

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 36-2818

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

12 JULY 2002

Personnel



★THE USAF LOGISTICS AWARDS PROGRAM

“HOLDOVER”

“The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected.”

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2818, 25 October 2000, is supplemented as follows:

This supplement applies to all AETC units, AETC-gained Air Force Reserve Command (AFRC) units (when published in AFRCIND2), and AETC-gained Air National Guard (ANG) units (when published in ANGIND2). Subordinate units (including AETC-gained AFRC and ANG units) will ensure locally developed instructions or supplements are not less restrictive than the basic AFI or this supplement. In addition, these units will send information copies of their supplements to HQ AETC/LGX for review. **NOTE:** For the purpose of this supplement, the term “AETC” is understood to be AETC units or AETC-gained AFRC or ANG units.

AETC units and AETC-gained AFRC and ANG units will submit suggested improvements to this supplement via AF Form 847, **Recommendation for Change of Publication**, through channels to HQ AETC/LGX, 555 E Street East, Randolph AFB, TX 78150-4440. Unless otherwise specified, HQ AETC/LG is the waiver authority for this supplement. Request waivers to this supplement through channels to HQ AETC/LG.

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SUMMARY OF REVISIONS

This publication has been substantially revised and must be completely reviewed.

4.1. A selection board will meet to review the nominations and select AETC's nominees for these Air Force-level awards. An engraved plaque will be awarded to each individual nominee, and the plaque will be engraved with the individual's name, award name, and award year. An engraved plaque will be awarded to the unit nominee, and the plaque will be engraved with the unit's name, award name, and award year.

4.2.2.2. The wing commander must sign the transmittal memorandum, which will include a point of contact's name, office symbol, DSN telephone number, and e-mail address.

4.2.5. Data contained on the 3 1/2-inch floppy diskette must be in Microsoft® Word 97 (not ASCII text) or later version. Nominations sent without the diskette will not be considered.

4.2.6. Submit award packages to HQ AETC/LGX, 555 E Street East, Randolph AFB TX 78150. Ensure the package for the General Thomas P. Gerrity Awards (individual and unit) arrives by 1 February and the Dudley C. Sharp Award arrives by 1 March. Nominations received after these dates will not be considered. Do not use three-ring binders with graphic-design covers. Do not staple the package. Those in an improper format will be returned to the originator for correction.

5.1. The purpose of these awards is to recognize those units, activities, and individuals who significantly enhance the AETC mission. Commanders, contractors, and civil service equivalents should make every effort to recognize their top performers and meet nomination suspenses to HQ AETC/LGM or SCM.

5.2. Submit award nomination packages with a cover memorandum signed by the wing commander. Also send an electronic copy containing the entire nomination package and file name. If submitting a diskette, it should be in a Microsoft® or FormFlow®-compatible format. Do not staple or hole-punch the award nomination packages. See Tables 5.7 through 5.9 of the basic AFI. Also see additional information in this supplement that was added (in bold and italics) to Tables 5.1 and 5.5 of the basic AFI.

5.2.3. (Added)(AETC) See Figures 5.1, 5.2, and 5.3 (Added)(AETC), for examples of a nomination package and citation for AETC maintenance personnel awards.

5.3.1. In an effort to minimize expended time and effort, AETC must submit a nomination package as outlined in paragraph 5.6 (Added)(AETC) of this supplement *prior* to completing the guidance listed in paragraph 5.3.1 of the basic AFI. This nomination package will be used to select the AETC or ANG representative. The chosen MAJCOM representative will then comply with all requirements listed in paragraph 5.3.1 of the basic AFI.

5.4.1. In an effort to minimize expended time and effort, AETC must submit a nomination package as outlined in paragraph 5.6 of this supplement *prior* to completing the guidance listed in this paragraph of the basic AFI. This nomination package will be used to select the AETC or ANG representative. The chosen MAJCOM representative will comply with all requirements listed in this paragraph of the basic AFI.

Table 5.1. Annual Unit Air Force Maintenance Awards.

