

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**



**AIR FORCE INSTRUCTION 36-2817**

**23 JANUARY 2004**

**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**15 OCTOBER 2004**

**Personnel**

**CIVIL ENGINEER AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ AFCESA/DP  
(SMSgt Charles L. Brantley)  
Supersedes AFI 36-2817, 1 July 1996

Certified by: AFCESA/CC (Col Bruce R. Barthold)

Pages: 59  
Distribution: F

---

This instruction implements AFD 36-28, *Awards and Decorations*. It establishes a program to award installations as well as Civil Engineer (CE) organizations, flights, teams, and individuals for outstanding achievement and contributions to the Air Force mission. It describes the criteria for each award, establishes eligibility, and explains nomination, selection, and presentation procedures.

---

**(PACAF)** This supplement establishes requirements for the Frank R. Cox, Outstanding Fire Protection Flight Award for all PACAF Civil Engineer Fire Protection Flights. This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

**(PACAF)** AFI 36-2817, 23 January 2004, is supplemented as follows:

### **SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision changes the office symbol for the Air Force Civil Engineer from HQ USAF/CE to HQ USAF/ILE (throughout the instruction); further clarifies eligibility for awards (paragraph 1.2.1.); increases the AF Form 1206 nomination for Outstanding Civil Engineer Unit Awards to a two page submittal vice one page and certain General Thomas D. White Environmental Awards (paragraph 1.2.2.); establishes a colonel or civilian equivalent to chair each selection panel (paragraph 1.3.1.); changes the level of announcement on winners from the Air Force Civil Engineer to the DCS/Installations and Logistics, HQ USAF/IL and the CSAF for the General Thomas D. White Environmental Awards (paragraph 1.3.3.); further clarifies the eligibility requirement for wear of the Air Force Recognition ribbon or lapel pin (paragraph 1.4.2.); adds the Air Reserve Component (ARC) to the Air Force Outstanding Civil Engineer Unit Awards (paragraph 2.1.); changes the large and small unit size threshold for the Outstanding

Civil Engineer Unit Awards to include contract manpower equivalents and provides guidance on the nomination criteria for ARC submissions (paragraph 2.1.2.); changes the nomination areas for the Outstanding Civil Engineer Unit Awards submittals to reflect core competencies listed in the Civil Engineer Strategic Plan (paragraph 2.1.3.5.); changes the nomination areas for the Brigadier General Michael A. McAuliffe award (paragraph 2.2.); complete rewrite of the Major General Robert C. Thompson Award (paragraph 2.3.); corrects the equations for the Brigadier General Archie S. Mayes Award (paragraph 2.4.); completely rewrites the Major General Clifton D. Wright award (paragraph 2.5.); establishes the annual winner of the CMSgt Ralph E. Sanborn Award as the automatic Air Force nominee for DoD's best fire department category and nomination headings to mirror the headings under the DoD Fire and Emergency Services Award (paragraph 2.6.); adds the ARC category to the Colonel Frederick J. Riemer Award (paragraph 2.8.); changes criteria for the Air Force Civil Engineer Environmental Flight Award (paragraph 2.9.); changes the grade on the Harry P. Rietman Award (paragraph 3.1.); establishes the Major General Eugene A. Lupia Awards (replacing the former Outstanding Military Manager and Outstanding Military Technician of the Year awards (paragraph 3.2.); adds the ARC category to the Outstanding Civil Engineer Manager of the Year Awards (paragraph 3.3.); further clarifies the eligibility criteria for The Outstanding Civil Engineer Manager of the Year Awards (paragraph 3.3.2.); changes the grade requirements for the Outstanding Civilian Engineer Manager of the Year Awards (paragraph 3.3.3.1.); adds the Major General Augustus M. Minton Award (paragraph 3.6., Table A2.1.); adds the Air Force Outstanding Individual Community Planner of the Year Award (paragraph 3.7.); establishes the Chief Master Sergeant Larry R. Daniels Award (replacing the former Outstanding Military Superintendent of the Year Award (paragraph 3.8.); changes the eligibility requirement from five to ten years on the Air Force Design Excellence Award (paragraph 4.1.); modifies nomination submittal requirements for Air Force Civilian Project Manager of the Year Award (paragraph 4.3.) and Air Force District or Division Agent of the Year Award (paragraph 4.4.); changes the name of all the Air Force Environmental Awards to the General Thomas D. White Environmental Awards and submission requirements (throughout Chapter 5); advises on the format for nomination submission (paragraph 5.2.1.); deletes the requirement for a master trophy of environmental winners to be permanently displayed at HQ USAF (paragraph 5.2.2.); changes the General Thomas D. White Environmental Award (CONUS) to the General Thomas D. White Environmental Quality Award (Industrial, Non-Industrial) and changes submission period and dates (paragraph 5.4., Table A2.1.); adds the General Thomas D. White Environmental Quality Award (Reserve Component including the Air National Guard) (paragraph 5.4., Table A2.1.); changes submission period and dates on the General Thomas D. White Environmental Quality Award (Overseas) (paragraph 5.5., Table A2.1.); adds paragraph 5.5.4. advising the procedures for the winning nomination; deletes the Air Force Environmental Compliance Award (Chapter 5); changes submission period, dates, and nominations procedures on the General Thomas D. White Pollution Prevention Award (Industrial, Non-Industrial) (paragraph 5.7. Table A2.1.); deletes the General Thomas D. White Recycling Award (Industrial, Non-Industrial) (paragraph 5.8., Table A2.1.); deletes the Air Force Environmental Planning Award (Chapter 5); changes the General Thomas D. White Natural/Cultural Resources Management Award to the General Thomas D. White Natural Resources Conservation Award (Small Base, Large Base Categories), and changes submission period, dates and nomination criteria (paragraph 5.8., Table A2.1.); adds the General Thomas D. White Cultural Resources Management Award (paragraph 5.9., Table A2.1.); changes the General Thomas D. White Individual Awards for Environmental Quality, Restoration, and Recycling into individual/team awards and changes submission period and dates (paragraphs 5.10., 5.11., 5.14., and Table A2.1.); deletes the Air Force Environmental Compliance Award for Individual Excellence (Chapter 5); deletes the General Thomas D. White Environmental Planning Award for Individual Excellence (Chapter 5); changes submission period and dates on the General Thomas D. White Environmental Quality Award for Individ-

ual Excellence (paragraph 5.10., Table A2.1.); changes submission period and dates on the General Thomas D. White Restoration Award for Individual/Team Excellence (paragraph 5.11., Table A2.1.); changes the General Thomas D. White Pollution Prevention Acquisition Team Award to include individuals and contractors and submission periods and dates (paragraph 5.12., Table A2.1.); adds the General Thomas D. White Pollution Prevention Award for Individual Excellence (paragraph 5.13. and Table A2.1.); deletes the Air Force Recycling Award for Individual Excellence (paragraph 5.14., Table A2.1.); changes the Natural/Cultural Resources Management Award for Individual Excellence to the General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence and the General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence, and changes submission period and dates (paragraphs 5.14., 5.15., and Table A2.1.); adds the General Thomas D. White National Environmental Policy Award for Team Excellence and changes submission period and dates (paragraph 5.16. and Table A2.1.); changes the categories on the Pollution Prevention Award, changes the Environmental Cleanup Award to the Environmental Restoration Award, changes the National Environmental Policy Act to the Environmental Excellence in Weapon System Acquisition, and deletes the Safety Award (paragraph 6.1. and Table A2.1.); adds the Department of Defense Fire and Emergency Services Awards (Chapter 7 and Table A2.1.); changes the nomination procedure for the Major General George E. Ellis Award (paragraph 8.2.); deletes the Chief Master Sergeant William E. Morrison Prime Readiness in Base Services (RIBS) Award (Chapter 8); advises Reserve and Guard units to submit their nominee for the Society of American Military Engineers (SAME) Newman Medal to their respective headquarters (paragraph 9.1.2.); deletes the requirement for a member to possess a specific AFSC to be eligible for the SAME Goddard Medal (paragraph 9.1.3.); clarifies the requirement to use specific headings for the Society of American Engineers (SAME) Newman and Goddard Medals (paragraphs 9.1.2. and 9.1.3.); deletes the Federal Environmental Engineer of the Year Award (paragraph 10.2.); downgrades required signature on the General Edwin W. Rawlings Awards for Environmental Excellence nomination from MAJCOM/CC to MAJCOM/CE (paragraph 10.2.3.2.); renames the Col Bernt Balchen Award to the Balchen/Post Award, changes the inclusive dates, and streamlines the procedures and criteria to mirror those for other Air Force CE Awards (paragraph 10.3.); adds the American Planning Association, Federal Planning Division Award (paragraph 10.4.); deletes note 6d, changes notes 2, adds note 6 and 22, and renumbers notes 3 through 22 (Attachment 2).

<b>Chapter 1— NOMINATION AND SELECTION PROCEDURES</b>	<b>7</b>
1.1. CE Awards. ....	7
1.2. General Nominating Procedures: ....	7
1.3. Selecting Award Winners: ....	7
1.4. Presenting Awards: ....	8
1.5. Command Recognition. ....	8
<b>Chapter 2— OUTSTANDING CIVIL ENGINEER UNIT AND FLIGHT AWARDS</b>	<b>9</b>
2.1. The Air Force Outstanding Civil Engineer Unit Awards: ....	9
2.2. The Brigadier General Michael A. McAuliffe Award: ....	10
2.3. The Major General Robert C. Thompson Award: ....	12
2.4. The Brigadier General Archie S. Mayes Award: ....	13

2.5.	The Major General Clifton D. Wright Award: .....	14
2.6.	The Chief Master Sergeant Ralph E. Sanborn Award: .....	16
2.6.	(PACAF) The Frank R. Cox Award. ....	16
2.7.	The Senior Master Sergeant Gerald J. Stryzak Award: .....	17
2.8.	The Colonel Frederick J. Riemer Award: .....	18
2.9.	The Air Force Outstanding Civil Engineer Environmental Flight Award: .....	19
<b>Chapter 3— AIR FORCE CIVIL ENGINEER OUTSTANDING INDIVIDUAL AWARDS</b>		<b>20</b>
3.1.	The Harry P. Rietman Award: .....	20
3.2.	The Major General Eugene A. Lupia Awards .....	20
3.3.	The Outstanding Civil Engineer Manager of the Year Awards: .....	21
3.4.	The Major General Joseph A. Ahearn Enlisted Leadership Award: .....	21
3.5.	The Major General William D. Gilbert Awards: .....	22
3.6.	The Major General Augustus M. Minton Award: .....	22
3.7.	Air Force Outstanding Individual Community Planner of the Year: .....	23
3.8.	The Chief Master Sergeant Larry R. Daniels Award .....	23
<b>Chapter 4— AIR FORCE DESIGN AND CONSTRUCTION AWARDS</b>		<b>25</b>
4.1.	The Air Force Design Excellence Awards: .....	25
4.2.	The Air Force Design Awards: .....	25
4.3.	The Air Force Civilian Project Manager of the Year Awards: .....	26
4.4.	The Air Force District, Division, or Host Nation Agent of the Year Awards: .....	26
<b>Chapter 5— AIR FORCE ENVIRONMENTAL AWARDS</b>		<b>27</b>
5.1.	Purpose and Description of Awards. ....	27
5.2.	General Nominating Procedures: .....	27
5.3.	Selection and Presentation: .....	27
5.4.	The General Thomas D. White Environmental Quality Award (Industrial, Non-Industrial, and Reserve Component including Air National Guard): .....	28
5.5.	The General Thomas D. White Environmental Quality Award (Overseas): .....	28
5.6.	The General Thomas D. White Restoration Award (All Installations): .....	29
5.7.	The General Thomas D. White Pollution Prevention Award (Industrial, Non-Industrial Categories): .....	29
5.8.	The General Thomas D. White Natural Resources Conservation Award (Small Base, Large Base Categories): .....	30

5.9.	The General Thomas D. White Cultural Resources Management Award (All Installations): .....	31
5.10.	The General Thomas D. White Environmental Quality Award for Individual/Team Excellence: .....	32
5.11.	The General Thomas D. White Restoration Award for Individual/Team Excellence: .....	32
5.12.	The General Thomas D. White Pollution Prevention Acquisition Individual/Team Award: .....	33
5.13.	The General Thomas D. White Pollution Prevention Award for Individual/Team Excellence: .....	33
5.14.	The General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence: .....	34
5.15.	The General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence: .....	34
5.16.	The General Thomas D. White National Environmental Policy Act (NEPA) Award for Team Excellence: .....	35
<b>Chapter 6— THE SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS</b>		<b>36</b>
6.1.	Purpose and Description of Awards. ....	36
6.2.	Eligibility for Awards. ....	36
6.3.	Nomination Procedures. ....	36
6.4.	Selection and Presentation. ....	36
<b>Chapter 7— DEPARTMENT OF DEFENSE FIRE AND EMERGENCY SERVICES AWARD PROGRAM</b>		<b>37</b>
7.1.	Purpose. ....	37
7.2.	The DoD Fire Department of the Year Award. (Team Award): .....	37
7.3.	The DoD Military and Civilian Fire Fighter of the Year Awards (Individual Awards): .....	37
7.4.	The DoD Military and Civilian Fire Officer of the Year Awards (Individual Awards): .....	38
7.5.	The DoD Fire Fighter of the Year Heroism Award (Individual or Team Award): ...	38
7.6.	Nomination Procedures: .....	39
7.7.	Format and Inclusive Dates: .....	39
7.8.	Selection Process: .....	39
7.9.	Award Presentations. ....	40

<b>Chapter 8— READINESS CHALLENGE AWARDS</b>	<b>41</b>
8.1. The Brigadier General William T. Meredith Award: .....	41
8.2. The Major General George E. Ellis Award: .....	41
8.3. The Chief Master Sergeant Arthur J. Hanrahan Prime Base Engineer Emergency Force (BEEF) Award: .....	42
8.4. The Major General James E. McCarthy Readiness Award: .....	42
<b>Chapter 9— THE SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) AWARDS</b>	<b>43</b>
9.1. Description of Awards. ....	43
9.2. Nomination Procedures and Criteria. ....	43
9.3. Selection and Presentation: .....	43
<b>Chapter 10— OUTSIDE AGENCY AWARDS</b>	<b>44</b>
10.1. The National Society of Professional Engineers (NSPE) Federal Engineer of the Year Awards: .....	44
10.2. The General Edwin W. Rawlings Awards for Environmental Excellence: .....	44
10.3. The Balchen/Post Award: .....	45
10.4. The American Planning Association (APA)/Federal Planning Division (FPD) Award: .....	46
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>48</b>
<b>Attachment 2— CIVIL ENGINEER AWARDS SUMMARY</b>	<b>51</b>

## Chapter 1

### NOMINATION AND SELECTION PROCEDURES

**1.1. CE Awards.** The Civil Engineer annually recognizes CE organizations and personnel for outstanding achievement and urges major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) to nominate units and people for the awards described in this instruction.

