

AIR FORCE COMMUNICATIONS AND INFORMATION ANNUAL AWARDS PROGRAM AND AIR FORCE DARRYL G. WINTERS AWARD

INTERIM POLICY GUIDANCE FOR CALENDER YEAR 2005 AWARD CYCLE

1.1. Purpose. These annual awards recognize DAF military members (officers and enlisted), civilian employees, teams, and units for sustained superior performance while providing communications and information services and support to Air Force and (or) DoD missions and operations.

1.2. Award Elements. Award elements consist of mementos accompanied by congratulatory letters signed by SAF/XC. Winners of the officer, enlisted, and civilian 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 and civilian employees of winning teams or units.

1.3. Responsibilities.

1.3.1. SAF/XC owns and sponsors this awards program.

1.3.2. HQ AFCA/DS is the designated Air Force office of primary responsibility (OPR) for administration and management of this awards program. SAF/XCI has policy oversight.

1.3.3. A general officer or civilian equivalent assigned to SAF/XC will chair the Air Force Communications and Information Annual Awards Board. Commanders and management officials at all levels of command shall make available DAF military members and civilian employees to serve as members of the selection panels. HQ AFCA/DS shall provide the board recorder and determine prerequisites for panel membership.

1.4. Eligibility.

1.4.1. Air Force Communications and Information Individual Awards: Air Force active duty and reserve military members; Title 5, USC, civilian employees; nonappropriated-fund civilian employees; and direct- and indirect-hire foreign national employees performing core communications and information duties in any organization at all levels of DoD, Air Force, ANG, and unified and specified commands are eligible for the awards defined in this chapter. These awards serve as an incentive; those nominated should be continuing their federal civilian or military service with the government and not be retiring. *Contract personnel are not eligible for Air Force communications and information individual awards.*

1.4.1.1. Military members must be serving in and performing duties that are consistent with the Air Force Specialty Codes (AFSC) defined in the award category for which nominated. Nominated civilian employees must be performing duties that are consistent with those described in the military AFSC career fields.

1.4.1.2. Subspecialty work performed in each of the communications and information career fields form the basis of the individual awards outlined herein. Individuals may compete for only *one* Air Force-level communications and information individual award, unless dictated otherwise in this guide. This does not preclude nominees from being a member of a nominated team. Nor does it restrict them from competing for other awards addressed in this publication, providing the qualifying factors and basis used for other awards differ to those required for the communications and information individual awards. Refer to the individual award categories and tables in this guide for other qualifiers and restrictions.

1.4.1.3. Military members and civilian employees selected for promotion or promoted during 1 January–31 December shall compete for the award that is comparable to their rank or grade

as of 31 December. Civilian employees classified or reclassified to a pay system that differs to those defined for the civilian awards shall compete for the award that is equal to the level of their job responsibilities and not for the award that is equal to the lowest grade in their pay band.

1.4.2. Air Force Communications and Information Unit Awards: Air Force units at any level of command performing core communications and information operational activities are eligible for the unit awards defined in this chapter. Units may compete for only *one* Air Force-level communications and information unit award, unless dictated otherwise in this guide. Refer to the unit award categories and tables for other qualifiers and restrictions. *Contract units are not eligible for an Air Force communications and information unit award.*

1.5. Award Categories and Additional Qualifiers or Restrictions.

1.5.1. Air Force Communications and Information Officer, Civilian, and Enlisted Career Awards. These awards recognize officers, civilian employees, and enlisted members working in communications and information career fields for sustained superior performance and contributions that benefited Air Force and (or) DoD missions and operations. Individuals competing for these awards are not eligible to compete for the awards defined in other tables in this publication where the AFSC and (or) subspecialty work performed would be the same as those recognized by these awards.

