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Personnel



★AETC FLYING AND TECHNICAL TRAINING RECOGNITION PROGRAM

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This instruction implements AFPD 36-28, *Awards and Decorations*, and establishes the AETC Flying and Technical Training Recognition Program. It describe the award categories, eligibility and selection criteria, presentation of awards, and procurement process. This instruction applies to AETC wings and training organizations aligned under Second Air Force (2 AF) and Nineteenth Air Force (19 AF). It does not apply to Air National Guard and Air Force Reserve Command units.

Send recommended changes to this instruction via AF Form 847, **Recommendation for Change of Publication**, to HQ AETC/DOOV (Standards and Policy Branch), 1 F Street, Suite 2, Randolph AFB TX 78150-4325. Supplements to this instruction may be developed as needed. Submit proposed supplements to HQ AETC/DOOV for review and approval before publishing.

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 Title 10, United States Code, Chapter 857, *Decorations and Awards*. System of records notice F036 AF PC, Awards and Decorations, applies. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Section A—General Information

1. Overview. Throughout AETC, Air Force members in flying and technical training positions are performing at a level that ensures this command provides the highest quality of training for our students. The AETC Flying and Technical Training Recognition Program annually selects individuals who have made significant achievements in their positions and demonstrated high measures of dedication and expertise in their assigned duties with flying or technical training missions. These awards spotlight training personnel whose contributions to the Air Force mission have exceeded expectations. It is intended that this recognition will increase professional prestige.

2. Wing-Level Programs. Wings will ensure a recognition program is provided. Establish categories that afford all training personnel an opportunity to compete for local recognition and subsequently compete for AETC and higher levels of recognition. AETC awards are listed in Table 1. Unless otherwise stated, the awards cycle is 1 January through 31 December. Accomplishments must have occurred during this period. Where applicable, the table indicates Air Force-level recognition and the organizational sponsor for winners in specific categories. Recognition external to AETC will be initiated and conducted by the sponsoring organization.

Section B—Award Categories

3. Flying Training. Flying training awards recognize exceptional performance of instructors and training support personnel. The seven AETC flying training award categories are as follows:

3.1. Major General Glenn A. Profitt II Award. This award is given to the AETC Flying Training Officer Instructor of the Year. *NOTE:* The competition is not limited to pilots.

3.2. AETC Flying Training Flight Commander of the Year.

3.3. AETC Flying Training Enlisted Instructor of the Year.

3.4. AETC Flying Training Support Employee (Officer, Enlisted, or Civilian) of the Year.

3.5. AETC Outstanding Survival, Evasion, Resistance, and Escape (SERE) Senior Noncommissioned Officer (SNCO) of the Year.

3.6. AETC Outstanding SERE Noncommissioned Officer (NCO) of the Year.

3.7. AETC Outstanding SERE Airman of the Year.

Table 1. Flying and Technical Training Annual Awards.

I T E M	A	B	C	D
	Awards	AETC OPR	Suspense Date for Nominations	Air Force and/or Other Agency Recognition
Flying Training Awards				
1	Major General Glenn A. Profitt II (Officer Instructor of the Year)	HQ AETC/DOF	30 January	Air Force Association— Texas Chapter
2	Flight Commander of the Year			
3	Enlisted Instructor of the Year			
4	Support Employee of the Year			NA

I T E M	A	B	C	D
	Awards	AETC OPR	Suspense Date for Nominations	Air Force and/or Other Agency Recognition
5	Outstanding SERE SNCO of the Year		30 February	HQ USAF/XO
6	Outstanding SERE NCO of the Year			
7	Outstanding SERE Airman of the Year			
Technical Training Awards				
8	Flight Commander or Chief of the Year	HQ AETC/DOO	30 January	Air Force Association— Texas Chapter
9	Officer Instructor of the Year			
10	SNCO Instructor of the Year			(note 1)
11	NCO Instructor of the Year			
12	Airman Instructor of the Year			
13	Civilian Instructor of the Year			
14	Support Officer of the Year			NA
15	Support NCO or Airman of the Year			
16	Support Civilian of the Year			
17	Senior MTL of the Year	2 AF/DOOM (MTL career field functional manager)	MAJCOM— 30 January; Air Force Sergeants Association (AFSA)— 15 May	AFSA (note 2)
18	Junior MTL of the Year			
19	Outstanding Combat Control SNCO of the Year	HQ AETC/DOO	1 November	HQ USAF/XO
20	Outstanding Combat Control NCO of the Year			
21	Outstanding Combat Control Airman of the Year			
22	Outstanding Pararescue SNCO of the Year			
23	Outstanding Pararescue NCO of the Year			

