

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 36-2818

**PACIFIC AIR FORCES COMMAND
Supplement 1**

9 JANUARY 1998

Personnel

THE USAF LOGISTICS AWARDS PROGRAM

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(Capt Jack E. King)
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(Col Rodney L. Boatright)
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This supplement implements AFPD 36-28, *Awards and Decorations Programs*. It provides guidance and procedures for all of the Air Force logistics community's awards, ceremonies, and honors. This supplement does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

SUMMARY OF REVISIONS

This revision realigns guidance to match AFI 36-2818. It incorporates procedures for logistics awards formerly published in PACAF supplements and specifically outlines procedures for the PACAF Logistics Professional of the Year Awards. New or revised material is indicated by a (|).

AFI 36-2818, 1 July 1996, is supplemented as follows:

Table 4.1. Logistics Management Awards is supplemented as follows:

Column "Period of Award and When to Submit." Nominations for Thomas P. Gerrity and Dudley C. Sharp awards are due to HQ PACAF/LGX by 15 February each year. Nominations will be accompanied by a 3.5" disk(s), formatted in Microsoft Word 7.0 (WIN95).

5.4. (Added) Individual Maintenance Awards .Three additional award categories are established to recognize outstanding individuals where a comparable Air Force award category does not exist. These awards use the same basic guidelines and administrative rules as the Marquez Awards. One individual may be submitted per wing, per category. Individuals submitted for these awards may not be subsequently nominated for the Marquez Awards. The categories are the PACAF Outstanding Maintenance Performer, the PACAF Outstanding Maintenance Support Systems Performer, and the PACAF Outstanding Weapons Load Crew. Administratively, the AF Form 1206 will be used for all individual maintenance awards. Do not use AF Form 1206 for the MEA and Daedalian Trophy nomination packages. All award submissions will be accompanied by a 3.5" disk(s) containing the text of the nomination packages.

Table 5.1. Annual Unit Air Force Maintenance Awards is supplemented as follows:

**Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy
(Daedalian Trophy)**

Column “When to Submit.” Send nominations by 1 November to:

HQ PACAF/LGM

25 E Street, Suite I-326

Hickam AFB, HI 96853

Column “Selection Process.” A HQ PACAF/LGM evaluation board reviews all nomination packages and chooses one winner. HQ PACAF/LG reviews the board selection and approves the winner. The PACAF winner is submitted to HQ USAF/ILM for the Air Force competition.

Column “Notification.” HQ PACAF/LG announces the winner to all PACAF wings by message.

Column “Presentation and Display.” HQ PACAF/LG sends a plaque and certificate to the NAF Commander of the winning unit for appropriate presentation.

The Maintenance Effectiveness Awards (MEAs) are supplemented as follows:

Column “When to Submit.” Send nominations by 15 October to:

HQ PACAF/LGM

25 E Street, Suite I-326

Hickam AFB, HI 96853

Column “Selection Process.” A HQ PACAF/LGM evaluation board reviews all nomination packages and chooses one winner in each category. HQ PACAF/LG reviews the board selection and approves the winner in each category. The PACAF winners are submitted to HQ USAF/ILM for the Air Force competition.

Column “Notification.” HQ PACAF/LG announces the winner to all PACAF wings by message.

Column “Presentation and Display.” HQ PACAF/LG sends a plaque and letter of congratulations to the appropriate NAF Commander for presentation to the PACAF competition winner.

Table 5.4. Annual Individual Air Force Maintenance Awards:

The General Lew Allen, Jr. Trophy (The Lew Allen Awards):

Column “When to Submit.” Send nominations by 1 July to:

HQ PACAF/LGM

25 E Street, Suite I-326

Hickam AFB, HI 96853

Column “Selection Process.” A HQ PACAF/LGM evaluation board reviews all nomination packages and chooses winners in each category. HQ PACAF/LG reviews the board selection and approves the winner in each category. The PACAF winners are submitted to HQ USAF/ILM for the Air Force competition.

Column “Notification.” HQ PACAF/LG announces the winner to all PACAF wings by message.

Column “Presentation and Display.” HQ PACAF/LG sends a plaque and a certificate to the appropriate Wing Commander for presentation to the PACAF competition winners in each category.

The Lieutenant General Leo Marquez Awards (The Marquez Awards):

Column “When to Submit.” Send nominations by 1 January to:

HQ PACAF/LGM

25 E Street, Suite I-326

Hickam AFB, HI 96853

Column “Selection Process.” HQ PACAF/LGM/LGW/SCL will convene separate evaluation boards and reviews all nomination packages. Winners will be chosen in each category. The winners for maintenance categories are submitted to HQ PACAF/LG for approval. The PACAF winners are submitted to HQ USAF/ILM for the Air Force competition.

