Force, ANG, or Air Force Reserve, and at least 12 months experience as an aircrew member.

9.4. Description: A plaque depicting the AFRC emblem and a plate titled "Air Force Reserve Command Outstanding Enlisted Aircrew Member of the Year." Three rectangular plates mounted horizontally in descending order by year are engraved with each category winners name, rank, and unit of assignment. A citation accompanies each award. A local presentation may be made by wing CCs for their nominees in each category.

9.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

9.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

9.7. Source of Evaluation: Criteria in paragraph 9.9.

9.8. Related Directives: AFI 36-2807.

9.9. Criteria: Consideration based upon total performance during the preceding calendar year addresses the following criteria:

9.9.1. Outstanding accomplishments.

9.9.2. Leadership. (How does the person lead and how has their leadership abilities impacted the Air Force mission?).

9.9.3. Self-improvement. (What things has the person done to improve himself/herself though education and training?).

9.10. Biography: Include a biography (bullet format) of individuals submitted with the following information:

9.10.1. Name/Grade/DOR.

9.10.2. Current Duty Title.

9.10.3. Awards/decorations received in past 12 months.

9.10.4. All PME completed (resident/non-resident) and dates.

9.10.5. Education completed in past 12 months (i.e. 18 hours toward Community College of the Air Force (CCAF)).

9.11. Nominating Procedures: Units submit nominations through higher echelons to NAF DOs for processing not later than 31 January. Each NAF nominates one Airman, one NCO, and one Senior NCO. NAFs convene a board and forward winners' names to AFRC/DOT to arrive not later than 28 February of each year for AFRC level competition. The nomination folder consists of a letter of transmittal signed by the NAF Director of Operations, AF Form 1206, **Nomination for Award**, (1 page maximum), biography, a 5x7 and an 8x10 photo of nominee in flight suit, and a citation narrative. Include an electronic copy of all award material.

9.12. Selection and Notification Procedures: Selection is made by a board of one field grade officer and two senior NCOs from within the Directorate of Operations. After AFRC/CV approval, a copy of the nomination for the winner in each category is submitted by letter to HQ AFRC/PA for publicity support. Each category winner competes at the HQ USAF level for Air Force-wide competition.

10. The Grover Loening Trophy:

10.1. Responsible Agency: HQ AFRC/DOT.

10.2. Purpose or Objective: Promote a competitive spirit among AFRC flying squadrons throughout the Air Force Reserve with a resultant increase in effectiveness.

10.3. Eligibility: AFRC flying units and associate units exclusive of combat rescue and special operations units.

10.4. Description: A scroll depicting the citation of the Grover Loening Trophy is presented to the honored unit for permanent retention. The Grover Loening Trophy, which has a rectangular plate at the base, is engraved with the unit designation and maintained on display at HQ AFRC.

10.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

10.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

10.7. Source of Evaluation Criteria: Consideration based on total performance for the preceding period covered in paragraph [10.5](#), using the following criteria:

10.7.1. Outstanding performance of Air Force, Gaining Command, and AFRC missions.

10.7.2. Community support and involvement.

10.7.3. Improvements or innovations resulting in major mission improvements.

10.7.4. Specific outstanding accomplishments.

10.8. Related Directives: None.

10.9. Nominating Procedures: Units will submit their nomination to their respective NAF not later than 1 February. NAF DOs will submit the NAF nomination to HQ AFRC/DO not later than 1 March. Include an electronic copy of all award material.

10.10. How Recipient is Determined: NAF nominations are evaluated by a minimum of three board members selected from the AFRC/DO staff.

11. The Albert P. Loening Trophy:

11.1. Responsibility Agency: HQ AFRC/DOT.

11.2. Purpose or Objective: To promote competition among combat rescue and special operations units with a resultant increase in unit effectiveness.

11.3. Eligibility: Combat rescue and special operations units.

11.4. Description: A scroll depicting the citation of the Albert P. Loening Trophy is presented to the honored unit for permanent retention. The Albert P. Loening Trophy, which has a rectangular plate at the base, engraved with the unit designation and maintained on display at HQ AFRC.

11.5. Frequency of Award and Period Covered: Each calendar year 1 January through 31 December.

11.6. Method of Presentation: By the NAF commander or designated representative at an appropriate ceremony.

11.7. Source of Evaluation Criteria: Consideration based on total performance for the preceding period covered in paragraph **10.5**, using the following criteria:

- 11.7.1. Outstanding performance of Air Force, Gaining Command, and AFRC missions.
- 11.7.2. Community support and involvement.
- 11.7.3. Improvements or innovations resulting in major mission improvements.
- 11.7.4. Specific outstanding accomplishments.

11.8. Related Directives: None.

11.9. Nominating Procedures: Units will submit their nomination to their respective NAF not later than 1 February following the calendar year of the award period. NAF/DOs will submit the NAF nomination to HQ AFRC/DO not later than 1 March. Include an electronic copy of all award material.

