DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE UNDER SECRETARY

OCT 30 2009

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CC
DISTRIBUTION C

FROM: SAF/IA
1080 Air Force Pentagon
Washington, DC 20330-1080

SUBJECT: 2009 Air Force International Affairs Excellence Award Nomination Call

We are now accepting nominations for the 2009 Air Force International Affairs Excellence Award. This award distinguishes one Airman whose contributions were most effective in building, sustaining, expanding and guiding USAF-to-foreign air force relationships. Airmen throughout the Air Force support security cooperation programs that are critical enablers for our expeditionary air, space, and cyberspace forces, and it is important we recognize their outstanding international affairs service and achievements.

Active duty Air Force, AFRES, ANG, and DAF civilian personnel paid through appropriated funds, from any career field, whose duties contribute to the Air Force international affairs mission are eligible. This award is an incentive meant to inspire, motivate, and recognize Airmen below the rank of flag officer and SES. The time period for this award is 1 January through 31 December 2009.

Each MAJCOM/FOA/DRU may submit only one nomination. Please send nomination packages via e-mail to safiapa.workflow@pentagon.af.mil NLT 15 February 2010. Nominations will be evaluated based on the nature and scope of achievements that demonstrate excellence in executing security cooperation programs and significantly improving interoperability with partner air forces.

I encourage full dissemination of the award information and the promotion of nominations throughout your command. Additional information governing nomination submission is included in the instructions (Attachment) and on our website: http://www.safia.hq.af.mil/workforceinitiatives/. If you have questions, please contact Mr. Gordon-Michael Cox, SAF/IAPA, at (703) 588-8994 (DSN 425-8994) or email: gordonmichael.cox@pentagon.af.mil.

BRUCE S. LEMKIN
Deputy Under Secretary of the Air Force
International Affairs

Attachment:
AFI 36-2871 *Air Force International Affairs Excellence Award*

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2871

6 October 2009

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
(Mr. Bruce S. Lemkin)
Pages: 6

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 active duty Air Force, Air Force Reserve (AFRES), 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 AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Disposition Schedule (RDS) located at **http://www.my.af.mil/gcss-af61a/afrims/afrims.** Send all recommendations for changes or comments to Deputy Under Secretary of the Air Force, International Affairs, 1500 Wilson Blvd, Rosslyn VA 22209, through appropriate channels, using AF Form 847, *Recommendation for Change of Publication,* with an information copy to Deputy Under Secretary of the Air Force, International Affairs (SAF/IA), 1080 Air Force Pentagon, Washington, DC 22330-1080.

Air Force International Affairs Excellence Award

1. Purpose.

1.1. 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. Eligibility.

2.1. Active duty Air Force, Air Force Reserve (AFRES), Air National Guard (ANG) members, and civilian employees paid through appropriated funds are eligible for this award. Nominees may work in any Air Force 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.*

3. Award Period of Service.

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

4. Nomination Due Date, Process and Authorities.

4.1. 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 AFPD 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 highlight specifically how the nominee's achievements contributed to international affairs efforts and demonstrated excellence in executing security cooperation programs and improving interoperability with partner air forces during the applicable calendar year only. A cover page, endorsement letter signed by the 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 and a 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).

4.2. 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).

4.3. 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).

4.4. 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).

4.5. 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).

5. Selection Panel and Process.

5.1. SAF/IA manages this award program.

5.2. The Deputy Under Secretary of the Air Force, International Affairs or Assistant Deputy Under Secretary of the Air Force, 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.

5.3. 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 executing security cooperation programs and significantly improving interoperability with partner air forces. During the selection panel 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.

5.4. 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.

6. Award Announcement and Description.

6.1. 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.

7. Presentation of Award.

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

7.2. 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.

8. Information Collection, Records, and Forms.

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

8.2. 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/gcss-af61a/afrims/afrims.

8.3. Forms (Adopted and Prescribed).

8.3.1. Adopted Forms. AF Form 847, *Recommendation for Change of Publication*; AF Form 1206, *Nomination for Award.*

8.3.2. Prescribed Forms. No forms are prescribed by this publication.

RICHARD Y. NEWTON III, Lt 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/gcss-af61a/afrims/afrims

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

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. An endorsement letter signed by HAF two-letter, MAJCOM/FOA/DRU Commander, Vice Commander, or Executive Director.

4. 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, signed endorsement letter, and citation via email to SAF/IAPA Workflow (safiapa.workflow@pentagon.af.mil).