I T E M	A	B	C	D
	Awards	AETC OPR	Suspense Date for Nominations	Air Force and/or Other Agency Recognition
24	Outstanding Pararescue Airman of the Year			
Other AETC-Sponsored Competition				
25	Top Tech (Biennial Instructor Readiness Competition)	2 AF/DO	(competition dates to be announced)	NA
26	Technology Application			

NOTES:

1. The Air Force Association—Texas Chapter presents an award to one enlisted instructor of the year.
2. Competition includes MAJCOM, FOA, and DRU winners.

4. Technical Training. Technical training awards recognize exceptional performance in schools that teach and support nonflying training courses. The program consists of 17 awards. In addition to flight commander and instructors of the year, categories include support MTL, combat controller, and pararescue personnel. Technical training award categories are as follows:

4.1. AETC Technical Training Flight Commander or Chief of the Year.**4.2. AETC Technical Training Officer Instructor of the Year.**

4.3. AETC Technical Training Enlisted Instructor of the Year. There are three subcategories; SNCO, NCO, and airman.

4.4. AETC Technical Training Civilian Instructor of the Year.

4.5. AETC Technical Training Support Personnel of the Year. There are three subcategories; officer, NCO or airman, and civilian. This category affords an opportunity for headquarters-level competition to personnel who are neither flight commanders or instructors. Officers, enlisted, and civilian personnel in the technical training groups who perform a training support function are eligible for this competition.

4.6. AETC Technical Training Military Training Leader (MTL) of the Year:

4.6.1. This competition is open to AETC enlisted personnel with special duty identifier 8B100. The two subcategories are senior MTL (master sergeant through chief master sergeant) and junior MTL (senior airman through technical sergeant).

4.6.2. Nominees must have served in the position for at least 6 months in order to be eligible. Refer to AETCI 36-2216, *Technical Training Administration of Military Standards and Discipline Training*; and AFMAN 36-2108, *Enlisted Classification*; for a description of MTL duties and functions.

4.6.3. The Air Force Sergeants Association (AFSA) recognizes the important contributions and

leadership of one senior and one junior Air Force member in the MTL career field as the Air Force MTLs of the Year.

4.6.4. AFSA honors the recipients during an awards ceremony held in conjunction with the AFSA annual convention. AFSA notifies the recipient of the date, location, and travel arrangements for the ceremony, but participation is usually unit funded.

4.6.5. Recipients of the Air Force-level MTL award are authorized to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*.

4.7. Outstanding Combat Controller of the Year. There are three subcategories: SNCO, NCO, and airman. **NOTE:** Recipients of awards for AETC-level Combat Controller of the Year will be forwarded to Headquarters Air Force for competition according to AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards Program*.

4.8. Outstanding Pararescueman of the Year. There are three subcategories: SNCO, NCO, and airman. **NOTE:** Recipients of awards for AETC-level Pararescueman of the Year will be forwarded to Headquarters Air Force for competition according to AFI 36-2807.

5. Nominations. Nominees for AETC annual awards must complete all job qualification requirements for the category in which they have been nominated. They should be the group or wing award winner. Include the group or wing level selection process for AETC nominees in local program guidelines.

5.1. Active duty winners of AETC annual awards may not compete again during the same assignment in the category in which they won. Civilian winners become eligible to compete again in the same category after 3 years from the year they won. For example, civilian winners for 1998 may be nominated for achievements accomplished in 2001, and their nomination packages would be submitted in January of 2002.