#### **1.2. General Nominating Procedures:**

1.2.1. Organizations that have installations, units, groups, squadrons, flights, teams or individuals eligible for awards may submit one nomination for each award category. Active duty military and DoD civilians may be nominated for all awards, if eligible. Note: Contractors as outlined in Section 'O' of DoD 1400.25-M, Subchapter 451, "Awards" are not eligible for any awards pertaining to this AFI except the Major General Augustus M. Minton Award and the Air Force Outstanding Individual Community Planner of the Year Award. However, contractors are eligible for most group (i.e., team, flight, or installation) awards as long as the group includes a civilian or military member(s). Exceptions to contractor eligibility for group awards are noted in the specific award's guidance that follows.

1.2.2. Limit the justification for award nominations to **one page**, with the exceptions of the Air Force Outstanding Civil Engineer Unit Awards and certain General Thomas D. White Environmental Awards which are limited to **two pages**, on the current version of AF Form 1206, **Nomination for Award** (see AFI 36-2805, *Special Trophies and Awards*) except the CMSgt Sanborn Award which is submitted on plain 8 1/2 by 11 bond paper, single page. Nominations exceeding the one page limit will not be considered in the award competition. Use bullet statements to show what the nominee accomplished, including specific results. Place these statements under appropriate headings and in the same sequence as described under the criteria requirements for each of the awards. If nominations do not follow subject headings as described under criteria requirements, the judges may refuse to score the nomination. Be sure that the bullet items address the criteria requirements. Do not include additional criteria unless specifically requested to do so.

1.2.3. Attach a signed transmittal letter specifying the award and identifying the organization or the individual nominee by military or civilian grade and name (when applicable), organization, and MAJCOM.

1.2.4. A minimum level of The Deputy Civil Engineer, MAJCOM/CE, FOA Commander, or DRU Commander signs the transmittal letter for each respective nomination package. Send the original letter with the nomination packages to the addressee identified in **Attachment 2**. Air Staff, MAJCOMs, FOAs, or DRUs may submit multiple nominations under one letter when sending them to the same address.

#### **1.3. Selecting Award Winners:**

1.3.1. The appropriate FOA commander (convening authority) appoints a panel of at least four members to evaluate the nominations received for each award.

1.3.2. The panels select the top three nominations from which a winner and, when applicable, a runner-up will be selected. These are submitted to the convening authority that sends them to The Civil Engineer (chairperson) for final selection and approval.

1.3.3. DCS/Installations and Logistics (HQ USAF/IL) announces the individual, flight, and unit winners to all MAJCOMs, FOAs, and DRUs. Award notification messages will be addressed to the MAJCOM CVs with courtesy copies provided to CSAF/SECAF and MAJCOM/CCs. MAJCOMs in turn will be tasked to forward appropriate notifications to their subordinate unit nominees and MAJCOMS will transmit the message to the field in accordance with the public release date.

#### **1.4. Presenting Awards:**

1.4.1. The Civil Engineer establishes an appropriate process to present the individual, flight, and unit awards in a proper forum (e.g., National Engineers Week or Earth Week).

1.4.2. To update individual records, the appropriate board convening authority will send letters to the personnel records custodian authorizing selected individual winners in **Chapter 3**, **Chapter 4**, **Chapter 5**, **Chapter 9** and **Chapter 10** to wear the Air Force Recognition ribbon or lapel pin.

**1.5. Command Recognition.** The Civil Engineer encourages MAJCOMs and FOAs to give command recognition to the units, flights, and individuals they nominate.

## Chapter 2

### OUTSTANDING CIVIL ENGINEER UNIT AND FLIGHT AWARDS

#### 2.1. The Air Force Outstanding Civil Engineer Unit Awards:

2.1.1. Purpose and Description of Awards. These annual awards recognize the most outstanding Air Force civil engineer units (winner and runner-up) in large, small and Air Reserve Component unit categories.

2.1.2. Eligibility for Awards. All Air Force civil engineer units, regardless of location or size, are eligible and encouraged to compete, with the exception of wholly contracted civil engineer activities which are ineligible for this award. **NOTE:** A large civil engineer unit is one with 550 or more military and civilian authorizations and contract manpower equivalents (CME). A small unit is one with fewer than 550 military and civilian authorizations and CME. Source document is end of June projection of fourth quarter fiscal year manpower. An Air Reserve Component unit is any unit of the Air Force Reserve or Air National Guard. **NOTE:** AFRC nominations are limited to units/organizations at stand-alone AFRC bases or stations and will combine input from the military squadrons and the Base Civil Engineer Organizations.

2.1.3. Nomination Procedures and Criteria for large and small units. Submit nominations according to [Attachment 2](#). Nominate units for achievements and exemplary performance in these areas:

2.1.3.1. Expeditionary Engineering. Describe the unit's accomplishments and innovations in providing, training, and equipping combat ready forces to support the Expeditionary Air Force across the full spectrum of conflict. Address Air Expeditionary Force and steady state deployments, operational readiness and effectiveness inspections, other deployments or deployment planning, training initiatives, performance at READINESS CHALLENGE or other competitions, and responses to actual contingencies or disasters. Also describe lateral support the unit gave to other functional areas, such as assisting in Medical RED FLAG exercises and Airlift Rodeos.

2.1.3.2. Installation Engineering. Describe the unit's performance and mission support by developing, operating, sustaining, restoring, modernizing and preserving the base's infrastructure and facilities. Note accomplishments, initiatives and innovations that produce an effective and efficient base operating environment that has a strong sense of community and superior quality of life. Describe initiatives to maximize efficiencies and leverage available resources (people, funds, vehicles, equipment, facilities, energy, materials, self-help) as well as innovative use of contracts, cooperative agreements, reserve forces, cost-sharing, reengineering, competitive sourcing and privatization. Describe planned and implemented performance improvement initiatives, lessons learned and best practices. Describe how unit training programs produce a technically competent workforce.

2.1.3.3. Environmental Leadership. Describe the unit's efforts to protect the environment and conserve natural and cultural resources while creating a sustainable operating platform for the primary mission. Consider the unit's utility operations, recycling programs, compliance with environmental laws, pollution prevention, cleanup activities, natural resource management, protection of archeological finds and historical buildings, and land use. Address planning and execution of programs to sustain training ranges and airspace. Show impact of training and awareness programs on base populace and programs. Highlight the results of environmental partnerships.

2.1.3.4. Housing Excellence. Describe the unit's efforts to ensure all airmen and family members have access to adequate, safe and cost effective accompanied and unaccompanied housing that meets or exceeds Air Force standards. Cite initiatives and innovations in acquiring and managing accompanied and unaccompanied housing and furnishings.

2.1.3.5. Emergency Services. Describe the performance of the unit's fire protection, explosive ordnance disposal, disaster preparedness, and readiness forces and programs in protecting and countering the impacts of natural and manmade disasters, mission changes, technology advancements, terrorism and weapons of mass destruction. Address planning, training, certification, exercise performance and actual responses. Highlight partnerships with outside agencies.

2.1.3.6. Additional Exemplary Achievements. Describe unit programs that promote and recognize professional and personal growth and development and those that promote esprit de corps. Cite volunteer and service activities on and off-base that promote and secure community goodwill. Highlight unit, team, and individual awards and recognition which was received or for which unit was nominated for performance during the award period.

2.1.4. Nomination Procedures and Criteria for Air Reserve Component units. Submit nominations according to **Attachment 2**. Nominate units for achievements and exemplary performance in these areas:

2.1.4.1. Expeditionary Engineering. See paragraph **2.1.3.1**.

2.1.4.2. Installation Engineering. See paragraph **2.1.3.2**.

2.1.4.3. Environmental Leadership. See paragraph **2.1.3.3**.

2.1.4.4. Emergency Services. See paragraph **2.1.3.5**.

2.1.4.5. Training Excellence. Describe the unit's initiatives and activities that maximized the effectiveness of Unit Training Activity weekends including efforts to improve skills training and readiness/contingency training.

2.1.4.6. Additional Exemplary Achievements. See paragraph **2.1.3.6**. Also describe the unit's contributions to the Air Reserve Component, host base and local community that improved training, saved money or generally improved the reputation of the unit and the Air Force.

2.1.5. The award selection panels will select winners according to paragraph **1.3**. Panel members also make an on-site visit to each of the top three contenders in the Outstanding Unit category before recommending the winners and runners-up to The Civil Engineer.

## **2.2. The Brigadier General Michael A. McAuliffe Award:**

2.2.1. Purpose and Description of Award. This annual award honors Brigadier General Michael A. McAuliffe, former Tactical Air Command and Air Combat Command Civil Engineer from 1990 to 1994, and recognizes the Housing Flight (winner and runner-up) that achieved the highest degree of excellence in customer service and housing management during the previous fiscal year.

2.2.2. Eligibility for Awards. All Air Force Civil Engineer Housing Flights, regardless of location or size, are eligible and encouraged to compete.

2.2.3. Nomination Procedures and Criteria. Prepare and submit nominations according to **Attachment 2**. Nominate flights for their achievements in implementing the overall housing program and meeting Air Force goals, emphasizing the flight's high-quality customer services in these areas:

2.2.3.1. Management. Describe:

2.2.3.1.1. The effectiveness of the manager's leadership in Family Housing (FH), Community Housing, Unaccompanied Housing (UH), Furnishings Management Office (FMO), and General Officer Quarters (GOQ) programs.

2.2.3.1.2. The quality of the flight's customer services.

2.2.3.1.3. The flight's innovations.

2.2.3.1.4. The flight's personnel professionalism, development, training, and recognition.

2.2.3.1.5. The quality and appearance of the housing management office, FH and UH units, housing support facilities, including FMO, FH maintenance, and self-help store.

2.2.3.1.6. The effectiveness of the flight's budget process and upgrade programs.

2.2.3.1.7. The effective use of all modules of ACES-HM.

2.2.3.2. Assistance Section. Describe:

2.2.3.2.1. Management of FH assignments, terminations and administrative occupancy downtime.

2.2.3.2.2. The flight's involvement with off-base agencies.

2.2.3.2.3. Management of UH assignments, dormitory maintenance, authority to reside off base with Basic Allowance for Housing (BAH) waiting lists.

2.2.3.2.4. Effectiveness of appliance management, budgeting, and self-help.

2.2.3.3. Facilities Section. Describe:

2.2.3.3.1. The management of Change of Occupancy Maintenance (COM) requirements and compliance with projected move-in dates.

2.2.3.3.2. The flight's coordination with maintenance contractors.

2.2.3.3.3. The flight's material control, appliance management, budgeting, and self-help.

2.2.3.3.4. The flight's effectiveness in identification of projects, involvement in upgrade and revitalization programs, and coordination with the housing programmer.

2.2.3.4. Furnishings. Describe:

2.2.3.4.1. The quality of furnishings in dorms and seven-year comprehensive furnishings plan.

2.2.3.4.2. The quality and timeliness of the Quarters Improvement Plan development and Quarters Improvement Committee input.

2.2.3.4.3. The adequacies and effectiveness of backup stock quantities, inventory controls, warehouse practices, repair activities, and appliance warranty program.

### 2.3. The Major General Robert C. Thompson Award:

2.3.1. Purpose and Description of Award. This annual award honors Major General Robert C. Thompson, who served as the Air Force Director of Engineering and Services from 1975 to 1978 and was instrumental in improving the quality of life for Air Force personnel, and recognizes the Resources Flight (winner and runner-up) that offers the most outstanding products and services to its customers. Its purpose is to encourage customer support and satisfaction, high quality standards, and achievement throughout the flight.

2.3.2. Eligibility for Award. All Air Force Civil Engineer Resources Flights, regardless of location or size, are eligible and encouraged to compete.

2.3.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate flights for their accomplishments in the major functions —Financial Management, Real Estate, Information Systems, and Manpower/Personnel. Stress the flight's service to its customers (internal and external), effectiveness of its measurable products, quality of its functions, and its efforts to strive for continuous improvement. Describe the flight's achievements in each of these areas:

#### 2.3.3.1. Financial Management:

2.3.3.1.1. Describe size and complexity of programs managed to include dollar amount, number of appropriations, and number of reimbursable customers.

2.3.3.1.2. Discuss accuracy and timeliness of financial plans and the flight's involvement in its development. Provide information on defense of unfunded requirements and yearend execution.

2.3.3.1.3. Describe how you manage the Civil Engineer cost accounting system to include accuracy of cost account reports, shop rates, reimbursement reports, GOQ and MWR reports.

#### 2.3.3.2. Real Estate:

##### 2.3.3.2.1. Real Property Accountability & Reporting:

2.3.3.2.1.1. Describe how you maintain accurate information within ACES.

2.3.3.2.1.2. Discuss how you accomplish cyclic inventory of real property, to include annual boundary surveys. Include any innovative methods used because of resource constraints.

2.3.3.2.1.3. Discuss your relationship with other CES flights to enhance information exchange and communication. Include novel approaches to obtain correct cost data, information about new or renovated facilities, as well as RPIE.

2.3.3.2.1.4. Describe how you ensure timely submission of Real Property reports.

##### 2.3.3.2.2. Real Estate Management of Ingrants and Outgrants:

2.3.3.2.2.1. Describe how you process requests for leases, licenses, permits, and easements in a timely manner, to include renewals prior to expiration.

