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Personnel

★AETC-SPECIFIC CIVIL ENGINEER AWARDS

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This instruction implements AFPD 36-28, *Awards and Decorations*. It establishes the AETC Facility Excellence Evaluation Program (AFEE), AETC Energy Management Incentive Award Program, Civil Engineering (CE) award submissions for non-Air Force personnel, and Civil Engineering and Contracting (LGC) Partnership Award. It describes objectives, award categories, evaluation procedures, and responsibilities. It applies to all AETC bases and AETC-gained units.

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. It establishes new evaluation methods for the AETC Facility Excellence Evaluation Program (AFEE), new eligibility requirements for organizations with non-Air Force personnel, and new scoring standards for the AETC Energy Management Incentive Award.

Section A—AFEE

1. Purpose and Description. Objectives of the AFEE are to:

- 1.1. Encourage quality-of-life improvements.
- 1.2. Build solid facility investment plans for the future.
- 1.3. Exercise sound stewardship of current facilities.
- 1.4. Encourage high standards of general housekeeping, working conditions, and living conditions.

- 1.5. Achieve command standards in facility maintenance and ensure upkeep on a routine basis.
- 1.6. Encourage commanders to use self-help resources to improve living and working conditions.
- 1.7. Foster pride through awards and recognition of achievement and excellence in base facilities.

2. Type of Award. This program awards the commander's trophy for facility excellence. All AETC bases and AETC-gained units may compete for this award.

3. Responsibilities:

3.1. The HQ AETC Civil Engineer (CE) will:

3.1.1. Be OPR for this program.

3.1.2. Be responsible for the acquisition of awards and arrange for presentation.

3.1.3. Pick the yearly winner based on the scores provided by the HQ AETC/IG team and inputs from CE division chiefs.

3.1.4. Brief the AETC Commander on evaluation results and obtain approval of recommendations.

3.2. The HQ AETC Inspector General (IG) will:

3.2.1. Be an office of collateral responsibility for this program, responsible for conducting the onsite scoring during inspection visits.

3.2.2. Brief the HQ AETC/CE on the results of each base's score.

3.3. Base responsibilities will be provided in a separate memorandum.

4. General Procedures:

4.1. The HQ AETC/IG will score each base during its regularly scheduled inspection. Bases inspected during the same calendar year will compete against each other, regardless of size. Award winners will be announced and awards presented at the spring AETC Commanders Conference, and the winner will receive the commander's trophy.

4.2. Facility evaluations will be based on how well the facility is maintained, rather than on its age. Neat, well-maintained World War II facilities will compete on an equal basis with more recently constructed buildings. The overall exterior maintenance of any facility should correspond to both the current and projected use of the facility.

5. Conducting Evaluations:

5.1. The HQ AETC/IG team will use a standard package for scoring. Scoring will be done on a five-point scale. The areas of emphasis will be occupant care, ownership pride, self-help initiatives, overall facility condition, and general grounds maintenance.

5.2. Family housing, grounds, general base appearance, and permanent party dormitory rooms will be included in the overall score. After all facility tallies have been totaled, a composite score will be given for each base.

5.3. For permanent party dormitories, no more than 10 percent of the occupied rooms will be scored. The HQ AETC/IG will coordinate times for scoring with the dormitory manager. The HQ AETC/IG will select the rooms for scoring and the dormitory manager and/or first sergeant will accompany HQ AETC/IG team members during the scoring process.

5.4. Each wing will select approximately 10 to 15 percent of its facilities for inspection and identify these facilities to the HQ AETC/IG team approximately 30 days before its arrival. For scoring purposes, each base should include an appropriate percentage from each of the following six categories:

5.4.1. Category 1. Dormitory and technical training facilities.

5.4.2. Category 2. Operational facilities to include squadron operations, base operations, control towers, and associate flying units.

5.4.3. Category 3. Logistics facilities to include maintenance, munitions, supply, transportation, contracting, and petroleum, oil, and lubricants.

5.4.4. Category 4. Support facilities to include mission support, communications, security forces, medical, family support, comptroller, chapel, and wing headquarters.

5.4.5. Category 5. Service facilities to include commissaries and Army Air Force Exchange Service facilities.

5.4.6. Category 6. Civil engineer, family housing, and base appearance.

Section B—AETC Energy Management Incentive Award

6. Purpose and Description. This program establishes a cash award to recognize the best AETC energy management program in each of two categories. This section explains the process for evaluating installation energy management program elements, facility energy savings, publicity efforts, quality reporting, and participation in *The Air Force Innovative Development Through Employee Awareness (IDEA) Program* (AFI 38-401).

7. Eligibility. All AETC bases are eligible for this award. Each base must submit a nomination package to compete for the award.