11.10. How Recipient is Determined: NAF nominations are evaluated by a minimum of three board members selected from the AFRC/DO staff.

12. Outstanding AFRC Tactician of the Year Award:

12.1. Responsible Agency: AFRC/DOT and the Military Officers Association of America (MOAA). MOAA will sponsor the award.

12.2. Purpose or Objective: To provide a competitive spirit among AFRC unit weapons and tactics personnel with a resultant increase in efficiency, esprit-de-corps and flying tactics development.

12.3. Eligibility: Any AGR, air reserve technician or traditional reservist in grades of Lieutenant Colonel and below, who is actively flying or holds a position of leadership in the unit weapons/tactics program.

12.4. Description: A plaque depicting the AFRC emblem and a plate titled "Air Force Reserve Command Outstanding Tactician of the Year." A rectangular plate centrally mounted and engraved with the winners name, rank, and unit of assignment. A citation will accompany the award.

12.5. Frequency of Award and Period Covered: Each calendar year, 1 January through 31 December.

12.6. Method of Presentation: By the HQ AFRC/DO or designated representative at an appropriate ceremony.

12.7. Source of Evaluation: Criteria in paragraph **12.9**.

12.8. Related Directives: AFI 36-2807.

12.9. Criteria: Consideration based upon total performance during the preceding calendar year. The following major topic areas will be identified on the AF Form 1206 in bold print:

- 12.9.1. Outstanding accomplishments in tactical employment of unit assets (40 points).
- 12.9.2. Major improvements in the development of tactical programs (40 points).
- 12.9.3. Leadership (15 points).
- 12.9.4. Self-improvement/awards received (5 points).

12.10. Nominating Procedures: Units submit nominations through higher echelons to NAF DO for processing not later than 31 January. NAFs convene a board, if required, to determine their nominee

and forward their package to AFRC/DOT to arrive not later than 28 February of each year for AFRC level competition. The nomination folder should be sent electronically and a hard copy consisting of the following:

12.10.1. A letter of transmittal signed by the NAF Director of Operations.

12.10.2. AF Form 1206, Nomination for Award, (1 page maximum).

12.10.3. A citation narrative.

12.11. Selection and Notification Procedures: Selection is made by a board of three highly experienced personnel as selected by AFRC/DOT. The selection results will be forwarded to AFRC/DO for review, then to AFRC/CV for final approval. AFRC/DOT will notify the NAF, unit and winner and forward the nomination package to HQ AFRC/PA for publicity support.

13. Outstanding AFRC Enlisted Space Operator of the Year Award:

13.1. Responsible Agency: AFRC/DOT.

13.2. Purpose or Objective: To provide a competitive spirit among AFRC enlisted Space Operators and enhance esprit-de-corps.

13.3. Eligibility: The Enlisted Space Systems Operator of the Year Award. Awarded annually to recognize exceptional performance by a Senior NCO, NCO, and Airman in the Space Systems Operations Career Field (AFSC 1C6X1). This award is given to one individual in each category who made the most significant contribution to space operations in the previous calendar year. All enlisted space systems operators are eligible to compete for this award. Individuals who received an unfavorable personnel action during the award period are not eligible. Minimum requirements for each category are:

13.3.1. Senior NCO (E-7 through E-8) nominees must: possess a 7-level AFSC or higher in the 1C6X1 career field, have completed the appropriate level of PME and been awarded a Community College of the Air Force (CCAF) Associate's Degree in their primary or secondary AFSC.

13.3.2. NCO (E-5 through E-6) nominees must possess a 5-level AFSC or higher in the 1C6X1 career field, have completed the appropriate level of PME and 30 semester hours towards a CCAF Associate's Degree in their primary or secondary AFSC.

13.3.3. Airman (E-1 through E-4) nominees must possess a 3-level AFSC or higher in the 1C6X1 career field, have completed mission ready certification in at least one system and be enrolled in CCAF.

13.4. An individual's overall performance in accomplishing their assigned duties is the determining factor for award nomination. The organizational level assigned will not give a nominee any advantage, implied or otherwise. The period of award accomplishments is 1 Jan to 31 Dec of the previous year. The nomination narrative will include the following three categories:

13.4.1. Contributions to Organizational Mission and Management Goals (30 points). This category carries the most competition weight and must emphasize specific contributions the member made to the organization's mission and goals. The facts must relate directly to space operations crew or staff duties and reflect the impact the actions had on the organization's mission and goals. Examples include creating software programs to more effectively run operations or increase management efficiency, critical support during DoD or USAF directed testing, improving operations efficiency and providing result oriented support during deployments.

13.4.2. Educational and Training Self-Improvement Efforts (10 points). This category is duties during the calendar year of the award. Examples include AFSC skill level awarding schools, pursuit of a CCAF degree in Space Systems Operations, classes to improve instructor or evaluator skills, mission ready qualifications, courses aimed at improving the member's skills to perform their duties and graduation from training squadron schools. Significant data to emphasize excellence, such as "Honor Graduate", should also be included.

