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. <u>Air Force Communications and Information Individual Awards</u>: 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. <u>Air Force Communications and Information Unit Awards</u>: 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. <u>Air Force Communications and Information Officer, Civilian, and Enlisted Career Awards</u>. 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.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force	FGOs (major through lieutenant colonel not selected for promotion to colonel) in	ONE
Communications and Information Outstanding Field Grade Officer (FGO)	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 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. Nominated individuals must have</i>	(See note 1)

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

A		ONE
Air Force Communications and Information Outstanding Company Grade Officer (CGO)	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 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 qualify for this award</u>. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.</u></i>	ONE (See note 1)
Air Force	Civilian employees in grades of GS-12 through GM-/GS-14 and WS-/ WL-/WG-	ONE
Communications and Information Outstanding Civilian Manager	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 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. Nominated individuals must have performed the duties for at least 180 days during the award period of service.</i>	(See note 1)
Air Force	Civilian employees in grades of GS-/WS-/WL-/WG-09 through 11 assigned to	ONE
Communications and Information Outstanding Civilian Specialist	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, support activities in units at the base level that operationally align under a wing also do <u>not</u> qualify for this award. Nominated individuals must have performed the duties for at least 180 days during the award period of service.</i>	(See note 1)

Ain Fonos	Civilian amplevers in grades of CS AWS AWI AWC 07 through 08 assigned to	ONE
Air Force Communications and Information Outstanding Civilian Assistant Specialist	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 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. Nominated individuals must have performed the duties for at least 180 days during the award period of service.</i>	ONE (See note 1)
Air Force	Civilian employees in grades of GS-/WG-05 through 06, and WS-/ WL-06 and	ONE
Communications and Information Outstanding Civilian Technician	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 activities 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. Nominated individuals must have performed the duties for at least 180 days during the award period of service.</i>	(See note 1)
Air Force Communications and Information Outstanding Civilian Assistant	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</i> <i>perform "hands-on" communications-electronics system maintenance activities</i> (<i>install, modify, maintain, troubleshoot, repair, and overhaul a variety of electronic</i> <i>equipment) in units above the base level do <u>not</u> qualify for this award. Civilian <i>employees assigned to perform communications-electronics system maintenance</i> <i>and maintenance support activities in units at the base level that operationally align</i> <i>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.</i>	ONE (See note 1)

Air Force	Airmen (airman basic through senior airman) in DAFSC 2EXXX assigned to	ONE
Communications-	perform communications-electronics system maintenance support activities in units	(See note 1)
Electronics Systems	above base level that operationally align under a MAJCOM, DRU, or FOA qualify	(See note 1)
Outstanding	for this award. Communications-electronics system maintenance support activities	
Airman	include staff support, networking policy and procedures, telephone policy, network	
1111man	voice integration into networks, and the like. <i>However, airmen assigned to perform</i>	
	"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	
	<i>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.	
Air Force	NCOs (staff through technical sergeant select) in DAFSC 2EXXX assigned to	ONE
Communications-	perform and (or) supervise communications-electronics system maintenance	(See note 1)
Electronics Systems	support activities in units above base level that operationally align under a	
Outstanding	MAJCOM, DRU, or FOA qualify for this award. Communications-electronics	
Noncommissioned	system maintenance support activities include staff support, networking policy and	
Officer (NCO)	procedures, telephone policy, network voice integration into networks, and the like.	
	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	
	<i>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.	
Air Force	SNCOs (master through chief master sergeant) in DAFSC 2EXXX assigned to	ONE
Communications-	perform or supervise communications-electronics system maintenance support	(See note 1)
Electronics Systems	activities in units above base level that operationally align under a MAJCOM,	
Outstanding Senior	DRU, or FOA qualify for this award. Communications-electronics system	
Noncommissioned	maintenance support activities include staff support, networking policy and	
Officer (SNCO)	I procedures telephone policy network voice integration into networks and the like	
	procedures, telephone policy, network voice integration into networks, and the like.	
	However, SNCOs assigned to perform and (or) supervise "hands-on"	
	However, SNCOs assigned to perform and (or) supervise "hands-on" communications-electronics system maintenance activities (install, modify,	
	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	
	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	
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Air Force	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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.	ONE
Air Force Information	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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.	ONE (See note 1)
Information	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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service.	ONE (See note 1)
	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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. Airmen (airman basic through staff sergeant select) in DAFSC 3AXXX assigned to perform information management duties at any level of command qualify for this	
Information Management	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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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	
Information Management Outstanding	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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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.	
Information Management Outstanding Airman	 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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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 award period of service. NCOs (staff through master sergeant select) in DAFSC 3AXXX assigned to perform information management duties at any level of command qualify for this award period of service. 	(See note 1)
Information Management Outstanding Airman Air Force Information Management	 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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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. 	(See note 1) ONE
Information Management Outstanding Airman Air Force Information Management Outstanding NCO	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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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.	(See note 1) ONE (See note 1)
Information Management Outstanding Airman Air Force Information Management Outstanding NCO Air Force	 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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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. 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. 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. 	(See note 1) ONE
Information Management Outstanding Airman Air Force Information Management Outstanding NCO Air Force Information	 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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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. 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. 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. 	(See note 1) ONE (See note 1)
Information Management Outstanding Airman Air Force Information Management Outstanding NCO Air Force	 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. Nominated individuals must have served in the AFSC for at least 180 days during the award period of service. 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. 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. 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. 	(See note 1) ONE (See note 1) ONE