Table 1.1. Air Force Communications and Information Officer, Civilian, and Enlisted Career Award Categories.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
<i>Air Force Communications and Information Outstanding Field Grade Officer (FGO)</i>	FGOs (major through lieutenant colonel not selected for promotion to colonel) in DAFSC 33XX assigned to oversee, supervise, and (or) perform core communications and information activities in units at all levels of command qualify for this award. This qualifier also extends to FGOs who oversee and (or) supervise communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, FGOs assigned to oversee and supervise “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. FGOs assigned to oversee and supervise communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.	ONE (See note 1)

<p><i>Air Force Communications and Information Outstanding Company Grade Officer (CGO)</i></p>	<p>CGOs (lieutenant through major select) in DAFSC 33XX assigned to oversee, supervise, and (or) perform core communications and information activities in units at all levels of command qualify for this award. This qualifier also extends to CGOs who oversee, supervise, and (or) perform communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, CGOs assigned to oversee and (or) supervise “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. CGOs assigned to oversee and (or) supervise communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Communications and Information Outstanding Civilian Manager</i></p>	<p>Civilian employees in grades of GS-12 through GM-/GS-14 and WS-/ WL-/WG-12 and above assigned to oversee and (or) supervise communications and information duties at any level of command that are consistent with any of the duties described in the military award categories qualify for this award. This qualifier also extends to civilian employees who oversee and (or) supervise communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, civilian employees assigned to oversee and (or) supervise “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. Civilian employees assigned to oversee and (or) supervise communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have performed the duties for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Communications and Information Outstanding Civilian Specialist</i></p>	<p>Civilian employees in grades of GS-/WS-/WL-/WG-09 through 11 assigned to oversee, supervise, and (or) perform communications and information duties at any level of command that are consistent with any of the duties described in the military award categories qualify for this award. This qualifier also extends to civilian employees who oversee, supervise, and (or) perform communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, civilian employees assigned to oversee, supervise, and (or) perform “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. Civilian employees assigned to oversee, supervise, and (or) perform communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have performed the duties for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>

<p><i>Air Force Communications and Information Outstanding Civilian Assistant Specialist</i></p>	<p>Civilian employees in grades of GS-/WS-/WL-/WG-07 through 08 assigned to perform communications and information duties at any level of command that are consistent with any of the duties described in the military award categories qualify for this award. This qualifier also extends to civilian employees who perform communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, civilian employees assigned to perform “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. Civilian employees assigned to perform communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have performed the duties for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Communications and Information Outstanding Civilian Technician</i></p>	<p>Civilian employees in grades of GS-/WG-05 through 06, and WS-/ WL-06 and below assigned to perform communications and information duties at any level of command that are consistent with any of the duties described in the military award categories qualify for this award. This qualifier also extends to civilian employees who perform communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, civilian employees assigned to perform “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. Civilian employees assigned to perform communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have performed the duties for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Communications and Information Outstanding Civilian Assistant</i></p>	<p>Civilian employees in grades of GS-/WG-04 and below assigned to perform communications and information duties at any level of command that are consistent with any of the duties described in the military award categories qualify for this award. This qualifier also extends to civilian employees who perform communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, civilian employees assigned to perform “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. Civilian employees assigned to perform communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have performed the duties for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>

<p><i>Air Force Communications- Electronics Systems Outstanding Airman</i></p>	<p>Airmen (airman basic through senior airman) in DAFSC 2EXXX assigned to perform communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA qualify for this award. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, airmen assigned to perform “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. Airmen assigned to perform communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Communications- Electronics Systems Outstanding Noncommissioned Officer (NCO)</i></p>	<p>NCOs (staff through technical sergeant select) in DAFSC 2EXXX assigned to perform and (or) supervise communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA qualify for this award. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, NCOs assigned to perform and (or) supervise “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. NCOs assigned to perform and (or) supervise communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Communications- Electronics Systems Outstanding Senior Noncommissioned Officer (SNCO)</i></p>	<p>SNCOs (master through chief master sergeant) in DAFSC 2EXXX assigned to perform or supervise communications-electronics system maintenance support activities in units above base level that operationally align under a MAJCOM, DRU, or FOA qualify for this award. Communications-electronics system maintenance support activities include staff support, networking policy and procedures, telephone policy, network voice integration into networks, and the like. <i>However, SNCOs assigned to perform and (or) supervise “hands-on” communications-electronics system maintenance activities (install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic equipment) in units above the base level do <u>not</u> qualify for this award. SNCOs assigned to perform and (or) supervise communications-electronics system maintenance and maintenance support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award.</i> Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Information Management Outstanding Airman</i></p>	<p>Airmen (airman basic through staff sergeant select) in DAFSC 3AXXX assigned to perform information management duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Information Management Outstanding NCO</i></p>	<p>NCOs (staff through master sergeant select) in DAFSC 3AXXX assigned to perform information management duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>
<p><i>Air Force Information Management Outstanding SNCO</i></p>	<p>SNCOs (master through chief master sergeant) in DAFSC 3AXXX assigned to perform information management duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.</p>	<p>ONE (See note 1)</p>