Award Category (Sponsor & Purposes)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy (Daedalian Trophy) (The Order of Daedalians recognizes the unit that has best met the objective of providing safe, serviceable, and available equipment for sustained use in peacetime, and war time)</p> <p><i>(Added)(AETC) The AETC Maintenance Daedalian Award (MDA). AETC/CV presents the MDA to recognize the command wing that met the objective of providing safe, serviceable, and available equipment to support the flying training mission.</i></p>	<p>Number of authorized maintenance personnel (may include supply, administrative, or other personnel as long as directly assigned to maintenance unit) must be 1,000 or more.</p> <p>Units who have on-and/or off-equipment capability and aircraft assigned.</p> <p>Units submitted for the Daedalian Trophy <u>cannot</u> be submitted simultaneously for Air Force Maintenance Effectiveness Awards (MEA).</p> <p>EXAMPLE: If the XYth Wing competes for the Daedalian Trophy, the XYth Wing is ineligible to compete for the MEA.</p> <p>However, organizations under the XYth Wing (e.g. XYth MXS, XYth CRS, XYth CS, etc.) may compete within their appropriate category (see Table 5.2) for the MEA.</p> <p>Units with Associate Reserves include the Associate Reserve unit's contributions in their nominations.</p> <p><i>(Added)(AETC) AETC aircraft maintenance wing with military civil service or contractor-supported equipment maintenance.</i></p>	<p>Fiscal Year MAJCOMs <u>postmark</u> packages no later than <u>1 December</u> to: HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington DC 20330-1030</p> <p><i>(Added)(AETC) Unit packages will be postmarked no later than 1 November to: HQ AETC/LGMMR 555 E Street East Randolph AFB TX 78150-4440</i></p>	<p>An AF/ILM evaluation team reviews all MAJCOM nominations and selects three or more finalists for a base visit.</p> <p>The evaluation team visits the bases of three or more finalists. The ranked results of the award package grading are not considered during the base visit evaluation. Each finalist has an equal opportunity to win the Daedalian Trophy.</p> <p>The team observes the integration of maintenance with the total wing mission. The unit sets the itinerary to include all maintenance areas as well as related areas in logistics, operations, support, medical, and so forth.</p> <p>AF/IL approves the winner.</p> <p><i>(Added)(AETC) An awards board scores nominations and selects the AETC winner. AETC/CV approves the winner. The winner will represent the command in the Air Force competition for the MDA.</i></p>	<p>AF/IL notifies the MAJCOMs by message.</p> <p><i>(Added)(AETC) AETC/CV notifies the MDA winner by message.</i></p>	<p>AF/ILMM coordinates with the Order of Daedalians to send a permanent trophy to the winning unit. MAJCOMs will coordinate an appropriate presentation forum or event to present the trophy to the winner.</p> <p>The permanent trophy is a handsome Daedalus statue provided and engraved by the Order of Daedalians. The nomination package cover page and executive summary from the winning unit will be displayed on the AF/ILM World Wide Web site.</p> <p>The winner also builds a commemorative wall display shown in the Pentagon for one year. The display should be 4 feet high x 8 feet wide x 2 inches deep. Daedalian Trophy winner will contact AF/ILMM no later than 30 days after award notification to arrange display set-up.</p> <p>Previous year's winner will coordinate with AF/ILMM to dismantle the previous winner's display no later than 30 days after award of new Daedalian Trophy.</p> <p><i>(Added)(AETC) AETC/CV presents a trophy to the MDA winner.</i></p>

Award Category (Sponsor & Purposes)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The Air Force Maintenance Effectiveness Awards (MEAs) (The AF/ILM presents the MEAs to recognize those maintenance units which have best managed their resources.) <i>(Added)(AETC/ANG) The AETC Maintenance Effectiveness Awards (MEA) (AETC/CV presents the MEAs to recognize those maintenance units that have best managed their resources.)</i></p>	<p>Units who have on-and/or off-equipment capability. Units submitted for this award cannot be submitted simultaneously for the Daedalian Trophy. Military, civil service, and contractor-supported units below wing/base-level may compete in one of the categories shown in Table 5.2. Air Force, Major Command, and Numbered Air Force-level management and staff functions are <u>not</u> eligible for these awards. Reorganizing squadrons may compete in either their old category or new category, but not both. They should include all of their accomplishments from both organizations.</p>	<p>Fiscal Year MAJCOMs <u>postmark</u> packages no later than <u>1 January</u> to: HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington DC 20330-1030 <i>(Added)(AETC) Unit packages will be postmarked no later than 1 November to: HQ AETC/LGMMR 555 E Street East Randolph AFB, TX 78150-4440 or HQ AETC/SCML 61 Main Circle, Ste 2 Randolph AFB, TX 78150-4545, as appropriate.</i></p>	<p>AF/ILM designates a Board President to chair a Central Maintenance Awards Board (CMAB) of MAJCOM Lt Col, CMSgt, and GS-14 aircraft, munitions, missile, or communications-electronics maintenance managers. No base visits are conducted. MAJCOMs rotate the duty of hosting the CMAB each year. The CMAB may decline to award a winner in a particular category if the quality of the nomination packages warrant such an action. AF/IL approves the winner. <i>(Added)(AETC) An awards board scores nominations and selects the AETC winner. AETC/CV approves the winner. When only one unit nomination is received in any one category, that unit's nomination will be evaluated as a possible nominee to compete for the Air Force MEA (respective category). The board may decline to make an award in a particular category if the quality of the nomination does not warrant it. The winner will represent the command in the Air Force competition for the MEA in its respective category.</i></p>	<p>AF/IL notifies the MAJCOMs by message. <i>(Added)(AETC) AETC/CV notifies the winners or nominees by message.</i></p>	<p>AF/ILMM sends plaques to winning units' MAJCOMs for appropriate presentation. The nomination package cover page and executive summary from each of the winning units will be displayed on the AF/ILM World Wide Web site. <i>(Added)(AETC) HQ AETC/LGMM or SCML (as appropriate) will send a trophy to the winning unit's wing commander for appropriate presentation.</i></p>

Table 5.5. Annual Individual Air Force Maintenance Awards.