2.3.3.2.2.2. Describe how you conduct and document compliance inspections of all real estate instruments.

##### 2.3.3.2.3. Real Estate Utilization and Disposal:

2.3.3.2.3.1. Discuss how you ensure efficient use of real property resources to include space management. Include how this is accomplished, how it is presented to the Facilities Board, and how you follow through.

2.3.3.2.3.2. Discuss your process for disposal of buildings and facilities.

2.3.3.3. Information Systems:

2.3.3.3.1. Describe the recapitalization and inventory plan for hardware and software.

2.3.3.3.2. Discuss your new user access and orientation program.

2.3.3.3.3. How do you comply with information assurance procedures (AFI 33-115).

2.3.3.4. Manpower and personnel:

2.3.3.4.1. Describe initiatives and programs that significantly improve mission support. Discuss any quality initiatives and manpower/personnel programs

2.3.3.4.2. Discuss results of flight inspections/self inspections, audits or MAJCOM staff assistant visits. Cite any awards received by flight or individuals within flight.

2.3.3.4.3. Describe training, education, and career development opportunities initiated by the flight.

2.3.3.4.4. Describe initiatives, which enhanced improved the quality of customer service.

## 2.4. The Brigadier General Archie S. Mayes Award:

2.4.1. This annual award honors Brigadier General Archie S. Mayes, former DCS for Civil Engineering at HQ Tactical Air Command, HQ Pacific Air Forces, and HQ Strategic Air Command, and recognizes the Engineering Flight (winner and runner-up) that most excelled in providing facility products and services of exceptional quality to base customers.

2.4.2. Eligibility for Award. All Air Force Civil Engineer Engineering Flights, regardless of location or size, are eligible and encouraged to compete.

2.4.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate flights for their significant achievements or contributions in these metrics:

2.4.3.1. Design:

Design Complete Percentage =

$$\frac{\text{Number of Projects Designed}}{\text{Number of Projects Approved for Design}} \times \frac{\text{Number of Projects Designed}}{\text{Number of Design Personnel}} \times 100$$

**NOTE:** \*Include projects approved by Facilities Board and the Environmental Protection Committee, projects directed or funded by higher headquarters, North Atlantic Treaty Organization (NATO) infrastructure projects, and other special funding programs. Projects designed include those accomplished by the flight's personnel and those accomplished by Architect-Engineer firms that were initiated and managed by the flight's personnel. Provide bullets to further clarify significant information pertinent to the design efforts. Do not include projects accomplished by Simplified Acquisition of Base Engineering

Resources (SABER) and Indefinite Quantity contracts in the above two calculations - Design Effort and Design Complete Percentages. Provide this information as bullet statements, as applicable.

2.4.3.2. Contract Award:

$$\text{Contract Award Average} = \frac{\text{Number of projects awarded in the fiscal year}}{\text{Number of design personnel}}$$

**NOTE:** The contract award average should be greater than \$600K for consideration. Provide bullets to further clarify significant information pertinent to the flight's contract award efforts. Include fiscal year-end funded projects in the above two calculations and assume they have been awarded. Include Congressionally inserted projects that were not part of the original President's Budget, and do not include NAF projects in the Contract Percentage calculation.

2.4.3.3. Construction Time Growth:

$$\text{CNS Time Growth Average} =$$

$$\frac{\Sigma(\text{Actual Contract Completion Date} - \text{Original Completion Date})}{\text{Number of Completed Projects}}$$

**NOTE:** Provide bullets to explain unusual problems causing construction time growth and actions taken to accelerate project completion. An early completion date results in a positive input and a late completion date beyond the original contract results in a negative input for that contract in the equation summation.

2.4.3.4. Contract Cost Growth:

$$\text{Contract Cost Growth Percentage} = \frac{\text{Final Contract Cost for Completed Projects}}{\text{Original Contract Cost for Completed Projects}} \times 100$$

**NOTE:** Provide bullets to further clarify significant information pertinent to construction cost growth.

2.4.3.5. Planning and Programming. Provide information on working base community and comprehensive planning and programming.

2.4.3.6. Additional Information. Provide information that affects all the metrics listed above so that it need not be repeated for each one. Describe any innovative procedures the flight implemented that saved significant costs, funding obtained other than Real Property Maintenance Activity (RPMA), and the flight's inspection results during the fiscal year.

2.4.3.7. MAJCOMs verify all metrics' information using Automated Civil Engineer System.

## 2.5. The Major General Clifton D. Wright Award:

2.5.1. Purpose and Description of Award. This annual award honors Major General Clifton D. Wright, former Director of Engineering and Services, HQ USAF, from 1982 to 1986, and recognizes

the most outstanding Operations Flight (winner and runner-up) that assured quality construction, maintenance, repair, and demolition of Air Force base facilities and infrastructure.

2.5.2. Eligibility for Award. All Air Force Civil Engineer Operations Flights regardless of location or size are eligible and encouraged to compete.

2.5.3. Nomination Procedures and Criteria. Submit nominations according to **Attachment 2**. Nominate flights for their demonstrated performance on a day-to-day basis to ensure mission accomplishment in the most timely and economical manner. Describe the base mission and provide the following demographics:

2.5.3.1. Base Authorizations/Population: Mil \_\_\_\_ Civ \_\_\_\_ Total \_\_\_\_

2.5.3.2. Operations Flight Authorization/Population: Mil \_\_\_\_ Civ \_\_\_\_ Total \_\_\_\_

2.5.3.3. Total square footage of floor space: \_\_\_\_

2.5.3.4. Number of facilities: \_\_\_\_

2.5.3.5. Base acreage: \_\_\_\_

2.5.3.6. Annual Base O&M Budget: \_\_\_\_

2.5.4. Facility Maintenance (30%). Describe the flight's initiatives to improve the operability, reliability, and efficiency of base facility maintenance. Describe the flight's initiatives to respond to customers by making unscheduled repairs on their facilities and base infrastructure more quickly. Include the following metrics:

$$\text{Unscheduled Maintenance and Repair Percentage} = \frac{\text{Emergency} + \text{urgent man-hour}}{\text{Total direct man-hours}}$$

$$\text{Timeliness} = \frac{\text{Number of emergency and urgent work orders completed in 2 days or less}}{\text{Total number of emergency and urgent work orders}}$$

$$\text{Maintenance rate} = \frac{\text{Total labor \$} + \text{total material \$}}{\text{Total square feet}}$$

2.5.5. Infrastructure Maintenance (25%). Describe the flight's ability to provide reliable, cost-effective utilities to meet readiness requirements, satisfy installation needs, and maintain quality of life, to include aircraft arresting systems, generator alarms, electrical systems (distribution, airfield lighting, grounding, and cathodic protection), and utility systems (sewage collection, water distribution, natural gas distribution, and liquid fuels). Include the following metric:

$$\text{Energy Reduction Saving Percentage} = \frac{\text{Energy saving (British thermal units)}}{\text{Air Force Goal}}$$

2.5.6. Maintenance Engineering (20%). Describe the flight's innovative initiatives and how well they worked in providing engineering expertise for the flight, to include project review to ensure maintainability and reliability; infrastructure program management; non-design drafting; service maintenance, utility contract management, recurring work program review, and work analysis and method improvement. Apply the following metrics:

$$\text{RWP program rate} = \frac{\text{Actual man-hours expended for RWP}}{\text{Total direct man-hours}}$$

$$\text{RWP success rate} = \frac{\text{Actual man-hours expended for RWP}}{\text{Total man-hours scheduled for RWP}}$$

2.5.7. Customer Service/Quality Improvement (15%). Describe the flight's innovative initiatives and how well they worked in establishing quality standards and feedback mechanisms to assess performance in meeting mission requirements and customers' needs. Describe your approach to providing customers the capability to accomplish work requirements using their own resources. Apply the following metric:

$$\text{Customer satisfaction} = \frac{\text{Total number of commitments completed on time}}{\text{Total number of commitments made}}$$

2.5.8. Training/ Environment and Safety/ Inspections and Awards (10%).

2.5.8.1. Describe the training, education, and career development programs the flight initiated to improve the development of all operations personnel, using the following metric:

$$\text{Training Program \%} = \frac{\text{Formal training hours (LUCs 20 \& 32)}}{\text{Total direct hours}}$$

2.5.8.2. Describe the flight's initiatives to improve the environment and increase the safety of workers. Include the results of Environmental Protection Agency (EPA) and Occupational Safety and Health Agency (OSHA) inspections conducted within the past 12 months. Discuss Environmental Compliance Assessment and Management Program (ECAMP) results and the status of open items (if any) chargeable to the flight.

2.5.8.3. Discuss the results of Inspector General inspections, audits, and MAJCOM staff visits during the 12-month reporting period. Cite any awards the flight received over the same time period.

## 2.6. The Chief Master Sergeant Ralph E. Sanborn Award:

### 2.6. (PACAF) The Frank R. Cox Award.

2.6.1. Purpose and Description of Award. This annual award honors Chief Master Sergeant Ralph E. Sanborn, who dedicated his 44-year career from 1943 to 1987 to improving Air Force fire protection

capabilities. It recognizes the Fire Protection Flight (winner and runner-up) that achieves the highest degree of excellence in base mission support and fire protection management. The winner of this award will be the Air Force nominee for the Department of Defense (DoD) best Fire Department of the Year award.

2.6.1. (PACAF) Purpose and Description of Award. The annual award honors Mr. Frank R. Cox, who dedicated his entire career (1950-1992) to Air Force fire protection and made monumental contributions to fire stations, vehicles, training, and fire prevention programs throughout PACAF. It recognizes the most outstanding Fire Protection Flight for achieving the highest degree of excellence in base mission support and fire protection management. The winner of this award will be the PACAF nominee for the Air Forces' Ralph E. Sanborn Award.

2.6.2. Eligibility for Award. All Air Force Civil Engineer Fire Protection Flights, regardless of location or size, are eligible and encouraged to compete.

2.6.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate flights for outstanding achievements or accomplishments in mission support. The nomination headings are limited to the following:

2.6.3.1. Customer service.

2.6.3.2. Innovativeness.

2.6.3.3. Implemented quality management principles and initiatives.

2.6.3.4. Quality of Life initiatives (within or outside of the department).

2.6.3.5. Other (anything that is not covered under the other four headings).

## 2.7. The Senior Master Sergeant Gerald J. Stryzak Award:

2.7.1. Purpose and Description of Award. This annual award honors Senior Master Sergeant Gerald J. Stryzak, an Explosive Ordnance Disposal (EOD) technician who died in an aircraft crash in Egypt in 1980 while participating in a tactical rapid response exercise. The award recognizes the EOD Flight (winner and runner-up) that distinguished itself as the year's top performer through sustained superior mission support and outstanding achievement.

2.7.2. Eligibility for Award. All Air Force Civil Engineer EOD Flights, regardless of location or size, are eligible and encouraged to compete.

2.7.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate flights for their demonstrated achievements in these areas:

2.7.3.1. Significant EOD Program Contributions. Report the flight's significant accomplishments in support of wing missions or higher headquarters' taskings, as documented by AF Form 3579, **Explosive Ordnance Disposal Incident Reports**, and trip reports. Include improvements and contributions adopted by MAJCOM or Air Force EOD programs including: significant AFTO Form 22, **Technical Order Publication Improvement Report and Replies**; IDEA submissions and their impact; Equipment and Supply Listings suggestions; Unit Type Code development and modifications; and other adopted improvements and ideas.

2.7.3.2. Inspection Results. Report only those inspections conducted during the period of eligibility. Name the specific inspection, the overall evaluation results, and cite commendable findings and individual recognitions published in the final inspection report.

2.7.3.3. Flight Awards. Include the name of award, the level, and a brief description.

2.7.3.4. Quality-of-Life Improvements. List improvements made to enhance the EOD Flight's quality of life. Provide specific comments and indicate how the improvements were accomplished (self-help, contract, or in-house).

2.7.3.5. Community Relations. Describe the flight's involvement with the surrounding community, including its support of scout troops, orphanages, community programs, and base open-house activities. These should be events in which the entire flight participated. Provide the name of the organization, activity, or community function that the flight supported; the number of EOD personnel who participated; the number of events; and the number of man-hours.

## **2.8. The Colonel Frederick J. Riemer Award:**

2.8.1. Purpose and Description of Award. This annual award honors the lifetime accomplishments of retired Air Force Colonel Frederick J. Riemer and recognizes the Readiness Flight (active duty winner and runner-up and Air Reserve Component winner and runner-up) that best demonstrates exemplary performance in support of the engineer readiness mission.

2.8.2. Eligibility for Award. All bases with Air Force Civil Engineer Readiness Flights are eligible and encouraged to compete. NOTE: AFRC nominations are limited to units/organizations at stand-alone AFRC bases or stations and will combine input from the military and civilian readiness functions.

2.8.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate flights for their significant achievements or contributions in these areas:

2.8.3.1. Unit Mission. Provide general information, such as the installation size, base population, location, Prime BEEF teams postured, numbers and missions of geographically separated units and major tenant units supported.

2.8.3.2. Training. Describe the status of the flight's Disaster Preparedness (DP), Air Base Operability (ABO), and CE readiness training program. Comment on the flight's special training and field training.

2.8.3.3. Inspections. Summarize inspection results from higher headquarters and the flight's corrective actions.

2.8.3.4. Self-Improvement. Describe the flight's self-help projects, locally developed training aids, and training projects.

2.8.3.5. Contingency Response. Describe the flight's response to and participation in major accidents, natural disasters, and deployments.

2.8.3.6. Exercises. Summarize the flight's participation in local, host nation, Joint Chiefs of Staff (JCS), and other exercises.

2.8.3.7. Other. Add any significant information, the flight's individual or unit awards, involvement with local emergency management agencies, and participation in base and civic activities.

## 2.9. The Air Force Outstanding Civil Engineer Environmental Flight Award:

2.9.1. Purpose and Description of Award: This annual award recognizes the Civil Engineer Environmental Flight (winner and runner-up) that best demonstrates outstanding performance in supporting the mission through an innovative and balanced program complying with all environmental laws and regulations and Air Force policy objectives.