<i>Air Force Communications-Computer Systems Outstanding Airman</i>	Airmen (airman basic through staff sergeant select) in DAFSC 3CXXX assigned to perform communications-computer system duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.	ONE (See note 1)
<i>Air Force Communications-Computer Systems Outstanding NCO</i>	NCOs (staff through master sergeant select) in DAFSC 3CXXX assigned to perform communications-computer system duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.	ONE (See note 1)
<i>Air Force Communications-Computer Systems Outstanding SNCO</i>	SNCOs (master through chief master sergeant) in DAFSC 3CXXX assigned to perform communications-computer system duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service	ONE (See note 1)
<i>Air Force Visual Information Outstanding Airman</i>	Airmen (airman basic through staff sergeant select) in DAFSC 3VXXX assigned to perform visual information duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.	ONE (See note 1)
<i>Air Force Visual Information Outstanding NCO</i>	NCOs (staff through master sergeant select) in DAFSC 3VXXX assigned to perform visual information duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.	ONE (See note 1)
<i>Air Force Visual Information Outstanding SNCO</i>	SNCOs (master through chief master sergeant) in DAFSC 3VXXX assigned to perform visual information duties at any level of command qualify for this award. Nominated individuals must have served in the AFSC for more than 180 days during the award period of service.	ONE (See note 1)
<i>Air Force Postal Service Outstanding Airman</i>	Airmen (airman basic through staff sergeant select) in special duty identifier (SDI 8MXXX) assigned to perform postal service operations at any level of command qualify for this award. Nominated individuals must have served in the SDI for more than 180 days during the award period of service.	ONE (See note 1)
<i>Air Force Postal Service Outstanding NCO</i>	NCOs (staff through master sergeant select) in SDI 8MXXX assigned to perform postal service operations at any level of command qualify for this award. Nominated individuals must have served in the SDI for more than 180 days during the award period of service	ONE (See note 1)
<i>Air Force Postal Service Outstanding SNCO</i>	SNCOs (master through chief master sergeant) in SDI 8MXXX assigned to perform postal service operations at any level of command qualify for this award. Nominated individuals must have served in the SDI for more than 180 days during the award period of service	ONE (See note 1)

1.5.2. Air Force Spectrum Management Awards. These awards recognize individuals for sustained superior performance in the specialty of spectrum management and contributions to spectrum management operations at base, MAJCOM, Air Force, unified or combined command, or DoD levels. Individuals competing for these awards are not eligible to compete for the awards defined in other tables in this chapter where the AFSC and (or) subspecialty work performed would be the same as those recognized by these awards.