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The General Lew Allen, Jr., Trophy (Lew Allen Awards) (The CSAF recognizes officers and senior NCOs directly involved in sortie generation.) (Added)(AETC) <i>The AETC General Lew Allen, Jr., Award (HQ AETC/LG recognizes officers and senior NCOs directly involved in sortie generation.)</i></p>	<p>Base-level officers and senior NCOs in aircraft, munitions, or missile maintenance, or an allied logistics field directly involved in sortie generation. (Added)(AETC) <i>Each wing may nominate only one officer and one senior NCO in a maintenance or allied logistics field directly involved in sortie generation.</i></p>	<p>Mid Year - Covers period 1 Jun - 31 May MAJCOMs <u>postmark</u> packages no later than <u>1 August</u> to: HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington DC 20330-1030 (Added)(AETC) <i>Unit nomination packages will be postmarked no later than 20 June to:</i> HQ AETC/LGMMR <i>555 E Street East Randolph AFB TX 78150-4440</i> <i>The package's cover memorandum must be signed by the wing commander.</i></p>	<p>An AF/ILM evaluation board of maintenance field grade officers and senior NCOs reviews all MAJCOM nominations and selects one winner. AF/IL approves the winner. (Added)(AETC) <i>An awards board scores the nomination and selects the AETC winner. AETC/CV approves the winner. The winner will represent the command in the Air Force competition for the General Lew Allen, Jr., trophy.</i></p>	<p>AF/IL notifies the MAJCOMs by message. (Added)(AETC/ANG) <i>AETC/CV notifies the winners or nominees by message.</i></p>	<p>CSAF presents a bronze replica of the Lew Allen statue to each winner at a ceremony in the Pentagon. Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site. (Added)(AETC/ANG) <i>HQ AETC/LGMM will send a trophy to the winning unit's wing commander for presentation.</i></p>
<p>The Lieutenant General Leo Marquez Awards (Marquez Awards) (The AF/IL recognizes maintenance operations in all areas listed in Table 5.6.) (Added)(AETC) <i>The AETC Lieutenant General Leo Marquez Award (HQ AETC/LG or SC recognizes outstanding maintenance personnel for the contributions they make to the command's mission.)</i></p>	<p>Base-level military and civil service aircraft, munitions, missile, and communications-electronics maintenance personnel. (Added)(AETC) <i>Each wing may nominate only one individual in each category.</i></p>	<p>Fiscal Year MAJCOMs <u>postmark</u> package no later than <u>15 January</u> to: HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington DC 20330-1030 (Added)(AETC) <i>Unit packages will be postmarked no later than 1 November to:</i> HQ AETC/LGMMR <i>555 E Street East Randolph AFB, TX 78150-4440</i> <i>or</i> HQ AETC/SCML <i>61 Main Circle, Ste 2 Randolph AFB, TX 78150-4545, as appropriate.</i> <i>The nomination package's cover memorandum must be signed by the wing commander.</i></p>	<p>AF/ILM designates a Board President to chair a Central Maintenance Awards Board (CMAB) of MAJCOM Lt Col, CMSgt, and GS-14 aircraft, munitions, missile, or communications-electronics maintenance managers. Selections are made in conjunction with the AF MEA selections. AF/IL approves the winners. (Added)(AETC) <i>An awards board scores the nominations and selects the AETC winners. AETC/CV approves the winners. The winners will represent the command in the Air Force competition.</i></p>	<p>AF/IL notifies the MAJCOMs by message. (Added)(AETC/ANG) <i>AETC/CV notifies the winners or nominees by message.</i></p>	<p>AF/ILMM provides plaques to the MAJCOMs for presentation. Each winner's picture will be added to a Marquez wall display in the Pentagon. Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site. (Added)(AETC/ANG) <i>HQ AETC/LGMM or SCML will send a trophy to the winning unit's wing commander for presentation.</i></p>