2.9.2. Eligibility for Award. All Air Force Civil Engineer Environmental Units and Flights at the wing and squadron level are eligible to compete who meet the following criteria:

2.9.2.1. The flight completed an internal ECAMP in the fiscal year following the last external ECAMP.

2.9.2.2. The flight completed an internal or external ECAMP within the 12-month period the award covers.

2.9.2.3. The flight had no validated recurrence of a previous “Significant” or “Major” ECAMP finding (except those requiring MILCON funding) within the award period.

2.9.3. Nomination Procedures and Criteria. Nominate according to [Attachment 2](#).

2.9.3.1. The transmittal letter for this award must include a statement that the criteria listed in para [2.9.2](#) have been met.

2.9.3.2. Describe the flight’s demonstrated performance, accomplishments, and innovation supporting the Air Force mission in the following areas: compliance, pollution prevention, installation restoration, environmental planning, natural resources, and cultural resources management. Include a description of any improvements in ECAMP findings and/or closeout rates. Include the following subheadings in the nomination:

Environmental Quality (including compliance and pollution prevention)

Installation Restoration

Planning (including the Environmental Impact Analysis Process, natural resources and cultural resources management)

ECAMP

2.9.3.2.1. Do not include additional criteria unless specifically instructed.

2.9.3.2.2. If listed subheadings are not followed or additional subheadings are added, the judges may refuse to score the nomination.

## Chapter 3

### AIR FORCE CIVIL ENGINEER OUTSTANDING INDIVIDUAL AWARDS

#### 3.1. The Harry P. Rietman Award:

3.1.1. Purpose and Description of Award. This annual award (winner and runner-up) honors Mr. Harry P. Rietman, who served as the Associate Director of Engineering and Services from 1972 to 1985, and is known as the father of the Civil Engineering Civilian Career Program, and recognizes the superior job performance of Air Force civilian CE personnel.

3.1.2. Eligibility for Award. All Air Force civilian members, General Schedule (GS) 13 and above or Wage Supervisor (WS) 13 and above, who performed duty in a Civil Engineer organization or possess a Civil Engineer AFSC, including those not assigned to a Civil Engineer organization, during the award period are eligible.

3.1.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance
- Management ability
- Technical competence
- Initiative
- Resourcefulness

#### 3.2. The Major General Eugene A. Lupia Awards (Formerly The Outstanding Civil Engineer Manager of the Year Awards, Military Manager and Military Technician):

3.2.1. Purpose and Description of Awards. These annual awards (winner and runner-up given in each category) honor Major General Eugene A. Lupia, formerly The Civil Engineer, USAF, from 1995 to 1999, and recognizes the superior job performance of the Military Manager (Second Lieutenant through Captain) and the Military Technician (Airman Basic through Technical Sergeant).

3.2.2. Eligibility for Awards. All Air Force military in the respective grades who performed duty in a Civil Engineer organization or possess a Civil Engineer AFSC, including those not assigned to a Civil Engineer organization, during the award period are eligible.

3.2.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance
- Management ability
- Technical competence
- Initiative
- Resourcefulness

### 3.3. The Outstanding Civil Engineer Manager of the Year Awards:

3.3.1. Purpose and Description of Awards. These annual awards (winner and runner-up given in each of seven categories) recognize the superior job performance of Air Force civilian, military and Air Reserve Component (ARC) personnel. ARC personnel include Individual Mobilization Augmentees (IMA), Air Reserve Technicians (ART), Air Guard Technicians, Active Guard and Reserve (AGR), Traditional Reservists (TRs) and Traditional Guardsmen.

3.3.2. Eligibility for Awards. All Air Force military, civilian, and Air Reserve Component members who performed duty in a Civil Engineer organization or possess a Civil Engineer AFSC, including those not assigned to a Civil Engineer organization, during the award period are eligible.

3.3.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance
- Management ability
- Technical competence
- Initiative
- Resourcefulness

3.3.3.1. These are the nominating categories:

<i>Award Category</i>	<i>Eligible Grades</i>
Civilian Manager	GS-9 through GS-12 or WS-9 through WS-12
Civilian Supervisor	GS-6 through GS-9 or WS-8 and below (supervisors only)
Civilian Technician	GS-8 and below or Wage Grade (WG) 11 and below (technicians/non-supervisors)
Senior Military Manager	Major through Colonel
ARC Officer Manager	Second Lieutenant through Colonel
ARC SNCO Manager	Master Sergeant through Chief Master Sergeant
ARC NCO Manager	Airman Basic through Technical Sergeant

*(Civilian awards include other pay series grades commensurate with the level of responsibility of a particular award.)*

### 3.4. The Major General Joseph A. Ahearn Enlisted Leadership Award:

3.4.1. Purpose and Description of Award. This annual award honors Major General Joseph A. Ahearn, formerly The Civil Engineer, USAF, from 1989 to 1992, and recognizes the Chief Master Sergeant who displays the most exemplary leadership qualities in civil engineering (winner and runner-up).

3.4.2. Eligibility for Award. Any Chief Master Sergeant or Chief Master Sergeant-select who performed duty in a Civil Engineer organization, during the award period is eligible.

3.4.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate Chief Master Sergeants for the outstanding qualities they demonstrated in support of civil engineering. Emphasis for the award is on leadership and overall contributions to the enhancement of the enlisted force.

### **3.5. The Major General William D. Gilbert Awards:**

3.5.1. Purpose and Description of Awards. These annual awards honor Major General William D. Gilbert, who served as Director of Engineering and Services from 1978 to 1982, and recognizes outstanding performance and exemplary service by engineering military and civilian staff action officers. A winner and runner-up will be selected in each of three categories: officer, civilian, and enlisted.

3.5.2. Eligibility for Awards. All Air Staff, MAJCOM, FOA, and DRU action officers, civilians, and enlisted members are eligible for this award.

3.5.3. Nomination Procedures and Criteria:

3.5.3.1. The Civil Engineer, MAJCOM/CEs, FOA/CCs, and DRU/CCs may each submit one nominee in each category.

3.5.3.2. Submit nominations according to [Attachment 2](#). Nominate individuals for outstanding achievements in these areas:

Significant accomplishments or projects

Impact on mission

Resourcefulness

Initiative

Teamwork

Quality of staff work

### **3.6. The Major General Augustus M. Minton Award:**

3.6.1. Purpose and Description of Award. This annual award (winner and runner-up) honors Major General Augustus M. Minton, who served as Director of Civil Engineering, HQ USAF, from 1957 to 1963, and is acknowledged as the founder of *Air Force Civil Engineer (AFCE)* magazine. This award recognizes the author(s) of the most outstanding article published annually in *AFCE*.

3.6.2. Eligibility for Award. All Air Force civil engineer military personnel, civilian members, and guest authors who contributed articles to *AFCE* during the award period are eligible.

3.6.3. Nomination Procedures and Criteria. The authors of all feature articles and news articles published in the fall through summer editions of *AFCE* are automatically considered for this award. Entries are judged on the basis of written excellence and on how well they accomplish one or more of the objectives of *AFCE*, which are to:

Communicate professional ideas and information

Provide timely coverage of civil engineering activities and events

Contribute new knowledge and perspectives

Communicate new ideas, procedures, and techniques of use to Air Force civil engineers

3.6.4. Panel Composition. A five-person panel appointed by The Civil Engineer recommends the award recipients. The panel, chaired by the Executive Director of the Air Force Civil Engineer Support Agency, includes representatives from HQ USAF/ILE, a MAJCOM civil engineer office (officer member), and a civil engineer group or squadron (enlisted member). The fifth member is a civil engineering Founder. The editor of *AFCE* sits as a non-voting member of the panel.

3.6.5. Award Selection. The Civil Engineer selects the winners based on the panel's recommendation.

### **3.7. Air Force Outstanding Individual Community Planner of the Year:**

3.7.1. Purpose and Description of Award. This annual award (winner and runner up) recognizes an individual who has exhibited and demonstrated superior performance in executing the duties of an Air Force Community Planner (military, civilian, or contractor). Notable achievements in support of the nomination should focus principally on the individual's responsibilities and performance as they relate to managing the Air Force's planning program to include facility and plan development, promoting land use compatibility, enhanced mission performance through planning and sustainable development. The award recognizes the individual who has most effectively demonstrated skills and initiative in the position as Community Planner to promote and enhance mission support as well as quality of life.

3.7.2. Eligibility for Award. Any Air Force Federal employee, military, or contractor personnel, who served in the capacity as a Community Planner is eligible. The typical job series for most nominees will be GS-0020. However, other series are eligible provided the nominee is performing the function of the Community Planner within the organization during the award period.

3.7.3. Nomination Procedures and Criteria. Submit nominations in accordance with [Attachment 2](#). Nominate personnel for significant achievements or contributions during the previous fiscal year in the following subject headings:

Job performance

Project/program management ability

Technical competence

Initiative

Resourcefulness

### **3.8. The Chief Master Sergeant Larry R. Daniels Award (Formerly the Outstanding Civil Engineer Military Superintendent of the Year Award):**

3.8.1. Purpose and Description of Awards. This annual award (winner and runner-up given in each category) honors Chief Master Sergeant Larry R. Daniels, the first-ever Chief of Enlisted Matters for The Civil Engineer of the Air Force, from 1989 to 1992, and recognizes the superior job performance by a Military Superintendent (Master Sergeant through Senior Master Sergeant).

3.8.2. Eligibility for Awards. All Air Force military, and IMA members who performed duty in a Civil Engineer organization or possess a Civil Engineer AFSC, including those not assigned to a Civil Engineer organization, during the award period are eligible.

3.8.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#). Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance

- Management ability

- Technical competence

- Initiative

- Resourcefulness

## Chapter 4

### AIR FORCE DESIGN AND CONSTRUCTION AWARDS

#### 4.1. The Air Force Design Excellence Awards:

4.1.1. Purpose and Description of Award. This annual award recognizes one Air Force military and one civilian member who have demonstrated (for at least ten years) an exemplary commitment to the achievement of excellence in Air Force facilities design.

4.1.2. Eligibility for Award. Any Air Force member (active duty, Reserves [USAFR], or Air National Guard [ANG]) or civilian employee involved in or influencing the design of Air Force facilities over a period of at least ten years is eligible.

4.1.3. Nomination Procedures and Criteria. The annual call letter from HQ AFCEE/CC contains submittal requirements. Each MAJCOM, FOA, and DRU may submit one nomination in each category. Submit nominations according to [Attachment 2](#).

4.1.4. Selection and Presentation:

4.1.4.1. A five-person panel appointed by The Civil Engineer recommends the award recipients. Four panel members must be outstanding registered professionals in the fields of architecture, engineering, community planning, or interior design. The fifth member must be an individual without direct involvement in facility design or construction.

4.1.4.2. The panel evaluates candidates on sustained performance over a minimum period of ten years. If the panel agrees that none of the nominees has demonstrated an adequate level of commitment, the award will not be given for that year.

4.1.4.3. The Civil Engineer selects the winners based on the panel's recommendation.

4.1.4.4. The Civil Engineer presents the awards at an appropriate forum.

#### 4.2. The Air Force Design Awards:

4.2.1. Purpose and Description of Awards. The design awards program recognizes and encourages design excellence in Air Force planning, landscape architecture, architecture, engineering, interior design, and military family housing design.

4.2.2. Eligibility for Awards. Eligibility for awards is specified in the annual submittal guide.

4.2.3. Nomination Procedures and Criteria:

4.2.3.1. The annual call letter from HQ AFCEE/CC contains specific submission requirements.

4.2.3.2. Submittals may be developed by any organization that was involved with the design or construction of the Air Force project. However, all entries must be submitted through the responsible MAJCOM, FOA, or DRU.

4.2.3.3. Submit nominations according to [Attachment 2](#).

4.2.4. Selection and Presentation. A panel will consider all entries according to the criteria published with the annual call letter. The panel determines how many awards are presented each year. The Civil Engineer makes final selections based on the panel's recommendations. Each organization identified

on the credits form of winning entries will receive an Air Force Design Awards Certificate. The Civil Engineer presents the certificates at an appropriate forum.

#### **4.3. The Air Force Civilian Project Manager of the Year Awards:**

4.3.1. Purpose and Description of Awards. These annual awards recognize Army, Navy, or Host Nation civilian Project Managers for exemplary professional management of design or construction of Air Force Military Construction Program (MCP) or Host Nation funded projects. These annual awards recognize winners in two categories with an optional third category: Design Agent, Construction Agent, and an optional Design through Construction Agent.

4.3.2. Eligibility for Awards. Any Army, Navy, or Host Nation agency civilian, GS-13 equivalent or below, who performed duties as a project manager for the design or construction of Air Force MCP or Host Nation funded projects for the preceding fiscal year is eligible.

4.3.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#) and the annual call letter from HQ AFCEE/CC which contains additional submittal requirements. Nominate project managers for their success in executing outstanding design or construction projects for the Air Force and include specific examples of their achievements in these areas:

- Leadership ability
- Innovative techniques
- Fiscal resourcefulness
- Technical ability
- Management ability

#### **4.4. The Air Force District, Division, or Host Nation Agent of the Year Awards:**

4.4.1. Purpose and Description of Awards. These annual awards recognize the Army, Navy, or Host Nation agency that provide the most professional management of the design or construction of Air Force projects funded by MCP or Host Nations. These awards recognize a winner in two categories: District or Division Design Agent, and District or Division Construction Agent.

4.4.2. Eligibility for Awards. Any Army district, Navy division, or Host Nation funded agency that managed the design or construction of Air Force MCP projects for the preceding fiscal year is eligible.

4.4.3. Nomination Procedures and Criteria. Submit nominations according to [Attachment 2](#) and the annual call letter from HQ AFCEE/CC which contains additional submittal requirements. Nominate agents for their success in executing outstanding Air Force MCP or Host Nation funded projects. Include specific examples of their achievements in these areas:

- Meeting design and construction milestones
- Completing design and construction below cost and on or ahead of schedule
- Minimizing lost design effort or construction cost increases
- Innovative design and construction techniques
- Unique managerial ability

## Chapter 5

### AIR FORCE ENVIRONMENTAL AWARDS

**5.1. Purpose and Description of Awards.** These awards honor General Thomas D. White, Air Force Chief of Staff from 1957 to 1961, who charted the course for Air Force environmental programs. The purpose is to promote excellence in every aspect of Air Force environmental programs.