Table 1.2. Air Force Spectrum Management Award Categories.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
<i>Air Force Outstanding Electromagnetic Spectrum Manager</i>	Air Force military members and civilian employees assigned to perform full-time spectrum management activities in DAFSC 33XX, 3C1X2 , and related civilian job series qualify for this award. 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)

<i>Air Force Outstanding Installation Spectrum Manager</i>	Air Force military members and civilian employees, regardless of AFSC or civilian job series, performing part-time spectrum management activities as an additional duty qualify for this award. The nominated individuals must have performed part-time spectrum management activities for more than 180 days during the period of service.	ONE (See note 1)
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1.5.3. Air Force Information Assurance Awards. These awards recognize an individual and an information assurance element for sustained superior performance and professional excellence while performing and managing information assurance programs and whose contributions most improved the security of information systems at the base, MAJCOM, HQ USAF, DoD, and national level, or the security of the United States government information. Individuals competing for the Information Assurance Professional award are not eligible to compete for the awards defined in other tables in this chapter where the AFSC and (or) subspecialty work performed would be the same as those recognized by these awards. Commanders who nominate an element of a unit for the Information Assurance Element award may incorporate the element into a combined nomination to qualify the unit for a unit award. They cannot, however, use the same accomplishments as those already used by the element as the sole basis of the nomination. The definition of an element in this instance is a part of a unit and considered a “non-unit”; it may be a flight, division, branch, section, or office.

Table 1.3. Air Force Information Assurance Award Categories.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
<i>Air Force Outstanding Information Assurance Professional</i>	Air Force military members and civilian employees, regardless of AFSC or civilian job series, working at all levels of command, performing information assurance activities and providing information assurance support to missions and operations qualify for this award. Nominated individuals must have performed information assurance duties for more than 180 days during the award period of service.	ONE (See note 2)
<i>Air Force Outstanding Information Assurance Element</i>	Air Force communications and information unit elements at any level of command performing information assurance activities and providing information assurance support to missions and operations qualify for this award. Nominated elements must have performed information assurance operations for more than 180 days during the award period of service.	ONE (See note 2)

1.5.4. Air Force Communications and Information Team Award. Named in honor of a former comptroller of the Air Force and commander of the Air Force Logistics Command, this award recognizes a group of people (excludes contractors) that perform one-time, nonrecurring special acts associated with special projects, process improvements, short-, or long-term endeavors that significantly improve communications and information support to Air Force and (or) DoD missions and operations. The undertaken endeavor is not part of the groups’ daily operational work and unlikely to occur again. Do not nominate units or any part thereof for the unit members’ teamwork while performing daily operational work and (or) missions.

Table 1.4. Air Force Communications and Information Team Award Category.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
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<i>Air Force Communications and Information General Edwin W. Rawlings Team Award</i>	Groups of 2 to 25 DAF personnel assigned to perform communications and information activities and brought together to work as a team to perform <i>one-time, nonrecurring special acts</i> associated with special projects, process improvements, or short- or long-term endeavors qualify for this award. The team’s actions must have resulted in tangible or intangible benefits to the Air Force and produced goal-oriented results that, when put in place, would significantly improve communications and information support to Air Force and (or) DoD missions and operations. The endeavor may have started prior to the beginning of the award period of service but the team must have completed the effort by the end of the award period of service.	ONE
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1.5.5. Air Force Communications and Information Unit Awards. There are two unit award categories. One honors Major General Harold M. McClelland Award, a distinguished air power pioneer who was an Air Force communications officer; the other honors Lieutenant General Harold W. Grant, the director of Air Force Telecommunications (1958-1961) and the first commander of the Air Force Communications Service. The awards recognize large and small units for sustained superior performance and professional excellence while managing core communications and information functions and for contributions that most improved communications and information support to Air Force and (or) DoD operations and missions. Units may compete for only one unit award. However, group commanders who nominate a subordinate squadron for the small unit award may incorporate the squadron into a combined nomination to qualify the group for the large unit award. They cannot use the same accomplishments as those already used by the squadron as the sole basis of the nomination. This rule also extends to commanders who nominate an element of a unit for the Information Assurance Element award addressed in subparagraph 1.5.3 in this chapter.

