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Personnel

**AMC OUTSTANDING EMPLOYER OF THE
GUARD AND RESERVE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: HQ AMC/RE (Ms. Sheila Heisel)

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This instruction implements AFD 36-28, *Awards and Decorations Programs*, to establish the AMC outstanding employer of the Guard and Reserve. It outlines policy, procedures, and eligibility criteria for recognition of outstanding employers of Guardsmen and Reservists assigned to AMC-gained Reserve and Guard units. The use of the name or mark of any specific manufacturer, commercial product commodity, or service in this publication does not imply endorsement by the Air Force.

1. General . The Air Mobility Command realizes the importance of the continued support of private sector employers and the Federal Government in adopting and maintaining personnel policies and practices which encourage employee participation in the Guard and Reserve. This award seeks to recognize those employers in the business community who recognize the importance and necessity of the Guard and Reserve in national defense and thus help enable the *Total Force* in AMC to accomplish its mission.

2. Responsibilities . The commander of each AMC-gained Guard and Reserve wing/group is the approval authority for submission of employers recommended for consideration of this award.

3. Award Categories and Eligibility.

3.1. AMC's Outstanding Employer of the Guard and Reserve. Any employer nominated by his/her employee, endorsed by the wing/group commander, and selected by the AMC selection committee.

3.2. Criteria. For all submissions, use Employer Support of the Guard and Reserve award nomination form, "My Boss is a Patriot," at **Attachment 1**. Form can be submitted just as received by the wing from their nominating Guardsmen or Reservists, via either fax or mail.

4. Frequency of Awards . Quarterly, with the Air Force Reserve Command and Air National Guard alternating quarters so that each has two award recipients each year.

5. Selection Procedures .

5.1. Nomination forms should be sent so as to arrive not later than the first Friday of the last month of the quarter.

5.2. HQ AMC/RE will convene a 4-member board of senior Reserve and Guard officers to select the most worthy of the submissions for the award. Selection will be coordinated with the ANG Assistant to AMC/CC and Mobilization Assistant to the AMC/CC prior to sending to the AMC/CC for final approval. Selections will be made prior to the end of each quarter.

6. Method of Presentation . AMC/CC will announce the award winner. Presentation would be done through the unit commander's office.

TIMOTHY J. WRIGHTON, Colonel, USAF
Air Force Reserve Advisor to AMC/CC

Attachment 1

“MY BOSS IS A PATRIOT”
AWARD NOMINATION FORM

Please print legibly or type all information requested on this form.

We cannot process your nomination without complete information.

THIS SECTION PERTAINS TO YOUR CIVILIAN EMPLOYER, EMPLOYER OWNER OR SUPERVISOR.

Nominee’s Name: _____

(As it should appear on the certificate. Name may be owner, manager, supervisor or company).

Business/Company Where You Work: _____

(Write out company’s full name)

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

(Include Area Code)

THIS SECTION PERTAINS TO YOU--THE NOMINATOR

Your Complete Name: _____

Rank: _____ Daytime Phone: _____

(Please spell out, do not abbreviate)

(Include Area Code)

Your Component: (Circle one) ANG USAFR

Home Address: _____

City: _____ State: _____ Zip: _____

THIS SECTION PERTAINS TO YOUR NATIONAL GUARD OR RESERVE UNIT

Your Unit: _____

(Please spell out, do not abbreviate)

Unit Address: _____

Unit City: _____ Unit State: _____ Zip: _____

Commander’s Name/Rank: _____

Unit Phone: _____

Turn Over

My Boss: (please check all that apply)

- Is highly supportive of my Guard or Reserve service—even when I'm called on short notice.
- Outwardly recognizes me as a special asset because I'm in the Guard or Reserve.
- Continues my salary while I'm on active duty.
- Continues company benefits while I am on active duty.
- Hires someone to fill in for me while I am on annual training duty without penalizing me.
- Keeps in touch with my family while I am on active duty for more than 30 days.
- Should be considered for a higher level award.

Your boss may be eligible for additional statewide recognition. In the space below, please take a few moments to explain why your boss is a patriot. How has the company supported your service in the Guard or Reserve? How has your boss made it easier for you to serve? Use extra paper if needed. Mail it to the address shown. Please use proper postage.

Return completed form to: HQ AMC/RE
402 Scott Drive, Unit 3EC
Scott AFB IL 62225-5310