



*** AFOATS AWARDS AND UNIT RECOGNITION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements the AFOATS personnel and unit recognition programs and how they are organized. It applies to all AFOATS, region, and unit personnel. It establishes policies and eligibility requirements for AFOATS awards and several awards from outside agencies. It describes how to prepare, submit, process, and record the various special trophies and awards.

Privacy Act Warning: This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is in 10 U.S.C. 8013.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision aligns the instruction with AFI 36-2803, *The Air Force Awards and Decorations Program*, and 36-2805, *Special Trophies and Awards*; simplifies the nomination procedures; establishes suspenses; and updates organization and office symbols.

1. Purpose. The AFOATS Recognition Program is designed to recognize outstanding performance, improve welfare and morale, and continue the AFOATS commitment to excellence.

2. Terms Explained:

2.1. Field. Refers to personnel assigned to AFROTC units nationwide.

2.2. High Flight. The number one AFROTC unit within a geographical region.

2.3. Right of Line. The number one unit in AFROTC.

2.4. Awards Board. A board comprised of three field grade officers for the CGO board and three Senior NCOs for the enlisted board (comprised of volunteers from HQ AFOATS staff, OTS, and AFROTC) will select award winners.

3. Responsibilities:

3.1. HQ AFOATS/SDPP will manage the awards program for AFOATS. **HQ AFOATS/SDPP** will:

3.1.1. Coordinate with higher headquarters and staff agencies to process awards information, suspenses, and submissions.

3.1.2. Coordinate with division chiefs, OTS, AFROTC, and regions to ensure all awards suspenses and nominations are processed.

3.1.3. Conduct and administer the awards selection boards and processes, as necessary.

3.1.4. HQ AFOATS/SDPP will purchase and engrave plaques, and mail congratulatory letters.

3.2. Each AFROTC **region commander** will:

3.2.1. Appoint an awards monitor at each region to serve as a point of contact (POC) on all award matters. Submit the POC's grade, name, address/office symbol, telephone number, and e-mail address to HQ AFOATS/SDPP by memorandum.

3.2.2. Nominate personnel or units for awards to HQ AFOATS/SDPP using the timeline located in attachment 1.

3.2.3. Screen, select, quality review, and forward their nominations on disk and hard copy to HQ AFOATS/SDPP. A signed nomination memorandum must accompany each award.

3.3. AFOATS/AFROTC/OTS commanders will nominate their personnel or workcenters for awards to HQ AFOATS/SDPP. Send nominations on disk and hard copy. A signed nomination memorandum must accompany each award.

3.4. AFOATS/PA (Public Affairs) will provide publicity support and a photographic collage for the High Flight and Right of Line Award winners. HQ AFOATS/SDPP will provide the plaques and congratulatory letters.

4. Field Quarterly Awards. Personnel assigned to AFROTC units and region offices may be nominated for quarterly awards by their commander to compete at the region level and, if selected, at the HQ AFROTC level. An additional opportunity exists at some servicing bases to compete as a tenant unit. Each unit should contact the Senior Enlisted Advisor of the host wing for permission to participate.

4.1. The categories are: Company Grade Officer of the Quarter (second lieutenant thru captain), Senior Enlisted Member of the Quarter (technical sergeant and above), Junior Enlisted Member of the Quarter (airman thru staff sergeant), and Civilian of the Quarter (GS-1 thru GS-6, GS-7 thru GS-11, and GS-12 thru GS-15).

4.2. Nominations are limited to one page of the AF Form 1206, **Nomination For Award**, with a unit commander or director's nomination letter. Military nominations must include the following headings:

- Leadership and Job Performance in Primary Duty
- Leadership Qualities (Social, Cultural, and Religious Activities)
- Significant Self-Improvement
- Other Accomplishments
- Articulate and Positive Representative of the Air Force

4.2.1. Civilian nominations will include the following headings:

- Job Performance
- Self-Improvement
- Community Awareness
- Interests/Accomplishments

4.3. Region commanders will establish region suspenses. Nominations are due to HQ AFOATS/SDPP not later than the 15th of the month following the end of the quarters (Apr, Jul, Oct, Jan).