#### **5.2. General Nominating Procedures:**

5.2.1. Nominations for individual/team will **not exceed one page** on the current version of AF Form 1206, **Nomination for Award** (see paragraph 1.2.). All other installations awards in this chapter **will not exceed two pages** on current version of AF Form 1206 (see paragraph 1.2.). Submit nominations in IMT format or equivalent, via electronic mail or floppy diskette as well as hard copy in accordance with **Attachment 2**. Do not include additional criteria unless specifically instructed. Also, if listed subheadings **are not followed** or additional subheadings are added, the judges may refuse to score the nomination.

5.2.2. Each installation may send a separate nomination to the MAJCOM for each award.

5.2.2.1. Each MAJCOM may nominate **only** one installation for each installation award.

5.2.2.2. AF/ILE, each MAJCOM, and FOA may nominate **only** one person **or** one team (**NOT** a person **and** a team) for each individual/team award. AF/ILE and FOAs should avoid nominating individuals, teams, or organizations whose justification is related to accomplishments of individuals, teams, or organizations at lower echelons, whether or not the lower-echelon will be submitting nominations based on the same accomplishments.

5.2.3. Ranges, test centers, research and development centers, and civil works facilities should compete in the Non-Industrial categories, where appropriate.

5.2.4. Installations having a primary mission of producing, maintaining, or rehabilitating military equipment should compete in the Industrial categories, where appropriate. Currently, only three bases (Hill AFB, Robins AFB, and Tinker AFB) are eligible to compete in the Industrial categories, where appropriate. All other bases compete as Non-Industrial, where appropriate. Exceptions may be considered in the future as installation missions change.

#### **5.3. Selection and Presentation:**

5.3.1. Committees of nationally prominent authorities on natural and cultural resources conservation and management, environmental quality, and environmental restoration review the MAJCOM and FOA nominations and select the award winners. The committees may also select nominees to receive honorable mention. AFCEE director (or appropriate representative within AFCEE) appoints a screening committee with HQ AFCEE to select no fewer than three nominations in each award category for consideration by the selection committee.

5.3.2. The winners of the General Thomas D. White Environmental Quality Award, Industrial Category, Non-Industrial Category, Overseas, and Reserve Component receive a trophy for their overall environmental program in the Air Force. All other General Thomas D. White winners will receive a plaque during the annual awards ceremony.

5.3.3. Selected AF/ILE, MAJCOM, and FOA nominees receive Honorable Mentions. Plaques for Honorable Mentions are delivered to appropriate units or organizations locally.

#### **5.4. The General Thomas D. White Environmental Quality Award (Industrial, Non-Industrial, and Reserve Component including Air National Guard):**

5.4.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental quality program during the previous and current fiscal year. The review board considers all aspects of the installation's environmental program.

5.4.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award. See paragraphs [5.2.3.](#) and [5.2.4.](#) to determine appropriate award category.

5.4.3. Nomination Procedures and Criteria. Submit all nominations according to paragraph [1.2.](#) with the information shown in [Attachment 2.](#) Nominations **will not exceed two pages** on current version of AF Form 1206 (see paragraph [1.2.](#)). Submit Industrial nominations on even years and Non-Industrial in odd years. Submit Reserve nominations annually. In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, environmental awareness, and command support. Nominate installations for their sustained achievements in the following subject headings:

- 5.4.3.1. Complying with the National Environmental Policy Act and other environmental directives.
- 5.4.3.2. Implementing required environmental protection plans.
- 5.4.3.3. Integrating environmental protection policies into installation decision making.
- 5.4.3.4. Eliminating environmental violations.
- 5.4.3.5. Identifying and correcting program deficiencies.
- 5.4.3.6. Cleaning up contaminated sites.
- 5.4.3.7. Minimizing hazardous waste.
- 5.4.3.8. Preventing pollution.
- 5.4.3.9. Encouraging recycling.
- 5.4.3.10. Enhancing the environment.
- 5.4.3.11. Establishing good working relationships with other agencies and the local community.
- 5.4.3.12. Conducting environmental training and awareness programs.

5.4.4. The winner will be nominated for the Secretary of Defense Environmental Quality Award with a nomination package prepared according to paragraph [6.3.](#) and [Attachment 2.](#)

#### **5.5. The General Thomas D. White Environmental Quality Award (Overseas):**

5.5.1. Purpose and Description of Award. It recognizes exceptionally outstanding environmental achievement during the previous and current fiscal year by an installation that cannot be measured against installations in the United States and its territories because of differing host-country environmental standards. The review board considers all aspects of the installation's environmental program.

5.5.2. Eligibility for Award. All Air Force installations located in foreign countries are eligible and encouraged to compete for this award.

5.5.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in Attachment 2. Nominations **will not exceed two pages** on current version of AF Form 1206 (see paragraph 1.2.). Submit nominations on even years only. Nominate installations for sustained achievements in the same areas cited for the environmental quality award (paragraph 5.4.3.). Give particular emphasis to how well the installation cooperated with the host country and local community to enhance environmental quality.

5.5.4. The winner will be nominated for the Secretary of Defense Environmental Quality Award with a nomination package prepared according to paragraph 6.3. and Attachment 2.

## **5.6. The General Thomas D. White Restoration Award (All Installations):**

5.6.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental restoration program during the previous and current fiscal year.

5.6.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.6.3. Nomination Procedures and Criteria. Submit nominations each year according to paragraph 1.2. with the information shown in Attachment 2. Nominations **will not exceed two pages** on current version of AF Form 1206 (see paragraph 1.2.). Nominate installations for their overall merit, including their initiatives in the following subject headings:

5.6.3.1. Planning to either close or have in final remediation all contaminated sites by the year 2015.

5.6.3.2. Taking innovative actions to limit further expansion of contamination and to speed up final remediation action.

5.6.3.3. Participating in public affairs activities with local communities.

**NOTE:** The review board considers the availability of funds when evaluating overseas programs.

5.6.4. The winner will be nominated for the Secretary of Defense Environmental Restoration Award with a nomination package prepared according to paragraph 6.3. and Attachment 2.

## **5.7. The General Thomas D. White Pollution Prevention Award (Industrial, Non-Industrial Categories):**

5.7.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved pollution prevention (including recycling) program during the previous and current fiscal year.

5.7.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award. See paragraphs 5.2.3. and 5.2.4. to determine appropriate award category.

5.7.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in Attachment 2. Nominations **will not exceed two pages** on current version of AF Form 1206 (paragraph 1.2.). Industrial awards will be submitted on odd years and Non-Industrial

awards on even years. Nominate installations for their overall merit, including their achievements in the following subject headings:

- 5.7.3.1. Baseline their waste-stream flow and taking actions to reduce or eliminate it.
- 5.7.3.2. Preventing pollution throughout base operations, from flightline maintenance to the solid waste disposal in family housing.
- 5.7.3.3. Reducing their use of ozone depleting substances and other hazardous substances.
- 5.7.3.4. Enhancing pollution prevention awareness.
- 5.7.3.5. Implementing closed-loop recycling projects.
- 5.7.3.6. Developing methods to recycle hazardous chemicals used in industrial processes (such as solvent recovery units and antifreeze recycling equipment).
- 5.7.3.7. Promoting and improving participation in office and work area recycling programs.
- 5.7.3.8. Promoting and improving participation in curbside recycling programs in family housing areas.
- 5.7.3.9. Purchasing recycled content goods and materials improving the base composting program.
- 5.7.3.10. Enhancing awareness of recycling programs.

5.7.4. The winner will be nominated for the Secretary of Defense Pollution Prevention Award with a nomination package prepared according to paragraph 6.3. and Attachment 2.

## **5.8. The General Thomas D. White Natural Resources Conservation Award (Small Base, Large Base Categories):**

5.8.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved natural resources management program during the previous three fiscal years inclusive of the current fiscal year. The review board considers all aspects of the installation's natural resources program.

5.8.2. Eligibility for Award. All Air Force installations in the United States, Guam, Trust Territory of the Pacific Islands, and the U.S. Virgin Islands are eligible and encouraged to compete for this award.

5.8.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in Attachment 2. Nominations **will not exceed two pages** on current version of AF Form 1206 (paragraph 1.2.). Small base nominations will be submitted on odd years and large base nominations (more than 10,000 acres) will be submitted on even years. In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, conservation education, and command support. Show how the installation attempts to make maximum use of its natural resources potential. Nominate installations for their sustained achievements in the following subject headings:

- 5.8.3.1. Developing and implementing current natural resources plans.
- 5.8.3.2. Protecting natural resources in installation decision making.
- 5.8.3.3. Improving landscaping and grounds management.

5.8.3.4. Developing urban forestry and urban wildlife management programs.

5.8.3.5. Developing potential agricultural and forestry activities.

5.8.3.6. Conserving wildlife.

5.8.3.7. Protecting wetlands and other special natural areas.

5.8.3.8. Encouraging outdoor recreation.

5.8.3.9. Promoting conservation education.

5.8.4. The winner will be nominated for the Secretary of Defense Natural Resources Conservation Award with a nomination package prepared according to paragraph **6.3.** and **Attachment 2.**

## **5.9. The General Thomas D. White Cultural Resources Management Award (All Installations):**

5.9.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved cultural resources management program during the previous three fiscal years inclusive of the current fiscal year. The review board considers all aspects of the installation's cultural resources program.

5.9.2. Eligibility for Award. All Air Force installations in the United States, Guam, Trust Territory of the Pacific Islands, and the U.S. Virgin Islands are eligible and encouraged to compete for this award.

5.9.3. Nomination Procedures and Criteria. Submit nominations each year according to paragraph **1.2.** with the information shown in **Attachment 2.** Nominations **will not exceed two pages** on current version of AF Form 1206 (paragraph **1.2.**). In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, conservation education, and command support. Show how the installation attempts to make maximum use of its cultural resources potential. Nominate installations for their sustained achievements in the following subject headings:

5.9.3.1. Complying with the National Historic Preservation Act and other historic preservation directives.

5.9.3.2. Exceeding the normal requirements to inventory, nominate, and protect historical resources.

5.9.3.3. Integrating historic preservation requirements with installation decision making. Maintaining historic properties with sensitivity and according to the Secretary of the Interior's standards.

5.9.3.4. Cooperating with other agencies, Indian tribes, and the public.

5.9.3.5. Promoting cultural resources awareness.

5.9.3.6. Promoting conservation education.

5.9.4. The winner will be nominated for the Secretary of Defense Cultural Resources Management Award with a nomination package prepared according to paragraph **6.3.** and **Attachment 2.**

### **5.10. The General Thomas D. White Environmental Quality Award for Individual/Team Excellence:**

5.10.1. Purpose and Description of Award. This award recognizes the person or team that contributed the most to the Air Force's environmental quality effort during the previous and current fiscal year.

5.10.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's environmental quality program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.10.3. Nomination Procedures and Criteria. Submit nominations according to paragraph **1.2.** with the information shown in **Attachment 2.** Nominations **will not exceed one page** on current version of AF Form 1206 (paragraph **1.2.**). Nominations will be submitted on odd years only. Nominate individuals/teams for their outstanding initiatives and achievements in the following subject headings:

5.10.3.1. Integrating environmental protection into installation decision making.

5.10.3.2. Identifying and correcting program deficiencies.

5.10.3.3. Developing and implementing innovative solutions to enhance the environment.

5.10.3.4. Establishing good working relationships with other agencies and the local community.

5.10.3.5. Conducting environmental training.

5.10.3.6. Promoting environmental awareness.

5.10.4. The winner will be nominated for the Secretary of Defense Individual/Team Environmental Quality Award with the nomination package prepared according to paragraph **6.3.** and **Attachment 2.**

### **5.11. The General Thomas D. White Restoration Award for Individual/Team Excellence:**

5.11.1. Purpose and Description of Award. This award recognizes the person or team that contributed the most to Air Force environmental restoration during the previous and current fiscal year.

5.11.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's restoration program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.11.3. Nomination Procedures and Criteria. Submit nominations according to paragraph **1.2.** with the information shown in **Attachment 2.** Nominations **will not exceed one page** on current version of AF Form 1206 (paragraph **1.2.**). Submit nominations on odd years only. Nominate individuals/teams installations for their outstanding initiatives and achievements in the following subject headings:

5.11.3.1. Identifying and investigating contaminated sites.

5.11.3.2. Developing and implementing remediation plans.

5.11.3.3. Correcting groundwater and soil contamination.

5.11.3.4. Rehabilitating natural resources.

5.11.3.5. Developing innovative technology.

5.11.3.6. Establishing and maintaining good relations with the local community and agency regulators.

5.11.4. The winner will be nominated for the Secretary of Defense Restoration Individual/Team Award with a nomination package prepared according to paragraph **6.3.** and **Attachment 2.**

#### **5.12. The General Thomas D. White Pollution Prevention Acquisition Individual/Team Award:**

5.12.1. Purpose and Description of Award. This award recognizes the individual or team contributing the most in the Air Force to the incorporation of pollution prevention into acquisition practices during the previous and current fiscal year.

5.12.2. Eligibility for Award. All individuals or teams working within the acquisition and procurement communities are eligible to compete for this award. One or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.12.3. Nomination procedures and Criteria. Submit nominations according to paragraph **1.2.** with the information shown in **Attachment 2.** Nominations **will not exceed one page** on current version of AF Form 1206 (paragraph **1.2.**). Submit nominations on odd years only. Nominate individuals or teams for their outstanding initiatives and achievements in the following subject headings:

5.12.3.1. Incorporating environmental analysis into the acquisition decision making process.

5.12.3.2. Identifying and implementing material substitutions.

5.12.3.3. Identifying and implementing process modifications and improvements.

5.12.3.4. Improving material management.

5.12.3.5. Promoting pollution prevention awareness.

5.12.4. The winner or winners will be nominated for the Secretary of Defense Environmental Excellence in Weapon System Acquisition Team Award with a nomination package prepared according to paragraph **6.3.** and **Attachment 2.**

#### **5.13. The General Thomas D. White Pollution Prevention Award for Individual/Team Excellence:**

5.13.1. Purpose and Description of Award. This award recognizes the individual or team who contributed the most to the Air Force's pollution prevention (including recycling) effort during the previous and current fiscal year.

