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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs,* by providing guidance for the Department of the Air Force (DAF) Communications and Information Annual Recognition Programs as well as other communications and information related award programs sponsored by external organizations. It applies to all DAF active duty and reserve military members; Title 5, United States Code (USC), civilian employees; nonappropriated fund civilian employees, and indirect- and direct-hire foreign national employees working at all levels of Department of Defense (DoD), Air Force, Air National Guard (ANG), and unified and specified commands. This instruction does not apply to contractor personnel or contract units. The use of Headquarters United States Air Force (HQ USAF) in this instruction includes Secretary of the Air Force, Assistant Chiefs of Staff, Deputy Chiefs of Staff, and Air Force elements. The use of major command (MAJCOM) includes all Air Force MAJCOMs, direct reporting units (DRU), field operating agencies (FOA), ANG, and intermediate, unified, and combined command headquarters. Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/ITXD), 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate channels, using Air Force (AF) Form 847, **Recommendation for Change of Publication**. Provide information copies of proposed supplements to HQ AFCA/XP, 203 West Losey Street, Room 1200, Scott AFB IL 62225-5222. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974, authorized by Title 5, USC, Section 4503, *Govern-*

ment Organization and Employees, and Title 10, USC, Section 1125, *Armed Forces*. System of Records F036 AF PC V, Awards and Decorations, applies. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*. Public Law 104-13, *Paperwork Reduction Act of 1995* and AFI 33-360, Volume 2, *Forms Management Program*, affect this publication. Refer to **Attachment 1** for a glossary of references and supporting information.

(PACAF) This publication does apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changes include a new publication title and major revisions to the Air Force Communications and Information Annual Awards Program. These changes add performance factors to the program, increase the number of award categories, decrease the number of Air Force winners in some of the categories, and provide guidance for the Air Force-level selection board process (**Chapter 1**). Further, this publication provides guidance for other Air Force communications and information recognition (**Chapter 2**) and expands on communications and information related awards sponsored by external units (**Chapter 3**). Nominating officials should read this publication in its entirety before nominating individuals, teams, and (or) units to compete for awards contained herein.

(PACAF) This supplement reflects changes consistent with those identified in AFI 36-2845, 1 October 1998 and applies to all units assigned to PACAF to include Air National Guard. New or revised material is indicated by an (|).

(PACAF) AFI 36-2845, 3 October 2003, is supplemented as follows:

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Chapter 1

AIR FORCE COMMUNICATIONS AND INFORMATION ANNUAL AWARDS PROGRAM

1.1. Purpose. The intent of this awards program is to recognize DAF military members (officers and enlisted), civilian employees, teams, and units for sustained superior performance while providing communications and information services and (or) support to Air Force missions and operations.

1.2. Award Elements. Award elements consist of mementos accompanied by certificates and (or) letters signed by the Air Force Deputy Chief of Staff (DCS) for Warfighting Integration (HQ USAF/XI). Winners of the individual awards may wear the Air Force Recognition Ribbon or the Air Force Recognition Pin, as authorized by AFI 36-2805, *Special Trophies and Awards*. This authority does not extend to military members or civilian employees of winning teams or units.

1.3. Responsibilities.

1.3.1. HQ USAF/XI owns and sponsors the Air Force Communications and Information Annual Awards Programs and is the final approval authority of selected award recipients.

1.3.2. HQ AFCA/XP is the appointed Air Force office of primary responsibility (OPR) for administration and management of this awards program. HQ USAF/ILC is the designated HQ USAF/XI liaison office for this awards program.

1.3.3. When deemed necessary, HQ USAF, MAJCOM, DRU, and FOA management officials and installation-level communications and information unit commanders shall make available DAF military members and civilian employees to perform as members of the HQ USAF/XI awards selection panels. HQ AFCA/XP will notify respective management officials of the panel membership prerequisites and shall provide the board recorder.

1.3.4. **(Added-PACAF)** HQ PACAF/SC owns and sponsors the PACAF Communications and Information Annual Awards Programs and is the final approval authority of selected award recipients.

1.3.5. **(Added-PACAF)** HQ PACAF/SCE is the appointed PACAF office of primary responsibility (OPR) for administration and management of this awards program. A project officer will be appointed by HQ PACAF/SC to conduct the program for each award period.

1.3.6. **(Added-PACAF)** When deemed necessary, PACAF Numbered Air Force and Wing commanders shall make available, DAF military members and civilian employees to perform as members of PACAF award selection panels.

1.4. Award Eligibility, Award Period of Service, Nominating Authorities, Nomination Due Date, and Award Categories.

1.4.1. Eligibility. DAF military members, civilian employees, teams, and units performing duties as defined in each of the award categories addressed in **Table 1.1.** through **Table 1.6.** and as outlined below are eligible to compete for the awards described in this chapter, but some restrictions apply. The restrictions outlined, however, do not disqualify individuals and units for awards where the criteria differs or are ***not*** *functional* in nature or for those that are sponsored by organizations external to Air Force. *Contracted personnel and organizations are* ***not*** *eligible for any awards defined in this chapter*.

1.4.1.1. Nominated individuals and units *may compete for only one* Air Force communications and information annual individual and unit award in any given year.

1.4.1.1.1. *Individual Awards*:

1.4.1.1.1.1. To qualify for the *individual* awards defined in this chapter, it is not necessary for an individual to work in a communications and information functional unit; however, nominated military members must perform in the Air Force Specialty Codes (AFSC) defined in the tables. Civilian employees must perform duties that are consistent with those described in the military AFSC career fields.

1.4.1.1.1.1. **(PACAF)** Individuals must have spent at least 30 days assigned to PACAF to be eligible for nomination. Individuals who meet this criterion are eligible for nomination regardless of location of assignment as of 31 December of the calendar year of the award. Commanders must ensure that individuals who are nominated with only a short period of duty in PACAF are not also nominated by another command in line with the Air Force's no duplicate recognition for the same achievements principle.