4.4. A board will convene to determine field winners the following week with representatives chosen by the AFROTC/CC. Packages not received by the suspense date will not meet the board and will be considered as a non-submission.

4.5. HQ AFOATS/SDPP will announce winners via ARMS message and will provide plaques and congratulatory letters to the AFROTC overall winners.

5. HQ AFOATS Quarterly Awards. HQ AFOATS Quarterly Awards will be aligned with the HQ AU Quarterly Awards Program. A physical board will be conducted for the military. HQ AFOATS/SDPP will ask for representatives to act as board members from AFOATS, AFROTC, and OTS. Civilian packages will meet a paper board only.

5.1. The categories are Company Grade Officer of the Quarter (second lieutenant thru captain), Senior NCO of the Quarter (master sergeant thru chief master sergeant), NCO of the Quarter (staff sergeant thru technical sergeant), Airman of the Quarter (airman thru senior airman), and the Civilian of the Quarter (GS-1 thru GS-6, GS-7 thru GS-11, and GS-12 thru GS-15).

5.2. Nominations are limited to one page of the AF Form 1206 with a unit commander or director's nomination letter. Military nominations must include the following headings:

- Leadership and Job Performance in Primary Duty
- Leadership Qualities (Social, Cultural, and Religious Activities)
- Significant Self-Improvement
- Other Accomplishments
- Articulate and Positive Representative of the Air Force

5.2.1. Civilian nominations will include the following headings:

- Job Performance
- Self-Improvement
- Community Awareness
- Interests/Accomplishments

5.3. Nominations are due to HQ AFOATS/SDPP not later than the 25th of March, June, September, and December. AFOATS staff, AFROTC, OTS, SD, and CR will submit one nomination per category to HQ AFOATS/SDPP to compete as the HQ AFOATS overall winner and representative to HQ AU.

5.4. HQ AFOATS/SDPP will announce winners via ARMS and e-mail, provide plaques, and congratulatory letters to the AFOATS overall winners.

6. Field Annual Awards. Personnel assigned to AFROTC units and region offices may be nominated for annual awards by their commander to compete at the region level and, if selected, at the AFROTC level. Quarterly winners from each category can automatically be entered and any other deserving individuals.

6.1. The categories are the same as the quarterly awards in paragraph 4.1. Nominations are limited to a two page write-up on the AF Form 1206 and must include the headings in paragraph 4.2.

6.2. The enlisted field overall winners compete against HQ AFOATS enlisted overall winners in the specific categories for the 12 Outstanding Airmen of the Year (12 OAY) Award (AFI 36-2805). **NOTE:** Region nominees complete a general information page and biography as in AFI 36-2805, paragraph 3.5, to meet the requirements for this recognition. Have documents ready for forwarding, if contacted to do so. A date will be announced via ARMS message when nomination packages are due to HQ AFOATS/SDPP.

6.3. AFROTC has three annual award categories for officers (any grade): Unit Admissions Officer (UAO), Commandant of Cadets (COC), and Education Officer (EO). Nominations will be limited to a one page write-up on the AF Form 1206. The period of service is 1 Jul - 30 Jun. Nominations must include the headings in paragraph 5.2.

6.3.1. Region commanders will establish region suspenses. Nominations are due to HQ AFOATS/SDPP not later than 1 July.

6.4. HQ AFOATS/SDPP will announce winners via ARMS message and will provide plaques and congratulatory letters to the overall winners.

7. AFOATS Annual Awards. AFOATS annual awards are aligned with the Maxwell/Gunter AFB Annual Awards Program. Instructions and suspenses will be outlined in a memorandum, normally in November. Refer to AFI 36-2805, paragraph 3.5, for award preparation guidance. Annual overall winners from AFOATS will meet an awards board to identify nominations to HQ AU for the 12 OAY competition.

