



**SPECIAL TROPHIES AND AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(TSgt Christine Johnson)  
Supersedes AFI 36-2805/PACAFSUP1,  
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(TSgt Christine Johnson)  
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This publication supplements AFI 36-2805, 29 June 2001. This publication may be supplemented by lower organizational elements. It states HQ PACAF policy on recognition and appreciation coins, establishes a military recognition program, and authorizes use of appropriated funds to make non-monetary mission accomplishment awards to military members and appropriated fund employees. This publication applies to Headquarters, Pacific Air Forces and all assigned and attached subordinate units. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members.

**SUMMARY OF REVISIONS**

This supplement incorporates interim change (IC) 2004-1 which authorizes NAF/WG Command Chief Master Sergeants to purchase unit or organizational coins with appropriated funds. Additionally, this IC changes the inclusive dates of the CGOY award and provides **Figure 4.1. (Added)**, Publicity Release Statement. See the last attachment of the publication, IC 2004-1, for the complete IC. A (I) indicates revision from the previous edition.

**AFI 36-2805, 29 June 2001, is supplemented as follows:**

1.4.5. (Added) **Recognition and Appreciation Coin Program.**

1.4.5.1. (Added) **Presenting Officials.** The PACAF Commander, Vice Commander, and Command Chief Master Sergeant; Numbered Air Force, wing, group, and squadron commanders and Numbered Air Force and Wing Command Chief Master Sergeants in PACAF; and Directors assigned to Headquarters, PACAF and PACAF Numbered Air Forces, may purchase unit or organizational coins with appropriated funds. This program is intended to provide commanders and directors with an official but informal means to show special recognition of, and appreciation for, a job well done.

1.4.5.2. (Added) Coins purchased with appropriated funds:

1.4.5.2.1. (Added) May be presented to military and appropriated fund civilian personnel who, by their dedicated individual or team effort, have facilitated the successful accomplishment of a particular military program, function or mission. Such accomplishments may include sustained superior performance or specific meritorious achievement.

1.4.5.2.2. (Added) May be presented in conjunction with PCS, retirement, and similar occasions only as supplemental recognition for performance and achievement and not in lieu of other appropriate means of recognizing such occasions.

1.4.5.2.3. (Added) May not be personalized with the presenter's name. (EXCEPTION: Four (4) star general officers and four (4) star civilian equivalents are authorized to personalize coins).

1.4.5.2.4. (Added) May not be presented solely as mementos, commemorative or personal gifts, for purely morale building, as these may be authorized IAW AFI 34-201. (See Note 1)

1.4.5.2.5. (Added) Cannot be used as tokens of appreciation for government officials, foreign officials, or non-Federal personnel in recognition of general support or improved community relations. Coins for such officials may, however, be purchased with official representation funds for situations covered by AFI 65-603, *Official Representation Funds*.

1.4.5.2.6. (Added) Must be stored and accounted for separately from coins purchased with any other funds. On an annual basis, each presenting official must account for appropriated funds spent on coins, the number of coins presented, and a short description of the occasion or purpose for which each coin was presented. This accounting must be provided to NAF commanders by their subordinate wing, group, and squadron commanders and to PACAF/DS by NAF commanders and HQ PACAF presenting officials.

1.4.5.3. (Added) Nonappropriated funds may be used to fund coins as awards for non-appropriated fund employees.

**NOTE:** The limitations listed in paragraph **1.4.5.2.4. (Added)** do not apply if coins are donated by a private organization or purchased by a commander, vice commander, or command chief master sergeant with his or her personal funds.

4.8. (Added) **Company Grade Officer of the Year (CGOY) Award.** HQ PACAF established the CGOY award to recognize the most outstanding company grade officer (CGO).

4.8.1. (Added) Nominees can be from any career field however, a minimum of 6 months of the award period must have been accomplished in PACAF.

4.8.2. (Added) All officers in the grade of captain or below during the award period are eligible for consideration. Individuals who become a field grade officer prior to the end of the award period are ineligible for this award.

4.8.3. (Added) The award period is 1 Jan 03 through 31 Dec.

4.8.4. (Added) Nomination Format:

4.8.4.1. (Added) Endorsement letter signed by the NAF/Wing Commander/Vice Commander or PACAF/CCQ.

4.8.4.2. (Added) Prepare an AF Form 1206, IMT (12 pitch Times New Roman font). Nominations must be bullet format and limited to one page. Nominations will use the following headings in the sequence listed with only accomplishments for the award timeframe:

4.8.4.2.1. (Added) Leadership and Job Performance in Primary Duties: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or evaluations. Include any awards received.

4.8.4.2.2. (Added) Significant Self-Improvement: Show how the member developed or improved skills related to primary duties; e.g., formal training, On-the-job training, certifications, off-duty education (related or not related to primary duties) and so forth. Include completion of any professional military education (e.g., squadron officer school) as well as awards earned during in-residence attendance. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4.8.4.2.3. (Added) Base or Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.

4.8.5. (Added) Biography limited to one single-spaced typewritten page (use AFI 36-2805, Atch 2 as an example).

4.8.6. (Added) Records Review Rip (Portrait orientation vs. landscape).

4.8.7. (Added) Publicity Release Statement (See [Figure 4.1. \(Added\)](#) ).

**Figure 4.1. (Added) Publicity Release Statement.**



**DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES**

**MEMORANDUM FOR (wing address)**

**FROM: (Nominee)**

**SUBJECT: Publicity Release Statement**

I do/do not agree to give permission to use my name, duty title, and base in the announcement message or publicity regarding the award winner.

(NOMINEE'S SIGNATURE BLOCK  
AND SIGNATURE)

4.8.8. (Added) Nominations are due to HQ PACAF/DPFMA, 25 E. Street Ste D208, Hickam AFB HI 96853-5411 NLT 1 Mar each year unless otherwise indicated in that year's solicitation message. Each NAF, 15 AW, and PACAF/CCQ may nominate one officer. Each wing, with the exception of 15 AW, will submit their nomination to their NAF. DRUs may submit nominations to their respective NAF or PACAF Directorate for consideration. PACAF Directorates will submit nominations to PACAF/CCQ. NAFs, 15 AW, and PACAF/CCQ will advise subordinate organizations of their suspenses.

**Attachment 9 (Added)****IC 2004-1 TO AFI 36-2805\_PACAF SUP 1, SPECIAL TROPHIES AND AWARDS  
16 MARCH 2004****SUMMARY OF REVISIONS**

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PACIFIC AIR FORCES****MEMORANDUM FOR (wing address)****FROM: (Nominee)****SUBJECT: Publicity Release Statement**

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(NOMINEE'S SIGNATURE BLOCK  
AND SIGNATURE)

CARL A. STEEL, Colonel, USAF  
Director of Personnel