1.4.1.1.1.2. Individuals nominated for *other* Air Force *functional career* awards that will recognize them for the same accomplishments performed during the same period as that of the communications and information annual awards are **not** eligible to compete for the individual awards governed by this chapter. Other awards that could recognize individuals for the same accomplishments as that of the communications and information annual awards are those described in the *Air Force Logistics Awards Program* and the *Air Force Scientist, Engineer, and Science and Engineering Awards Program*. Specifically, *those managing or performing* ***"wrench-turning"*** *communications-electronic systems* ***maintenance*** *activities that qualify them to compete for the General Leo Marquez Award or any other maintenance or logistics awards described in the Air Force Logistics Award Program are* ***not*** *eligible for Air Force communications and information awards*. "Wrench-turning" communications-electronic systems maintenance services that qualify individuals for the Marquez award are defined as installing, modifying, maintaining, repairing, and overhauling systems such as ground radar systems, communications systems, satellite and wideband communications equipment, meteorological and navigation systems, ground radio communications, visual imagery and intrusion detection systems, etc. *Communications-electronic systems services that* ***qualify*** *individuals for the Air Force communications and information awards are those where individuals* ***do not turn wrenches*** *but perform communications-electronic systems support and quality control; communications-electronics systems staff support; networking policy and procedures; telephone policy; network voice integration into networks; and the like*. Individuals eligible for the Air Force Scientist, Engineer, and Science and Engineering Awards are **not** eligible to compete for Air Force communications and information awards.

1.4.1.1.2. *Unit Awards*: Unit awards apply only to Air Force organizations at any level of command performing communications and information services. Units qualified and nominated for other Air Force *functional* unit awards that recognize the ***entire*** unit for the same accomplishments performed during the same period as that of the annual communications and information awards are **not** eligible to compete for the unit awards governed in this chapter. Should other Air Force *functional* unit awards recognize only a subpart of the unit, the unit may compete for a communications and information annual unit award, but may not use the

same accomplishments as those used to qualify them for other functional unit awards as the basis of their nomination. Other unit awards, for example, that could recognize an entire unit for the same accomplishments as that of the communications and information awards are those described in the *Air Force Logistics Awards Program.*

1.4.2. Award Period of Service. The period of service for the annual communications and information awards is 1 January through 31 December.

1.4.3. Nominating Authorities and Nomination Due Date. MAJCOM directors of communications and information or other management officials in comparable or higher-level positions in HQ USAF, DRUs, FOAs, Air Force Elements, and intermediate, unified, and combined command headquarters are the nominating authorities for individuals, teams, and units within their jurisdiction. Each nominating authority may nominate the number of individuals, teams, and units as prescribed in each of the categories outlined below in **Table 1.1.** through **Table 1.6.** **Nomination packages must arrive at HQ AFCA/XP no later than the first Monday in March each year**.

1.4.3. **(PACAF)** Nominating authorities for PACAF awards are HQ PACAF directors, PACAF assigned Numbered Air Force Commanders and Wing Commanders, and the PACAF CSS and PACAF AIRPS commanders. (Nominations must be submitted with either a nomination letter signed by the nominating authority or emailed from their organization email account.)

1.4.4. Award Categories.

1.4.4.1. Air Force Communications and Information Individual Awards. These awards recognize individuals for sustained superior performance while providing communications and information services.

1.4.4.2. Individuals may compete for only ***one*** individual award and those nominated for awards defined in **Table 1.1.** are ineligible to compete for the individual awards described in the other tables in this chapter.

1.4.4.3. Individuals selected for promotion or promoted during the award period of service (1 January-31 December) shall compete in the category respective to their rank as of 31 December. Civilian employees classified or reclassified to a pay system that differs to those pay systems defined in the award categories shall compete in the award category that is equal to their level of job responsibility, not in the category that is equal to the lowest grade in their pay system. For example, a former GS-09 reclassified to the NH-II pay band shall compete in the specialist category for GS-09 through 11, even though the grades in the NH-II pay band may span from GS-05 through GS-11. To determine the most appropriate award category for those performing in different pay bands to those in this publication, nominators should compare the different salary charts to choose the most appropriate award category for the nominee and confirm the grade and category with their servicing civilian personnel flight.

Table 1.1. Air Force Communications and Information Individual Awards.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Communications and Information Outstanding Field Grade Officer (FGO)	FGOs (major through lieutenant colonel not selected for promotion to colonel), performing communications and information services in AFSC **33XX** career fields qualify for this award. Individuals performing communications and information services in AFSC **61XX or 62XX** career fields may also qualify for this award, providing the scientific and engineering services are performed for and apply only to communications and information missions and operations. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service. *Those eligible for awards described in the Air Force Logistics Awards Program and the Air Force Outstanding Scientist, Engineer, and Science and Engineering Educator Awards Program are **not** eligible for this award.*	**ONE (See note 1)**
Air Force Communications and Information Outstanding Company Grade Officer (CGO)	CGOs (lieutenant through major select), performing communications and information services in AFSC **33XX** career fields qualify for this award. Individuals performing communications and information services in AFSC **61XX or 62XX** career fields may also qualify for this award, providing the scientific and engineering services are performed for and apply only to communications and information missions and operations. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service. *Those eligible for awards described in the Air Force Logistics Awards Program and the Air Force Outstanding Scientist, Engineer, and Science and Engineering Educator Awards Program are **not** eligible for this award.*	**ONE (See note 1)**
Air Force Communications-Electronics Systems Outstanding Airman	Airmen (airman basic through staff sergeant select) performing communications-electronic system services such as systems support and quality control, systems staff support, networking policy and procedures; telephone policy; network voice integration into networks; and the like, in AFSC **2EXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service. *Those eligible for awards described in the Air Force Logistics Awards Program are **not** eligible for this award.*	**ONE (See note 1)**
Air Force Communications-Electronics Systems Outstanding Noncommissioned Officer (NCO)	NCOs (staff through master sergeant select) performing communications-electronic systems services such as systems support and quality control, systems staff support, networking policy and procedures; telephone policy; network voice integration into networks; etc., in AFSC **2EXXX** qualify for this award. Nominated NCOs must have performed in the AFSC for more than 180 days during the award period of service. *Those eligible for awards described in the Air Force Logistics Awards Program are **not** eligible for this award.*	**ONE (See note 1)**

