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Personnel

**COMMANDER-IN-CHIEF'S (CINC'S) ANNUAL
AWARDS FOR INSTALLATION EXCELLENCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI36-2831, 1 November 1995, is supplemented as follows. It applies to Air Force Space Command installations and Air Force Space Command tenant units on non-AFSPC installations. It does not apply to the Air Force Reserve and Air National Guard. Send an information copy of NAF or unit supplements to AFI 36-2831 to HQ AFSPC/FS, 150 Vandenberg St., Suite 1105, Peterson AFB CO 80914-4120.

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SUMMARY OF REVISIONS

This revision updates the supplement to comply with the latest basic publication.

2.1. Each AFSPC installation may compete for the CINC's Installation Excellence Award. When a wing has more than one installation, the wing commander may submit more than one installation to represent them in the command competition.

2.2. Each AFSPC installation may submit an unlimited number of units (squadron and below), individuals, programs, and projects for the CINC's Special Recognition Award for Installation Excellence.

2.3. (Added) The objectives of the program within Air Force Space Command are:

2.3.1. Reward our people and recognize them for making things better.

2.3.2. Raise the level of excellence through the process of competition.

2.3.3. Stay in the continuous process of improving quality of life and installation work places by taking a look at where we need to improve.

2.3.4. The pride that results leads to improved output and performance.

3.1.2. The AFSPC Installation Excellence Review Committee (IERC) assumes the same duties as the USAF IERC and Installation Excellence Selection Board (IESB) and consists of the HQ AFSPC/FS Chair and a colonel (or civilian equivalent) from: HQ AFSPC/CE, HQ AFSPC/DP, HQ AFSPC/DO, HQ AFSPC/LG, HQ AFSPC/XPQ, and each AFSPC Numbered Air Force (Optional as decided by each NAF).

3.1.3. The AFSPC Functional Expert Working Group (FEWG) is the first level of review for installation nominations. They evaluate the entire write-up (not just their functional area) in the installation nomination using the evaluation criteria and scoresheet at Attachment 2. The HQ AFSPC FEWG consists of action officers from each of these HQ AFSPC directorates: HQ AFSPC/CE (The Civil Engineer), HQ AFSPC/DO (Operations), HQ AFSPC/DP (Personnel), HQ AFSPC/FM (Comptroller), HQ AFSPC/HC (Chaplain), HQ AFSPC/JA (Legal Services), HQ AFSPC/LG (Logistics), HQ AFSPC/PA (Public Affairs), HQ AFSPC/SC (Communications and Information), HQ AFSPC/SG (Medical Services), HQ AFSPC/SP (Security Police), and HQ AFSPC/SV (Services).

3.2. AFSPC Commander. Reviews nomination packages for the Installation Excellence and the Special Recognition competitions. Selects the winners based on the evaluations and recommendations of the AFSPC IERC and the AFSPC FEWG.

3.2.1. (Added) HQ AFSPC Integrated Customer Support Team (ICST) for Cross-functional Base Support (CBS) (HQ AFSPC/FS) is the office of primary responsibility for administering the program.

3.2.1.1. Forms the AFSPC IERC and the AFSPC FEWG.

3.2.1.2. Maintains contact with HQ USAF/PEM, Manpower and Plans Division, regarding program administration and awards.

3.2.1.3. Issues the annual call for nominations and provides criteria to be used for evaluations.

3.2.1.4. Provides all installation nomination packages to the AFSPC FEWG members with evaluation guidelines.

3.2.1.5. Summarizes AFSPC FEWG ratings and identifies the top two installation nominations.

3.2.1.6. Provides the Special Recognition nominations to the AFSPC IERC for evaluation and recommendation as to which ones should be submitted to HQ USAF/PE for Air Force-level competition after approval by AFSPC/CC.

