

**BY ORDER OF THE
SUPERINTENDENT**

HQ USAFA INSTRUCTION 36-2806

7 MARCH 2001



Personnel

**THOMAS D. WHITE NATIONAL DEFENSE
AWARD PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Programs*, and references AFI 36-2805, *Special Trophies and Awards*. It explains how to nominate and select people for the Thomas D. White National Defense Award. A “|” indicates revised material since the last edition.

SUMMARY OF REVISIONS

OPR information has been updated to reflect changes in the organizational structure of the Plans and Programs Directorate. **Attachment 2** has been generalized to work with a floating presentation date.

1. Who is Eligible for the Award:

- 1.1. Any citizen of the United States who has contributed significantly to the national security and defense of the United States is eligible. The award may be given for an achievement within a wide range of endeavors, including but not limited to science, technology, management, national affairs, or a combination thereof.
- 1.2. As a rule, do not select candidates who are current government employees. Only under special circumstances will government employees (active military, civil service, or statutory appointees) currently on the federal payroll be considered for nomination.
- 1.3. Former military, civil service, and statutory appointees are eligible upon termination from government service. Qualifying contributions made both in and out of government service will be considered.
- 1.4. A deceased citizen may be nominated and posthumously presented the award if death occurred during the period since nominations were made for the last annual award (normally the end of the previous calendar year).

2. Responsibilities:

2.1. The Director, Plans and Programs (HQ USAFA/XP):

- 2.1.1. Requests nominations from Academy agencies and the Board of Visitors (BOV) members according to paragraph 3.
- 2.1.2. Prepares Air Force Chief of Staff (CSAF) and Superintendent (HQ USAFA/CC) memorandums to the recipient notifying him or her of selection. Prepares HQ USAFA/CC memorandums to BOV announcing the recipient.
- 2.1.3. Coordinates with recipient to arrange presentation date.
- 2.1.4. Coordinates presentation date with HQ USAFA/CC, Commander, 34th Training Wing (34 TRW/CC), and Protocol (HQ USAFA/CCP).
- 2.1.5. Arranges travel plans for the recipient to include coordinating funding for the recipient's travel. Prepares and issues appropriate invitational travel orders for the recipient.
- 2.1.6. Requests an 8x10 color photo and current biography from recipient's liaison office for program.
- 2.1.7. Develops presentation citation, certificate (using narrative), program, and coordinates them with the HQ USAFA/CC for approval.
- 2.1.8. Requests production and provides disks with certificate, citation, and program (with photo) to Defense Printing Plant (PSH), located in Harmon Hall, for final printing. The certificate and citation will be printed on special card stock containing the Thomas D. White Polaris and USAF Academy emblem. The programs will be printed on card stock in color (number of programs depends on guests attending).
- 2.1.9. Develops an inclement weather plan for an indoor award ceremony.
- 2.1.10. Requests cadet detail from Cadet Scheduling (34 LS/LGPC) to assist in the distribution of programs to guests during the ceremony.
- 2.1.11. Requests frame, matting, and glass be built by Training Devices (HQ USAFA/DFED) for both the certificate and citation.
- 2.1.12. Requests engraving of the presentation trophy plaque and honors plaque through HQ USAFA/DFED.
- 2.1.13. Maintains official record copy of program, citation, certificate, photos, and other associated records.
- 2.1.14. Ships the trophy and framed certificate or citation to the recipient through Cargo Movement Operations Systems (10 ABW/LGLSSDF).

3. The Thomas D. White Award Nomination Process:

- 3.1. HQ USAFA/XP solicits nominations from BOV and all Academy agencies.
- 3.2. The BOV and Academy agencies prepare nomination packages in the format shown in [Attachment 1](#) in original and one copy.
- 3.3. HQ USAFA/XP reviews nomination packages to ensure the criteria have been met.

3.4. USAF Academy senior staff: 34th Training Wing Commander (34 TRW/CC), the Dean of the Faculty (HQ USAFA/DF), the Vice Superintendent (HQ USAFA/CV), the Director of Athletics (HQ USAFA/AH), 10th Air Base Wing Commander (10 ABW/CC), the Director of Admissions (HQ USAFA/RR), and the Director of Plans and Programs (HQ USAFA/XP) will review the nominee packages and finalize recipient selection by voting and numbering first, second, third, etc., preference order. Nonvoting persons may augment the staff when a technical or professional expert is needed to advise them concerning the technical contributions of a nominee. (Example: An aeronautical engineer may give advice on the significance of the contributions made in the development of aerospace vehicles.)