5.13.2. Eligibility for Award. Any military or civilian individual or team of personnel who contribute to the Air Force's Pollution Prevention program are eligible.

5.13.3. Nomination Procedures and Criteria. Submit nominations according to paragraph **1.2.** with the information shown in **Attachment 2.** Nominations **will not exceed one page** on current version of AF Form 1206 (paragraph **1.2.**). Submit nominations on even years only. Nominate individuals/teams for their outstanding initiatives and achievements in the following subject headings:

5.13.3.1. Federal compliance with "Right-to-Know" laws and pollution prevention requirements.

5.13.3.2. Research, Development, and Technology Demonstration/Validation.

5.13.3.3. Methods to recycle hazardous chemicals/materials.

5.13.3.4. Developing methods to improve office/work area and curbside recycling programs.

5.13.3.5. Developing base composting program.

5.13.3.6. Enhancing awareness of recycling programs.

5.13.4. The winner will be nominated for the Secretary of Defense Individual/Team Pollution Prevention Award with a nomination package prepared according to paragraph 6.3. and Attachment 2.

#### **5.14. The General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence:**

5.14.1. Purpose and Description of Award. This award recognizes the individual or team that contributed the most to Air Force natural resources management effort during the previous three fiscal years inclusive of the current fiscal year.

5.14.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's natural resources conservation program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.14.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in Attachment 2. Nominations **will not exceed one page** on current version of AF Form 1206 (paragraph 1.2.). Submit nominations on odd years only. Nominate individuals/teams for their outstanding initiatives and achievements in the following subject headings:

5.14.3.1. Conducting inventories of natural resources.

5.14.3.2. Preparing and implementing integrated natural resources plans.

5.14.3.3. Applying innovative management techniques.

5.14.3.4. Protecting wetlands and other special natural areas.

5.14.3.5. Promoting conservation education.

5.14.4. The winner will be nominated for the Secretary of Defense Natural Resources Conservation Individual/Team Award with a nomination package prepared according to paragraph 6.3. and Attachment 2.

#### **5.15. The General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence:**

5.15.1. Purpose and Description of Award. This award recognizes the individual or team that contributed the most to the Air Force's cultural resources management effort during the previous three fiscal years inclusive of the current fiscal year.

5.15.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's cultural resources program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.15.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. with the information shown in Attachment 2. Nominations **will not exceed one page** on current version of

AF Form 1206 (paragraph [1.2.](#)). Submit on even years only. Nominate individuals/teams for their outstanding initiatives and achievements in the following subject headings:

- 5.15.3.1. Identifying and protecting archeological and historic properties.
- 5.15.3.2. Preparing historical preservation plans.
- 5.15.3.3. Maintaining historical properties with sensitive treatments.
- 5.15.3.4. Promoting cultural resources awareness.
- 5.15.3.5. Promoting conservation education.

5.15.4. The winner will be nominated for the Secretary of Defense Individual/Team Cultural Resources Conservation Award with a nomination package prepared according to paragraph [6.3.](#) and [Attachment 2.](#)

#### **5.16. The General Thomas D. White National Environmental Policy Act (NEPA) Award for Team Excellence:**

5.16.1. Purpose and Description of Award. This award recognizes the team that contributed the most to the Air Force's NEPA effort during the previous three fiscal years inclusive of the current fiscal year.

5.16.2. Eligibility for Award. Any team of military or civilian personnel that contributes to the Air Force's NEPA program is eligible. One or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.16.3. Nomination Procedures and Criteria. Submit nominations according to paragraph [1.2.](#) with the information shown in [Attachment 2.](#) Nominations **will not exceed one page** on current version of AF Form 1206 (paragraph [1.2.](#)). Submit nominations on even years only. Nominate teams for their outstanding initiatives and achievements in the following subject headings:

- 5.16.3.1. Planning: Innovative analysis; partnering; cost reduction; and streamlining the process of identifying the proposed action, alternatives, and mitigation.
- 5.16.3.2. Analysis: Coordination; public involvement; and integrating environmental analyses into planning and decisions.
- 5.16.3.3. Implementation: Consultation with other Federal, state, and local agencies and Indian tribes; use of time management techniques to shorten timelines; and monitoring the environmental effects of the proposed action and the mitigation.
- 5.16.3.4. Environmental Justice: Addressing environmental justice in minority populations and low-income populations.

## Chapter 6

### THE SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS

**6.1. Purpose and Description of Awards.** The purpose of the annual Secretary of Defense awards is to provide incentives for DoD members to develop, maintain, and improve natural resources; to protect the natural beauty and environmental quality of DoD installations; and to recognize outstanding achievements in support of DoD policy. Awards are presented for each of the categories listed below, unless otherwise noted.

**Natural Resources Conservation**

- Large Installation; Small Installation; Individual/Team

**Cultural Resources Management**

- Installation; Individual/Team

**Environmental Quality**

- Industrial Installation; Non-industrial Installation; Overseas Individual/Team

**Pollution Prevention**

- Industrial Installation; Non-Industrial Installation; Individual/Team

**Environmental Restoration**

- Installation; Individual/Team

**Environmental Excellence in Weapon System Acquisition**

- Team

**6.2. Eligibility for Awards.** Winners of Air Force environmental awards are eligible to compete for similar SECDEF environmental awards. Honorable Mentions are not eligible to compete.

**6.3. Nomination Procedures.** The annual call letter from OSD contains submittal requirements.

**6.4. Selection and Presentation.** A committee of judges composed of nationally recognized professionals evaluates the nominations and recommends the most outstanding candidate in each category. The Secretary of Defense presents the awards.

## Chapter 7

### DEPARTMENT OF DEFENSE FIRE AND EMERGENCY SERVICES AWARD PROGRAM

**7.1. Purpose.** The DoD Fire and Emergency Services Awards annually recognize the most outstanding DoD fire department, military and civilian fire fighter, military and civilian fire officer, and individual or group fire fighter acts of heroism.

**7.2. The DoD Fire Department of the Year Award. (Team Award):**

7.2.1. Purpose and Description of Award. This annual award recognizes DoD's most outstanding fire department for achieving the highest degree of excellence in mission support and fire protection management.

7.2.2. Eligibility for Award. Annually, the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, and the Coast Guard individually recognize their best fire department. These organizations were recognized for their outstanding achievements and accomplishments in direct support of the mission. These annual award winners are the only organizations, irrespective of size and location, eligible and encouraged to compete for this DoD-level award.

7.2.3. Nomination Criteria. Nominees are selected from the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, and Coast Guard Fire Department of the Year. Nomination criteria are limited to the following:

- Customer service

- Innovativeness

- Implemented quality management principles and initiatives

- Quality of Life initiatives (within or outside of the department)

- Other (anything that is not covered under the other four headings)

**7.3. The DoD Military and Civilian Fire Fighter of the Year Awards (Individual Awards):**

7.3.1. Purpose and Description of Awards. These annual awards recognize individual superior job performance and outstanding contributions to the fire service.

7.3.2. Eligibility for Awards. Any member of the fire department (including ships) from fire fighter to Fire Officer I, including fire prevention and public education employees, is eligible to compete for this award. Annually, the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, and the Coast Guard select a military and a civilian Fire Fighter of the Year. Each organization's winners are then automatically eligible to compete for their respective DoD-level Fire Fighter of the Year award.

**NOTE:** The Defense Logistics Agency {all civilian employees} will not compete for the Military Fire Fighter of the Year award.

7.3.3. Nomination Criteria. Nominees are selected from the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, or Coast Guard military or civilian Fire Fighter of the Year. Nominate personnel for their significant achievements or contributions in the following areas:

- Accomplishments
- Job performance
- Technical competence
- Leadership ability
- Initiative
- Resourcefulness

#### **7.4. The DoD Military and Civilian Fire Officer of the Year Awards (Individual Awards):**

7.4.1. Purpose and Description of Awards. These annual awards recognize individual superior job performance and outstanding contributions to the fire service.

7.4.2. Eligibility for Awards. Any member of the fire department (including ships and Major Command Fire Protection Specialists) DoD certified from the Fire Officer II through the Fire Officer IV levels, including training officers, fire prevention, and public education employees is eligible to compete for this award. Annually the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, and the Coast Guard will select a military and a civilian Fire Officer of the Year award winner. Each organization's winners are then automatically eligible to compete for their respective DoD-level Fire Officer of the Year award. **NOTE:** The Defense Logistics Agency {all civilian employees} will not compete for the Military Fire Officer of the Year award.

7.4.3. Nomination Criteria. Nominees are selected from the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, or Coast Guard military or civilian Fire Fighters of the Year. Nominate personnel for their significant achievements or contributions in the following areas:

- Accomplishments
- Job performance
- Technical competence
- Leadership ability
- Initiative
- Resourcefulness

#### **7.5. The DoD Fire Fighter of the Year Heroism Award (Individual or Team Award):**

7.5.1. Purpose and Description of Award. This annual award recognizes individual acts of heroism above and beyond the call of duty.

7.5.2. Eligibility for Award. Any member of the fire department, from fire fighter to fire chief, including fire prevention and public education employees is eligible to compete for this award. Annually, the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency and the Coast Guard may select a Fire Fighter of the Year Heroism award winner. Each organization's winner is then automatically eligible to compete for their respective DoD level Fire Fighter of the Year Heroism award.

7.5.3. Nomination Criteria. Nominees are selected from the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency, or Coast Guard Military or Civilian Fire Fighter of the Year Heroism award winners. Nominate personnel for their achievements based on the following:

The act of heroism

Risk to the rescuer

Approach, method, or technique

Outcome

Other (anything not covered under the other four headings)

**NOTE:** More than one individual may be nominated for the Heroism Award if a group of individuals were involved in the act of heroism.

#### **7.6. Nomination Procedures:**

7.6.1. Each organization in paragraphs 7.2. through 7.5. may submit one nomination package for each award category. The award categories are: Fire Department of the Year, Military Fire Fighter of the Year, Civilian Fire Fighter of the Year, Military Fire Officer of the Year, Civilian Fire Officer of the Year, and the DoD Fire Fighter Heroism Award.

7.6.2. A cover letter must be submitted with each award nomination. The cover letter must include the award category, and the nominating organizations name and complete mailing address. The unit commander must sign the cover letter.

7.6.3. Provide seven copies of the nomination package to arrive no later than 1 June of calendar year to the Assistant Deputy Under Secretary of Defense for Environmental Security Force Protection (ADUSD (ES) FP), 3400 Defense Pentagon, Pentagon, Washington, DC, 20301-3400.

#### **7.7. Format and Inclusive Dates:**

7.7.1. Award nominations may not exceed one typewritten page (8-1/2" x 11"), using minimum 10-point New Times Roman font and one-inch margins on plain bond paper. Nomination packages not satisfying these requirements will be rejected.

7.7.2. Inclusive dates for all DoD Fire Fighter Awards are 1 Jan through 31 Dec of the previous year.

7.7.3. Use bullet statements to show nominee accomplishments and specific results. Place these statements under the appropriate headings in the same sequence described under the criteria requirements for each award.

#### **7.8. Selection Process:**

7.8.1. ADUSD (ES) FP will forward eligible nominations to the Executive Director of the International Association of Fire Chiefs. The Executive Director appoints five fire service professionals to serve as the Selection Committee. A representative from the United States Fire Administration may also serve on the Committee.

7.8.2. Each committee member will independently score each nomination package and forward results to ADUSD (ES) FP, 3400 Defense Pentagon, Pentagon, Washington, DC, 20301-3400, by 3 July of calendar year.

7.8.3. The ADUSD (ES) FP will review the results and the winners will be announced during the annual DoD Fire and Emergency Services Conference.

**7.9. Award Presentations.** The DoD Fire Department of the Year, Military and Civilian Fire Fighter of the Year, Military and Civilian Fire Officer of the Year, and the Fire Fighter of the Year Heroism awards are presented at the annual DoD Fire and Emergency Services Conference held together with the annual International Association of Fire Chiefs Conference.

## Chapter 8

### READINESS CHALLENGE AWARDS

#### 8.1. The Brigadier General William T. Meredith Award:

8.1.1. Purpose and Description of Award. This award honors Brigadier General William T. Meredith, who chartered and implemented the Prime BEEF concept for the Air Force engineering community. It recognizes the winner of the overall Readiness Challenge competition.

8.1.2. Eligibility for Award. All Engineer and Services organizations with a Prime BEEF or Prime Readiness in Base Services (RIBS) capability are eligible and encouraged to compete for this award.

8.1.3. Nomination Procedures and Criteria. The Civil Engineer establishes dates for Readiness Challenge. After dates have been announced, each command identifies wings or groups within their command that are eligible to participate in Readiness Challenge. The Civil Engineer uses this information to randomly select the team that will represent each command. After the random selection is made, HQ USAF announces the competing teams by message.

8.1.4. Selection and Presentation. The command that earns the highest cumulative civil engineer and services scores while participating in the Force Beddown and Base Recovery After Attack events wins the award. In the event of a tie, the team with the most first-place finishes wins. If teams are still deadlocked, the team with the most second-place finishes wins. This process continues until one team wins. The Civil Engineer or a designated representative presents trophies at the Readiness Challenge Awards Banquet held at the conclusion of the competition. The winning team permanently retains its competition trophy.

#### 8.2. The Major General George E. Ellis Award:

8.2.1. Purpose and Description of Award. This award honors Major General George E. Ellis, former Air Force Director of Engineering and Services from 1986 to 1989, and recognizes the most outstanding individual participant demonstrating professionalism, leadership, and teamwork in the Readiness Challenge competition.

8.2.2. Eligibility for Award. Any team member who participates in Readiness Challenge competition is eligible.

8.2.3. Follow these procedures for judging individual competitors:

8.2.3.1. Det 1, 823 RED HORSE (Rapid Engineer Deployable, Heavy Operational Repair Squadron, Engineer) provides the head judge for the competition.

8.2.3.2. Each participating team receives nomination ballots during in-processing.

8.2.3.3. Before the last day of competition, each team Officer in Charge (OIC) canvasses the team members and nominates the most deserving individual from their team for this award.

