



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE UNDER SECRETARY

AFI36-2871_AFGM2015-01

25 February 2015

MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/IAPR
1080 Air Force Pentagon, Rm 4C 253
Washington DC 20330-1080

SUBJECT: Air Force Guidance Memorandum to *Air Force Instruction 36-2871 Air Force International Affairs Excellence Award*

By Order of the Secretary of the Air Force, this Air Force Guidance Memorandum immediately changes *Air Force Instruction 36-2871 Air Force International Affairs Excellence Award*. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

This Guidance Memorandum increases the number of award recipients from one Airmen per year to four Airmen in distinct categories. Specifically, the following criteria were added:

Those nominated should be continuing their federal civilian or military service with the government and should not have an approved separation or retirement date. Individual awards program submissions: nominees will be submitted in the category which is equal to the rank or grade they held the majority of the calendar year. Individuals promoted on or before 1 July will be submitted in the category of their previous rank. Each MAJCOM, FOA, or DRU may submit one individual in each of the following categories:

- Officer (Second Lieutenant through Colonel)
- Enlisted (Airman through Chief Master Sergeant)
- Senior Civilian (GS-13 thru GS-15)
- Junior Civilian (up to GS-12)

This memorandum corrects the Office of Primary Responsibility (OPR) from SAF/IAPA to SAF/IAPR. It also corrects the submission email to usaf.pentagon.saf-ia.mbx.saf-iagr-hr-manpower@mail.mil. Additionally, it changes the award suspense date from 15 February to

15 April and the convening date of the selection board from 15 March to 15 May of each year. Further, it clarifies that the Air Force-wide nomination call will be issued via Air Force

Personnel Center (AFPC) message and that the award recipient will also be announced via AFPC message. Finally, it standardizes the *AF Form IMT 1206, Nomination for Award, IAW AFPD 36-28, Awards and Decorations Program* and requires three headings be added to the AF form 1206: Leadership and Job Performance in Primary Duty, Significant Self Improvement and Base or Community Involvement. The applicant can use no more than 34 bullets under the heading Leadership and Job Performance in Primary Duty, no more than 4 bullets in Significant Self Improvement and no more than 4 bullets in Base or Community Involvement.

This Memorandum becomes void after one year has elapsed from the date of this Memorandum, or upon incorporation by interim change to, or rewrite of *Air Force Instruction 36-2871 Air Force International Affairs Excellence Award*, whichever is earlier.

HEIDI H. GRANT
Deputy Under Secretary of the Air Force
International Affairs

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2871

4 SEPTEMBER 2012



Personnel

**AIR FORCE INTERNATIONAL AFFAIRS
EXCELLENCE AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at <http://www.e-publishing.af.mil> for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: SAF/IAPA

Certified by: SAF/IA
(Ms. Heidi H. Grant)

Pages: 11

This Air Force Instruction (AFI) implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It directs the presentation of this annual award, recognizing outstanding and innovative contributions that had the greatest impact in International Affairs by an Air Force military or civilian employee. It explains eligibility requirements, the selection process, and the Secretary of the Air Force's award presentation. This instruction applies to all Regular Air Force, Air Force Reserve (AFR), Air National Guard (ANG) members, and civilian employees paid through appropriated funds. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm> Privacy Act System of Records F900 AF MP A, *Awards and Decorations* applies. Send all recommendations for changes or comments to Secretary of the Air Force, International Affairs (SAF/IA), 1080 Air Force Pentagon, Washington, DC 22330-1080, through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

This revision clarifies award eligibility (para 2.1, 2.2, and 2.3), adds a public records statement from the nominee (para 6.1), a records check to the endorsement letter (para 7.1) and a clarification to the selection panel process (para 8.3). Attachment 2 (Instructions for Submission) was revised to include information about the public release statement, and records check statement. Three new attachments were added: Attachment 3 (Public Release statement), Attachment 4 (Cover page template) and Attachment 5 (Endorsement Letter template).

Attachment 1 now includes an “Adopted Forms” section referring to AF Form 847 and AF Form IMT 1206.

1. Air Force International Affairs Excellence Award

1.1. **Purpose.** This award annually recognizes one individual for outstanding and innovative contributions that had the greatest impact in International Affairs and were most effective in building, sustaining, expanding, and guiding international relationships. These are critical enablers for United States Air Force expeditionary air and space forces conducting global operations.