Award Categories (Sponsor & Purpose)	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
<p>The CMSAF Thomas N. Barnes Award (Crew Chief of the Year Award) (The AFA recognizes the crew chief's contribution to the Air Force operational mission.) <i>(Added)(AETC)</i> The AETC Crew Chief of the Year Award <i>(HQ AETC/LG recognizes the crew chief's contribution to the command's operational mission.)</i></p>	<p>Base-level military and civil service aircraft crew chiefs, regardless of AFSC. <i>(Added)(AETC)</i> Each wing may nominate only one individual in each category.</p>	<p>Calendar Year MAJCOMs <u>postmark</u> packages no later than <u>1 March</u> to: HQ USAF/ILMM 1030 Air Force Pentagon Room 4A264 Washington DC 20330-1030 <i>(Added)(AETC)</i> Units will send packages postmarked no later than 20 January to: HQ AETC/LGMMR 555 E Street East Randolph AFB, TX 78150-4440. Each nomination package's cover memorandum must be signed by the wing commander.</p>	<p>An AF/ILM evaluation board of maintenance field grade officers and senior NCOs reviews all MAJCOM nominations and selects one winner. AF/IL approves the winner. <i>(Added)(AETC)</i> An award board scores nomination and selects the AETC winner. AETC/CV approves the winner. The winner will represent the command in the Air Force competition for the CMSAF Thomas N. Barnes Crew Chief of the Year Award.</p>	<p>AF/IL notifies the MAJCOMs by message. AF/ILM notifies AFA of winner by letter. <i>(Added)(AETC/ANG)</i> AETC/CV notifies the winners or nominees by message.</p>	<p>The AFA presents award at its National Convention held in Washington DC. The winner's name is added to the wall plaque on display in the Pentagon. Each winner's picture and unit of assignment will be displayed on the AF/ILM World Wide Web site. <i>(Added)(AETC/ANG)</i> HQ AETC/LGMM will send a trophy to winning unit's wing commander for presentation.</p>

NOTE: Award winners are authorized wear of the Air Force Recognition ribbon or pin. The effective date is the date of the message announcing the winners. Winners place a copy of the award in their records.

Figure 5.1. (Added) (AETC) Sample AF Form 1206, Nomination for Award.

NOMINATION FOR AWARD		
AWARD Lieutenant General Leo Marquez Award, Aircraft Maintenance	CATEGORY (If Applicable) Technician - Supervisor	AWARD PERIOD 1 Oct 00 - 30 Sep 01
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt / Chester R. Cooper	SSN 123-45-6789	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 2A451 / C-17 Aircraft Guidance Control Lead Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 686-1340 & COMM (508) 814-1340	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 97 MXS / MAGB / 321 S. 7th Street, Suite B Altus AFB, OK 73523		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj / Fred A. Schultz / DSN 686-5859 / COMM (508) 814-5050		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SUSTAINED JOB PERFORMANCE		
<ul style="list-style-type: none"> - #1 of 51 unit NCOs; focused on quality maintenance to meet all of the wing's mission taskings <ul style="list-style-type: none"> -- Cornerstone to unit executing 2,000 Class A mishap-free sorties; over 6,800 hours flown, FY01 -- Heavy hand in graduating 638 aircrew students--99.7% on-time for maintenance graduation rate -- Linchpin to squadron reaching outstanding 89% 12-hour fix rate--shattered AETC goal of 62% -- Essential to unprecedented 11-month streak with zero maintenance non-deliveries, May 99-Mar 01 - Prepared aircraft for TRANSCOM Airlift Rodeo 2001; worked 12-hour shifts for 56 of 60 days fine-tuning/repairing over 200 delayed discrepancies--praised by aircrew and wing senior leadership <ul style="list-style-type: none"> -- Repaired aircraft heads-up display alignment problem--prevented \$25K cost for depot-level repair -- Discovered avionics/radio no-power condition 2 hours prior to take off--repaired in only 15 minutes -- Huge trophy haul: won "Best C-17 Wing", "Best C-17 Aircrew" and "Best C-17 Airdrop" awards - Expertise sought after during high profile Operation GREEN DRAGON aircraft launch sequence <ul style="list-style-type: none"> -- Troubleshoot malfunctioning radar display to a loose connector; keen eye averted aircraft abort -- C-17's deploy 476,000 lbs of cargo and airdrop 1,100 personnel--100% on-time departure rate -- Overall mission success--exercise resulted in over 1.45M lbs cargo and 2,666 personnel airdropped -- Operation BIG DROP portion of exercise resulted in second largest personnel airdrop since WWII - Excellent leader; skillfully fulfilled production expediter duties; position normally filled by a MSgt <ul style="list-style-type: none"> -- Consistently shined during squadron's toughest challenge, the loss of 25% of available work force -- Expertly managed 49 technicians while completing scheduled/unscheduled maintenance tasks -- Acute decision-making capability--96% maintenance effectiveness reliability rate, Oct-Dec 00 - Led repair of faulty flight controls while enroute to CENTRASBAT 2001, peacekeeping exercise <ul style="list-style-type: none"> -- Timely coordination of maintenance ensured success of the joint multi-national personnel airdrop -- Successfully airdropped 76 paratroopers meeting "zero" time over target goal; added to overall mission accomplishment--225 personnel from three countries dropped in Republic of Kazakhstan - Handpicked to lead team in investigation and repair of repeating "flap fail op" indication malfunction <ul style="list-style-type: none"> -- Coordinated engineering disposition instructions with Boeing contractors to install an in-flight troubleshooting element; isolated fault to #5 flap actuator--aircraft flew 470 hours with no repeats -- Personal efforts directly contributed to unit's 99.2% maintenance effectiveness rate--unit goal 95% - Recovered air-aborted aircraft for "#2 flap cylinder failure" message; troubleshoot and swiftly repaired 12 chaffed wires--aircraft achieved 90% on-time take off rate with no logistics delays over 30 days <ul style="list-style-type: none"> -- Unit achieved outstanding 84% mission-capable (MC) rate--surpassed AETC goal by 9%, Dec 00 - Multi-faceted; performed dedicated crew chief, guidance/control lead technician duties simultaneously <ul style="list-style-type: none"> -- Identified worn main landing gear tire during preflight inspection; spearheaded the required tire change, supervisory skill resulted in tire change completed well ahead of standard--on-time launch -- Riggged incorrectly adjusted airdrop sensor during quick turn; aircrew completed airdrop training - Driving force behind many unit successes; skyrocketed guidance/control maintenance to new heights <ul style="list-style-type: none"> -- Attained and maintained record-setting 98% quality assurance evaluation pass rate for specialty -- Accomplished leader; successfully mentored four airmen to 5-level status 45 days ahead of standard -- Trainees achieved 100% career development course pass rate; increased swing shift capability 15% 		