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Communications-Electronics Systems Outstanding Senior Noncommissioned Officer (SNCO)	SNCOs (master through chief master sergeant) performing communications-electronic systems services such as systems support and quality control, systems staff support, networking policy and procedures; telephone policy; network voice integration into networks; etc., in AFSC **2EXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service. *Those eligible for awards described in the Air Force Logistics Awards Program are **not** eligible for this award.*	**ONE (See note 1)**
Air Force Information Management Outstanding Airman	Airmen (airman basic through staff sergeant select) performing information management duties in AFSC **3AXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Information Management Outstanding NCO	NCOs (staff through master sergeant select) performing information management duties in AFSC **3AXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Information Management Outstanding SNCO	SNCOs (master through chief master sergeant) performing information management duties in AFSC **3AXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Communications-Computer Systems Outstanding Airman	Airmen (airman basic through staff sergeant select) performing communications-computer system services in AFSC **3CXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Communications-Computer Systems Outstanding NCO	NCOs (staff through master sergeant select) performing communications-computer system services in AFSC **3CXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Communications-Computer Systems Outstanding SNCO	SNCOs (master through chief master sergeant) performing communications-computer system services in AFSC **3CXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Visual Information Outstanding Airman	Airmen (airman basic through staff sergeant select) performing visual information services in AFSC **3VXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Visual Information Outstanding NCO	NCOs (staff through master sergeant select) performing visual information services in AFSC **3VXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Visual Information Outstanding SNCO	SNCOs (master through chief master sergeant) performing visual information services in AFSC **3VXXX** qualify for this award. Nominated individuals must have performed in the AFSC for more than 180 days during the award period of service.	**ONE (See note 1)**

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Postal Service Outstanding Airman	Airmen (airman basic through staff sergeant select) performing postal services in special duty identifier (SDI) **8MXXX** qualify for this award. Nominated individuals must have performed in the SDI for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Postal Service Outstanding NCO	NCOs (staff through master sergeant select) performing postal services in SDI **8MXXX** qualify for this award. Nominated individuals must have performed in the SDI for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Postal Service Outstanding SNCO	SNCOs (master through chief master sergeant) performing postal services in SDI **8MXXX** qualify for this award. Nominated individuals must have performed in the SDI for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Communications and Information Outstanding Civilian Manager	Civilian employees in grades of GS-12 through GM-/GS-14 and WS-/WL-/WG-12 and above that are performing communications and information duties that are consistent with the duties described in the military award categories qualify for this award. Nominated individuals must have performed communications and information services for more than 180 days during the award period of service. *Those eligible for awards outlined in the Air Force Logistics Award Program and the Air Force Scientist, Engineer, and Science and Engineering Educator Awards Program are not eligible for this award*	**ONE (See note 1)**
Air Force Communications and Information Outstanding Civilian Specialist	Civilian employees in grades of GS-/WS-/WL-/WG-09 through 11 performing communications and information duties that are consistent with the duties described in the military award categories qualify for this award. Nominated individuals must have performed communications and information services for more than 180 days during the award period of service. *Those eligible for awards outlined in the Air Force Logistics Award Program and the Air Force Scientist, Engineer, and Science and Engineering Educator Awards Program are not eligible for this award*	**ONE (See note 1)**
Air Force Communications and Information Outstanding Civilian Assistant Specialist	Civilian employees in grades of GS-/WS-/WL-/WG-07 through 08 performing communications and information duties that are consistent with the duties described in the military award categories qualify for this award. Nominated individuals must have performed communications and information services for more than 180 days during the award period of service. *Those eligible for awards outlined in the Air Force Logistics Award Program and the Air Force Scientist, Engineer, and Science and Engineering Educator Awards Program are not eligible for this award*	**ONE (See note 1)**

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Communications and Information Outstanding Civilian Technician	Civilian employees in grades of GS-/WG-05 through 06, and WS-/ WL-06 and below performing communications and information duties that are consistent with the duties described in the military award categories qualify for this award. Nominated individuals must have performed communications and information services for more than 180 days during the award period of service. *Those eligible for awards outlined in the Air Force Logistics Award Program and the Air Force Scientist, Engineer, and Science and Engineering Educator Awards Program are not eligible for this award*	**ONE (See note 1)**
Air Force Communications and Information Outstanding Civilian Assistant	Civilian employees in grades of GS-/WG-04 and below performing communications and information duties that are consistent with the duties described in the military award categories described in the military award categories qualify for this award. Nominated individuals must have performed communications and information services for more than 180 days during the award period of service. *Those eligible for awards outlined in the Air Force Logistics Award Program and the Air Force Scientist, Engineer, and Science and Engineering Educator Awards Program are not eligible for this award*	**ONE (See note 1)**

1.4.5. Air Force Communications and Information Team Award. This award recognizes a group of people (2-25) chartered to work together as a team to complete a *special, one-time* project or process improvement and significantly improved communications and information support to Air Force and (or) DoD missions and operations. *This award is not a unit award; it does not recognize members of a unit or any part thereof for teamwork while performing daily operations and (or) missions*.

Table 1.2. Air Force Communications and Information Team Award.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Communications and Information General Edwin W. Rawlings Team Award (named for a former comptroller of the Air Force and commander of the Air Force Logistics Command)	Groups of 2 to 25 people performing communications and information duties that have worked together as a chartered team to complete a one-time, special act, project, or process improvement that enhanced the Air Force and (or) DoD communications and information operations are eligible. The team must have completed the project or process improvement prior to end of the award period of service, 31 December.	**ONE**

Table 1.2. (PACAF) Air Force Communications and Information Team Award

Award Category Name	Qualifiers	Nominees
Team Award. PACAF C&I Team Award	Each nominating agency may nominate a team of 2-25 people performing communications and information duties that have worked together as a chartered team to complete a one-time, special act, project or process improvement that enhanced the Air Force and (or) DoD communications and information. The team must have completed the project prior to the end of the award period of service, 31 December. The team selected will represent PACAF for the General Edwin W. Rawlings Team award.	**ONE**

1.4.6. Air Force Communications and Information Unit Awards. These awards recognize units for sustained superior performance and professional excellence in managing all facets of communications and information functions and whose contributions most improved communications and information support to Air Force and (or) DoD operations and missions. *Units may compete for only one unit award and those nominated for the awards in this table are ineligible to compete for any unit awards described in other tables in this chapter.*