1.2. The contributions include, but are not limited to, activities that demonstrate excellence in Political-Military Assessment, Security Assistance and Cooperation, Comparative Weapons Analysis, International Professional Development, Interagency Liaison, Foreign Disclosure and Technology Transfer, Senior Leader Foreign Travel and Visit Preparation. They also include activities that build interoperable coalition capabilities through initiatives such as Basing, Over-flight, Access, Exercises, Training, Foreign Military Sales, Information Sharing, Disclosure, and Personnel Exchanges.

2. Award Criteria.

2.1. Determination of the award is based on contributions above and beyond the individual's primary duties and responsibilities. Examples include an achievement, particularly high quality of work, a creative idea or innovation, etc., expressed in some action/activity that clearly shows an exceptional impact upon International Affairs.

2.2. The contribution(s) may have resulted in major products and/or identifiable outcomes that demonstrate excellence in building, sustaining, expanding, and guiding international relationships, including, but not limited to: improving coalition warfighting capabilities and partner air force interoperability; enhancing an international partner's ability to secure their own borders, respond to humanitarian crisis/natural disasters, and participate in collective security and coalition operations.

2.3. **The overarching principle in the review process is leadership.** The Selection Board will look for evidence of leadership traits, such as initiative, judgment, decisiveness, persistence, etc., that were instrumental in their achievements.

3. Eligibility.

3.1. Regular Air Force, Air Force Reserve (AFR), Air National Guard (ANG) members, and civilian employees paid through appropriated funds are eligible for this award. Nominees may work in any Air Force, DOD, COCOM, and Interagency organization at any level of command. This award is an incentive meant to inspire, motivate, and recognize Airmen below the rank of flag officer and SES. Those nominated should be continuing their federal civilian or military service with the government and should not have an approved separation or retirement date. *Contract personnel are not eligible for this award.*

4. Award Period of Service.

4.1. The award program is on a calendar year basis, 1 January-31 December.

5. Nomination Due Date, Process and Authorities.

5.1. An Air Force-wide nomination call will be issued via SAF/IA in time for nomination packages to be received in SAF/IA by 15 February of each year. All nominations will be submitted on the latest version of AF Form IMT 1206, *Nomination for Award*, IAW AFD 36-28, *Awards and Decorations Program*. Nominations will be one page (front side only), single-spaced, 12 pitch, Times New Roman font, bullet format, and in accordance with award criteria, eligibility, and award period of service during the applicable calendar year only. A cover page, endorsement letter signed by the HAF two-letter official, MAJCOM/FOA/DRU Commander, Vice Commander, or Executive Director, and a citation in accordance with AFI 36-2805, *Special Trophies and Awards*, must accompany each nomination. The cover page should include: nominee name, rank/grade, unit/office symbol, AFSC/occupational series, position title, description of duties and responsibilities, and phone number of a Command administrative point of contact. Send all nomination packages via e-mail to SAF/IAPA Workflow (safiapa.workflow@pentagon.af.mil).

5.2. Headquarters Air Force two-letter officials (or their designated authorities) are the nominating officials for Air Force personnel assigned to those organizations. Each organization may nominate one individual (military or civilian).

5.3. Major Command (MAJCOM) commanders (or their designated authorities) are the nominating officials for Air Force personnel assigned or attached to the Command. Each command may nominate one individual (military or civilian).

5.4. Commanders of Air Force and command-level Direct Reporting Units (DRU) and Field Operating Agencies (FOA) are the nominating officials for Air Force personnel assigned or attached to those organizations. Each organization may nominate one individual (military or civilian).

5.5. 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 may nominate one individual (military or civilian).

6. Public Release Statement

6.1. Each nominee must sign a public release statement that reads verbatim: "I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include privacy information or personally identifiable information (PII) found in AFI 33-332, Air Force Privacy Program, Chapter 6, Disclosing Records to Third Parties. I understand those transmitting personal information via e-mail will exercise caution and adequately safeguard it in accordance with AFI 33-332, paragraphs 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no privacy information other than name, rank, and base of assignment." The nominee must sign and date this statement.