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

1.5.2. <u>Air Force Spectrum Management Awards</u>. 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 S	pectrum Management Award	Categories
Table 1.2. All Fulle S	pecti uni Management Awaru	Categories.

Award Category	Qualifiers	Number of
Name		Nominees Per
		Nominating
		Authority and
		Number of Air
		Force Winners
Air Force	Air Force military members and civilian employees assigned to perform full-time	ONE
Outstanding	spectrum management activities in DAFSC 33XX, 3C1X2, and related civilian job	(See note 1)
Electromagnetic	series qualify for this award. Nominated individuals must work in an authorized	
Spectrum Manager	spectrum management position and have performed spectrum management duties	
	for more than 180 days during the award period of service.	

Air Force	Air Force military members and civilian employees, regardless of AFSC or civilian	ONE
Outstanding	job series, performing part-time spectrum management activities as an additional	(See note 1)
Installation	duty qualify for this award. The nominated individuals must have performed part-	
Spectrum Manager	time spectrum management activities for more than 180 days during the period of	
_	service.	

1.5.3. <u>Air Force Information Assurance Awards</u>. 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.

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

1.5.4. <u>Air Force Communications and Information Team Award</u>. 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.

Award Category	Qualifiers	Number of
Name	·	Nominees Per
		Nominating
		Authority and
		Number of Air
		Force Winners

Air Force	Groups of 2 to 25 DAF personnel assigned to perform communications and	ONE
		UNE
Communications	information activities and brought together to work as a team to perform one-time,	
and Information	nonrecurring special acts associated with special projects, process improvements, or	
General Edwin W.	short- or long-term endeavors qualify for this award. The team's actions must have	
Rawlings Team	resulted in tangible or intangible benefits to the Air Force and produced goal-	
Award	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.	

1.5.5. <u>Air Force Communications and Information Unit Awards</u>. 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.

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	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
Air Force Communications and Information Lieutenant General Harold W. Grant Award	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

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

1.5.6. <u>Air Force Postal Facility Awards</u>. 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.

Award Category Name	Qualifiers	Number of Nominees Per Nominating Authority and Number of Air Force Winners
Air Force Outstanding Large	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	ONE
Postal Facility	personnel, dependents, and organizations qualify for this award.	
Air Force Outstanding Small Postal Facility	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
Air Force Outstanding Aerial Mail Terminal	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. <u>Award Period of Service</u>. 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 <u>not</u> qualify as additional duties or C&I related activities. And do <u>not</u> 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.