8. Air Force Sergeants Association AFOATS Support NCO of the Year Award. All annual award winners and nominees from the field and headquarters are eligible to be nominated by their respective region commander or division chiefs for selection. Submit a signed nomination memorandum with either a new AF Form 1206 or one used from a previous annual award. Use the same headings used in paragraph 4.2. Nominations are due to HQ AFOATS/SDPP not later than 1 April

9. Annual Outstanding Air Force Communications and Information Professionalism Awards. Refer to AFI 36-2845, *Annual Outstanding Air Force Information Management Awards*, and guidance provided annually from HQ AFOATS/SDPP. Region commanders, HQ AFOATS, OTS, HQ AFROTC and division chiefs may nominate their number one individual in each category. The period of service for this award is 1 Jan - 31 Dec. Nominations are due to HQ AFOATS/SDPP not later than 1 December.

10. Outstanding USAF Personnel Manager of the Year Award. Refer to AFI 36-2819, *Mission Support Awards Program*, and guidance provided annually from HQ AFOATS/SDPP. The detachments will compete in the unit level (military) category. HQ AFOATS staff, OTS, and HQ AFROTC will compete in the headquarters level (military and civilian) categories. The period of service for this award is 1 Oct - 30 Sep. Nominations are due to HQ AFOATS/SDPP not later than mid-September.

11. American Defense Preparedness Association (ADPA) Colonel Leo A. Codd Memorial Award. This award recognizes the nations most outstanding ROTC instructors in the field in memory of Colonel Leo A. Codd, Director of the ADPA staff for 40 years and a lifelong supporter of ROTC programs. Three winners will be chosen by the AFROTC Commander. The period of service for this award is 1 Jan - 31 Dec.

11.1. Nominations are limited to major and below and will include a one page write-up using the AF Form 1206, a one-page biography, a signed memorandum from the nominee including home and unit address, and a Privacy Act Information Release to the ADPA. A full length official 8x10-inch color photograph (without headgear) is required. Ensure photos are labeled with member's name. Nominations must include the following headings:

- Job Performance
- Special Training Projects
- Significant Self-Improvement
- Additional Duties
- Civic Activities

11.1.1. Region commanders may nominate one instructor from each region. Nominations are due to HQ AFOATS/SDPP not later than 15 December.

11.2. HQ AFOATS/SDPP will forward completed nomination packages to HQ USAF/DPX.

12. Air Force Organizational Excellence Awards (AFOEA). Reference AFI 36-2803, paragraph 4.4. Region commanders may nominate up to 10% of their units for the AFOEA. Do not round fractions. HQ AFOATS/SDPP will board and AFOATS/CC may nominate 10% of the units to HQ AETC for consideration. The period of service for this award is 1 Jul - 30 Jun.

12.1. Nomination packages will include the following:

12.1.1. Nomination is limited to a two-page write-up on bond paper in bullet format, citation in portrait format, and an organizational chart. Do not sign the write-up. Nominations must include the following headings:

12.1.1.1. **Production.** Number of Air Force Institute of Technology, Scholarship for Outstanding Airmen to ROTC, and Airman Education Commissioning Program students supported, cadets selected for special training programs, commissioned officers, appointed Regular officers, Distinguished Graduates, etc.

12.1.1.2. **Education.** Inspector General (IG) ratings on education and training programs, and any special accolades given to these programs, the types of unique educational programs developed, etc.

12.1.1.3. **Recruiting and Retention.** IG ratings, special accolades given, statistics on class sizes, programs for increasing scholarship recipients, number of applications processed, the selection rate for entrance into AFROTC, etc.

12.1.1.4. **University and Public Relations.** Awards received by the unit or cadets from community activities, public volunteer work, cohesiveness and support given by the unit and university to each other or the community, etc.