3.2.1.7. Appoints a project officer to do the following:

3.2.1.7.1. Briefs the AFSPC IERC members on the results of the AFSPC FEWG evaluation.

3.2.1.7.2. Coordinates the IERC visits to the two installations recommended by the FEWG with the NAF and installation commanders and arranges all travel and billeting.

3.2.1.7.3. Briefs the IERC on the evaluation procedures before visits to the two installations.

3.2.1.7.4. Travels with the IERC to provide administrative and logistics support.

3.2.1.8. Prepares the AFSPC IERC team reports, written critiques, and out-briefings.

3.2.1.9. Obtains and arranges for presentation of the AFSPC Installation Excellence Award and Special Recognition for Installation Excellence certificates at AFSPC Commanders' Conferences.

3.2.1.10. Prepares the AFSPC announcement of command award winners.

3.3. Installation Commanders submit their nominations to HQ AFSPC/FS (with an information copy to their NAF) for command competition to select the one installation to represent AFSPC in the Air Force level competition. For command competition, the installation nomination will include only the four pages of narrative that describe how the installation exceeds the installation excellence criteria. If selected as one of the Air Force three finalists, a full nomination package (to include narrative, pictures, base information/facts) will be required prior to arrival of the Air Staff team.

3.4. Unit commanders submit their unit, individual, project and program nominations to the installation commander. Installation commanders (to include the 91 MW/CC and 321 MG/CC) select unit nominations and forward to HQ AFSPC/FS (with an information copy to their NAF) to compete in the special recognition category. Because the 91 MW and 321 MG are tenants, unit nominations for these two units may be at the group level. Special recognition nominations may also be submitted for HQ AFSPC, 14 AF, 20 AF and Space Warfare Center individuals, projects and programs. There is no limit on the number of nominations that may be submitted for the Special Recognition Program.

4.1. Suspense. Submit nominations to HQ AFSPC/FS, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4120, by 15 July.

5.1. Phase I. The AFSPC FEWG and IERC assumes duties similar to HQ USAF FEWG, IERC and IESB.

5.1.1. The AFSPC IERC evaluates unit, individual, project, and program nominations to determine those that meet/exceed the criteria for submission to the Air Force competition. Unlike the installation portion of the program where only one nomination may be submitted to the Air Staff to represent AFSPC, there is no limit on the number of Special Recognition nominations that may be submitted as long as they meet/exceed the Air Force criteria.

5.1.2. HQ AFSPC/FS compiles the installation scores of the functional review by the FEWG and works with the FEWG to determine if total consensus can be reached on the top two AFSPC installation finalists. Based on the FEWG recommendations, the names of the top two installation finalists are provided to the IERC for evaluation.

5.2. Phase II. The IERC will normally visit the two finalist installations recommended by the AFSPC FEWG to determine the winner and runner-up in the AFSPC competition. The IERC is not an inspection team but rather a team to look at who "wins among the winners."

5.2.1. The AFSPC IERC team members (HQ AFSPC/CE/DO/DP/FS/LG/XPQ) visit the functions listed in Attachment 3. Based on personnel assigned to the IERC every year, some adjustments may be made to the list of areas to be visited by specific IERC members.

5.2.2. The AFSPC IERC sends a nomination package containing the AFSPC's Installation Excellence nomination and an unlimited number of nominees in the Special Recognition category to the AFSPC Commander for approval.

5.2.3. After the AFSPC Commander approves the nominations, HQ AFSPC/FS sends the package to HQ USAF/PE.

6.1. Installation Excellence. The AFSPC Commander honors the winning and runner-up installations during the next AFSPC Commanders' Conference. The Commander presents these items to the winning installation commander: the AFSPC Installation Excellence traveling trophy, an Air Force outstanding unit award, a trophy to remain with the winning installation, a check for \$35,000, and a congratulatory letter signed by the Commander. The Commander presents the following to the runner-up installation: a

trophy to remain with the installation, a check for \$15,000, and a congratulatory letter signed by the Commander.