Table 1.3. Air Force Communications and Information Unit Awards.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Communications and Information Major General Harold M. McClelland Award (named for a distinguished air power pioneer who was an Air Force communications officer)	Air Force unit authorized 301 or more members providing all facets of communications and information support to Air Force and (or) DoD operations and missions are eligible. All authorized positions count, except contracted positions.	**ONE**
Air Force Communications and Information Lieutenant General Harold W. Grant Award (named for the director of Air Force Telecommunications [1958-1961] and the first commander of the Air Force Communications Service)	Air Force units authorized 300 or fewer members providing all facets of communications and information support to Air Force and (or) DoD operations and missions are eligible. All authorized positions count, except contracted positions.	**ONE**

Table 1.3. (PACAF) Air Force Communications and Information Unit Awards

Award Category Name	Qualifiers	Nominees
Brigadier General Samuel J. Greene Award	This award recognizes the best Communications & Information unit (300 or less) in PACAF. The unit selected will represent PACAF for the Lieutenant General Harold W. Grant Award at Air Force- level competition.	**ONE**
Major General William R. Yost Award	This award recognizes the best Communications & Information unit (301 or more) in PACAF. The unit selected will represent PACAF for the Major General Harold M. McClelland Award at Air Force-level competition.	**ONE**

1.4.7. Air Force Information Assurance Awards. These awards recognize an individual and an *entire* unit for sustained superior performance and professional excellence in managing information assurance programs and whose contributions most improved the security of communications and informa-

tion systems at base, MAJCOM, HQ USAF, DoD, national-level, or the security of the United States government information. *Individuals and units may compete for only one individual and unit award and those nominated for the awards in this table are ineligible to compete for any individual and unit award described in the other tables in this chapter.*

Table 1.4. Air Force Information Assurance Awards.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Outstanding Information Assurance Professional	Air Force military members and civilian employees, regardless of AFSC or civilian job series, performing information assurance services are eligible. Nominated individuals must have performed information assurance duties for more than 180 days during the award period of service.	**ONE (See note 2)**
Air Force Outstanding Information Assurance Unit	Air Force communications and information units providing information assurance services and support to Air Force missions and operations are eligible.	**ONE (See note 2)**

1.4.8. Air Force Spectrum Management Awards. These awards recognize individuals for sustained superior performance in spectrum management duties at base, MAJCOM, Air Force, unified, combined command, or DoD. *Individuals may compete for only one individual award and those nominated for the awards in this table are ineligible to compete for any individual awards described in the other tables in this chapter.*

Table 1.5. Air Force Spectrum Management Awards.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Outstanding Electromagnetic Spectrum Manager	Air Force military members and civilian employees performing **full-time** spectrum management services in AFSC **33XX**, **3C1X2**, and **related civilian job series** are eligible. Nominated individuals must work in an authorized spectrum management position and have performed spectrum management duties for more than 180 days during the award period of service.	**ONE (See note 1)**
Air Force Outstanding Installation Spectrum Manager	Air Force military members and civilian employees, regardless of AFSC or civilian job series, performing **part-time** spectrum management services as an additional duty are eligible. The nominated individuals must have performed the spectrum management services for more than 180 days during the period of service.	**ONE (See note 1)**

1.4.9. Air Force Postal Facility Awards. These awards recognize postal services units for superior performance and professional excellence in managing all facets of postal services and whose contributions most improved Air Force postal services operations. *Unit may compete for only one unit award and those nominated for the awards in this table are ineligible to compete for any unit awards described in this chapter.*

Table 1.6. Air Force Postal Facility Awards.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Outstanding Small Postal Facility	Air Force postal units with 9 or fewer manpower authorizations performing all facets of post office services are eligible.	**ONE**
Air Force Outstanding Large Postal Facility	Air Force postal units with 10 or more manpower authorizations performing all facets of post office services are eligible.	**ONE**
Air Force Outstanding Aerial Mail Terminal	Air Force aerial mail units performing all facets of aerial mail terminal services are eligible.	**ONE**

NOTES:

1. Individuals selected as winners of the awards in **Table 1.1.** and **Table 1.5.** will go on to compete for the Air Force Association's General Billy Mitchell Award for Communications and Information Excellence outlined in **Chapter 3**.
2. The individual and organization selected as winners of the awards in **Table 1.4.** will go on to compete for the national-level Information Assurance, Frank B. Rowlett trophies outlined in **Chapter 3**.

1.5. Nomination Packages. Nomination packages should be accurate and succinct. Using the most current version of AF Form 1206, **Nomination for Award**, nominators should structure the nominations as outlined in **Figure 1.1.** through **Figure 1.3.** using the performance topics defined therein. (***NOTE***: Nomination packages for the individual awards may not exceed one page; nomination packages for the team and/or unit awards may not exceed two pages.) Describe how the nominee's superior performance impacted communications and information services and support to Air Force missions and operations. Don't base a nomination solely on a nominee's performance while he or she was deployed to support specific operations or exercises; address the nominee's daily performance and what the nominee accomplished for his or her home unit during the rest of the year. Nominations for individuals reassigned to a different unit during the award period of service may address communications and information work performed in both units. When referring to statistics, use actual numbers—do not use percentages or terminology such as "staff doubled." Spell out any abbreviations and acronyms when used for the first time—don't assume the Air Force award selection board members will know or understand local abbreviations or acronyms unique to your unit or command. Avoid the use of generalities, broad or vague terminology, superlative adjectives, or a recapitulation of the nominee's job description. Write the nominations in a fashion that will direct the board members' attention to the importance of the nominee's accomplishments, not the importance of what the system produces, and how Air Force operations and (or) missions benefited from them. A report of individual personnel information sheet for the military nominees and a simple career brief (nominee's current job series and grade, job title, employment history, performance awards history) for the civilian nominees shall accompany each individual award nomination. A separate, plain-bond sheet of paper providing the name, rank or grade, and unit assignment of each team member

shall accompany the team award nominations. Each unit award nomination shall contain the number of Air Force communications and information positions authorized—don't include contract personnel positions.

Figure 1.1. Nomination Format for the Individual Awards.