12.1.1.5. **Cadet Activities.** IG rating for commandant of cadets (COC), awards cadets received, programs set up specifically for cadet activities, etc.

12.1.1.6. **Arnold Air Society (AAS) Activities.** Activities completed or sponsored by AAS, any community service involvement, awards received by AAS, etc.

12.1.1.7. **Other Comments.** IG ratings, awards received by unit or assigned personnel (include the title, date, and name of award and recipient), any other pertinent information not covered in the above areas, etc.

12.1.2. A citation (See AFI 36-2803, Attachment 5). Nomination packages are due to HQ AFOATS/SDPP not later than 5 June.

12.2. HQ AFOATS/SDPP will forward completed nomination packages to HQ AETC/DPPPR. Upon approval from HQ AETC and receipt of award elements, including award citation and special orders, HQ AFOATS/SDPP will procure streamers and prepare congratulatory letters for the unit commanders and institution heads.

13. High Flight (HF) and Right of Line (ROL) Awards. The HF winners are chosen by their respective region commanders as the number one unit within the region. They are also the region's number one AFOEA nominee for the current year or are an AFOEA winner from the previous year's competition. Nominations consist of the current AFOEA write-up (or the past year's write-up with a one-page update in the same format) for the last 12 months. Nomination packages are due to HQ AFOATS/SDPP not later than 5 June.

13.1. The ROL award winner will be chosen from the four region HF winners during the AFOEA board. Results will be released separately at an appropriate ceremony.

13.2. HQ AFOATS/SDPP will purchase and engrave plaques for the region HF award winners and the ROL award winner. HQ AFOATS/PA will publicize all award winners in appropriate news media and provide photographic collage.

14. General Muir S. Fairchild Award. This award was established in 1964 by the Order of Daedalians to recognize outstanding educational achievements within HQ AU. It is intended to stimulate and reward creative and outstanding achievement in military education. Contributions should have been significant, outstanding, and continuous, extending over at least 1 calendar year. However, a nomination will be considered for a one-time contribution if it resulted in noteworthy benefit to Air University or Air Force education. All personnel within AU are eligible for the award (i.e., Air War College Commandant and staff, Air Command and Staff College Commandant and staff instructors, etc.). Region commanders, OTS, and division chiefs may nominate unit, staffs, or individuals. Nomination packages must include the following:

14.1. A nomination memorandum signed by the region commander, OTS commander, or division chiefs.

14.2. A two-page single-spaced narrative.

14.3. A biography.

14.4. A citation.

14.5. Additional guidance will be provided, normally in November.

15. AETC Educator of the Year Award. This award recognizes individuals who have made outstanding contributions to AETC's education mission during the past year. One officer, one enlisted member, and one civilian with a traditional faculty role of instruction, research, and/or curriculum development are each honored as AETC Educator of the Year. The period of service for this award is 1 Jul - 30 Jun. The description of each nominee's contributions for the year is limited to one page in bullet format and no smaller than 12-pitch font size. It must include at least the nominee's rank/grade, name, position, and organization. Extracurricular activities are inappropriate unless related to our education mission. Eligible nominees will also be considered from the AU Faculty Excellence Award sponsored by the Society of the Strategic Air Command, Inc. Submit an original and five copies. Nominations are due to HQ AFOATS/SDPP not later than 15 August.

16. The Society of the Strategic Air Command (SSAC), Inc, Air University Faculty Excellence Award. SSAC is incorporated as a non-profit organization dedicated to preserving the rich heritage, tradition, and dedication of the men and women of the Strategic Air Command. SSAC is committed to fostering an understanding of the continuing need for strong, modern aerospace forces and aerospace power. Education is the focal point around which the Society builds its programs. SSAC annually honors AU's outstanding faculty member with its AU Faculty Excellence Award. AU/CA appoints a special selection committee to recommend an awardee to AU/CC from among the eligible AETC Educator of the Year nominees, requests a biography from the awardee's organization, notifies SSAC of the selection, and works with the awardee's organization to arrange an appropriate presentation ceremony with the local SSAC representative.