8. Nomination Procedures. The nomination package must be submitted to HQ AETC/CE by 30 December of each year for the previous fiscal year. The package must be endorsed by the wing commander and contain the following:

8.1. Scores based on the four categories described in CE Scoring (Attachment 2, paragraph A2.1).

8.2. Materials depicting the base's efforts to promote energy awareness, such as newspaper articles, memorandums, energy contests, brochures, bulletin messages, marquee messages, etc. Packages will be

evaluated and assigned a score described in PA Scoring--Energy Awareness Campaign (Attachment 2, paragraph A2.2).

9. Award Categories. AETC bases will compete in one of two categories: Category A (large bases), consisting of bases with over 4 million square feet of facilities, or Category B (small bases), consisting of bases with less than 4 million square feet of facilities. Category A bases are Keesler, Lackland, Little Rock, Luke, Maxwell, Randolph, Sheppard, Altus, and Tyndall; Category B bases are Columbus, Goodfellow, Laughlin, and Vance.

10. Type of Awards. A first-place winner will be identified in each category every fiscal year, and a plaque will be presented to each winner. If a cash award is given, the actual amount of funds may vary, depending on the total funding situation each fiscal year. Total funds will be divided equally between the first-place winners in each category. The cash award will be used only to support quality-of-life or energy-related projects and programs.

11. Award Selection Process:

11.1. The selection process is based on a point system as shown in Attachment 2, paragraph A2.3. HQ AETC representatives from CE, Public Affairs (PA), Logistics (LG), and the Manpower and Innovation Flight (MIF) will validate base inputs and scoring to identify one winner in each category.

11.2. The Maintenance Engineering Branch (HQ AETC/CEOE) will compile the results and recommend winners to the AETC Commander for approval.

12. Method of Presentation:

12.1. The AETC Commander will announce the winners by message following approval of annual selections.

12.2. Monetary awards will be sent to each winning base through AETC comptroller channels--normally within 15 days of announcement of the winners, depending upon the funding situation.

12.3. The AETC Commander or designated representative will present award plaques to each winning commander at an appropriate ceremony, normally the spring AETC Commanders Conference.

12.4. Winning commanders will inform HQ AETC/CE of the use of award funds immediately after funds have been expended. (These commanders have approval authority for this expenditure within the requirements of this instruction.)

Section C—CE Award Submission for Organizations With Non-Air Force Personnel

13. Purpose. This section identifies which organizations with non-Air Force personnel are eligible to be nominated for Air Force CE awards.

14. Eligibility. AETC CE units with contractor support may be nominated for Air Force-level CE awards; but wholly contracted flights and units are ineligible. Each function must meet the nomination criteria outlined in AFI 36-2817, *Civil Engineer Awards Program*.

15. Award Categories. Award categories include all Air Force CE awards for flight and unit achievements listed in AFI 36-2817.

Section D—CE and LGC Partnership Award

16. Purpose and Description. This award recognizes the best cooperative effort between CE and LGC at base level. Some examples of partnering efforts include joint efforts to streamline the acquisition process, a joint review of design packages, and an ongoing, active CE and LGC quality council.

17. Eligibility. All AETC bases and AETC-gained units are eligible for this award.

18. Nomination Procedures. Each base will submit a nomination package to HQ AETC/CE by 15 November of each year. Each package will be jointly signed by the CE and LGC commanders and endorsed by the wing commander. The nomination will be limited to one page and must be submitted on an AF Form 1206, **Nomination for Award**.

18.1. The nomination should describe what partnering initiatives have been accomplished and what the results of those actions were.

18.2. Nominations will address the following criteria:

18.2.1. Meeting customer expectations.

18.2.2. Improving joint processes that emphasize innovations and commercial practices.

18.2.3. Establishing and meeting common goals.

18.2.4. Obtaining best value or cost reductions.

19. Type of Award. A first-place winner and a runner-up will be selected each year.

20. Selection Process. The selection process will be based on an objective evaluation and by the scoring AF Form 1206 submitted by each base. HQ AETC representatives from CE, LGC, and other headquarters directorates will evaluate and allocate a total score for each submission.

21. Method of Presentation:

21.1. The AETC Commander will announce the winners by message following approval of annual selections.

21.2. The HQ AETC/CE will forward the award plaque and memorandum of congratulations to each winning unit *or* present the plaque and memorandum at an appropriate ceremony such as the annual AETC Civil Engineer Seminar.