Table 1.5. Air Force Communications and Information Unit Award Categories.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
<i>Air Force Communications and Information Major General Harold M. McClelland Award</i>	Air Force units authorized 301 or more members providing core communications and information services and support to Air Force and (or) DoD operations and missions qualify for this award. All authorized positions count, except contracted positions.	ONE
<i>Air Force Communications and Information Lieutenant General Harold W. Grant Award</i>	Air Force units authorized 300 or fewer members providing core communications and information services and support to Air Force and (or) DoD operations and missions qualify for this award. All authorized positions count, except contracted positions.	ONE

1.5.6. Air Force Postal Facility Awards. These awards recognize military post offices for superior performance and professional excellence while managing and providing a full range of post office services to the populace and whose contributions most improved Air Force postal services operations. Facilities may compete for only one postal facility award. Base information transfer system activities do not qualify for these awards.

Table 1.6. Air Force Postal Facility Awards.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
<i>Air Force Outstanding Large Postal Facility</i>	Air Force military post offices with 10 or more manpower authorizations that provide a full range of post office services and support to federal and military personnel, dependents, and organizations qualify for this award.	ONE
<i>Air Force Outstanding Small Postal Facility</i>	Air Force military post offices with 9 or fewer manpower authorizations that provide a full range of post office services and support to federal and military personnel, dependents, and organizations qualify for this award.	ONE
<i>Air Force Outstanding Aerial Mail Terminal</i>	Air Force military aerial mail terminals that provide aerial mail services and support to patrons at military and State Department locations qualify for this award.	ONE

NOTES:

1. Individuals selected as winners of the awards in Tables 1.1 and 1.2 will go on to compete for Air Force Association’s General Billy Mitchell Award for Communications and Information Excellence.
2. The individual and element selected as winners of the awards in Table 1.3 will go on to compete for National Security Agency’s Information Assurance, Frank B. Rowlett trophies.

1.6. Award Period of Service and Nomination Packages.

1.6.1. Award Period of Service. This awards program is on a calendar year basis, 1 January-31 December.

1.6.2. Nomination Packages.

1.6.2.1. Nominations should be accurate, succinct, and describe how the nominee’s superior performance and contributions in his or her respective career field impacted communications and information services and support to Air Force and (or) DoD missions and operations. Nominations for individuals reassigned to a different unit during the award period of service may address communications and information work performed in both units.

1.6.2.1.1. Use the most current AF Form 1206 IMT, **Nomination for Award.** In bullet format, structure the nominations the same as those outlined in Figures 1.1 through 1.3; use the performance topics defined therein. Do not exceed one page for the officer, civilian, and enlisted career award nominations; do not exceed two pages for the team and unit award nominations.

1.6.2.1.2. Write hard-hitting statements, arranging the facts in a neat, organized manner and be descriptive of what the nominee achieved in his or her career field during the award period of service. Write the nominations in a way that will direct the panel members’ attention to the importance of the nominee’s accomplishments and not to the importance of what any referenced system produces.

1.6.2.1.3. If the nominee deployed during the award period of service, don’t base the nomination solely on the nominee’s deployed activities; address what the nominee accomplished while at his or her home unit as well.

1.6.2.1.4. When referring to statistics, quantify by using numbers and give comparative figures where possible, such as “...reduced processing time from 6 hours to 3 hours”; do not use percentages or terminology such as “multiple,” “staff doubled,” etc.

1.6.2.1.5. Spell out all abbreviations and acronyms when used for the first time.

1.6.2.1.6. Do not use the nominee's additional duties in the basis of the nomination unless they are communications and information related activities. Participation in fund raising activities, unit and private non-profit organizations such as booster clubs, Top 4, Air Force Association, Air Force Communications-Electronics Association, and the like do not qualify as additional duties or C&I related activities. And do not address the nominee's education and degrees; attendance at courses, seminars, etc.; or community and cultural activities.

1.6.2.1.7. Avoid the use of broad or vague terminology in the nominations and don't summarize the nominee's job description.

1.6.2.2. Send a report of individual personnel information sheet (RIP or SURF) for each of the military nominees with the nominations; send a career brief for each of the civilian nominees.

