



**COMMUNICATIONS AND INFORMATION
ANNUAL AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplements AFI 36-2845, *Communications and Information Annual Awards Program*. It prescribes the eligibility rules and nomination procedures for the Travis Air Force Base Communications and Information Professional of the Quarter and Year Awards Program. The program, managed by the Base 3A0X1 Functional Manager (60 CS/SCXS), recognizes the outstanding accomplishments of Travis Air Force Base's information managers.

AFI 36-2845, 1 October 1998, is supplemented as follows:

A2.1. Who is Eligible. Company grade officers (not selected for promotion to major) with Air Force Specialty Code (AFSC) 33XX, enlisted members with AFSC 3AXXX, and civilian employees currently performing communications and information duties are eligible for the quarterly awards. Individual must have been on station for at least six (6) months. Winners from the previous quarters are not eligible to compete for the rest of the quarterly awards during the current year. Only 33XX, 3AXXX and civilian participants (either selected or nominated) for the quarterly awards and enlisted members with AFSC 3CXXX, 3VXXX, or Special Duty Identifier 8MXXX are eligible to compete in the annual awards.

A2.3. How Many to Nominate. Each squadron or equivalent unit may nominate only one candidate for each category per nomination period.

A2.4. When to Nominate. Nomination periods for the quarterly awards are 1 January - 31 March, 1 April - 30 June, 1 July - 30 September, and 1 October - 31 December. Submit nomination packages to 60 CS/SCXX on the fifth duty day following each nomination period. EXCEPTION: Nominations for the fourth quarter, 1 October - 31 December, are due mid-December.

A2.5. How to Nominate. Submit a cover letter signed by the unit commander/agency chief.

A2.5.1. Use AF Form 1206, Nomination for Award, for all nominations. Limit 15 lines of bullet-type descriptions of individual's accomplishments for quarterly awards and one page (front only) for annual awards nominations. Submit the original and four copies of AF Form 1206.

A2.9. (Added) What Winners Receive. Quarterly and annual award winners will receive an engraved plaque, letter of appreciation, and publicity in the base newspaper. Individual winners' photos will be displayed on the Information Manager's Awards Wall located in Building 247, 560 Hickam Avenue, Travis AFB CA 94535-2735.

A4. Information to Include in Cover Letter. Cover letter must have a point of contact and duty phone number. Include all nominations for the organization or agency as attachments to one nominating letter.

KEITH E. WOLFSBERGER, Lt Col, USAF
Director of Wing Staff