Figure 5.1. (Added)(AETC) Continued.

NOMINATION FOR AWARD (Continued)	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	
SSgt / Chester R. Cooper	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)	
JOB EFFICIENCY AND RESULTS:	
<ul style="list-style-type: none"> - Expert in career field--chosen by Boeing field service representatives to assist with inertial reference unit upgrade package installation on new aircraft--reduced core integrated processor faults by 70 % <ul style="list-style-type: none"> -- Significantly contributed to the increased reliability of 48 airlift aircraft deployed around the globe -- Analyzed 15 different heads up display (HUD) unit misalignments; utilized tracking sheets to check flight parameters--verification eliminated 10 premature HUD alignments; saved Air Force \$7.2M - Advocate of improvement programs; submitted technical order change request to alter flight control system preflight built-in-test--reduced discrepancy troubleshooting time an amazing 2 hours per flight <ul style="list-style-type: none"> -- Efforts resulted in a 30% decrease in pre-launch flight control discrepancies--workforce multiplier -- Standardized component repair actions; saved the Air Force \$2.5 million in depot-level repair costs - Versatile maintainer; cross-utilization (CUT) trained into 52 crew chief tasks; unit's first engine run qualified avionics specialist--crucial player in 157 incident-free engine runs and operational checks <ul style="list-style-type: none"> -- Executed crew chief duties in absence of dedicated crew chief--attained 94.4% on-time takeoff rate -- Managed over 170 maintenance actions and operational checks; supervised six assistant crew chiefs - Led blue ribbon team to investigate, identify, and correct uncommanded flight control movement <ul style="list-style-type: none"> -- Discovered auto-pilot software anomaly; coordinated corrective action with Boeing representatives -- Initiated publication change request driving a -1 flight manual procedural change--zero repeat/recur -- Prevented catastrophic aircraft loss and precluded excessive down time for AMC/AETC aircraft 	
JOB KNOWLEDGE:	
<ul style="list-style-type: none"> - Troubleshoot and corrected an uncommanded engine thrust reverser (TR) deployment in-flight anomaly <ul style="list-style-type: none"> -- Recorded and analyzed mission and propulsion system historical fault data--discovered improperly rigged thrust reverser and chafed U-channel track rivets preventing proper operation of TR locks -- Performed rig, replaced rivets, and completed operational test in 1 day--returned aircraft to service - Phenomenally experienced technician; consistently displays the highest level of expertise in C-17 aircraft technical abilities; received a superior 100% pass rate with zero-defect ratings through 27 consecutive Quality Assurance maintenance evaluations--awarded squadron's Screaming Eagle award <ul style="list-style-type: none"> -- Repaired 37 write-ups in 8 hours; delivered 100% of the aircraft, 100% of the time--for 11 months - Dedicated to self and career knowledge advancement; completed 36 credits towards Baccalaureate degree in computer systems engineering while maintaining an impressive 3.65 grade point average <ul style="list-style-type: none"> -- Completed all requirements and awarded Associate of Applied Science degree through the CCAF 	
OTHER CONSIDERATIONS:	
<ul style="list-style-type: none"> - Epitome of professionalism; superior technical and leadership abilities guaranteed his selection as 97th Maintenance Squadron's Noncommissioned Officer of the Year, 2000, Noncommissioned Officer of the Quarter, Oct-Dec 00, and Noncommissioned Officer Maintainer of the Quarter, Apr-May 01 - Unparalleled support and dedication to squadron/wing activities; active in junior enlisted advisory council; organized and led 16 squadron volunteers for wing's airmen against drunk driving program <ul style="list-style-type: none"> -- Devoted 8 hours to concession sales during Altus AFB's 2001 airshow--raised over \$1,300 for unit -- Participated in four wing retreat ceremonies--boosted 97 AMW morale & esprit-de-corps of troops - Active in the development of community youth--coach for Altus Soccer Association, Spring 2001 <ul style="list-style-type: none"> -- Provided children valuable team building experience--supplied the foundation to start a healthy life -- Shared talent and knowledge with local youth by coaching Pony League T-Ball during spring and summer 2001--team won first place in regular season and first place in the district championship -- Efforts directly led to 97MXS winning Altus Mayor's Community Involvement award, 2nd Qtr 01 - Projects positive image of Air Force professionals--teaches extended youth Sunday school classes at community church--outstanding role model provided 50 hours of spiritual guidance to local children 	

Figure 5.2. (Added) (AETC) Sample Citation.