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
Air Force Communications and Information Award	3A / NCO	01 Jan - 31 Dec 03
RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	SSN *(Enter Last 4 Only)*	MAJCOM, FOA, OR DRU
SSgt / Jane D. Doe (also provide "go-by" name)	1234	AMC
DAFSC/DUTY	NOMINEE'S TELEPHONE *(DSN & Commercial)*	
3AXXX / Work Group Manager	DSN 756-7013 / CMCL (618) 256-7013	

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE

375th Communications Squadron / SCY / 23 Charles Street / Scott AFB IL / 62225-5000

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*

Col / Frederick R. Smith / DSN 576-2033 / CMCL (618) 256-2033 / org email address

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

MAJOR ACHIEVEMENTS: (Min 40 - Max 70 points)

- Describe the nominee's significant accomplishments and how the nominee excelled while providing support to the organization, the wing, command, Air Force, or DoD objectives and missions
  - -- Discuss what made the achievement unique from similar tasks--how the nominee improved procedures used for communications and information programs, etc., and how the nominee used creativity in promoting new or improved methodologies used in work areas or activities
- Describe the nominee's technical and administrative skills and how the nominee applied these abilities to the performance of his or her functional responsibilities
  - -- Identify what needs the nominee addressed, the targeted audience, and how he or she served customers
    - --- Focus on the value of the achievement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general--discussing the quality of performance, products, and service; the extent and scope that the nominee's work affected; and the results of his or her actions
  - -- Highlight circumstances that made tasks difficult--the challenges the nominee faced and how the nominee overcame them, identifying any improvements made to existing procedures used, and how the improvements lessened the difficulty of the task and benefited operations
    - --- Focus on the nominee's resourceful innovations--independent thought and imagination--how management officials accepted the nominee's ideas and how the nominee implemented changes
  - -- Identify any net savings the nominee's efforts produced (use actual figures, not percentages or terminology such as "staff doubled")

LEADERSHIP ABILITIES AND MANAGEMENT EXPERIENCES: (Min 17 - Max 25 points)

- Describe the leadership and work experiences that set the nominee apart from others of equal or higher rank (or) grade
  - -- Discuss how the nominee used his or her leadership and management abilities during his or her daily performance and how the nominee's ability to plan, control, and document projects impacted on both the work center and (or) unit
  - -- Focus on how he or she may have fostered the growth and development of others or served as an inspiration to others

OTHER ACCOMPLISHMENTS: (Min 3 - Max 5 points)

- Discuss any other significant acts that benefited the Air Force communications and information programs
  - -- Address any awards given to the individual during the award period of service but only those awards granted for acts that occurred during the award period service (1 Jan-31 Dec)
    - --- Quarterly awards and special act or service awards granted for short-term endeavors [one time, nonrecurring acts] qualify in this instance
      - ---- Provide the date(s) the award was granted and the period of recognition
    - --- Do not address those awards given for outstanding service achievements, such as commendation medals, exemplary or meritorious service medals, etc.
- Do not discuss degrees or educational courses, seminars, etc., or community and cultural activities

DO NOT EXCEED ONE PAGE

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Figure 1.2. Nomination Format for the Team Award.

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
AF Communications & Information Team Award	Gen Rawlings	1 Jan-31 Dec 03
RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	SSN *(Enter Last 4 Only)*	MAJCOM, FOA, OR DRU
Computer System Software Team		AMC
DAFSC/DUTY	NOMINEE'S TELEPHONE *(DSN & Commercial)*	
	DSN 576-7013 / CMCL (618) 256-7013	

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE

375th Communications Squadron / SCY / 23 Charles Street / Scott AFB IL / 62225-5000

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*

Col / Frederick R. Smith / DSN 576-2033 / CMCL (618) 256-2033 / org email address

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

MAJOR ACHIEVEMENTS: (Min 40 - Max 70 points)

- Explain the charter for the special project or process and what prompted the need to enhance communications and information business practices and support to Air Force or DoD objectives and missions--include the number of people assigned to the team (do not include contracted employees)
- Discuss how the team's project or process improvement impacted other units (internally/externally) and the communications and information support to Air Force operations
  - -- Highlight what made the team's achievement unique from similar tasks; how the team improved procedures used for communications and information programs, etc., and how they used creativity in promoting new or improved methodologies used in work areas and/or activities
  - -- Include the breadth and level of issues the team addressed, the number of people and units the team's actions affected, the team's interaction with customers and suppliers, and the impact of the team's activities and improvements on the units or agencies supported
    - --- Focus on the value of the project or improvement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general
- Address any special activities to which the project or process was applicable--a specific operation that supported an Air Force or joint service effort, major exercise, etc.
- Summarize the results of the team's actions--how they bettered communications and information services (before and after) and the importance to others--customers, unit, mission objectives

PLANNING AND MANAGEMENT OF THE PROJECT OR PROCESS AND RESOURCES: (Min 17 - Max 25 points)

- Discuss how the team worked together in planning and managing resources provided for the special project--the team's construction of strategic and productivity objectives and what measures they used for planning day-to-day management of the process
  - -- Describe challenges the team members faced and how they worked together as a team to overcome them
  - -- Focus on the innovative techniques used by the team to improve performance of the program or process
  - -- Discuss any measures or any other well-executed approach the team put in place to ensure robust or failure-resistant products or services--action plans or indicators developed to continually measure performance of the team and its products or services
    - --- Highlight how they measured success and failure of the porject or improvement, how management officials accepted the team's ideas, and how the team implemented the changes that occurred as a result of their efforts--include any savings in manpower and dollars (tangible or intangible), short- and long-term implications, and peacetime and wartime impact

OTHER ACCOMPLISHMENTS: (Min 3 - Max 5 points)

- Discuss any other significant actions taken by the team that benefited the Air Force communications and information programs
  - -- Address any recognition given to the team during the award period of service, but only awards granted for what the entire team accomplished during the award period of service
    - --- Quarterly awards and special act or service awards granted for short-term endeavors [one-time, nonrecurring acts] qualify in this instance; awards granted to individuals on the team for individual accomplishments don't qualify
      - ---- Provide the date(s) the award was granted and the period of recognition
  - -- Do not discuss any community or cultural activities

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Figure 1.3. Nomination Format for the Unit Awards.