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The Civil Engineer

2 Attachments

1. Glossary of References and Supporting Information
2. Scoring Criteria for the AETC Energy Management Incentive Award

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

AFPD 36-28, *Awards and Decorations*

AFI 36-2816, *Civil Engineer Awards Program*

AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*

Abbreviations and Acronyms

AFEE—AETC Facility Excellence Evaluation Program

CE—Civil Engineering

DSM—Demand Side Management

DUERS—Defense Utilities Energy Reporting System

ECIP—Energy Conservation Investment Program

ESG—Energy Steering Group

ESPC—Energy Savings Performance Contract

FEMP—Federal Energy Management Program

FY—fiscal year

LGC—Contracting

PA—Public Affairs

MIF—Manpower and Innovation Flight

UESC—Utility Energy Savings Contract

Attachment 2

SCORING CRITERIA FOR THE AETC ENERGY MANAGEMENT INCENTIVE AWARD

NOTE: Point maximums are per individual base and fiscal year within each of the two award categories. If scored quarterly, the quarterly maximum points available are also shown.

A2.1. CE Scoring. Figure A2.1 provides a sample format for a summary sheet. Furnish information for the areas listed on the summary sheet as follows:

A2.1.1. Facility Energy Savings (Variable Points):

A2.1.1.1. Five (5) points for reaching the command-imposed reduction goal.

A2.1.1.2. One (1) point for each percent exceeding the goal.

A2.1.1.3. Five (5) points for each increased percentage point difference in current fiscal year and previous fiscal year performance. (The lowest value is zero.)

A2.1.2. Defense Utilities Energy Reporting System (DUERS) Reporting (24 Points Maximum). Six (6) points per quarterly report; three (3) points for being on time and three (3) points for accuracy.

A2.1.3. Base Energy Steering Group (ESG) (24 Points Maximum). Six (6) points per quarter for submitting meeting minutes on time and sending courtesy copies to the other AETC bases. Minutes must reach HQ AETC/CEOE and other AETC bases within 45 days of meeting date. Minutes can be sent either through mail distribution or e-mail. One (1) penalty point for each late submission.

A2.1.4. Energy-Related Facility Projects:

A2.1.4.1. Twenty-five (25) points for each new valid energy project that is ready to be advertised or has a task order awarded prior to the end of the fiscal year (that is, Energy Conservation Investment Program [ECIP], Utility Energy Savings Contract [UESC], Demand Side Management [DSM], and Energy Savings Performance Contract [ESPC]).

A2.1.4.2. Ten (10) points for installing energy saving equipment performed under other than ECIP, UESC, or ESPC; for example, replaced standard chiller with high efficiency chiller, replaced electric motor with improved efficiency unit. **NOTE:** Energy saving calculations must be provided.

Figure A2.1. Sample Format for a Summary Sheet.

AETC ENERGY MANAGEMENT INCENTIVE AWARD SUMMARY SHEET										
FY	FY Goal	Bonus	Percent	DUERS	ESG	Energy	CE	PA	MIF	Grand
Reduction	Achieved	Points	Differential	Reports	Minutes	Projects	Total	Total	Total	Total
(note 1)	(note 2)	(note 3)	(note 4)	(note 5)	(note 6)	(note 7)		(note 8)	(note 9)	

NOTES:

1. Base fiscal year (FY) energy reduction figure from DUERS cumulative percent reduction report.
2. Five (5) points for achieving the command goal.
3. One (1) point for every percent beyond the goal.
4. Five (5) points for each increase percentage point difference in current FY and previous FY performance.
5. Six (6) points per quarter, three (3) points for being on time, three (3) points for an accurate report (no mistakes or changes).
6. Six points per quarter for submitting your energy steering group minutes on time. One (1) penalty point for each late submission.
7. Twenty-five (25) points for every valid energy project ready to award prior to end of FY. Must meet requirements for special energy funding (ECIP or FEMP). Ten points for installation of energy saving equipment not performed under ECIP, DSM, or ESPC.
8. HQ AETC/PA will score the energy awareness package.
9. AETC MIF will score using the Air Force IDEA Program's data system as its source.

A2.2. PA Scoring--Energy Awareness Campaign (40 Points Maximum):

A2.2.1. Awarded on the ability of each base to inform, persuade, and motivate community members to support base energy objectives.

A2.2.2. Based on an annual award package submitted by each base. The package should include support material such as newspaper articles (depicting a variety of energy related information), memorandums, brochures, bulletin messages, marquee messages, energy awareness awards and contests hosted by the wing, and other initiatives to encourage energy awareness. Submissions will be neatly presented in a binder and show chronological activity throughout the year.

A2.3. MIF Scoring--Energy-Related Ideas and Tangible Savings (20 Points Maximum). As of 30 September each year, the Innovative Development Through Employee Awareness (IDEA) Program data system will be the source of all eligible suggestion information as follows:

A2.3.1. Five (5) points for having the most eligible energy-related suggestions.

A2.3.2. Seven (7) points for producing the largest tangible benefits.

A2.3.3. Five (5) points for producing the second largest tangible benefits.

A2.3.4. Three (3) points for producing the third largest tangible benefits.