7. Endorsement Letter and Records Check

7.1. An endorsement letter signed by the HAF two-letter official, MAJCOM/FOA/DRU Commander, Vice Commander, Executive Director, or designee should be submitted. The letter should also include the phrase "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the U.S. Air Force." This may be delegated to the A1 director by the MAJCOM/FOA/DRU commander. This may be a scanned or PDF document.

8. Selection Panel and Process.

8.1. SAF/IA manages this award program.

8.2. The Deputy Under Secretary, International Affairs or Assistant Deputy Under Secretary, International Affairs, will chair the selection panel. Panel membership will be comprised of five voting members, including the chair. USAF military members and federal civilian employees assigned to units at any level of command who have working experience with International Affairs programs and operations may serve as panel members. Panel members shall be senior in rank to the nominees competing for the award. SAF/IAPA shall provide the panel administrator and determine panel membership based on the above criteria. The panel will convene no later than 15 March of each calendar year.

8.3. Panel members will work independently as they evaluate nomination packages. Panel members will focus on the contributions above and beyond the nominee's primary duties and responsibilities, and annotate the nature and scope of achievements that demonstrate excellence in building, sustaining, expanding, and guiding international relationships. During the selection panel or meeting, members will justify their top three nominees and then vote by secret ballot for their top nominee. The panel administrator will tally the votes to determine the award recipient.

8.4. The panel chair will certify the panel members' scores and the outcome of the competition. He or she will also be the decision-maker for ties and splits. The panel administrator will assist the panel chair with adjudicating the need for any rescoring actions in the event of major split decisions between panel members. Rescoring may take place only if it will change the outcome of the competition and the decision for panel members to rescore nominees will rest with the panel chair.

9. Award Announcement and Description.

9.1. SAF/IA will announce the award recipient by message. The award consists of the following components: a trophy and a citation signed by the Secretary of the Air Force. Recipients of this award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805. An award plaque engraved with the recipient's name and award year will be displayed

at the Office of the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA), 1080 Air Force Pentagon, Washington, DC 22330-1080.

10. Presentation of Award.

10.1. The Secretary of the Air Force (SECAF) will present the award.

10.2. The nominating unit commander may authorize the award winner to attend the award ceremony at government expense. An award recipient's spouse or another family member may be authorized to accompany the award winner to the Air Force award ceremony. The nominating unit is responsible for per diem and other travel and transportation costs associated with attendance by the award winner and spouse or family member. Only transportation costs for the award recipient and spouse or family member to travel to and from the award ceremony will be authorized at government expense. Guidance contained in AFI 24-101, *Passenger Movement*, and the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR), Appendix E, for Invitational Travel Authorization for spouses applies. Policy for attending award ceremonies does not extend to the award winner's supervisors, managers, commanders, or any other members of the award winner's unit. Exceptions to this rule may apply only if a requirement exists for members, other than those authorized above, to participate in the event in an official capacity. Attendance in a supporting role does not constitute official participation.

11. Information Collection and Records.

11.1. Information Collections. No information collections are created by this publication.

11.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Darrell D. Jones, Lieutenant General, USAF
Deputy Chief of Staff, Manpower, Personnel and
Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*, 1 Aug 1997

AFI 24-101, *Passenger Movement*, 27 Oct 2004

AFI 33-360, *Publications and Forms Management*, 18 May 2006 (with Change 3, 11 June 09)

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 Jun 2001

AFI 36-2805, *Special Trophies and Awards*, 29 Jun 2001

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AF Form 847, *Recommendation for Change of Publication*, 27 March 2006

AF RDS, <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

ANG—Air National Guard

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

COCOM—Combatant Commands

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HQ—Headquarters

IAPA—International Airmen Division

JFTR—Joint Federal Travel Regulation

JTR—Joint Travel Regulation

MAJCOM—Major Command

RDS—Records Disposition Schedule

SAF—Secretary of the Air Force

SAF/IA—Secretary of the Air Force, International Affairs

SECAF—Secretary of the Air Force

USAF—United States Air Force

Attachment 2**INSTRUCTIONS FOR SUBMISSION**

To apply for the IA Excellence Award, nomination packages should include the following:

1. Cover page (limited to 1 page) written on unit letterhead that includes:
 - Nominee name
 - Rank or grade
 - AFSC or occupational series
 - Unit, office symbol, and location
 - Position title
 - A description of current duties and responsibilities
 - Telephone number (commercial and DSN) and e-mail address of a Command administrative point of contact

2. AF Form IMT 1206, *Nomination for Award, IAW AFPD 36-28, Awards and Decorations Program*
 - Limited to one page (front side only), single-spaced
 - 12 pitch, Times New Roman font
 - Use specific achievements from January to December only
 - Use point paper or talking paper format (bulleted, short statements or key points)

NOTE: Description of outstanding achievements should be based on specific facts and examples that clearly demonstrate that achievements were exceptional.