NOTE: Accomplish this citation in landscape format.

**CITATION TO ACCOMPANY
THE GENERAL LEW ALLEN, JR., TROPHY
TO
ROSCOE P. COLTRANE**

Captain Roscoe P. Coltrane has been selected to receive the General Lew Allen, Junior, Trophy for 2002 in recognition of his outstanding contributions to sortie generation while assigned as Maintenance Supervisor, 56th Equipment Maintenance Squadron, 56th Logistics Group, 56th Fighter Wing, Luke Air Force Base, Arizona, from 1 June 2001 to 31 May 2002. He successfully focused the diversity of five separate flights within the wing's largest squadron, providing direct sortie support necessary to sustain 39,000 pilot training sorties per year at the world's largest F-16 fighter wing. Captain Coltrane performed duties as sortie generation flight commander for the 62d Fighter Squadron, masterfully leading an aggressive sortie campaign with 31 of the oldest F-16s on active duty. The 62d Fighter Squadron flew 6,000 mishap-free sorties, finishing Fiscal Year 2002 with the highest utilization rate in the wing and graduated 150 fully qualified student pilots. The outstanding contributions of Captain Coltrane reflect credit upon himself, Air Education and Training Command, and the United States Air Force.

Figure 5.3. (Added)(AETC) Sample MEA Submission.

**2000 Air Force Maintenance Effectiveness Award
Communications-Electronics (Medium)
00th Fighter Wing, Luke Air Force Base, Arizona
00th Communications Squadron**

MISSION ACCOMPLISHMENTS

- Provided ATCALs, radio, and telecom communications services to 25 squadrons at the world's largest fighter wing--supported 37,156 F-16 training sorties and 51,503 flying hours
 - Graduated 768 mission-ready F-16 fighter pilots to the combat air forces during this period
- Orchestrated installation of \$14M GPN-22 Precision Approach Radar at Luke Auxiliary Field 1
 - Coordinated all civil engineering and 738th Engineering and Installation Squadron efforts
 - Spearheaded decommission and removal of FPN-62; returned \$2M to Air Force inventory
 - Outstanding project management yielded seamless transition between old and new systems
 - Significantly enhanced F-16 pilot training for recovery of battle-damaged aircraft
- Completed year-long development of project roadmap for new \$3.5M air traffic control tower
 - Developed statement of work for tower cabling contract, provided local expertise for relocation of microwave circuit components, ATCALs equipment, and radio assets
 - Successfully campaigned to advance Luke on USAF-priority list for Digital Approach Surveillance Radar acquisition—reduced acquisition timeline 7 years from FY09 to FY02
- Directed \$650K trunked land mobile radio (LMR) installation--saved \$5K in circuit lease cost
 - Staged central electronics bank and nine control consoles, converted networks from analog to digital transmission, secured contractor-provided system training for base operators
 - Exponentially improved base LMR coverage, synthesized military and civilian 911 emergency response systems, improved safety response for on- and off-base communities
- Installed state-of-the-art Digital Voice Recording System in the RAPCON and Tower
 - Decommissioned antiquated reel-to-reel GSH-56/57, 20 and 40 channel analog recorders
 - Reduced recorder outages 90%, enhanced playback and controllers' transcription capability
- Directed contract installation of a Land Mobile Radio "All Call" capability for LMR network
 - Satisfied ORI-identified requirement for Giant Voice public address (PA) system installation
 - Saved \$150K in system acquisition costs—identified to AETC as benchmark candidate
- Overhauled decade-old tactical air-to-ground secure voice program—reclaimed or refurbished equipment valued at over \$95K, established Air Force One presidential support capability
- Administered \$586K contract for installation of 14,000 feet of fiber optic and copper cable, telecom, and networking equipment for tenant 607 ACS campus environment project
 - Identified deficiencies, directed corrective actions, ensured on-time completion of project
- Coordinated with local and military telephone technicians to determine source of Defense Switching Network (DSN) communications interruptions that plagued Luke AFB for 3 months
 - Isolated problem to incorrect code in the base switch; eliminated voice cut-out on DSN calls, ensured full support for mission and availability of critical communication resources
- Meticulously planned and implemented local area code change for base telephone switch
 - Procured \$36K of required soft/hardware; bettered state government-mandated transfer date

EFFECTIVE USE OF MAINTENANCE RESOURCES

- Tracked and analyzed trends in system and parts performance data, superior management of resources resulted in 99.4% ATCALs equipment uptimes rates—surpassed AETC's 98% goal
- Y2K readiness program unsurpassed—generated AETC's most detailed contingency plan, captured \$2M to fix base telephone switch and augment command and control LMR network