Column “Notification.” HQ PACAF/LG announces the winner to all PACAF wings by message.

Column “Presentation and Display.” HQ PACAF/LG sends a plaque and a certificate to the winners’ Wing Commander for appropriate presentation.

The Air Force Crew Chief of the Year Award:

Column “When to Submit.” Send nominations by 15 March to:

HQ PACAF/LGM

25 E Street, Suite I-326

Hickam AFB, HI 96853

Column “Selection Process.” A HQ PACAF/LGM evaluation board reviews all nomination packages and chooses one winner. HQ PACAF/LG reviews the board selection and approves the winner. The PACAF winner is submitted to HQ USAF/ILM for the Air Force competition.

Column “Notification.” HQ PACAF/LG announces the winner to all PACAF wings by message.

Column “Presentation and Display.” HQ PACAF/LG sends a plaque and a certificate to the winner’s Wing Commander for appropriate presentation.

The PACAF Outstanding Maintenance Performer. The intent of this award is to recognize outstanding maintenance individuals whose duties and responsibilities involve off-equipment work, such as back-shop, tool crib, etc. Personnel meeting this intent in AFSCs 2PXXX, 2AXXX, 2WXXX, and 2EXXX (AWACS units only) are eligible to compete. Flightline maintenance personnel and direct sortie generation personnel are not eligible to compete for this award.

- PACAF Outstanding Maintenance Performer, Craftsman-Superintendent (MSgt-CMSgt)
- PACAF Outstanding Maintenance Performer, Craftsman (SSgt-TSgt)
- PACAF Outstanding Maintenance Performer, Journeyman-Apprentice (SrA and below)
- PACAF Outstanding Maintenance Performer, Civilian - Manager (GS/GM/WS)
- PACAF Outstanding Maintenance Performer, Civilian - Technician (GS/WG/WL)

Sponsor and Purpose: These awards are sponsored by HQ PACAF/LG and recognize outstanding PACAF maintenance personnel.

Who is Eligible? Military and civil service maintenance personnel.

Period of Award and When to Submit. The period for the award is one calendar year with nominations submitted by 1 January to:

HQ PACAF/LGM
25 E Street, Suite I-326
Hickam AFB, HI 96853

Selection Process. A HQ PACAF/LGM evaluation board reviews all nomination packages and chooses winners in each category. The winners are submitted to HQ PACAF/LG for approval.

Notification. HQ PACAF/LG announces the winner to all PACAF wings by message.

Presentation and Display. HQ PACAF/LG sends a plaque and a certificate to the Wing Commander of the winning unit for appropriate presentation.

The PACAF Outstanding Maintenance Support Systems Performer. Personnel in AFSCs 2RXXX, 2GXXX, 3S2X1, 2SXXX, and Quality Assurance individuals (assigned to flying/maintenance/operational support squadron).

- PACAF Outstanding Maintenance Support Systems Performer, Craftsman-Superintendent (MSgt-CMSgt)
- PACAF Outstanding Maintenance Support Systems Performer, Craftsman (SSgt-TSgt)
- PACAF Outstanding Maintenance Support Systems Performer, Journeyman-Apprentice (SrA and below)
- PACAF Outstanding Maintenance Support Systems Performer, Civilian - Manager (GS/GM/WS)
- PACAF Outstanding Maintenance Support Systems Performer, Civilian - Technician (GS/WG/WL)

Sponsor and Purpose: These awards are sponsored by HQ PACAF/LG and recognize outstanding PACAF maintenance personnel.

Who is Eligible? Military and civil service maintenance personnel.

Period of Award and When to Submit. The period for the award is one calendar year with nominations submitted by 1 January to:

HQ PACAF/LGM
25 E Street, Suite I-326
Hickam AFB, HI 96853

Selection Process. A HQ PACAF/LGM evaluation board reviews all nomination packages and chooses winners in each category. The winners are submitted to HQ PACAF/LG for approval.

Notification. HQ PACAF/LG announces the winner to all PACAF wings by message.

Presentation and Display. HQ PACAF/LG sends a plaque and a certificate to the Wing Commander of the winning unit for appropriate presentation.

The PACAF Outstanding Weapons Load Crew. HQ PACAF/LGW will review nomination packages. All weapons load crews (2W1X1) are eligible.

Sponsor and Purpose: These awards are sponsored by HQ PACAF/LG and recognize outstanding PACAF maintenance personnel.

Who is Eligible? Military and civil service maintenance personnel.

Period of Award and When to Submit. The period for the award is one calendar year with nominations submitted by 1 January to:

HQ PACAF/LGM

25 E Street, Suite I-326

Hickam AFB, HI 96853

Selection Process. A HQ PACAF/LGM evaluation board reviews all nomination packages and chooses winners in each category. The winners are submitted to HQ PACAF/LG for approval.