3. The Public Release Statement.

4. An endorsement letter signed by HAF two-letter, MAJCOM/FOA/DRU Commander, Vice Commander, Executive Director, or Designee including a statement regarding a records check.

5. A citation in accordance with AFI 36-2805, *Special Trophies and Awards*.

Each HAF two-letter, MAJCOM, FOA, and DRU may submit only one nomination. Please send completed nomination packages, including cover page, AF Form 1206, public release statement, signed endorsement letter, and citation via email to SAF/IAPA Workflow (safiapa.workflow@pentagon.af.mil).

Attachment 3

PUBLIC RELEASE STATEMENT

MEMORANDUM FOR: HQAFPC/DPSIDR

FROM: (Nominee name)

PUBLIC RELEASE STATEMENT

I, [REDACTED] DO OR DO NOT (CIRCLE ONE) AGREE TO THE USE OF PRIVACY ACT INFORMATION IN THE NOMINATION. THIS INFORMATION MAY INCLUDE PRIVACY ACT INFORMATION OR PERSONALLY IDENTIFYING INFORMATION (PII) FOUND IN AFI 33-332, PRIVACY ACT PROGRAM, CHAPTER 12, DISCLOSING RECORDS TO THIRD PARTIES. I UNDERSTAND THOSE TRANSMITTING PERSONAL INFORMATION WILL EXERCISE CAUTION AND ADEQUATELY SAFEGUARD IT IAW AFI 33-332, PARAGRAPH 7.3., AND PARAGRAPHS 10.2.1. & 10.2.2. THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD NOMINATION WILL CONTAIN NO PRIVACY ACT INFORMATION OTHER THAN UNIT, AND BASE OF ASSIGNMENT. COORDINATION WITH THE LOCAL PUBLIC AFFAIRS OFFICE MUST BE COMPLETED PRIOR TO RELEASE TO ANY NEWS MEDIA (I.E., BASE PAPER, LOCAL PAPER, ETC.).

[REDACTED]
NOMINEE'S SIGNATURE

[REDACTED]
DATE

Attachment 4

COVER PAGE TEMPLATE

FROM: Enter Organization
Enter Organization Address Line 1
Enter Organization Address Line 2

TO: SAF/IAPA
1080 Air Force Pentagon
Washington, DC 20330-1080

SUBJECT: Enter Year of the Award USAF IA Excellence Award Nominee

I nominate, Enter Applicant Name, as the Enter Organization nominee for the Enter Year of the Award USAF IA Excellence Award.

Enter Applicant Rank/Grade

Enter Applicant AFSC or Occupational Series

Enter Applicant Position Title

Write a brief description of applicant's position duties and responsibilities

My point of contact is Enter Command Administrative POC Name at Enter Commercial and DSN Phone Number , email: Enter Email Address.

ENTER ORGANIZATION COMMANDER
Enter Signature Block Line 2
Enter Signature Block Line 3

Attachment 5

ENDORSEMENT MEMORANDUM TEMPLATE

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE
INTERNATIONAL AFFAIRS

FROM: Enter Organization
Enter Organization Address Line 1
Enter Organization Address Line 2

SUBJECT: Endorsement for Enter Applicant Name

I endorse, **Enter Applicant Name**, as the Enter HAF two-letter, MAJCOM, FOA, or DRU nominee for the Enter Year of the Award USAF IA Excellence Award.

A records check was conducted on **(date)** and revealed no information that would bring discredit to the award or the U.S. Air Force.

ENTER SIGNATURE BLOCK HERE FOR
(HAF TWO-LETTER, MAJCOM/FOA/DRU
COMMANDER, VICE COMMANDER, OR
EXECUTIVE DIRECTOR)
Enter Signature Block Line 2
Enter Signature Block Line 3