8.2.3.4. All team OICs personally submit their sealed nominations to the head judge.

8.2.4. Team OICs nominate their team's competitor who best fostered the spirit and principles of these categories:

8.2.4.1. Professionalism (dedication; military bearing; moral standards).

8.2.4.2. Leadership (integrity; loyalty; commitment).

8.2.4.3. Teamwork (fair and honest rivalry; camaraderie; honorable acceptance of results).

8.2.5. Selection and Presentation. Each full team will have one winner. The Civil Engineer or a designated representative announces the winner and awards the trophy at the Readiness Challenge Awards Banquet held at the conclusion of the competition.

8.2.5.1. HQ AFCESA/CEX has the trophy engraved after each competition to reflect the rank, name, squadron, installation, and command of the winning individual.

8.2.5.2. HQ AFCESA keeps this trophy on permanent display.

8.2.5.3. The Civil Engineer presents the winning competitor with an appropriate award at the Readiness Challenge Awards Banquet.

### **8.3. The Chief Master Sergeant Arthur J. Hanrahan Prime Base Engineer Emergency Force (BEEF) Award:**

8.3.1. Purpose and Description of Award. This award honors Chief Master Sergeant Arthur J. Hanrahan, who helped organize the first Triple R Olympics in Europe in the early 1980s, the earliest forerunner of today's Readiness Challenge competition. It recognizes the team earning the highest cumulative score in Readiness Challenge Prime BEEF events.

8.3.2. Eligibility for Award. Any Prime BEEF team that participates in Readiness Challenge competition is eligible.

8.3.3. Selection and Presentation:

8.3.3.1. The team earning the highest cumulative score while participating in Readiness Challenge Prime BEEF events wins the award. The same tiebreaking procedures as for the Meredith Award are used (paragraph 8.1.4.).

8.3.3.2. The winning team receives an inscribed plaque with the Readiness Challenge emblem.

8.3.3.3. The Civil Engineer or a designated representative presents the award at the Readiness Challenge Awards Banquet held at the conclusion of the competition.

### **8.4. The Major General James E. McCarthy Readiness Award:**

8.4.1. Purpose and Description of Award. This award honors Major General James E. McCarthy, formerly The Civil Engineer, USAF, from 1992 to 1995, who promoted the Fog-of-War event to test leadership and teamwork, and the following principles: "Focus on the Mission," and "Readiness is Job One." It recognizes the winner of the Readiness Challenge Fog-of-War event.

8.4.2. Eligibility for Award. All teams competing in Readiness Challenge are eligible for this award.

8.4.3. The Fog-of-War event is a full team event that tasks all represented war skills. This event evaluates the team's ability to act as a cohesive unit in accomplishing a typical contingency mission. The scoring of the event is focused solely on mission accomplishment.

8.4.4. Selection and Presentation. The team earning the highest point total in the Fog-of-War event wins the award. The Civil Engineer or a designated representative presents the award at the Readiness Challenge Awards Ceremony held at the conclusion of the competition.

## Chapter 9

### THE SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) AWARDS

**9.1. Description of Awards.** These awards are sponsored by SAME and jointly presented by SAME and The Civil Engineer. Consult the *Fact Book of the Society of American Military Engineers*, June 1995, for other SAME awards that do not correspond to Air Force awards.

9.1.1. The SAME Curtin Award. The SAME Curtin Award is a plaque named for former Air Force Director of Civil Engineering from 1963 to 1968, Major General Robert H. Curtin. The annual winners of the Air Force Outstanding Civil Engineer Unit award in the two installation size categories (large and small) receive this award.

9.1.2. The SAME Newman Medal. The Newman Medal is named in memory of Major General James B. Newman, Jr., past president of SAME and former Director of Installations, USAF, from 1949 to 1950. It recognizes the year's most outstanding officer or civilian contribution to military engineering through achievement in design, construction, administration, research, or development. Please ensure AF Form 1206 reflect the above headings. Any member of the Civil Engineer Air Staff (HQ USAF/ILE), MAJCOMs, FOAs, bases, or other Air Force civil engineer units (Regular, Reserve, or Air National Guard) is eligible to compete. Reserve and Air National Guard nominations are to be forwarded to their respective headquarters. The nominee may be military or civilian, on active duty or retired.

9.1.3. The SAME Goddard Medal. The Goddard Medal is named for Major General Guy H. Goddard, past president of SAME and former Director of Civil Engineering, USAF, from 1968 to 1972. Three medals are awarded annually to enlisted members of the Air Force to recognize outstanding contributions to military engineering, to include military troop construction, base maintenance, and contingency engineering. Please ensure AF Form 1206 reflects the above headings. One medal is awarded to an active duty member, one to a Reserve member, and one to a Guard member.

**9.2. Nomination Procedures and Criteria.** Submit nominations according to [Attachment 2](#).

#### **9.3. Selection and Presentation:**

9.3.1. Award winners are selected according to paragraph [1.3](#).

9.3.2. SAME and The Civil Engineer present the awards jointly according to paragraph [1.4](#). SAME presents the Newman Medal a second time in conjunction with the National SAME Conference.

## Chapter 10

### OUTSIDE AGENCY AWARDS

#### **10.1. The National Society of Professional Engineers (NSPE) Federal Engineer of the Year Awards:**

10.1.1. Purpose and Description. These annual awards recognize the accomplishments of Federal Government engineers (military and civilian).

10.1.2. Eligibility for Awards. Nominees must be currently engaged in the practice of engineering as an employee of the Federal Government. They may work in managerial, technical, educational, or research and development positions provided they qualify as engineers by education (accredited engineering degree) or by state engineering license (Professional Engineer [P.E.] or Engineering Intern).

10.1.3. Nomination Procedures and Criteria:

10.1.3.1. Shortly after receiving award instructions from NSPE, The Civil Engineer sends a call letter providing submission guidance to each MAJCOM commander (MAJCOM/CC). The Civil Engineer also sends a separate call letter to the Engineer Air Staff and FOAs.

10.1.3.2. The Civil Engineer, along with each MAJCOM and FOA, may nominate one military and one civilian engineer. Submit all nominations to The Civil Engineer.

10.1.4. Selection and Presentation:

10.1.4.1. Selection. An Air Force board made up of Senior Executive Service members reviews the nominations and selects one military and one civilian as the Air Force winners. These two Air Force winners then compete with other Federal agency winners for the title of Federal Engineer of the Year. A board convened by NSPE makes the final selection.

10.1.4.2. Presentation. Each Federal agency's nominee receives a plaque at an awards ceremony during National Engineers Week. The top 10 finalists will receive special recognition, and the Federal Engineer of the Year receives a gold medallion.

#### **10.2. The General Edwin W. Rawlings Awards for Environmental Excellence:**

10.2.1. Purpose and Description of Awards. These annual awards recognize outstanding contributions to pollution prevention, recycling, environmental compliance, and the protection of natural and cultural resources by Air Force officer, enlisted, and civilian personnel who spend less than half their assigned duty time directly involved in environmental disciplines. The awards are offered annually in two categories: officer and civilian equivalent (GS-9 and above) and enlisted and civilian equivalent (GS-8 and below).

10.2.2. Eligibility for Awards. All Air Force officer, enlisted, and civilian personnel whose assigned duties are less than 50 percent involved in environmental disciplines are eligible. Personnel whose assigned duties are 50 percent or more directly environmental (for example, individuals who work in the bioenvironmental or base environmental offices) are not eligible.

10.2.3. Nomination Procedures and Criteria:

10.2.3.1. Inclusive dates are 1 January through 31 December of previous year.

10.2.3.2. Each wing may send one nomination in each category to the MAJCOM. Each MAJCOM may submit one nomination in each category signed by the MAJCOM/CE to HQ AFCEE/EC by 15 March.

10.2.3.3. Submit nominations according to paragraph 1.2. and Attachment 2.

10.2.3.4. Nominate individuals for their outstanding initiatives and achievements in the following subject headings:

10.2.3.4.1. Pollution prevention (preventing pollution at the source, including practices that reduce or eliminate pollutants through a more efficient use of materials, energy, or other resources).

10.2.3.4.2. Recycling (recycling materials to minimize waste).

10.2.3.4.3. Environmental compliance (developing or implementing innovative policies, programs, procedures, training, and management to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements; identifying and addressing the threats posed by contaminants from present Air Force operations in a timely and cost-effective manner).

10.2.3.4.4. Protection of natural and cultural resources (protecting and enhancing the Air Force's natural and cultural resources, including but not limited to forests, wetlands, endangered species' habitats, and Air Force heritage).

10.2.3.5. Nominations must be substantiated with supporting facts and figures.

10.2.3.6. Nominations must include a statement verifying that the nominee's assigned duties are less than 50 percent directly involved in environmental disciplines.

10.2.4. Selection and Presentation:

10.2.4.1. HQ AFCEE reviews all nomination packages for completeness and quality before submitting the top three nominations to AF/ILE for submission to the Air Force Association.

10.2.4.2. The winners receive awards in September during the Air Force Association's annual convention in Washington DC.

### 10.3. The Balchen/Post Award:

10.3.1. Purpose and Description of Award. This annual award, established and administered by the Northeast Chapter of the American Association of Airport Executives (AAAE), honors Colonel Bernt Balchen and Mr. Wilfred M. "Wiley" Post. The purpose is twofold: to promote better snow and ice control, and to recognize outstanding performance by military snow and ice control (S&IC) personnel during the previous winter.

10.3.2. Eligibility for Award. Each installation having S&IC responsibilities is eligible and encouraged to compete.

10.3.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. MAJCOMs may submit one nomination for Air Force-wide competition and should provide feedback to those units whose submissions are not forwarded to encourage their improvement.

10.3.3.1. HQ AFCEA evaluates and HQ USAF/ILE approves the award based upon the following criteria:

10.3.3.1.1. Snow Removal and Ice Control Achievements (25 percent). Each of the following items must be addressed for scoring purposes: highlights of specific snow and ice storms; airfield and street operations; environmental awareness through minimizing use of harmful de-icing chemicals, use of safe alternatives, use of Runway Ice Detection Systems (RIDS), if installed, and Mobile Temperature Sensors.

10.3.3.1.2. Performance (25 percent). Each of the following items must be addressed for scoring purposes: the number of times and the total hours a runway was closed; the number of missions canceled and the number of missions delayed because of snow or ice; the number of snowfalls exceeding one inch; the number of ice control operations on the runway; and the type and quantity of each ice control agent the installation used.

10.3.3.1.3. Weather (20 percent). Each of the following items must be addressed for scoring purposes: total snowfall and maximum 24-hour snowfall for the previous winter. The board furnishes and reviews the wind and temperature data.

10.3.3.1.4. Miscellaneous (20 percent). Each of the following items must be addressed for scoring purposes: square yards of pavement in aircraft movement area (non-flying units provide square yards of pavement in Priority I areas as noted in S&IC Plan); date of S&IC Plan; reportable accidents and injuries experienced by the snow team during S&IC operations; percentage of primary S&IC Committee (S&ICC) members present at each meeting.

10.3.3.1.5. Attach the S&ICC Meeting Minutes (10 percent). Ensure that both the pre- and post-minutes for the current year are included with the submittal.

10.3.3.2. Nominations will be submitted in accordance with [Attachment 2, Table A2.1.](#), and are due by November for the previous winter. The award is titled for the year of presentation.

10.3.3.3. The Civil Engineer selects the award winner and a runner-up according to paragraph [1.3](#). The Northeast Chapter of AAEE presents the Balchen/Post Award and honorable mention award at the International Aviation Snow Symposium (IASS) during the last week of April in Buffalo, New York. The Civil Engineer notifies the winning and runner-up MAJCOM by message in sufficient time to allow its representatives to attend the IASS.

#### **10.4. The American Planning Association (APA)/Federal Planning Division (FPD) Award:**

10.4.1. Purpose and Description. These annual awards are established and administered by the American Planning Association (APA)/Federal Planning Division (FPD). They recognize excellence in Federal community planning (military and civilian). The six categories are: Outstanding Federal Planning Program; Planning Project; Area Development Plan; Environmental Planning Excellence; Sustainable Planning, Design or Development Initiative; and Collaborative Planning Project or Program.

10.4.2. Eligibility for Awards. Nominations must pertain to achievements in executing Federal community planning programs or illustrate outstanding planning efforts at Federal installations or properties and should demonstrate new and innovative planning techniques that have enhanced the effectiveness of that installation. Planning programs may include agency, command, or facility level initiatives. Federal Planning projects of any size or magnitude are eligible. Awards are open to all federal agencies, and are not limited to Air Force.

10.4.3. Nomination Procedures and Criteria:

10.4.3.1. The Civil Engineer sends a call letter providing nomination guidance to all MAJCOM commanders, FOAs and DRUs, shortly after receiving award instructions from the APA/FPD (annually in the Fall). Award categories for the award period and nomination criteria will be provided in the call letter.

10.4.4. Selection and Presentation:

10.4.4.1. Selection. An independent panel of jurors, selected by the APA, FPD will select the winners. AFP/FPD will notify AF/ILE in reference to the winners. AF/ILE will notify the Air Force winner(s) on/about March.

10.4.4.2. Presentation. The APA/FPD will present the awards at the annual APA/FDP conference that is held together with and immediately preceding the APA's National Planning Conference on/about April.