1.6.2.3. For the team award, attach a separate, plain-bond sheet of paper that contains the name, rank or grade, and unit assignment of each team member to the AF Form 1206—exclude contract personnel.

1.6.2.4. For each unit award, provide the number of Air Force communications and information positions authorized to the unit in the first statement on the AF Form 1206—exclude contract positions.

Figure 1.1. Nomination Format for the Individual Awards.

NOMINATION FOR AWARD		
AWARD Air Force Communications and Information Annual Individual Award	CATEGORY (If Applicable) 3A / NCO	AWARD PERIOD 01 Jan-31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt / Jane D. Doe (also provide "go-by" name)	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 3A105 / Work Group Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Headquarters Air Mobility Command / A6 / 23 Charles Street / Scott AFB IL / 62225-5000		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col / John M. Smith / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>MAJOR ACHIEVEMENTS: (Value 70 percent)</p> <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> -- 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 <ul style="list-style-type: none"> -- Identify what needs the nominee addressed, the targeted audience, and how he or she served customers <ul style="list-style-type: none"> --- 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 <ul style="list-style-type: none"> --- 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") <p>LEADERSHIP ABILITIES AND MANAGEMENT EXPERIENCES: (Value 25 percent)</p> <ul style="list-style-type: none"> - Describe the leadership and work experiences that set the nominee apart from others of equal or higher rank (or) grade <ul style="list-style-type: none"> -- 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 <p>OTHER ACCOMPLISHMENTS: (Value 5 percent)</p> <ul style="list-style-type: none"> - Discuss any other significant acts that benefited the Air Force communications and information programs <ul style="list-style-type: none"> -- 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) <ul style="list-style-type: none"> --- Quarterly awards and awards granted for short-term endeavors [one time, nonrecurring acts] qualify in this instance <ul style="list-style-type: none"> ---- Provide the date(s) the award was granted and the period of recognition --- Do not address decorative awards given for outstanding service achievements, such as commendation medals, exemplary civilian service or meritorious service medals, etc. - Do not discuss educational degrees or courses, seminars, etc., or community and cultural activities 		
DO NOT EXCEED ONE PAGE		

Figure 1.2. Nomination Format for the Team Award.

NOMINATION FOR AWARD		
AWARD Air Force Communications and Information Annual Team Award	CATEGORY (If Applicable) Gen Edwin W. Rawlings	AWARD PERIOD 1 Jan-31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Computer Systems Software Team	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AFCA (FOA)
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Headquarters Air Force Communications Agency / EV / 203 West Losey Street / Scott AFB IL XXXXX-XXXX		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col / Jane J. Doe / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / also provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>MAJOR ACHIEVEMENTS: (Value 70 percent)</p> <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> -- 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 <p>PLANNING AND MANAGEMENT OF THE PROJECT OR PROCESS AND RESOURCES: (Value 25 percent)</p> <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> -- 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 project 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 <p>OTHER ACCOMPLISHMENTS: (Value 5 percent)</p> <ul style="list-style-type: none"> - Discuss any other significant actions taken by the team that benefited the Air Force communications and information programs <ul style="list-style-type: none"> -- 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 <p style="text-align: center;">DO NOT EXCEED TWO PAGES</p>		

Figure 1.3. Nomination Format for the Unit Awards.

NOMINATION FOR AWARD		
AWARD Air Force Communications and Information Annual Unit Award	CATEGORY (If Applicable) Lt Gen Harold W. Grant	AWARD PERIOD 1 Jan-31 Dec 05
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 375th Communications Squadron	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 375th Communications Squadron / CC / 23 Charles Street / Scott AFB IL / 62225-5000		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col / John D. Doe / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>MAJOR ACHIEVEMENTS: (Value 70 percent)</p> <ul style="list-style-type: none"> - 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 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 <p>PLANNING AND MANAGEMENT OF RESOURCES: (Value 25 percent)</p> <ul style="list-style-type: none"> - Discuss 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") <p>OTHER ACCOMPLISHMENTS: (Value 5 percent)</p> <ul style="list-style-type: none"> - 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 <p style="text-align: center;">DO NOT EXCEED TWO PAGES</p>		

1.7. Nomination Due Date and Nominating Authorities. Nomination packages are due to HQ AFCA/DS electronically no later than the **second Friday in February** each year. Nominations for deployed members must first compete through the deployed member's home-station unit and owning command.