- Technicians secured local support for fix of critical GPN-22 outage—6-week timeline reduced to 2 days, saved over \$4K in repair cost—submitted to HHQ as potential command benchmark
- Radar maintenance personnel coordinated with Little Rock AFB technicians to obtain radar scope indicator for GPN-22—self-help refurbishment of scope closed out final exception to radar installation at no cost to AF, brought mission-critical system online, saved over \$60K
- METNAV shop hosted TACAN and GPN-22 maintenance class for two AETC bases—increased local qualified maintenance personnel for each system by 250%, saved over \$20K in TDY costs
- Revamped base cell phone contracts; changed it from a centralized to a decentralized contract
 - Allows users more control of the services they need to meet their specific missions
 - Saved customers upwards of \$20K by enabling selective purchase of contract services
- Provided organic LMR and public address support for 1999 Luke AFB Air Show
 - Placed 2 miles of cable and 20,000-watt speaker tower at no cost to show coordinators
 - Saved over \$18K in contractor costs, enabled smooth flow of fueling and placement of 70 static display aircraft, maximized enjoyment for over 67,000 guests to the base
- Troubleshoot major microwave grounding discrepancy at Luke AFB Auxiliary Field—contained corrective fix costs to \$7K, ensured availability of mission-critical ATCALS system
- Aided contractors' diagnosis and fix of problematic Base Weather Uninterrupted Power Supply
 - Averted potential damage to mission-critical systems, saved over \$6K in contractor costs

INNOVATIVE MANAGEMENT ACTIONS

- Configured a laptop computer to enable remote reset of Tactical Air Navigation system
 - Ensured fastest response to system failures, resulted in 100% system uptime for this period
- Coordinated design and installation of radio and cell phone consoles in command staff vehicle
 - Provided mobile ground-to-air communications capability for in-flight emergency response
 - Local manufacture of console components shaved weeks off radio installation
- Streamlined communications work order approval and solution process--reduced administrative processing time for voice, video, and data solutions 10%, 300+ man-hours saved annually
- Combined efforts of Air Force technicians with those of a local contractor to refurbish the base chapel public address and audio system; AF members completed all wiring and jack install
 - Reutilized equipment removed from Chapel 1 to upgrade sound system in Chapel 2
 - Completed systems provided superb sound clarity at a \$10K cost savings to the base
- Automated 56th Fighter Wing's telephone directory; reduced reproduction costs 25%
 - Provided entire base populace with phone directory assistance via base local area network

PERSONNEL QUALITY OF LIFE PROGRAMS

- Flight commander led Luke AFB 2000 Air Force Assistance Fund drive—drive contacted 100% of assigned personnel and exceeded monetary goal, raising almost \$49K in donations
- Turned vacant conference room into the "Bat Cave," a fighter squadron-style break room
 - Secured civil engineering project approval, furniture valued at \$1.5K from DRMO, and \$2K in self-help project funding; new home for flight calls, conferences, and training
- Procured stunning new trophies and implemented day pass award to breathe life into the flight's Technician of the Quarter program—competition among shops now at unprecedented high

5.6. (Added)(AETC) Initial Nomination Paper Format and Content for the Maintenance Daedalian Award (MDA) and Maintenance Effectiveness Award (MEA):

5.6.1. (Added)(AETC) Submit nomination paper in a plain pocket folder. On the exterior of the folder, affix a white label with the award name (line one) and category (line 2), followed by unit and wing designations (line 3).

5.6.2. (Added)(AETC) The wing commander must sign the cover memorandum. The memorandum will include the wing point of contact with DSN telephone and fax numbers.

5.6.3. (Added)(AETC) Center the nomination paper heading on the top of the first page. Spell out the complete award title, applicable category, unit, and wing.

5.6.4. (Added)(AETC) MDA nomination papers may not exceed four single-spaced pages. MEA nomination papers may not exceed two single-spaced pages. (See Figure 5.3 [Added][AETC] for a sample MEA submission.) Generally, any font style may be used. However, bullet statement text will be in a 12-point font size and each bullet will consist of no more than five lines each (including sub-bullets).

5.6.5. (Added)(AETC) Statistical data should be used throughout the nomination package to support points as necessary. Single-space between headings and use the following nomination paper headings:

5.6.5.1. (Added)(AETC) Mission Accomplishments.

5.6.5.2. (Added)(AETC) Effective Use of Maintenance Resources.

5.6.5.3. (Added)(AETC) Innovative Management Actions.

5.6.5.4. (Added)(AETC) Other Information.

5.6.6. (Added)(AETC) Ensure paragraphs 5.3.1.6, 5.4.1.5, 5.4.1.6, and 5.4.1.7 of the basic AFI are complied with.

6.2.1. Wing nomination packages are due by 15 December on computer disk to HQ AETC/LGSR, 555 E Street East, Randolph AFB TX 78150-4440.

6.2.2. Wing nomination packages are due by 15 October in paper copy and on computer disk to HQ AETC/LGSR, 555 E Street East, Randolph AFB TX 78150-4440.