NOMINAT	ION FOR	AWARD		
AWARD		CATEGORY (If Applicable)		AWARD PERIOD
Air Force Communications and Information Annual Individual	l Award	3A / NCO		01 Jan-31 Dec 05
RANK/NAME OF NOMINEE (<i>First, Middle Initial, Last</i>) SSgt / Jane D. Doe (also provide "go-by" name)		SSN (Enter Last 4 Only)		OM, FOA, OR DRU
DAFSC/DUTY TITLE	INOMINEE"	1234 S TELEPHONE (DSN & Comm	AM	C
3A105 / Work Group Manager		X-XXXX / CMCL (XX		-XXXX
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE	Don A	CR-MAAA CMCL (AA	A) AAA	-7777
Headquarters Air Mobility Command / A6 / 23 Charles Stree	t / Scott A	FB IL / 62225-5000		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDE	R'S TELEPH	IONE (DSN & Commercial)		
Col / John M. Smith / DSN XXX-XXXX / CMCL (XXX) XX	X-XXXX	/ provide organizational	email a	ddress
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)				
MAJOR ACHIEVEMENTS: (Value 70 percent)				
- Describe the nominee's significant accomplishment	s and ho	w the nominee excell	led whi	le providing support to
the organization, the wing, command, Air Force, or	r DoD ol	jectives and mission	s	
Discuss what made the achievement unique from	similar	taskshow the nomin	ee imp	roved procedures used
for communications and information programs, et			creativ	vity in promoting new
or improved methodologies used in work areas of				
- Describe the nominee's technical and administrative		nd how the nominee	applied	these abilities to the
performance of his or her functional responsibilitie				
Identify what needs the nominee addressed, the ta	argeted a	udience, and how he	or she	served customers
Focus on the value of the achievementmoder	ate, subs	tantial, high, or except	otional-	-and its extent of
applicationlimited, extended, broad, or gene	raldisc	ussing the quality of	perforn	nance, products, and
service; the extent and scope that the nominee	s work a	ffected; and the resul	ts of hi	is or her actions
Highlight circumstances that made tasks difficult-				
overcame them, identifying any improvements ma			d, and l	how the improvements
lessened the difficulty of the task and benefited o				
Focus on the nominee's resourceful innovation				ionhow management
officials accepted the nominee's ideas and how				
Identify any net savings the nominee's efforts prod	duced (u	se actual figures, not	percent	ages or terminology
such as "staff doubled")	EXDEDI			
LEADERSHIP ABILITIES AND MANAGEMENT				
- Describe the leadership and work experiences that	set the n	ominee apart from oth	hers of	equal or higher rank
(or) grade	L.:	. 1.11.4		
Discuss how the nominee used his or her leaders	nip and	management abilities	during	his or her daily
performance and how the nominee's ability to pla	an, contr	ol, and document proj	jects im	pacted on both the
work center and (or) unit		d. damala		1 1 1 1
Focus on how he or she may have fostered the gr	rowth an	a development of oth	ers or s	served as an inspiration
OTHER ACCOMPLISHMENTS: (Value 5 percent)				
- Discuss any other significant acts that benefited the		o communications an	1 : 6	
Address any awards given to the individual duri	Alf Ford	verd paried of comis	a hut a	mation programs
				nly those awards
granted for acts that occurred during the award Quarterly awards and awards granted for sho	period se	ndoevor [one time r		uning a stal and life in
this instance	tt-term e	ildeavors [one time, i	ionrecu	irring acts] quality in
Provide the date(s) the award was grant	ad and th	a pariad of reasoniti	~ **	
Do not address decorational awards given for		dina comico cohicuca	on	and an an and the second second
medals, exemplary civilian service or merito	iourstand	ing service achieven	nents, s	uch as commendation
			a	1
- Do not discuss educational degrees or courses, sem	mars, etc	., or community and	cultura	ii activities
DO NO	OT EXC	EED ONE PAGE		
DOT		SSS OND INOL		
	EDITIONUS	OBSOLETE		
AF IMT 1206, 20000701 (IMT-V3) PREVIOUS	2011/01/10	ODOULE I L		

11

Figure 1.2. Nomination Format for the Team Award.