4. The Thomas D. White Selection Process:

4.1. HQ USAFA/XP tallies votes as submitted by the Academy senior staff. Results of the voting and the subsequent recommendations will be recorded.

4.2. HQ USAFA/XP provides the HQ USAFA/CC with the recommendations and voting results generated by the Academy senior staff along with the final selection of the primary and alternate recipient.

4.3. Once notified of final selection, HQ USAFA/XP will notify other Academy agencies to begin their respective actions.

5. The Director, Public Affairs (HQ USAFA/PA):

5.1. Arranges for local and Air Force-wide publicity announcing the recipient, date of presentation, etc.

NOTE: HQ USAFA/PA will ensure publicity and announcements do not precede official notification of the recipient by CSAF and HQ USAFA/CC.

6. The Director, Protocol (HQ USAFA/CCP):

6.1. Assists HQ USAFA/XP in developing and coordinating the itinerary for the recipient's visit, including all social events.

6.2. Compiles guest lists and issues invitations for social functions and the presentation ceremony.

6.3. Determines protocol seating order for VIP reviewing section during presentation parade ceremony and for any social events connected with the award presentation.

6.4. Assists HQ USAFA/XP in distributing programs to guests in the reviewing stand.

6.5. Arranges for a photographer to be present to take photos during the dinner, ceremony presentation, buffet, and other social gatherings deemed necessary.

7. Superintendent's Commander's Action Group (HQ USAFA/CCX):

7.1. Prepares remarks to be used by the HQ USAFA/CC and other speakers involved in the presentation ceremonies.

8. Commander, 34th Training Wing (34 TRW/CC):

8.1. Arranges a Cadet Wing parade and award ceremony during which the presentation will be made.

- 8.2. Assists in the execution of an indoor ceremony should the weather dictate.
- 8.3. Coordinates with the Band of the Rockies to support the parade.

9. How the Award is Presented:

- 9.1. The HQ USAFA/CC normally presents the award in the fall during one of the cadet parades. Presentation dates are arranged based on the schedule and availability of the recipient.
- 9.2. The award consists of a trophy, certificate, and citation. The recipient's name is permanently displayed on the Thomas D. White Award plaque in the Arnold Hall ballroom.
- 9.3. Actions pertaining to this program will be completed in accordance with the timetable at [Attachment 2](#).

10. Financial Administration:

10.1. Use appropriated funds to purchase the Thomas D. White National Defense Award trophies. HQ USAFA/XP will budget for these funds. HQ USAFA/XP will budget and fund the recipient's travel. HQ USAFA/CCP will fund social events using either contingency funds or special morale and welfare funds as appropriate. HQ USAFA/XP will initiate invitational travel orders. Financial Management and Comptroller, Travel Section (10 ABW/FMFPT) will certify fund availability. Orders will indicate that the local traffic management office (TMO) will make all transportation arrangements. Orders should indicate that per diem is NOT authorized (USAFA Form 53, *Authorization for Invitational Travel*, Item 11).

HARRY F. DAVIS, Col, USAF
Director, Plans and Programs

Attachment 1

THOMAS D. WHITE AWARD NOMINATION FORMAT

NAME:

PRESENT POSITION:

PRIOR AWARDS:

BIOGRAPHICAL SKETCH:

NARRATIVE JUSTIFICATION:

Note: Nominations will not exceed five typewritten, double-spaced pages.

Attachment 2

THOMAS D. WHITE AWARD EVENTS TIMETABLE

TASK	OPR	DATE
1. Request nominations from all Academy agencies and Board of Visitors members.	XP	- 9 Months
2. Forward completed nomination packages to USAF Academy senior staff.	XP	- 5 Months
3. Obtain HQ USAFA/CC approval of selection.	XP	- 4 Months
4. Notify recipient and confirm availability for presentation.	XP	- 4 Months
5. Produce and coordinate notification letters from CSAF and HQ USAFA/CC.	XP	- 4 Months
6. Coordinate presentation date with recipient, HQ USAFA/CC, and 34 TRW/CC.	XP	- 4 Months
7. Launch publicity program.	PA	- 2 Months
8. Complete notification and or invitation and ceremony details.	CCP, XP 34 TRW	- 1 Month
9. Complete program, citation, and all award elements.	XP	- 1 Month
10. Present award.	CC	TBD