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
AF Communications and Information Unit Award	Lt Gen Grant	1 Jan-31 Dec 03
RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	SSN *(Enter Last 4 Only)*	MAJCOM, FOA, OR DRU
375th Communications Squadron		AMC
DAFSC/DUTY	NOMINEE'S TELEPHONE *(DSN & Commercial)*	
	DSN 576-7013 / CMCL (618) 256-7013	

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE

375th Communications Squadron / SCY / 23 Charles Street / Scott AFB IL / 62225-5222

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*

Col / Frederick R. Smith / DSN 576-2033 / CMCL (618) 256-2033 / org email address

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

OVERALL ACHIEVEMENTS: (Min 40 - Max 70 points)

- Describe the organization's significant accomplishments and sustained superior performance while providing support to Air Force or DoD objectives and mission--include the number of people assigned to the unit (do not include contracted employee positions)
  - -- Highlight what made the organization's achievement unique from similar tasks; how the organization improved procedures used for communications and information programs, etc., and how they used creativity in promoting new or improved methodologies used in communications and information work areas and or activities
  - -- Discuss how the organization demonstrated a sustained trend in providing high-quality communications and information support to its customers--the impact on units (internally and externally) they support and the level of support they provided to Air Force and DoD operations
    - --- Include the breadth and level of issues the organization addressed, the number of people and units the organization's actions affected, the members' interaction with customers and suppliers
      - ---- Focus on the value of the project or improvement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general
- Address any special activities the organization supported--a specific operation that supported an Air Force or joint service effort, major exercise, etc.
- Summarize the results of the organization's key communications and information processes and services on customers, unit, and Air Force communications and information objectives and missions

PLANNING AND MANAGEMENT OF RESOURCES: (Min 17 - Max 25 points)

- Disuss how the organization set directions, clear and visible values, and high expectations in planning and managing resources--the organization's construction of strategic and productivity objectives and what methods they used for planning day-to-day management of communications and information programs
  - -- Describe any internal or external partnerships to better accomplish the communications and information goals and objectives--employee-management relationships, employee development, cross-training, cross-utilization, high-performance work teams, etc., to improve flexibility and responsiveness
  - -- Focus on the innovative techniques used to improve performance of the organization's communications and information products and services. Discuss any well-executed approach put in place that measures the organization's performance and the success and failure of its communications and information products and services
  - -- Describe how the organization implemented any changes that occurred as a result of these efforts, highlighting any savings in manpower and dollars (tangible or intangible), short- and long-range implications, and peacetime and wartime impact (use actual figures versus percentages or terminology such as "staff doubled")

OTHER ACCOMPLISHMENTS: (Min 3 - Max 5 points)

- Describe any other significant acts that occurred during the nomination period that benefited Air Force communications and information programs
  - -- Address any awards or recognition given to the organization during the nomination period but only those granted or presented for acts that occurred during the nomination period
    - --- Provide the date(s) the award was granted and the period of recognition
  - -- Do not discuss any community and cultural activities

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1.6. Air Force-Level Board Membership, Criteria, and Process. A general officer will chair the Air Force Communications and Information selection board. Because the annual communications and information awards program consists of several award categories, HQ AFCA/XP will establish a separate panel for each award category. Each panel shall consist of three voting members (preferably one member from installation level, one member from MAJCOM level, and one member from HQ USAF level) and one certifying official (HQ USAF level). Panel membership shall be *functional* in nature and the rank and grade of the members as well as their position in the chain of command will be factored into panel membership assignments. Each voting member assigned to the panels will award each nominee an appropriate score, based strictly on the merits of the nominee's performance, using a scale system. The Air Force Communications and Information annual awards are strictly performance based—"whole person scores" do not factor into the award selections. During the scoring process, those selected as Air Force panel members cannot discuss or share the nominations or their decisions, in part or whole, with any other members inside or outside of the selection process.

1.7. Presenting Awards. HQ USAF/XI will announce award recipients by message. HQ AFCA/XP and HQ USAF/ILC will determine the most appropriate method used each year to recognize the winners. Any travel and per diem costs associated with an award ceremony to recognize the winners are the responsibility of the nominating unit. This policy extends only to award winners and their immediate supervisors or designated representative. It does not extend to the award winners' spouses—they are not authorized attendance at any award ceremony at government expense.

1.8. Photographs. Each winning organization, as well as units with individual and team winners, will provide photographs, as described below, by way of digital photo files to HQ AFCA/XP not later than the **first Friday in June**.

1.8.1. Individual award winners provide *one 5 X 7 portrait-style (head and shoulders, with the US flag in the background) color* photograph. This applies also to those selected as winners of the information assurance, spectrum management, and Darryl G. Winters awards.

1.8.2. Team award winners provide *five 8 X 10 color* photographs. The photographs should reflect various poses of the team members at work. At least one photograph must be of the entire team posed together as a group.

1.8.3. Organizational award winners provide *ten 8 X 10 color* photographs. This applies also to the information assurance and postal unit winners. The photographs should reflect various poses of the unit members at work as well as one photograph of the unit members posed together as a group.

Chapter 2

OTHER AIR FORCE COMMUNICATIONS AND INFORMATION RECOGNITION

2.1. Air Force Communications and Information Warriors. HQ USAF/XI may make Air Force communications and information organizational souvenirs available to offer special thanks to individuals and small teams that have provided significant contributions to *one-time, nonrecurring* Air Force communications and information *special projects, tiger teams, and the like*. The project or special act performed must have derived from an Air Force-level communications and information tasking and have produced goal-oriented results that, when put in place, would impact communications and information support to Air Force or DoD missions and operations.

2.1.1. Eligibility. Any DAF military member and civilian employee, regardless of AFSC or civilian job series, working in an Air Force communications and information environment at any level of the command and selected to perform an Air Force-level special act is eligible for the souvenir.

2.1.2. Nomination, Selection, and Approval Process. Any management official at the HQ USAF/XIC/ILC directorate level that has knowledge of the individual's or team's performance while working an Air Force-level communications and information special task may recommend the use of the souvenir to recognize the individual's or team's special efforts. Each memento granted must be supportable and documented. HQ USAF/XI/XIC/ILC or designated representative that has knowledge of the act has granting authority.

2.2. Air Force Information Assurance (IA) Medallion Program. HQ USAF/XI may make IA medallions available to offer special thanks to individuals at installations, FOAs, DRUs, intermediate headquarters, MAJCOMs, and HQ USAF staff elements for outstanding contributions to the overall Air Force IA posture *during IA awareness campaigns*.

2.2.1. Eligibility. Any DAF military member and civilian employee, regardless of AFSC or civilian job series, working in an information assurance environment at any level of the command and selected to perform an information assurance special event project *during the annual IA awareness campaign* is eligible for a medallion.