Arbono Computer Systems Software Team Computer Systems Computer Syste	AWARD NOMINATION F		
EVANOMMENT OF NOMMENT OF A CARGE DATA SN (Emer Lart & Dray) MACA (FOA) DATECODITY TITLE INCOMPETES SYMBOLISTICET ADDRESSISTATEOPE COOL DSN XXX-XXXX / CMCL (XXX) XXX-XXXX DATECODITY TITLE INCOMPETES FUELFICATE COOL DSN XXX-XXXX / CMCL (XXX) XXXX-XXXX DATECODITY TITLE DSN XXX-XXXX / CMCL (XXX) XXXX-XXXX DATECODITY TITLE DSN XXX-XXXX / CMCL (XXX) XXXXX DATECODITY TITLE DSN XXX-XXXX / CMCL (XXX) XXXXX DATECODITY TITLE DSN XXX-XXXX / CMCL (XXX) XXXXX DATECODITY COMMENTS (VALUE 70 percent) EXPLAINT FORCe COMMENTS (VALUE 70 percent) EXplain the charter for the special project or process and what prompted the need to enhance communication and information support to Air Force operations - Highlight what made the team's activities - Highlight what made the team's activement unique from similar tasks; how the team improved procedur used for communications and information programs, etc., and how they used creativity in promoting new improved methodologies used in work areas and/or activities - Include the breadth and level of the project or process was applicablea specific operation that supported an Air Force or joint service effort, major exercise, etc. Summarize the results of the team's actionshow they bettered communications and information services (before and after) and the importance to otherscustomers, unit, mission objectives PLANNING AND MANACEMENT OF THE PRO		CATEGORY (If Applicable) Gen Edwin W. Rawlings	AWARD PERIOD 1 Jan-31 Dec 05
Computer Systems Software Team AFCA (FOA) Descourty TITLE DOMNEES TELEPHONE (259 X Commercial) Descourty TITLE DSN XXX-XXXX / CMCL (XXX) XXX-XXXX Descourty TITLE DSN XXX-XXXX / CMCL (XXX) XXX-XXXX Overage of Unit Commercial and the communications Agency / EV / 203 West Losey Street / Scott AFB IL XXXX-XXXX Overage of Unit Commercial and the communication of Commercial and information business practices and support to Air Force or Doo Objectives and missionsinclude 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 or prolo Objectives and missionsinclude the number of people assigned to the team (add not activities Highlight what made the team's achievement unique from similar tasks, how the team improved procedurus used for communication and information supportent ox in Force operations Holde the breadth and level of issues the team addressed, the number of people and units the team's activities Focus on the value of the project or improvement-moderate, substantial, high, or exceptionaland it extent of applicationlimited, extended, broad, or general Address any special activities to which the project or process was applicablea specific operation that supported an Air Force or joint service effort, major exercise, etc. Summarize the results of the team's actionad productin prexersise, etc.			
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		the period of recognition	
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Figure 1.3. Nomination Format for the Unit Awards.

	N FOR AWARD		
AWARD Air Force Communications and Information Annual Unit Award	CATEGORY (If Applicable)		AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	Lt Gen Harold W. Gra SSN (Enter Last 4 Only)		1 Jan-31 Dec 05
375th Communications Squadron		AN	
*	DMINEE'S TELEPHONE (DSN & Comi		
	SN XXX-XXXX / CMCL (XX	(X) XX	X-XXXX
JNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE			
375th Communications Squadron / CC / 23 Charles Street / Sco			
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S Col / John D. Doe / DSN XXX-XXXX / CMCL (XXX) XXX-X		amoil od	drace
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)	XXX / provide organizational	eman au	diess
MAJOR ACHIEVEMENTS: (Value 70 percent)			
- Describe the organization's significant accomplishme	nts and sustained superior	perforn	nance while providing
support to Air Force or DoD objectives and mission	include the number of peop	ole assi	gned to the unit (do
not include contracted positions)	*		
Highlight what made the organization's achievemen	t unique from similar tasks	; how t	he organization
improved procedures used for communications and	information programs, etc	., and h	now they used creativi
in promoting new or improved methodologies used	in communications and in	formati	ion work areas and or
activities			
Discuss how the organization demonstrated a sustain	ned trend in providing high	-qualit	y communications and
information support to its customersthe impact on		nally) tl	hey support and the
level of support they provided to Air Force and Do			
Include the breadth and level of issues the organ			
organization's actions affected, the members' int			
Focus on the value of the project or improve		al, higł	n, or exceptionaland
its extent of applicationlimited, extended,			
 Address any special activities the organization suppo joint service effort, major exercise, etc. 	rteda specific operation	that sup	pported an Air Force of
- Summarize the results of the organization's key comm	uniactions and information		
customers, unit, and Air Force communications and in	formation objectives and r		sses and services on
PLANNING AND MANAGEMENT OF RESOURCES	(Value 25 percent)	inssions	8
- Disuss how the organization set directions, clear and	visible values and high ev	nectati	one in planning and
managing resourcesthe organization's construction	of strategic and productivity	v objec	ons in planning and
they used for planning day-to-day management of com	munications and informati	on proc	brams
Describe any internal or external partnerships to bet	ter accomplish the commu	nicatio	ns and information
goals and objectivesemployee-management relation			
cross-utilization, high-performance work teams, etc			
Focus on the innovative techniques used to improve			
information products and services. Discuss any we	11-executed approach put i	n place	that measures the
organization's performance and the success and fail	ure of its communications	and info	ormation products and
services			[^]
Describe how the organization implemented any ch			
highlighting any savings in manpower and dollars (tangible or intangible), she	ort- and	l long-range
implications, and peacetime and wartime impact (u	se actual figures versus pe	rcentag	ges or terminology suc
as "staff doubled")			
OTHER ACCOMPLISHMENTS: (Value 5 percent)			
- Describe any other significant acts that occurred durin	ng the nomination period t	hat ben	efited Air Force
communications and information programs	- I		
Address any awards or recognition given to the orga	inization during the nomination	ation pe	eriod but only those
granted or presented for acts that occurred during the			
Provide the date(s) the award was granted and t Do not discuss any community and cultural activitie			
DO NOT E	XCEED TWO PAGES		