5.2. Flying wings (including the 336th Training Group) may submit one nominee for each flying training category. SERE nominees must be in the Air Force specialty code (AFSC) 1T0X1 career field, work in the career field at the time of nomination, have a minimum of 6 months in the current AETC assignment, and meet the following grade or skill level criteria:

5.2.1. SNCO nominees must be a master sergeant or senior master sergeant and possess a primary 7-level AFSC or higher.

5.2.2. NCO nominees must be a staff sergeant or technical sergeant and possess a primary 5-level AFSC or higher.

5.2.3. Airman nominees must be in the grade of airman through senior airman, possess a primary 3- or 5-level AFSC, and have at least 1 year in the Air Force.

5.3. Training groups may submit one nominee for each technical training category.

5.4. Combat controller nominees must meet requirements specified in AFI 36-2807, Chapter 6, and the following criteria:

5.4.1. SNCO nominees must be in the grade of master sergeant or senior master sergeant.

5.4.2. NCO nominees must be in the grade of staff sergeant or technical sergeant.

5.4.3. Airman nominees must be in the grade of airman through senior airman.

5.5. Pararescue nominees must meet requirements specified in AFI 36-2807, Chapter 15, and the following criteria:

5.5.1. SNCO nominees must be in the grade of master sergeant through chief master sergeant.

5.5.2. NCO nominees must be in the grade of staff sergeant or technical sergeant.

5.5.3. Airmen nominees must be in the grade of airman through senior airman.

Section C—Nomination Packages

6. Contents of the Nomination Package. Submit nomination packages with a memorandum from the wing commander, 336th Group Commander, or 381st Group Commander, recommending the individual. Include AF Form 1206, **Nomination for Award**, as Attachment 1 of the nomination package. Describe the nominee's meritorious performance. Limit the content to one page. Use a bullet format and single space the nomination. For each type of nomination, enter the following information (by section heading) into the Specific Accomplishments block of the AF Form 1206: (**NOTE:** The nominee's accomplishments must have occurred during the year covered by the awards cycle.)

6.1. For flying and technical training nominations:

6.1.1. Job Performance. Describe and include examples of performance that set the nominee apart from others. Address extraordinary skills and job knowledge in the specialty, leadership abilities, oral and written communication abilities, resource management, judgment, decision-making, and other related performance achievements.

6.1.2. Impact on the Training Environment. Explain and include examples of how the nominee positively impacted the training environment through innovative improvements, initiatives, special training projects, and student processes. Describe contributions made to the training environment that are outside of the nominee's primary area of expertise. Include innovative applications of technology in the training process, when applicable.

6.1.3. Professional Qualities. State examples of leadership and professional qualities that contribute to the whole-person concept. Describe the nominee's participation in additional duties and civic or community activities. Also describe the nominee's self-improvement accomplishments.

6.2. For SERE nominations:

6.2.1. Primary Duties and Significant Accomplishments in the Functional Area.

6.2.2. Other Contributions to the Unit Mission.

6.2.3. Self-Improvement Efforts.

6.3. For combat controller and pararescue nominations:

6.3.1. Primary Duties.

6.3.2. Significant Accomplishments.

6.3.3. Other Contributions to the Unit Mission.

6.4. Attachment 2 of the nomination package will be biographical information. This information must not exceed one page, and the format will be single spaced and in bullet format. Include the name, grade (as of 31 December), organization and location, duty title or assignment, assignment history, instructor hours, total flying time (flying training nominees only), professional military education, civilian education, and other noteworthy awards, recommendations, and recognition.

6.5. For flying training nominations, Attachment 3 will be the last 24 months of the nominee's flight evaluation folder. For SERE nominations, Attachment 3 will be a proposed citation to accompany the award. Use AFI 36-2803, *The Air Force Awards and Decorations Program*, as a guide. Proposed citations should be double spaced with a 10-point font size and 1-inch margins. Maximum length will be 15 lines.