2.2.2. Nomination and Selection Process. Air Force communications and information commanders or management officials in comparable or higher-level positions at installations, intermediate headquarters, FOAs, DRUs, MAJCOMs, and HQ USAF may establish an appropriate nomination and selection process for granting medallions to the military members and civilian employees under their jurisdiction. Each medallion granted must be supportable and documented.

2.2.3. HQ USAF/XI will distribute medallions to each level of command as follows:

2.2.3.1. Installation-level units may select up to three winners.

2.2.3.2. MAJCOM-level units may select up to two winners.

2.2.3.3. FOA, DRU, intermediate headquarters-level units may select one winner.

2.3. Air Force Combat Camera Darryl G. Winters Award. HQ USAF/XI sponsors this award program in honor of the first aerospace audiovisual services combat photographer killed in Vietnam. The award recognizes enlisted combat camera personnel or mobility tasked base-level visual information

enlisted personnel who, despite the possibility of placing themselves in harm's way, provided excellent combat camera support to Air Force deployed or domestic contingency missions or operations.

2.3.1. Eligibility. Air Force enlisted members performing combat camera or mobility-tasked visual information services in **AFSC 3V0X2 and 3V0X3** who demonstrated courage, in the face of danger, while performing visual information duties in support of deployed or domestic contingencies. ***Those nominated for this award are not eligible to compete for the communications and information visual information awards described in, Table 1.1.***.

2.3.2. Period of Service. The special acts or services will have taken place during **1 January-31 December**.

2.3.3. Nomination and Selection Process. MAJCOM directors of communications and information or other management officials in comparable or higher-level positions in HQ USAF, DRUs, FOAs, and Air Force Elements are the nominating authorities for individuals within their jurisdiction. Each nominating authority may nominate **one** combat camera enlisted member or a mobility-tasked base-level visual information enlisted member for this award. Nomination packages must arrive at HQ AFCA/XP, 203 West Losey Street, Room 1200, Scott AFB IL 62225-5222, **no later than the first Monday in March** each year. Use AF Form 1206, as prescribed in **Figure 2.1.** The selection process and announcement of the winner of this award are the same as those used for the Air Force Communications and Information annual awards addressed in **Chapter 1**.

2.4. Air Force Multimedia (MM) Production Award Program. HQ USAF/XI sponsors this award program to recognize outstanding MM video productions created by base-level support and Air Force production activities.

2.4.1. Eligibility. Planned or scripted Air Force and local videos produced in a controlled environment are eligible for this award. Nominated Air Force productions must have a production identification number and local productions must have a production approval number. ***Contract-operated MM centers or contracted productions are not eligible for this award***.

2.4.2. Production Categories. Air Force will consider the following types of productions:

2.4.2.1. Training.

2.4.2.2. Recruiting.

2.4.2.3. Internal/Public Information.

2.4.2.4. Documentaries.

2.4.2.5. All Others (Compilation, Music programs).

2.4.3. Nominating Procedures. HQ AFCA/GC is the Air Force designated OPR for this program and will notify MAJCOM MM managers when video productions and nomination entry forms are due, along with the host organization point of contact and shipping instructions. Air Force MM activities with a defense visual information activity number may nominate **one** video production in each category direct to HQ AFCA/GC. MAJCOM MM managers may nominate **one** production in each category through their respective chain of command to HQ AFCA/GC.

2.4.4. Air Force Board Membership and Selection Process. A general officer will chair the award selection board. The board shall consist of members from HQ USAF/ILC, HQ AFCA/GC, and the multimedia community. The board will convene at a host MM activity each year selected by HQ

AFCA/GC. The board will select one winning production and one runner-up production in each of the categories using a scale system. They will base the selections on how well the video productions satisfied the customer's requirements. Winning productions and nomination entry forms will go on to compete against productions from other Services at DoD.

2.4.5. Presenting Awards. HQ USAF/XI will announce the winning productions by message. HQ AFCA/GC will distribute award mementos, certificates, etc., to the winning production's MAJCOM MM managers. Major units will determine the most appropriate method used to recognize the winning productions within their jurisdiction.

Figure 2.1. Nomination Format for the Air Force Combat Camera Darryl G. Winters Award.

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
Air Force Combat Camera Darryl G. Winters Award	Not Applicable	1 Jan-31 Dec 03
RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	SSN *(Enter Last 4 Only)*	MAJCOM, FOA, OR DRU
SrA / John M. Doe (also provide "go-by" name)	1234	AMC
DAFSC/DUTY	NOMINEE'S TELEPHONE *(DSN & Commercial)*	
3V0X2 / Still Photographer	DSN 673-7013 / CMCL (843) 229-7013	

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE

437th Combat Camera Squadron / SCM / 23 Charles Street / Charleston AFB SC / 29401-5000

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*

Col / Frederick R. Smith / DSN 673-1234 / CMCL (843) 229-1234

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

OVERALL ACHIEVEMENTS: (Min 40 - Max 70 points)

- Describe the nominee's significant accomplishments and outstanding performance while providing combat camera and mobility-tasked visual information services to Air Force and (or) DoD deployed or domestic contingencies
  - -- Discuss what made the achievement unique from similar tasks-the extent of risk involved to gather the information required
  - -- Highlight circumstances that made tasks difficult--the challenges the nominee faced and how he or she overcame them, identifying any improvements made to existing procedures used, and how the improvements lessened the difficulty of the task and benefited the contingency
  - -- Explain the nominee's innovations to improve combat camera or mobility-tasked visual information procedures used in world theater deployments or other documented operations and missions
  - -- Identify what needs the nominee addressed, the targeted audience, and how he or she achieved the desired goal, focusing on the value of the achievement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general
    - --- Discuss quality of performance, products, and service, the extent and scope that his or her work affected the contingency or mission, and the results of his or her actions
- Describe the nominee's technical and administrative skills and how the nominee applied these abilities to the performance of his or her responsibilities
  - -- Focus on the nominee's resourceful innovations-independent thought and imagination--how management officials accepted the nominee's ideas and how the nominee implemented changes, suggestions, etc., to advance the capabilities of the combat camera mission objectives
    - --- Identify any net savings the nominee's efforts produced (use actual figures, not percentages or terminology such as "staff doubled")

LEADERSHIP ABILITILITIEAND MANAGEMENT EXPERIENCES: (Min 17 - Max 25 points)