Notification. HQ PACAF/LG announces the winner to all PACAF wings by message.

Presentation and Display. HQ PACAF/LG sends a plaque and a certificate to the Wing Commander of the winning unit for appropriate presentation.

6.3. (Added) Supply Effectiveness Awards. Once Daedalian criteria is received from HQ USAF/ILS, HQ PACAF will send copies of the statistical and narrative information requirements to all eligible organizations. This information will be used to prepare unit nomination submissions.

6.3.1. (Added) Prior to building a binder, each base will submit an abbreviated package to HQ PACAF/LGS NLT the date stipulated in a PACAF message. The packages will be reviewed by a PACAF committee comprised of officers selected by the LGS. PACAF has the option of visiting bases prior to making their selection of the finalists. The finalists will then develop the binders and submit to HQ PACAF NLT 15 November.

6.3.2. (Added) HQ PACAF/LGS will review the nominees' packages and return them to make any necessary changes prior to forwarding for Air Force competition. The package will be returned to HQ PACAF/LGS by traceable means NLT 5 January to be reviewed and forwarded to HQ USAF/ILS.

6.3.3. (Added) A PACAF trophy is presented annually to the supply organizations selected to represent PACAF in the USAF Supply Effectiveness and Major General Warren R. Carter Daedalian awards programs. Additionally, an achievement certificate (PACAF Form 257) will be presented with the trophy.

6.3.4. (Added) If the supply account and unit are deactivated, the award will be returned to HQ PACAF/LGS for display at Headquarters.

6.4. (Added) Outstanding Supply and Fuels Personnel Awards. Prepare nomination packages using AF Form 1206. Limit the nomination to a single typed AF Form 1206, listing the nominee's achievements in bullet format. Supply squadron commander's names appear on the AF Form 1206 vice unit commanders.

6.4.1. (Added) A PACAF plaque and an achievement certificate are presented annually to those PACAF supply/fuels personnel selected as the "BEST" in their career field within the respective military/civilian personnel award category. Wing selectees should receive similar recognition from the wing.

6.5. (Added) Timetable for submission of awards .

6.5.1. (Added) 1-5 June: Review AFI 36-2818 to identify criteria for the awards and solicit inputs from activities external to base supply. The Chief of Supply's responsibility is to ensure all eligible supply per-

sonnel assigned to the wing are aware of this award. Recommend award be publicized in daily bulletins, wing staff meetings, supply training classes, etc.

6.5.2. (Added) 10-15 June: Determine nominees for applicable categories. The Chief of Supply will convene a board to select winners for the wing. (Composition of the board is a Chief of Supply option; however, at least one member of the board will be assigned from outside of the Supply squadron).

6.5.3. (Added) 1-10 July: Perform a final review of nomination packages for editorial/typographical errors. Submit "ready to forward" nominations through the Wing LG to HQ PACAF/LGS along with the Microsoft Word 7.0 disk(s) or submit via electronic means to arrive NLT 15 Jul.

6.5.4. (Added) 1-15 August: The PACAF selection panel will review nominations and select command winners. Nomination packages are edited/corrected and prepared for submission to HQ USAF/ILS.

6.5.5. (Added) 1 September: PACAF submits nominations to HQ USAF/ILS.

Table 7.1. Annual Unit and Individual Air Force Transportation Awards is supplemented as follows:

Column "Who is Eligible?" Each wing, NAF staff, and headquarters staff may submit one nomination per award category. PACAF staff members will not compete for unit-level awards. At PACAF wings, transportation personnel assigned to units other than the host transportation squadron are eligible to compete. The wing LGT will be the OPR for the awards program and will evaluate nominations for a given category and forward one nomination per category directly to HQ PACAF/LGT.

Column "When to Submit." Nominations must be received NLT 15 January by:

HQ PACAF/LGT

25 E Street, Suite I-326

Hickam AFB, HI 96853

Column "Nomination Package." All Transportation individual/unit award submissions will be accompanied by a 3.5" disk(s) formatted in Microsoft Word 7.0. Nomination level of endorsement will be limited to the Logistics Group Commander.

Column "Selection Process." A HQ PACAF/LGT selection board will review all nomination packages and select command winners. The MAJCOM selection board will be chaired by PACAF/LGT and comprised of LGTR, LGTV, and LGTT. Nomination packages are edited/corrected and prepared for submission to HQ USAF/ILT.

Column "Presentation." Nominations selected by HQ PACAF/LGT for HQ USAF/ILT consideration will be designated the "Outstanding PACAF (award category) of the Year." PACAF/LG will announce the winner to all PACAF wings by message. PACAF award winners will receive an engraved plaque and certificate of achievement sent through their respective NAF Commander for presentation to the PACAF competition winner.