1.7.1. MAJCOM directors of communications and information (or designated authorities) are the nominating officials for Air Force personnel assigned or attached to the command. Each command can nominate no more than the number allowed in each of the award categories described in Tables 1.1 through 1.6 of this chapter.

1.7.2. Air Force leaders (or designated authorities) at HQ USAF and SAF 2-digit offices are the nominating officials for Air Force personnel assigned to those organizations. Each organization can nominate no more than the number allowed in each of the award categories described in Tables 1.1 through 1.6 of this chapter.

1.7.3. Commanders of Air Force- and command-level DRUs and FOAs and commanders of AFEs assigned to commands outside of Air Force are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization can nominate no more than the number allowed in each of the award categories described in Tables 1.1 through 1.6 of this chapter.

1.7.4. Commanders of independent centers or units that are administratively aligned under a MAJCOM or Numbered Air Force but perform specialized Air Force- or command-level tasked activities that extend beyond the scope of the command's subordinate units may skip command competitive echelons. Each organization can nominate no more than the number allowed in each of the award categories described in Tables 1.1 through 1.6 of this chapter.

1.8. Selection Panels and Process.

1.8.1. HQ AFCA/DS shall administer the Air Force communications and information selection board by way of a web-recognition tool. This tool provides for each panel member to view, evaluate, and score nominees on line. The time allowed for panel members to evaluate and score nominations will be no more than 2 weeks.

1.8.2. HQ AFCA/DS shall establish separate panels for each of the awards defined in Tables 1.1 through 1.6 and one for the Darryl G. Winters Award. Panel membership shall be functional in nature and DAF military members and civilian employees assigned to units at level of command may serve as members. Individuals who accept a position on the panels are required to abide by the following oath: "I will, without prejudice or partiality, having in view the special fitness of the officers, airmen, or civilians, and the efficiency and effectiveness of the United States Air Force, perform the duties imposed upon me." They must also be available to devote the time required to evaluate and score the nomination packages.

1.8.3. Each panel shall consist of at least three voting members (but Air Force encourages one voice, per command, per panel) and one president. Voting panel members will work independent of each other as they evaluate and score nominations.

1.8.4. The senior-ranking member on the panel shall take the role of president. Panel presidents will not score the nominations, unless asked to do so by the panel administrator. Rather, presidents will certify the panel members' scores and the outcome of the competition; they will also be the decision-maker for ties and splits. The panel administrator will assist panel presidents adjudicate the need for any rescoring actions in the event of major split decisions between panel members.

1.8.5. The board rules of engagement provide no room for discussions about the nominations or scoring decisions, in whole or part, between panel members or with anyone else inside or outside

of the selection process. Nor can any panel member attempt to coerce or influence any other members on the panels to formulate scores or select a particular individual during the selection processes.

1.9. Presenting Awards. SAF/XC will announce award recipients by message. HQ AFCA/DS and HQ USAF/XIC 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 to only award winners; it does not extend to the award winners' spouses or any other members of the unit.

1.10. 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/DS not later than the **first Friday in June**.

1.10.1. Individual award winners provide *one 5 X 7 portrait-style (head and shoulders, with the US flag in the background) color* photograph.

1.10.2. 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 out of the five must be of the entire team posed together as a group.

1.10.3. Unit award winners provide *ten 8 X 10 color* photographs. This applies also to the information assurance element and postal facility award winners. The photographs should reflect various poses of the unit members at work. At least one photograph out of the ten must be of the unit members posed together as a group.