- Describe the leadership and work experiences that set the nominee apart from other of equal or higher rank (or) grade
  - -- Discuss how the nominee used his or her leadership and management abilities during his or her daily performance and how his or her ability to plan, control, and document projects impacted on both the work center and (or) unit
  - -- Focus on how he or she may have fostered the growth and development of others or served as an inspiration to others

OTHER ACCOMPLISHMENTS: (Min 3 - Max 5 points)

- Discuss any other significant acts that benefited the Air Force combat camera and (or) mobility-tasked visual information services program
  - -- Address any awards given to the individual during the nomination period but only awards granted for acts that occurred during the period of service
    - --- Quarterly awards and special act or service awards granted for short-term endeavors [one time, nonrecurring acts] qualify in this instance
      - ---- Provide the date(s) granted and the period of recognition
    - --- Do not address those awards given for outstanding service achievements, such as commendation medals, meritorious service medals, etc.
- Do not discuss degrees or educational courses, seminars, etc., or community and cultural activities

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Chapter 3

COMMUNICATIONS AND INFORMATION RELATED RECOGNITION PROGRAMS SPONSORED BY EXTERNAL ORGANIZATIONS

3.1. Air Force Association (AFA) General Billy Mitchell Award for Communications and Information Excellence.

3.1.1. Purpose. Named for an air power pioneer whose service began in the Army Signal Corps, the sponsor of this award program, AFA, will recognize Air Force individuals whose communications and information contributions most enhanced the Air Force's warfighting capability.

3.1.2. Eligibility. Those selected as winners of the Air Force communications and information individual awards, **Table 1.1.** and **Table 1.5.**, and the Daryl G. Winters Award, **Chapter 2**, will compete for selection as the recipient of AFA's General Billy Mitchell Award. The selection will take place in conjunction with the Air Force Communications and Information Annual Awards Program. HQ AFCA/XP will transmit the winning package to AFA.

3.1.3. Recognition. AFA normally recognizes the award winner during the AFA annual convention in Washington DC. The convention usually takes place during the month of September each year. AFA notifies the award winner as well as the winner's unit commander of the details applicable to any presentation ceremony. Any travel and per diem costs associated with the award ceremony are the responsibility of the winner's organization. Spouses are not authorized attendance at government expense.

3.2. National Security Agency (NSA) Information Assurance, Frank B. Rowlett Individual and Organizational Recognition.

3.2.1. Purpose. Each year NSA recognizes individuals and the unit that have made the most significant contributions to improving information systems security, operational information assurance readiness, or enhancing the defensive information operations posture of the United States.

3.2.1.1. Eligibility.

3.2.1.1.1. The individual selected as the Air Force Information Assurance Program Manager of the Year (**Table 1.4.**) competes at the national-level for the Frank B. Rowlett Information Assurance Individual Trophy.

3.2.1.1.2. The organization selected as the Air Force Information Assurance Organization of the Year (**Table 1.4.**) competes at the national-level for the Frank B. Rowlett Information Assurance Organizational Trophy.

3.2.2. Nominating Procedures. HQ USAF/XI is the endorsing official for the individual and unit nominated for the NSA information assurance awards. HQ AFCA/XP will notify the selected nominees' respective unit commanders of NSA's nominating requirements and format structure each year.

3.2.3. Recognition. NSA will recognize the award winners during an appropriately scheduled awards ceremony. NSA will notify HQ AFCA/XP of all applicable details pertaining to the presentation ceremony. Any travel and per diem costs associated with the award ceremony are normally borne by NSA or the winners' units. Spouses are not authorized attendance at Air Force expense.

3.3. Outstanding Global Information Grid (GIG) Facility Awards. The Defense Information Systems Agency (DISA) sponsors these award programs to recognize outstanding mission performance of operation and maintenance facilities operating as part of the defense information infrastructure. HQ AFCA/GC is the designated Air Force OPR for Air Force GIG facilities in the DISA Western Hemisphere (DISA WESTHEM) and will provide nominating guidance along with due dates each year. Air Force communications and information management officials in the DISA WESTHEM should contact HQ AFCA/GC for further information pertaining to this award.

3.4. Information Collections, Records, and Forms or Information Management Tools (IMT).

3.4.1. Information Collections. This publication creates collection of information.

3.4.2. Records. Retain and dispose of these records pertaining to award nominations according to AFMAN 37-139, Table 36-33, Rules 1 through 3.

3.4.3. Forms or IMTs. (Adopted or Prescribed).

3.4.3.1. Adopted Form or IMTs. AF Form 847, **Recommendation for Change of Publication**, AF Form 1206, **Nomination for Award**.

3.4.3.2. Prescribed Forms or IMTs. This publication does not prescribe any other forms.

WILLIAM T. HOBBINS, Lt Gen, USAF
DCS/Warfighting Integration

(PACAF)

GREGORY L. BRUNDIDGE, Colonel, USAF
Director, Communications and Information

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Public Law 104-13, *Paperwork Reduction Act of 1995*

Title 5, USC, Section 4503, *Government Organization and Employees,* current edition

Title 10, USC, Section 1125, *Armed Forces,* current edition

AFPD 36-28, *Awards and Decorations Programs*

AFI 33-360, Volume 2, *Forms Management Program*

AFI 36-2805, *Special Trophies and Awards*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

AF—Air Force (when used with a form number)

AFA—Air Force Association

AFCA—Air Force Communications Agency

AFMAN—Air Force Manual

AFPD—Air Force Policy Dirctive

AFSC—Duty Air Force Specialty Code

ANG—Air National Guard

CGO—Company Grade Officer

DAF—Department of the Air Force

DCS—Deputy Chief of Staff

DISA—Defense Information Systems Agency

DISA WESTHEM—DISA Western Hemisphere

DoD—Department of Defense

DRU—Direct Reporting Unit

FGO—Field Grade Officer

FOA—Field Operations Agency

GIG—Global Information Grid

HQ USAF—Headquarters United States Air Force

IA—Information Assurance

IMT—Information Management Tool

MAJCOM—Major Command

MM—Multimedia

NCO—Noncommissioned Officer

NSA—National Security Agency

OPR—Office of Primary Responsibility

SDI—Special Duty Indicator

SNCO—Senior Noncommissioned Officer

USC—United States Code