SUSAN A. O'NEAL.  
Assistant DCS/Installations & Logistics

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

DoDI 6055.6, *DoD Fire and Emergency Services Program*, 15 December 1994

DoDI 1400.25-M, Awards, Dec 96

AFI 36-2805, *Special Trophies and Awards*

*Fact Book of the Society of American Military Engineers*, Society of American Military Engineers, June 1995 (Prince Street, Bldg 607, Alexandria, VA 22314 [Tel: 1-800-336-3097])

***Abbreviations and Acronyms***

**AAAE**—American Association of Airport Executives

**ABO**—Air Base Operability

**AFCEE**—Air Force Center for Environmental Excellence

**AFCESA**—Air Force Civil Engineer Support Agency

**AFPD**—Air Force Policy Directive

**AFSC**—Air Force Specialty Code

**AFTO**—Air Force Training Order

**ANG**—Air National Guard

**APA**—American Planning Association

**BAQ**—Basic Allowance for Quarters

**BEEF**—Base Engineer Emergency Force

**CE**—Civil Engineer

**CFEE**—Conference of Federal Environmental Engineers

**COM**—Change of Occupancy Maintenance

**CONUS**—Continental United States

**DCS**—Deputy Chief of Staff

**DoD**—Department of Defense

**DP**—Disaster Preparedness

**DRU**—Direct Reporting Unit

**ECAMP**—Environmental Compliance Assessment and Management Program

**EOD**—Explosive Ordnance Disposal

**EPA**—Environmental Protection Agency

**FPD**—Federal Planning Division  
**FH**—Family Housing  
**FMO**—Furnishings Management Office  
**FOA**—Field Operating Agency  
**GS**—General Schedule  
**IASS**—International Aviation Snow Symposium  
**ILE**—Air Force Civil Engineer  
**IMA**—Individual Mobilization Augmentee  
**JCS**—Joint Chiefs of Staff  
**MAJCOM**—Major Command  
**MCP**—Military Construction Program  
**NATO**—North Atlantic Treaty Organization  
**NEPA**—National Environmental Policy Act  
**NSPE**—National Society of Professional Engineers  
**OIC**—Officer in Charge  
**OSD**—Office of the Secretary of Defense  
**OSHA**—Occupational Safety and Health Administration  
**PCM**—Project Contract Management  
**PDC**—Programming, Design, and Construction  
**P.E.**—Professional Engineer  
**RED HORSE**—Rapid Engineer Deployable, Heavy Operational Repair Squadron, Engineer  
**RIBS**—Readiness in Base Services  
**RIDS**—Runway Ice Detection System  
**RPMA**—Real Property Maintenance Activity  
**S&IC**—Snow and Ice Control  
**S&ICC**—Snow and Ice Control Committee  
**SABER**—Simplified Acquisition of Base Engineering Resources  
**SAF**—Secretary of the Air Force  
**SAME**—Society of American Military Engineers  
**SECDEF**—Secretary of Defense  
**UH**—Unaccompanied Housing  
**USAF**—United States Air Force

**USAFR**—United States Air Force Reserve

**WG**—Wage Grade

**WS**—Wage Supervisor

## Attachment 2

## CIVIL ENGINEER AWARDS SUMMARY

Table A2.1. Civil Engineer Awards Summary.

Title	Paragraph Reference	Remarks
Air Force Outstanding Civil Engineer Unit Awards - Large Category (550 or more members) - Small Category (less than 550 members) - ARC Category (all ANG and AFRC units)	2.1.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Brigadier General Michael A. McAuliffe Award (Outstanding Civil Engineer Housing Flight of the Year)	2.2.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Major General Robert C. Thompson Award (Outstanding Civil Engineer Resources Flight of the Year)	2.3.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Brigadier General Archie S. Mayes Award (Outstanding Civil Engineer Engineering Flight of the Year)	2.4.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Major General Clifton D. Wright Award (Outstanding Civil Engineer Operations Flight of the Year)	2.5.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Chief Master Sergeant Ralph E. Sanborn Award (Outstanding Civil Engineer Fire Protection Flight of the Year)	2.6.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, 10, and 12
Senior Master Sergeant Gerald J. Stryzak Award (Outstanding Civil Engineer Explosive Ordnance Disposal Flight of the Year)	2.7.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10

Title	Paragraph Reference	Remarks
Colonel Frederick J. Riemer Award  (Outstanding Civil Engineer Readiness Flight of the Year)  - Active duty  - ARC	2.8.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Air Force Outstanding Civil Engineer Environmental Flight Award	2.9.	Comply with paragraph 1.2. and notes 1, 3, 5, 7b, 9, 10, and 19
Harry P. Rietman Award	3.1.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Major General Eugene A. Lupia Awards:  - Military Manager (2Lt through Capt)  - Military Technician (AB through TSgt)	3.2.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Outstanding Civil Engineer Manager of the Year Awards:  - Civilian Manager (GS-9 through GS-12 or WS-9 through WS-12)  - Civilian Supervisor (GS-6 through GS-9 or Wage Grade supervisor WS-8 and below; <b>supervisors only</b> )  - Civilian Technician (GS-8 or WG-11 and below; <b>technicians/non-supervisors only</b> )  - Senior Military Manager (Major through Colonel)  - ARC Officer Manager (2Lt through Col)  - ARC SNCO Manager (MSgt through CMSgt)  - ARC NCO Manager (AB through TSgt)	3.3.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Major General Joseph A. Ahearn Enlisted Leadership Award (CMSgt)	3.4.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10

Title	Paragraph Reference	Remarks
Major General William D. Gilbert Awards (Outstanding Staff Action Officers)  - Officer Category  - Enlisted Category  - Civilian Category	3.5.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Major General Augustus M. Minton Award	3.6.	Comply with paragraph 3.6. and notes 1, 3, 5, 7a, 8, 9, and 10
Air Force Outstanding Individual Community Planner	3.7.	Comply with paragraph 1.2. and notes 1, 3, 5, 7b, 9, 10, and 19
Chief Master Sergeant Larry R. Daniels Award  (MSgt through SMSgt)	3.8.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
Air Force Design Excellence Awards  - Military  - Civilian	4.1.	Comply with paragraph 1.2. and notes 1, 5, 7c, 8, 13, and 22
Air Force Design Awards	4.2.	Comply with paragraph 1.2. and notes 1, 3, 5, 7c, 8, and 13
Air Force Civilian Project Manager of the Year Awards (Outstanding Army or Navy Military Construction Program project managers)	4.3.	Comply with paragraph 1.2. and notes 1, 3, 5, 7c, 8, and 13
Air Force District, Division, or Host Nation Agent of the Year Awards (Outstanding Army, Navy, or Host Nation Military Construction Program District, Division, or Agency offices)	4.4.	Comply with paragraph 1.2. and notes 1, 3, 5, 7c, 8, and 13
General Thomas D. White Environmental Quality Awards  - Industrial  - Non-Industrial  - Reserve Component including ANG	5.4.	Comply with paragraph 1.2. and notes 2, 5, 7b, 14, and 19  Submit even years only  Submit odd years only  Submit annually (includes note 1)

Title	Paragraph Reference	Remarks
General Thomas D. White Environmental Quality Award (Overseas)	5.5.	Comply with paragraph 1.2. and notes 2, 5, 7b, 14, and 19  Submit on even years only
General Thomas D. White Restoration Award (All Installations)	5.6.	Comply with paragraph 1.2. and notes 1, 2, 5, 7b, 14, and 19  Submit annually
General Thomas D. White Pollution Prevention Awards  - Industrial  - Non-Industrial	5.7.	Comply with paragraph 1.2. and notes 2, 5, 7b, 14, and 19  Submit Industrial on odd years and Non-Industrial on even years
General Thomas D. White Natural Resources Conservation Awards  - Small Base  - Large Base	5.8.	Comply with paragraph 1.2. and notes 5, 6, 7b, 14, and 19  Submit Small Base on odd years and Large Base on even years
General Thomas D. White Cultural Resources Management Award (All Installations)	5.9.	Comply with paragraph 1.2. and notes 1, 5, 6, 7b, 14, and 19  Submit annually
General Thomas D. White Environmental Quality Award for Individual/Team Excellence	5.10.	Comply with paragraph 1.2. and notes 2, 5, 7b, 14, and 19  Submit on odd years only
General Thomas D. White Restoration Award for Individual/Team Excellence	5.11.	Comply with paragraph 1.2. and notes 2, 5, 7b, 14, and 19 Submit on odd years only
General Thomas D. White Pollution Prevention Acquisition Team Award	5.12.	Comply with paragraph 1.2. and notes 2, 5, 7b, 14, and 19  Submit on odd years only
General Thomas D. White Pollution Prevention Award for Individual/Team Excellence	5.13.	Comply with paragraph 1.2. and notes 2, 5, 7b, 14, and 19  Submit on even years only

Title	Paragraph Reference	Remarks
General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence	5.14.	Comply with paragraph 1.2. and notes 5, 6, 7b, 14, and 19  Submit on odd years only
General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence	5.15.	Comply with paragraph 1.2. and notes 5, 6, 7b, 14, and 19  Submit on even years only
General Thomas D. White National Environmental Policy Act Award for Team Excellence	5.16.	Comply with paragraph 1.2. and notes 5, 6, 7b, 14, and 19  Submit on even years only

Title	Paragraph Reference	Remarks
<p>Secretary of Defense Environmental Awards</p> <p>Natural Resources Conservation</p> <ul style="list-style-type: none"> <li>- Large Installation</li> <li>- Small Installation</li> <li>- Individual/Team</li> </ul> <p>Cultural Resources Management</p> <ul style="list-style-type: none"> <li>- Installation</li> <li>- Individual/Team</li> </ul> <p>Environmental Quality</p> <ul style="list-style-type: none"> <li>- Industrial Installation <ul style="list-style-type: none"> <li>- Non-industrial Installation</li> </ul> </li> <li>- Overseas</li> <li>- Individual/Team</li> </ul> <p>Pollution Prevention</p> <ul style="list-style-type: none"> <li>- Industrial Installation</li> <li>- Non-Industrial Installation</li> <li>- Individual/Team</li> </ul> <p>Environmental Restoration</p> <ul style="list-style-type: none"> <li>- Installation</li> <li>- Individual/Team</li> </ul> <p>Environmental Excellence in Weapon System Acquisition</p> <ul style="list-style-type: none"> <li>- Team</li> </ul>	<p><b>Chapter 6</b></p>	<p>The Secretary of the Air Force nominates the winners of the General Thomas D. White environmental awards for the comparable Secretary of Defense awards</p>

Title	Paragraph Reference	Remarks
DoD Fire Department Award (Team Award)	7.2.	Comply with notes 5, 7a, 12, and 18. Winner of the Sanborn Award, paragraph 2.6., competes for this award.
DoD Military and Civilian Fire Fighter of the Year Awards (Individual Awards)	7.3.	Comply with notes 5, 7a, 12, and 18
DoD Military and Civilian Fire Officer of the Year Awards(Individual Awards)	7.4.	Comply with notes 5, 7a, 12, and 18
DoD Firefighter for Heroism Award (Individual or Team Award)	7.5.	Comply with notes 5, 7a, 12, and 18
Brigadier General William T. Meredith Award	8.1.	Recognizes team declared overall winner of the Readiness Challenge competition
Major General George E. Ellis Award	8.2.	Recognizes one outstanding participant from each full team demonstrating professionalism, leadership, and teamwork in the Readiness Challenge competition
Chief Master Sergeant Arthur J. Hanrahan Prime BEEF Award	8.3.	Presented to the team with the highest cumulative score obtained while participating in Readiness Challenge Prime BEEF events
Major General James E. McCarthy Readiness Award	8.4.	Presented to the team with the highest point total in the Fog-of-War event
Society of American Military Engineers (SAME) Curtin Awards  - Large Installation (more than 550 members)  - Small Installation (less than 550 members)	9.1.1.	Presented to the winners of the Air Force Outstanding Engineer Unit Awards - Large and Small Installation Categories
SAME Newman Medal	9.1.2.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10

Title	Paragraph Reference	Remarks
SAME Goddard Medal  - Active Duty Enlisted Member  - Reserve Enlisted Member  - Guard Enlisted Member	9.1.3.	Comply with paragraph 1.2. and notes 1, 3, 5, 7a, 8, 9, and 10
National Society of Professional Engineers (NSPE) Federal Engineer of the Year Award  - Military  - Civilian	10.1.	Recognizes the accomplishments of engineers who serve the Federal Government
General Edwin W. Rawlings Awards for Environmental Excellence  - Officer or Civilian Equivalent (GS-9 and above)  - Enlisted or Civilian Equivalent (GS-8 and below)	10.2.	Comply with paragraph 1.2. and notes 1, 4, 5, 7b, 16, and 20
Balchen/Post Award (recognizes outstanding performance by military snow and ice control personnel)	10.3.	Comply with paragraph 1.2. and notes 1, 5, 7a, 8, 17, and 21
The American Planning Association (APA)/ Federal Planning Division (FPD) Award	10.4.	Offered annually by the American Planning Association/Federal Planning Division (APA/FPD) who selects the winner and presents the awards (AF/ILE nominates an Air Force project/plan, program)

**NOTES:**

1. The previous year's first place winner is not eligible to compete during the current competition.
2. Inclusive dates are 1 October through 30 September of the previous and current fiscal year
3. Inclusive dates are 1 October through 30 September of the previous fiscal year (i.e. nomination due in Oct 2002 should have inclusive dates of 1 October 2001 through 30 September 2002).
4. Inclusive dates are 1 January through 31 December of the previous year.
5. Submit nomination packages in FormFlow package format (.fpk) via electronic mail or floppy diskette as well as one hard copy.

6. Inclusive dates are 1 October through 30 September during the previous three fiscal years inclusive of the current fiscal year.
7. Submit nomination packages to:
  - a. HQ AFCESA/DP, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319.
  - b. HQ AFCEE/EC, 3300 Sidney Brooks, Brooks City-Base TX 78235-5112.
  - c. HQ AFCEE/DC, 2735 Louis Bauer Drive, Brook City-Base TX 78235-5133.
8. Nomination packages are due to addressee during the month of November. You will be advised via call message on the exact date.
9. See paragraph [1.3](#). for selection procedures.
10. See paragraph [1.4](#). for presentation procedures.
11. Civilian awards include other pay series grades commensurate with the level of responsibility of a particular award.
12. Submit on plain bond paper using the headings listed in paragraph [2.6](#). and [Chapter 7](#).
13. See paragraph [4.1](#). for selection and presentation procedures.
14. See paragraph [5.3](#). for selection and presentation procedures.
15. See [Chapter 7](#) for selection and presentation procedures.
16. See paragraph [10.3](#). for selection and presentation procedures.
17. See paragraph [10.4](#). for selection and presentation procedures.
18. Inclusive dates are 1 Jan through 31 Dec of the previous year and are due to addressee by 1 June.
19. Nomination packages are due to addressee in October. Units should refer to annual call letter for exact suspense date.
20. Nomination packages are due to addressee during the month of March. You will be advised via call message on the exact date.
21. Inclusive dates are 1 September through 31 August of the previous calendar year.
22. Inclusive dates are periods covering 10 years.