17. Annual Awards Opportunities. Refer to AFI 36-2805, Chapters 3 and 4, for criteria and nomination procedures. Special trophies and awards suspenses vary. The awards listed in Attachment 1 may be submitted using the criteria in AFI 36-2805. Suspenses may vary due to factors outside AFOATS. Units and regions will be notified of any changes as soon as possible. Units should contact region offices for guidance if a potential nomination exists for an award listed in AFI 36-2805 or AETCI 36-2801, *Air Education and Training Command Recognition Program*. Regions may contact HQ AFOATS/SDPP for specific award information, as required.

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Attachment
SDPP Timeline of Events

| SDPP Timeline of Events | Due to SDPP |
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| Military Yearly Awards | 20-Jan |
| Katherine Wright Memorial Award - To a woman providing encouragement/support/inspiration to her spouse, and thus being instrumental in his success or making a contribution to the advancement of the art, sport, and science of aviation and space flight. | 15-Jan |
| Air Force Sergeants Association (AFSA) Pitsenbarger Award - Enlisted member performing a heroic act, on or off duty, resulting in the saving of life or prevention of serious injury. | 1-Feb |
| Roy Wilkins Meritorious Service Awards (NAACP) - recognizes military personnel who have distinguished themselves by contributing to military equal opportunity policies and programs. | 15-Mar |
| Wright Brothers Memorial Trophy - Recognizes a civilian for significant public service of enduring value to aviation in the U.S. Includes either public service as a full-time gov't employee or unpaid volunteer serving on a gov't commission or agency. | 15-Mar |
| AFOATS 1st Quarter Awards (HQ) | 25-Mar |
| AFSA/AFOATS Support NCO of the Year Award - All annual award winners and nominees from the field and HQ are eligible for nomination by Region CC or Director for competition. | 1-Apr |
| AFROTC 1st Quarter Awards (Field) | 15-Apr |
| Ten Outstanding Young Americans Award - Military and DOD civilians recognized for exceptional achievements that have been significant to their profession, communities, states, or the nation. | 25-Apr |
| Lance P. Sijan USAF Leadership Award - Recognizes officers and enlisted, at wing level and below, demonstrating the highest qualities of leadership in the performance of their duties and the conduct of their lives. | 1-Jun |
| Air Force Organizational Excellence Awards | 5-Jun |
| High Flight (HF) Award | 5-Jun |
| Right of Line (ROL) Award | 5-Jun |
| AFOATS 2nd Quarter Awards (HQ) | 25-Jun |
| Unit Recruiting Officer (URO), Commandant of Cadets (COC), and Education Officer (EO) of the Year | 1-Jul |
| Government Employees Insurance Company (GEICO) Military Service Awards - Recognizes enlisted members for contributions to military or private communities in drug/alcohol abuse prevention, fire prevention/safety, and traffic safety/accident prevention. | 10-Jul |
| AFROTC 2nd Quarter Awards (Field) | 15-Jul |
| FIELD OF AERONAUTICS AWARDS: | 25-Aug |
| Aviator's Valor Award - Rated AF officer for a "conspicuous act of valor or courage performed during aerial flight during either combat or noncombat". | |
| Cheney Award - Given for an "act of valor, extreme fortitude, or self-sacrifice in a humanitarian interest, performed in connection with aircraft, but not necessarily of a military nature, by an AF officer or enlisted member. | |