2.1. Air Force Darryl G. Winters Award. SAF/XC 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.

2.1.1. Eligibility. Air Force enlisted members performing combat camera or mobility-tasks visual information activities 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 and vice versa..*

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

2.1.3. Nomination Packages:

2.1.3.1. Nominations should be accurate, succinct, and describe how the nominee's superior performance and contributions impacted Air Force deployed or domestic contingency missions or operations. Nominations for individuals reassigned to a different unit during the award period of service may address communications and information work performed in both units.

2.1.3.1.1. Use the most current AF Form 1206 IMT, **Nomination for Award**. In bullet format, structure the nominations the same as those outlined in Figure 2.1; use the performance topics defined therein. Do not exceed one page.

2.1.3.1.2. Write hard-hitting statements, arranging the facts in a neat, organized manner and be descriptive of what the nominee achieved during the award period of service. Write the nominations in a way that will direct the panel members' attention to the importance of the

nominee's accomplishments and not to the importance of what any referenced system produces.

2.1.3.1.3. When referring to statistics, quantify by using numbers and give comparative figures where possible, such as "...reduced processing time from 6 hours to 3 hours"; do not use percentages or terminology such as "multiple," "staff doubled," etc.

2.1.3.1.4. Spell out all abbreviations and acronyms when used for the first time.

2.1.3.1.5. Do not use the nominee's additional duties in the basis of the nomination unless they are communications and information related activities. And do not address the nominee's education and degrees; attendance at courses, seminars, etc.; or community and cultural activities performed by the nominee.

2.1.3.1.6. Avoid the use of broad or vague terminology in the nominations and don't summarize the nominee's job description.

2.1.3.2. Send a report of individual personnel information sheet (RIP or SURF) for each of the military nominees with the nominations; send a career brief for each of the civilian nominees.

2.1.4. Nomination and Selection Process. Nominating officials will be the same as those described for the Air Force Communications and Information Annual Awards—paragraph 1.7. 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/DS, 203 West Losey Street, Room 1200, Scott AFB IL 62225-5222, electronically, **no later than the second Friday in February** each year. 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 paragraph 1.8 above.

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

NOMINATION FOR AWARD		
AWARD Air Force Darryl G. Winters Award		CATEGORY (If Applicable) NA
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA / John D. Doe (also provide "go-by" name)		AWARD PERIOD 1 Jan-31 Dec 05
		SSN (Enter Last 4 Only) 1234
		MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 3V0X2 / Still Photographer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX / CMCL (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 437th Combat Camera Squadron / SCM / 23 Charles Street / Charleston AFB SC / XXXXX-XXXX		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col / Jane S. Smith / DSN XXX-XXXX / CMCL (XXX) XXX-XXXX / also provide organizational email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>MAJOR ACHIEVEMENTS: (Value 70 percent)</p> <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> -- 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 <ul style="list-style-type: none"> --- 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 <ul style="list-style-type: none"> -- 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 <ul style="list-style-type: none"> --- Identify any net savings the nominee's efforts produced (use actual figures, not percentages or terminology such as "staff doubled") <p>LEADERSHIP ABILITIES AND MANAGEMENT EXPERIENCES: (Value 25 percent)</p> <ul style="list-style-type: none"> - Describe the leadership and work experiences that set the nominee apart from other of equal or higher rank (or) grade <ul style="list-style-type: none"> -- 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 <p>OTHER ACCOMPLISHMENTS: (Value 5 percent)</p> <ul style="list-style-type: none"> - Discuss any other significant acts that benefited the Air Force combat camera and (or) mobility-tasked visual information services program <ul style="list-style-type: none"> -- 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) <ul style="list-style-type: none"> --- Quarterly awards and awards granted for short-term endeavors [one time, nonrecurring acts] qualify in this instance <ul style="list-style-type: none"> ---- Provide the date(s) the award was granted and the period of recognition --- Do not address decorational awards given for outstanding service achievements, such as commendation medals, exemplary civilian service or meritorious service medals, etc. - Do not discuss educational degrees or courses, seminars, etc., or community and cultural activities <p style="text-align: center;">DO NOT EXCEED ONE PAGE</p>		