13.4.3. Other Accomplishments (10 points). This category is limited to additional duties, awards, prizes, titles, etc., which "directly" relate to the 1C6X1 career field. Examples include AFA's "Operational Excellence Award", "Crew Member Excellence Award", "Crew of the Quarter", "Quality Team Awards", and "Instructor/Evaluator of the Year." Each item listed in this category should provide a brief explanation of the nominee's actions towards earning the distinction.

13.5. Nominating Procedures. Units submit nominations through higher echelons to NAF DO for processing not later than 31 January. NAFs may submit one nominee per category. Send the original and one electronic copy of the nomination package to HQ AFRC/DOT no later than 28 Feb. Each nomination package will contain the following:

13.5.1. Transmittal letter.

13.5.2. Nomination narrative. This narrative will include the three categories specified above with concise information showing the dates and facts connected with the achievement and/or service. Include only information and achievements that cover the period of the award. The award narrative must be on plain bond paper (one page), one-inch borders, times new roman, 12 font.

13.5.3. Current Report on Individual Personnel (RIP).

13.6. Notification Procedures: AFRC/DOT will notify the NAF, group, unit and winner and forward the nomination package to HQ AFRC/PA for publicity support. Winning packages will be eligible for consideration to compete for the Air Force Space Command Enlisted Space Operator of the Year Award.

JOHN A. BRADLEY, Lt Gen, USAF
Commander

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

AFPD 36-28, *Awards and Decorations Program*

AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards Program*

AFI 36-2108, *Enlisted Classification*

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

Abbreviations and Acronyms

AFA—Air Force Association

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

ALS—Aircrew Life Support

ANG—Air National Guard

ART—Air Reserve Technician

ATC—Air Traffic Control

CCAF—Community College of the Air Force

CRO—Combat Rescue Officer

DoD—Department of Defense

DOR—Date of Rank

MOAA—Military Officers Association of America

NAF—Numbered Air Forces

NCO—Noncommissioned Officer

OJT—On-the-Job Training

PME—Professional Military Education

POC—Point of Contact

RIP—Report on Individual Personnel

UIF—Unfavorable Information File

WBFMP—Weight and Body Fat Management Program

Attachment 2

SAMPLE CITATION

CITATION TO ACCOMPANY THE AWARD OF

(Double Space)

THE AIR FORCE ASSOCIATION OUTSTANDING ____ AWARD

(Double Space)

TO

(Double Space)

(DESIGNATED AWARDEE)

(Triple Space)

The (awardee), (location), distinguished itself by outstanding achievement(s) from (date) to (date). During this period, the (awardee) achieved an outstanding degree of (administrative or operational.....etc....) perfection and service by (give concise description of achievements.....etc.....). The distinctive accomplishments of the (awardee) reflect credit upon all assigned (unit/crew/wing.....etc.....) personnel and the United States Air Force Reserve. During this period, the (awardee) displayed outstanding (ability.....etc.....) and professional (skill.....etc.....) by (give concise description of achievement(s)). The distinctive accomplishments of the (awardee) reflect credit upon (himself/herself/entity) and the United States Air Force Reserve.

NOTES:

Prepare citations on plain bond paper.

The citation should be brief (will not exceed 15 typed, 10-12 font lines).

Prepare citation using portrait style (vertical) type.

Do not use abbreviations.

The top margin is 1 inch to 1 1/2 inches; the side margins are 1 inch to 2 inches; and the bottom margin should be a minimum of 4 inches.

The citation cannot be stapled or clipped to the nomination, but placed in an envelope or other protective covering and attached to the nomination.

The opening and closing sentences will not be changed

Attachment 3**BIOGRAPHY FOR UNIT AWARDS**

A3.1. The following items serve as an example of what should be included in the biographical information for the commander/unit:

A3.1.1. AFA Outstanding Reserve Flying Unit Award

439 AW, Westover ARB, Chicopee Falls MA

Commander: Brig Gen John Bigwig

Duty Phone: DSN 123-4567

Home Address: 111 1st Street

Chicopee Falls MA 01111-5000

Home Phone: (111) 555-5555

A3.1.2. AFA Outstanding Reserve Aircrew Award

512 AW, Dover AFB, Dover DE

Commander: Maj Iama Flyer

Home Address: 222 2d Street

Milford DE 22222

Home Phone: (222) 555-4444

A3.2. The aircrew was composed of the following individuals:

Maj Iama Flyer, Aircraft Commander

Maj Steve G. Canyon, 709 AS, First Pilot

CMSgt Aero Smith, 512 AW, Standardization Loadmaster

MSgt Jolly Rancher, 709 AS, Flight Engineer

Sgt John B. Good, 436 AS, Dedicated Crew Chief