6.2. Special Recognition. Award winners receive a certificate signed by the Commander and a plaque. This recognition will be presented to the appropriate wing commander during an AFSPC Commanders' Conference.

Attachment 2**AFSPC INSTALLATION EXCELLENCE EVALUATION PROCEDURES (ADDED)****INSTALLATION EXCELLENCE**

Evaluation Categories - Innovative programs that help to create and sustain excellent base operation. Must show how these programs:

1. Improve the installation's work environment or physical plant.
2. Improve the installation's quality of life.
3. Enhance productivity of the installation's work force.
4. Increase customer satisfaction or improve customer service.
5. Encourage bottom-to-top communication and team problem solving.
6. Promote unit cohesiveness and recognize outstanding individual efforts.

EVALUATION CRITERIA

Installation Excellence Evaluation Rating Guide

<u>IE</u>	<u>THEN</u>	<u>SCORE</u>
1. Evident that innovative programs are in place and working: Serves as a model.	Outstanding	9-10
2. Evident that innovation programs are present: noteworthy, but not up to level in 1 above.	Excellent	7-8
3. Evident that programs exist and meet day-to-day needs.	Good	5-6
4. Below the desired level of programs; improvements can be made.	Marginal	3-4
5. Evident there are discrepancies in program; improvements cannot be made without a lot of effort.	Unsatisfactory	0-2

SPECIAL RECOGNITION COMPETITION

Evaluation Categories - Individual, Projects, and Programs. Must show how nominee (s):

1. Significantly enhance the installation's working conditions, quality of life, or customer service.
2. Achieve improvement, greater efficiency, or higher standards through focusing on innovation as opposed to excelling at normal duties.
3. Warrant recognition by the Secretary of Defense.

Figure A2.1. Installation Criteria.

INSTALLATION:					
<u>CRITERIA</u>				Points	Points
				Possible	Earned
1 IMPROVE WORK ENVIRONMENT				10	
	- Base Appearance				
	- Self-Help (Quantity and Quality)				
	- Facility Improvements				
	- Sense of Ownership/Pride				
2 QUALITY OF LIFE				10	
	- Support Programs				
	- Community Relationship/Involvement				
	- Recreation Services				
	- Dining Hall, Clubs, Dorms, Billeting				
3 ENHANCE PRODUCTIVITY				10	
	- Innovative Programs				
	- Use of Technology				
	- Training and Education Programs				
	- Decentralization of Authority				
4 INCREASE CUSTOMER SATISFACTION/SERVICE				10	
	- Customer Awareness				
	- Quality of Service				
	- Attitude				
5 FACILITATES BOTTOM-TO-TOP COMMUNICATION				10	
	- Commander Hot Line/Rumor Control				
	- Quality Air Force				
	- Accessibility to Leadership				
	- Enlisted Participation in Presentations				
6 PROMOTE UNIT COHESIVENESS				10	
	- Military Customs and Courtesies				
	- Dress and Appearance				
	- Recognition Programs/Awards				
	- Host/Tenant Relations				
	- Team Building				
TOTAL POINTS				60	

Attachment 3

FUNCTIONS

Figure A3.1. Functions To Be Visited By IERC Members.

HQ AFSPC/CE	HQ AFSPC/DO	HQ AFSPC/DP	HQ AFSPC/LG	HQ AFSPC/XPQ	HQ AFSPC/FS
Civil Engineering	Command Post	Mission Support	Supply	Judge Advocate	Major Tenants
Communications/ Information	Operations Security Police	Services	Transportation	Comptroller	Commissary/BX
Resource Conserv			Maintenance	Social Actions	Hospital/Health
Disaster Prep			Contracting	Chaplain	Senior Enlisted
			Mission Ops	Safety	Advisor
			Flightline Maint	Wing Plans	
			Public Affairs	Protocol	
			Weather	History	
				Manpower/Quality	

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