6.6. A completed DD Form 2266, **Information for Hometown News Release**, may be completed, but is optional. When requested by the public affairs office, the information is used to prepare and release publicity about award winners.

7. Suspense Date for Nominations. Refer to Table 1 of this instruction for suspense dates.

Section D—AETC Selection Process

8. Evaluations:

8.1. A five-member evaluation board approved by the HQ AETC Deputy Director of Operations will score the nomination packages. Normally, two board members will be from functional areas outside of the directorate.

8.2. The MTL career field functional manager is responsible for the MTL competition. MTL nominations are rated at 2 AF by a four-member evaluation board approved by the 2 AF/DO. The MTL career field functional manager presides as the board president.

8.3. HQ AETC/DOO will forward the results of both evaluation boards, along with the supporting nomination packages, to the AETC/CC for approval.

8.4. HQ AETC/DOF will manage the evaluation process for flying training nomination packages and forward the results to the AETC/CC for approval.

8.5. AETC/CC must approve all winners before announcements are made. This approval is the final step

in the process to confirm the winners.

9. Notification of Selection. Award winners will receive a congratulatory memorandum from the AETC/CC commander through command channels. Additionally, AETC/CC will formally announce the names of winners in a message to the wings. At the same time, squadron commanders will be notified of winners in their organizations by telephone.

10. Publicity. HQ AETC/PA will manage command level publicity regarding winners of the competition programs. Wing PAs should publicize the accomplishments of award winners through base and community media. Recognition at wing-, group-, and squadron-level meetings and functions is encouraged.

11. Presentation of Awards:

11.1. Usually, the award trophies are mailed to the wing (or group) for presentation to the winners.

11.2. When feasible, align the presentation of the award trophy with a forthcoming visit by the AETC/CC. Make the presentation in the presence of the winner's peers.

12. Procurement of Trophies for Individual Awards. AETC OPRs for the annual flying and technical training competitions will procure trophies for individuals who win at the MAJCOM level.

Section E—Other Technical Training Competitions

13. Top Tech:

13.1. Top Tech, conducted by 2 AF, is a biennial competition among training organizations. The event focuses on instructional excellence and emphasizes short-notice, day-to-day readiness of technical training instructors, MTLs, and military training instructors.

13.2. The 2 AF/DO organizes the competition, develops an operations plan (OPlan), and orchestrates the actions at the host wing with the assistance of host training group personnel assigned to the project. All facets of the competition are covered in the OPlan, which is published and distributed by 2 AF/DO.

13.3. Training organizations host the Top Tech on a rotating basis every 2 years. The event's focus on readiness on short notice complements the AETC annual awards program, which is based on the whole-person concept and recognizes achievements over a 12-month period.

14. Technology Application. The technology application competition is conducted every 2 years in conjunction with the Top Tech competition. It spotlights innovative users of teaching and learning technology and recognizes participating organizations for technical concepts that improve the learning process. This competition serves as an incentive for development and use of value-added training initiatives that are technology based. Winners are announced and awards are presented during the Top Tech awards ceremony.

15. Forms Adopted. DD Form 2266, **Information for Hometown News Release**, and AF Form 1206, **Nomination for Award**.

WILLIAM WELSER III, Major General, USAF
Director of Operations

Attachment

1. Glossary of References and Supporting Information

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

AFPD 36-28, *Awards and Decorations Program*
AFMAN 36-2108, *Enlisted Classification*
AFI 36-2803, *The Air Force Awards and Decorations Program*
AFI 36-2805, *Special Trophies and Awards*
AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards Program*
AFMAN 37-139, *Records Disposition Schedule*
AETCI 36-2216, *Technical Training Administration of Military Standards and Discipline Training*

Abbreviations and Acronyms

AFSA—Air Force Sergeants Association
AFSC—Air Force specialty code
DRU—direct reporting unit
FOA—field operating agency
MAJCOM—major command
MTL—military training leader
NCO—noncommissioned officer
OPlan—operations plan
SERE—survival, evasion, resistance, and escape
SNCO—senior noncommissioned officer