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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. <u>Eligibility</u>. Air Force enlisted members performing combat camera or mobility-tasked 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. <u>Period of Service</u>. 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 <u>not</u> 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. <u>Nomination and Selection Process</u>. 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.

WARD		AWARD	
in Fance Domal C. Winters Amand		CATEGORY (If Applicable)	AWARD PERIOD
Air Force Darryl G. Winters Award ANK/NAME OF NOMINEE (<i>First, Middle Initial, Last</i>)		NA	1 Jan-31 Dec 05
anoname of Nomine (<i>Pirst, middle midal, Last</i>) arA / John D. Doe (also provide "go-by" name)		SSN (Enter Last 4 Onlv) 1234	MAJCOM, FOA, OR DRU AMC
AFSC/DUTY TITLE	NOMINEE'S	TELEPHONE (DSN & Comme	
V0X2 / Still Photographer		X-XXXX / CMCL (XXX	
NIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE			
37th Combat Camera Squadron / SCM / 23 Charles	Street / Charleston	AFB SC / XXXXX-XXX	XX
ANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /C	OMMANDER'S TELEPHO	ONE (DSN & Commercial)	
Col / Jane S. Smith / DSN XXX-XXXX / CMCL (X PECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet formation)		also provide organizatio	nal email address
AJOR ACHIEVEMENTS: (Value 70 perc			
Describe the nominee's significant accomplicamera and mobility-tasked visual information contingencies	tion services to A	Air Force and (or) Do	D deployed or domestic
Discuss what made the achievement uniquinformation required	ue from similar ta	sksthe extent of risl	k involved to gather the
 Highlight circumstances that made tasks of overcame them, identifying any improver lessened the difficulty of the task and ben Explain the nominee's innovations to improcedures used in world theater deployn Identify what needs the nominee addressed goal, focusing on the value of the achieve applicationlimited, extended, broad, or Discuss quality of performance, produthe contingency or mission, and the result of the nominee's technical and administer of the nominee's resourceful innov officials accepted the nominee's ideas and advance the capabilities of the combat carries terminology such as "staff doubled") LEADERSHIP ABILITILITIEAND MANAGE 	nents made to exi efited the conting rove combat cam nents or other doo ed, the targeted au mentmoderate, general acts, and service, sults of his or hen nistrative skills ar ations-independen l how the nomine mera mission obj efforts produced	sting procedures used gency tera or mobility-tasked cumented operations idience, and how he of substantial, high, or e the extent and scope r actions ind how the nominee a not thought and imagin e implemented chang ectives (use actual figures, m RIENCES: (Value 25)	d, and how the improvement ed visual information and missions or she achieved the desired exceptionaland its extent of that his or her work affected applied these abilities to the nationhow management ges, suggestions, etc., to ot percentages or 5 percent)
 (or) grade Discuss how the nominee used his or her performance and how his or her ability to center and (or) unit 	leadership and m	anagement abilities of	during his or her daily
 Focus on how he or she may have fostere to others OTHER ACCOMPLISHMENTS: (Value 5 1 		development of othe	rs or served as an inspiration
Discuss any other significant acts that bene information services program	fited the Air Forc		
Address any awards given to the individu granted for acts that occurred during the	award period se	rvice (1 Jan-31 Dec)	
Quarterly awards and awards granted this instance Provide the date(s) the award wa	as granted and the	e period of recognitio	on
Do not oddnogo do continuel - 1	iven for outstand	ing service achievem	ients, such as commendation
Do not address decorational awards g medals, exemplary civilian service o			

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