7.2.5.1. (Added) Units are eligible for awards twice in a row at the MAJCOM level.

Table 8.1. Logistics Plans Awards is supplemented as follows:

Column "Award Categories," line "Unit of the Year." Each NAF will select one unit nominee from their respective base(s) and forward one unit nomination to HQ PACAF/LGX for command consideration.

Column “Who is Eligible?” Each wing, NAF staff, and headquarters staff may submit one nomination per award category. PACAF and NAF staff members will not compete for unit-level awards but should compete in the command-level category. At PACAF wings, logistics plans personnel assigned to units other than the host logistics plans flight/division are eligible to compete. The wing LG will be the OPR for the awards program, evaluate nominations for a given category, and forward one nomination per category directly to HQ PACAF/LGX for command consideration.

Column “Period of Award and When to Submit.” Unit award nominations will be sent to parent NAF. NAFs will select one winner and forward their nomination to HQ PACAF/LGX to arrive NLT 15 January each year. The 15 ABW/LG will forward nominations directly to the headquarters for both unit and individual categories. Individual award nominations will be submitted directly from the wings (and NAFs) to arrive NLT 15 January at:

HQ PACAF/LGX

25 E Street, Suite H-311

Hickam AFB, HI 96853

Column “Nomination Package.” All Logistics Plans individual/unit award submissions will be accompanied by a 3.5” disk(s) formatted in Microsoft Word 7.0.

Column “Selection Process.” HQ PACAF/LGX will select one nomination per category and forward to HQ USAF/ILX. The MAJCOM selection panel will consist of the LGX Division Chief, the LGXP, LGXX, and LGXW Branch Chiefs, and the officer and enlisted functional managers.

Column “Presentation.” Nominations selected by HQ PACAF/LGX for HQ USAF/ILX consideration will be designated the “Outstanding PACAF (award category) of the Year.” PACAF award winners will receive an engraved plaque and certificate of achievement sent through their respective NAF Commander NLT 60 days after announcement of the command winners.

Chapter 9 (Added)

THE PACAF LOGISTICS PROFESSIONAL OF THE YEAR AWARDS

9.1. (Added) Sponsor and Purpose. The HQ PACAF/CC sponsors an award for personnel selected by their units as Logistics professionals of the Year. The purpose of the award is to annually recognize professionals who have made outstanding contributions to the PACAF mission. The primary basis for consideration is the nominee's demonstrated professionalism and consistent performance in support of PACAF readiness. Specific selection criteria will be developed by each unit. Selection criteria must ensure only job performance (i.e., duty-related activities) is considered.

9.2. (Added) Who is Eligible? All PACAF-assigned wing-level personnel in the enlisted grades and non-supervisory civilian employees (including local nationals). Ensure PACAF-assigned logistics personnel in outlying organizations (e.g., contracting, logistics support, maintenance, supply, and transportation personnel working in civil engineer. Services, and wing staff agencies) are made aware of these awards and given equal opportunity to compete. Award titles to be applied to each of the four categories as defined in paragraph 9.3. follow:

Contracting Professional of the Year

Logistics Support Professional of the Year

Maintenance Professional of the Year

Supply Professional of the Year

Transportation Professional of the Year

NOTE:

The maintenance award will include munitions and QA personnel. The logistics support award will include personnel with Air Force specialties other than contracting, maintenance, supply, and transportation who are working in direct support of the wing's logistics mission (e.g., logistics plans and training).

9.3. (Added) Categories. Airman (Amn through SrA); NCO (SSgt through TSgt); SNCO (MSgt through CMSgt); and non-supervisory civilian employees (any grade).

9.4. (Added) Period of Award and When to Submit. The period of the award is 1 January through 31 December. Each PACAF wing submits their winners' name, rank, and unit of assignment by 1 March to:

HQ PACAF/LG

25 E Street, Suite I-326

Hickam AFB, HI 96853

9.5. (Added) Selection Process. Each designated unit shall convene a Wing Logistics Professional of the Year Board. Designated units are 3 WG, 8 FG, 15 ABW, 35 FW, 36 ABW, 51 FW, 354 FW, and 374 AW. The Wing Commander will review the board recommendations and approve the final selections in each category. Each wing will submit only one Logistics Professional of the Year winner for each category within each award title.

9.6. (Added) Presentation. The winners from each PACAF wing will receive an engraved plaque, sponsored by PACAF/CC, and a certificate signed by the Director of Logistics. The awards will be for-

warded to the appropriate Wing Commander for presentation at a local awards ceremony similar to the previous Maintenance Professional of the Year Awards Banquet. Units should schedule their awards ceremony to allow time for plaque/certificate preparation and shipment.

RICHARD E. BROWN III, Brigadier General, USAF
Director of Logistics