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Personnel



**AFRC COMMUNICATIONS AND
INFORMATION AWARDS**

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This instruction implements AFPD 36-28, *Awards and Decoration Programs*. It establishes awards to recognize Air Force Reserve Command (AFRC) communications and information organizations and personnel for significant contributions to AFRC and the United States Air Force. It applies to all Air Force Reserve Command communications and information elements and personnel.

1. References:

- 1.1. AFI 36-2805, *Special Trophies and Awards*.
- 1.2. AFRESI 36-2801, *AFRES Awards Program*.

2. Responsibilities:

2.1. HQ AFRC/SC:

- 2.1.1. Serves as the approval authority for all annual communications and information awards.
- 2.1.2. Authorizes the convening of boards to review nominations submitted according to this directive and make selections.
- 2.1.3. Ensures timely recognition of selectees based on award criteria and nominating procedures established herein.

2.2. Numbered air forces (NAF)/SC offices are responsible for supervising, providing guidance, and monitoring awards for their respective elements. As a minimum, in addition to individual category responsibilities, each NAF encourages maximum participation by the Reserve communications and information elements through solicitation and publicity and ensures the accuracy and timeliness of nominations.

3. Frequency of Awards and Reporting Period: Annually, 1 January to 31 December.

4. Procedures:

4.1. Communications and information element commanders may submit one nomination for the organizational award. One nomination for each eligible AFSC may be submitted for the individual categories listed in paragraph 5 and paragraph 6. Submission is based on the entire calendar year. Submit nominations to arrive at the unit's respective NAF/SC not later than 15 January of the following year.

4.2. Each NAF/SC reviews submission packages and forwards not more than three nominations for each category, in ranked order, to HQ AFRC/SCPX. Nominations must arrive at HQ AFRC/SCPX not later than 1 February each year.

4.3. HQ AFRC/SC establishes a board consisting of senior communications and information management personnel. The board screens all nominations submitted by the NAFs and makes a final selection for both unit and individual awards.

5. Outstanding AFRC Communications and Information Organization of the Year Award:

5.1. Description: A plaque with the Air Force Reserve Command crest. The plaque is engraved with the name of the award, unit designation, and the year of the award. Award is for permanent retention by the unit.

5.2. Eligibility: All communications and information elements.

5.3. Method of Presentation: Awarded during an appropriate ceremony such as wing commander's call.

5.4. Nominating Procedures: Submit nominations on AF Form 1206, **Nomination for Award**, (front and back) with bullet-type descriptions of the unit's specific achievements and contributions to the AFRC mission. Attachments are not permitted. The AF Form 1206 must be signed by the wing or support group commander. Nominations for units include:

5.4.1. Scope of the mission.

5.4.2. Significance of facilities.

5.4.3. Number of people, work centers, etc.

5.4.4. Interaction with agencies and units supported.

5.4.5. How resources were managed.

5.4.6. Limitations and constraints affecting operations and details on initiative and innovative techniques used to overcome limited resources or other constraints.

5.4.7. Specific activities performed during the award period, such as:

5.4.7.1. Involvement in operations.

5.4.7.2. Major exercises or deployments.

5.4.8. Evidence of outstanding performance, such as unit awards, favorable communications, staff assistance visits, and inspection results.

5.4.9. Special actions accomplished to improve mission readiness/effectiveness.

5.4.10. Any other supporting data that reflects favorably on the unit.

6. Outstanding AFRC Communications and Information Professional of the Year Award:

6.1. Description: A plaque with the Air Force Reserve Command crest. The plaque is engraved with the name of the award, the individual's name and unit, and the year of the award. Award is for permanent retention by the individual.

6.2. Eligibility: All communications and information personnel. **Air reserve technicians (ART) may only compete in the civilian category.** Military nominees must not have received judicial or nonjudicial punishment nor adverse administrative actions during the nomination period. Additionally, they must not have been enrolled in any phase of the Weight Management Control Program during the nomination period. Civilian nominees must not have undergone adverse personnel action. The following categories are established:

6.2.1. Officers with primary or duty AFSC 33XX - 1 for each category.

6.2.1.1. Company grade officer (second lieutenant through captain).

6.2.1.2. Field grade officer (major through lieutenant colonel). Field grade officers compete at command level only.

6.2.2. Enlisted: 1-2EXXX, 1-3CXXX, 1-3VXXX, and 1-3AXXX combined for each category.

6.2.2.1. Senior NCO (master sergeant through senior master sergeant).

6.2.2.2. NCO (staff sergeant through technical sergeant).

6.2.2.3. Airman (airman through senior airman).

6.2.3. Civilian (includes ARTs).

6.2.3.1. Junior civilian GS-08 and below: 3 each.

6.2.3.2. Senior civilian GS-09 - GS-12: 3 each.

6.3. Nominating Procedures: All categories established above follow the same criteria. Nominations must be submitted on AF Form 1206 not to exceed 45 single spaced lines (front only) in bullet format. Do not include professional military or civilian education, past or current awards, or other extraneous information not related to the communications and information mission. Nominations include:

6.3.1. Overall achievements.

6.3.2. Why and to which organizations and agencies the contributions were important.

6.3.3. Evidence of superior performance.

6.3.4. Circumstances that made tasks difficult.

6.3.5. Accomplishments demonstrating a unique level of resourcefulness, innovativeness, or capability.

6.3.6. Leadership and management abilities.

6.3.7. Any other supporting data that reflects favorably on the individual.

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