6.2.3. (Added)(AETC) Wing nomination packages for the American Petroleum Institute (API) Trophy and AETC Black Gold Awards are due by 15 October on computer disk to HQ AETC/LGSF, 555 E Street East, Randolph AFB TX 78150-4440.

7.1. This supplement implements guidance and establishes AETC-sponsored transportation awards and procedures for submitting nominations to HQ AETC/LGT. Table 7.5 (Added)(AETC) lists the AETC equivalent of the Air Force-level active duty individual or unit, air reserve component (ARC), and additional AETC-only awards and eligibility criteria.

Table 7.5. (Added) (AETC) AETC Transportation Staff and Individual Support Awards.

I T E M	A	B	C	D	E	F
	Award Categories	Who is Eligible?	Period of Award and When To Submit	Selection Process	Photo Requirements	Presentation and Display
1	AETC Staff Transportation Officer of the Year	Any transportation officer assigned to HQ AETC/LGT	1 January through 31 December. By 4 January, submit nominations to HQ AETC/LGT, 555 E Street E, Randolph AFB, TX 78150- 4440.	An award board scores the nomination and selects the winner. AETC/CV approves the winner.	If a photo is needed, AETC/CV notifies the winners or nominees by message.	HQ AETC/LG or LGT will present a trophy to the winners.
2	AETC Staff Transportation NCO of the Year	Any transportation NCO assigned to HQ AETC/LGT				
3	AETC Staff Transportation Civilian of the Year	Any transportation civilian employee assigned to HQ AETC/LGT				
4	AETC Transportation Unit Support NCO of the Year	An individual who has filled an authorized position on the unit manning document (UMD) and is an active duty Air Force NCO, but does not have a primary transportation Air Force specialty code (AFSC)				HQ AETC/LGT will forward each winner's plaque and congratulatory memorandum to his or her wing commander for presentation at an appropriate ceremony.

I T E M	A	B	C	D	E	F
	Award Categories	Who is Eligible?	Period of Award and When To Submit	Selection Process	Photo Requirements	Presentation and Display
5	AETC Transportation Unit Support Airmen of the Year	An individual who has filled an authorized position on the UMD and is an active duty Air Force airman, but does not have a primary transportation AFSC.				
6	AETC Transportation Unit Support Civilian Employee of the Year	An individual who has filled an authorized position on the UMD and is an Air Force civilian in grades GS-1 through GS-9 (or equivalent) in a career field specialty other than transportation.				
7	AETC Transportation Quality Assurance Evaluator NCO of the Year	An individual who has filled an authorized position on the UMD as a primary duty.				
8	AETC Transportation Quality Assurance Evaluator Civilian Employee of the Year					

7.4. All award nominations forwarded to HQ AETC/LGT must be accompanied by a brief memorandum of endorsement signed by the wing commander and a diskette containing the completed AF Form 1206, **Nomination for Award**, and the file name. The AF Form 1206 must be completed using FormFlow filler.

7.5. Submit nominations for all award categories to arrive at HQ AETC/LGT by 4 January of each year. HQ AETC/LGT will direct an awards board consisting of approximately 50 percent of board members from outside the functional area, and the board will select a winner in each category. After the AETC/CV approves the selection, wing commanders, separate operating agencies, and training groups at all AETC bases will be notified by message of the winners.

7.6. AETC unit and individual, Military Traffic Management Command, and National Defense Transportation Association (active duty and ARC) award winners will receive a congratulatory memorandum signed by the AETC/CV and an engraved plaque or trophy. Base-level organizations should ensure maximum media publicity is given to the winners after they are officially notified.

8.2.1. The wing commander must sign each wing's transmittal memorandum.

8.2.3. Include a 3 1/2-inch diskette containing the nomination writeup and citation. Data contained on the floppy diskette must be in Microsoft[®] Word 97 or above (not ASCII text). Nominations sent without the diskette will not be considered. Do not use three-ring binders with graphic-design covers. Do not staple the nomination. Each base will respond with a nomination *or* one of the following negative responses: (1) "The unit has no eligible candidate," or (2) "The unit chooses not to submit eligible candidates." Submit award packages to HQ AETC/LGX, 555 E Street East, Randolph AFB, TX 78150-4440, to arrive by 29 December. Nominations received after 29 December will not be considered, and packages in an improper format will be returned to the originator for correction.

8.5. (Added)(AETC) AETC Selection Procedures. An AETC selection board will meet on or about 15 January each year to select one individual from each category and one outstanding unit as AETC's winners and nominees for the Air Force-level awards. Selection boards will consist of approximately 50 percent board members from outside the functional areas. An engraved plaque will be awarded to each individual award winner. The plaque will be engraved with the individual's name, award name, and award year.

8.6. (Added)(AETC) Forms Adopted. AF Forms 847 and 1206.

NOTE: The following is added to Attachment 1:

Abbreviations and Acronyms (Added)(AETC)

MDA—Maintenance Daedalian Award

JOHN C. CULPEPPER, Colonel, USAF
Deputy Director of Logistics