

**30 JULY 2004**

**Personnel**

**ANNUAL INSPECTOR GENERAL AWARDS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAFE/IGS  
(MSgt Benjamin Nichols)  
Supersedes AFI 36-1816\_USAFESUP1,  
30 September 2002.

Certified by: HQ USAFE/IGS  
(Lt Col Connie J. Lutz)  
Pages: 2  
Distribution: F

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**AFI 36-2816, 9 June 2003, is supplemented as follows:** This supplement applies to all United States Air Forces in Europe (USAFE) units. It does apply to those US Air Force Reserve (AFRES) or Air National Guard (ANG) units inspected by Office of the Inspector General (HQ USAFE/IG). This supplement provides guidance for the procurement and presentation of the USAFE IG Award of Excellence coin. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

**SUMMARY OF REVISIONS**

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

**6. (Added) IG Award of Excellence Coin.**

6.1. (Added) **Description.** The face of the IG Award of Excellence coin bears the IG logo (i.e., an eagle's head encircled with stars and bearing the inscription USAFE INSPECTOR GENERAL). The reverse of the coin bears the USAFE shield encircled with stars and bearing the inscription BEST OF THE BEST and AWARD OF EXCELLENCE. No additional inscription appears on or will be applied to the coin. Quality materials, befitting presentation to USAFEs top performers, will be utilized in the production of the IG Award of Excellence coin.

6.2. (Added) **Procurement.** Sufficient supplies of the IG Award of Excellence coin will be procured and maintained for timely presentation to individuals and work centers recognized as IG Award of Excellence recipients. Surplus coins will remain in the possession of HQ USAFE/IGX awaiting presentation as deemed appropriate by the IG. Coins will be purchased utilizing any authorized procurement tool utilizing

appropriated funds once coordinated through the Resource Advisor and approved by the Approving Official.

6.3. (Added) **Award Eligibility.** All civilian and military personnel assigned to units inspected by the HQ USAFE/IG are eligible for the IG Award of Excellence and receipt of a coin under this program. Contractor personnel working in the units as part of a team are also eligible for this non-monetary award. Nomination packages on contractor employees must be coordinated with the supporting contracting and legal offices.

6.4. (Added) **Selection Criteria.** The IG Award of Excellence is designed for group and, or individual actions that clearly demonstrate sustained excellence above and beyond the level exhibited in the command. Nominations for individuals and/or work centers originate with the inspector recognizing the exceptional performance, are coordinated through the appropriate Subject Matter Expert (SME), and provided to the Information Management Operations Cell (IMOC) for consideration under the IG Award of Excellence Program. All nominations require an accompanying digital photograph of the nominee. An Award of Excellence Board will convene to review the nominations and recommend approval or disapproval of the award based upon merit and justification.

6.5. (Added) **IG Announcement and Presentation.** The IG Team Chief will announce IG Award of Excellence recipients during the unit's formal out-brief. Upon completion of the out-brief, the IG or a designated IG representative will formally present the IG Award of Excellence coin and an IG certificate to each identified recipient.

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Inspector General