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| Mackay Trophy - For the most meritorious flight of the year performed by an AF military member or an aircrew or for gallantry, intrepidity, initiative, resourcefulness, and achievement of outstanding results with unusual presence of mind. | |
| Collier Trophy - For the greatest achievement in aeronautics or astronautics in America to improve performance, efficiency, or safety of air or space vehicles. | |
| Gen Thomas D. White USAF Space Trophy - For the most outstanding contribution to the nation's progress in aerospace by a military member or DAF civilian. | |
| Air University Commander's Award - Faculty Achievement - recognizes those who have made significant, substantive contributions to AU's curriculum, instructions, or research efforts throughout the academic year. | 5-Sep |
| Outstanding Personnel Manager of the Year Awards - Recognizes outstanding personnelists by category for achievements during the calendar year (both military and civilian). (FY 1 Oct - 30 Sep) | 3-Oct |
| AFOATS 3rd Quarter Awards (HQ) (Jul - Sep) | 25-Sep |
| AFROTC 3rd Quarter Awards (Field) (Jul - Sep) | 15-Oct |
| General Muir S. Fairchild Award - was established in 1964 by the Order of Daedalians to recognize outstanding educational achievements within AU | 1-Nov |
| Verne Orr Award - Recognizes an AF unit making the most effective use of its human resources. Accomplishments should be mission oriented and focus on how the unit excelled in its use of people to achieve its full potential and accomplish the mission. | 20-Nov |
| Joan Orr AF Spouse of the Year - Recognizes spouses of military members for their significant contributions to the AF. | 20-Nov |
| AIR FORCE ASSOCIATION (AFA) AEROSPACE AWARDS: | 20-Nov |
| H.H. Arnold Award - For the most significant contribution by a military member for national defense. Should be related to aerospace activity and must be of truly national or international scope and enduring importance. | |
| W. Stuart Symington Award - For the most significant contribution by a DAF civilian for national defense. Should preferably be related to aerospace activity and be of truly national or international scope and enduring importance. | |
| Theodore Von Karman Award - For the most outstanding contribution to national defense by either military or DAF civilian, unit, or group of individuals in the field of science and engineering, preferably relating to aerospace activity. | |
| David C. Schilling Award - For the most outstanding contribution to national defense in the field of manned flight in the atmosphere or space by either a military member or DAF civilian, unit, or group of individuals. | |
| Gill Robb Wilson Award - For the most outstanding contribution to national defense in the field of arts and letters (writing/speaking/media relations/sculpturing/painting) by a military member/DAF civilian/unit/group of individuals. | |
| Citation of Honor - For the most outstanding contribution to national defense significantly exceeding standard performance by a military member/DAF civilian/unit/group of individuals. | |
| Annual Outstanding Information Manager and Systems Communications Awards - Recognizes outstanding professional performers in the Information Management and Systems Communications career fields. (CY 1 Jan - 31 Dec) | 1-Dec |
| Noncommissioned Officers Association (NCOA) Vanguard Award - NCO who has performed a particularly heroic act, on or off duty, that resulted in the saving of a life or prevention of serious injury. | 10-Dec |

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| INSTITUTE OF NAVIGATION (ION) AWARDS | 10-Dec |
| Norman P. Hays Award - Awarded to an individual engaged in management in the military, federal gov't, or private industry and recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation. | |
| Thomas L. Thurlow Award - An individual making outstanding contribution in air/ground navigation/invention/design for any navigation equipment, new method of navigation, research, study, or effort toward general advancement of science of navigation. | |
| P.V.H. Weems Award - For contributions to the advancement of navigation (intended for those who have, over a period of years, made significant contributions to navigation). | |
| Superior Achievement Award - Awarded annually for outstanding performance to a practicing navigator (as contrasted with the science of navigation). | |
| General & Mrs Jerome F. O'Malley Award - Recognizes the wing commander and spouse whose local contributions to the nation, AF, and community best exemplify the highest ideals and positive leadership of a military couple in a key AF position. | 15-Dec |
| American Defense Preparedness Association (ADPA) Colonel Leo A. Codd Memorial Awards - recognizes company grade officers who are instructors in the ROTC program. | 15-Dec |
| AFOATS 4th Quarter Awards (HQ) | 15-Dec |
| AFROTC 4th Quarter Awards (Field) | 29 Dec |
| Civilian Annual Awards | 30-Dec |