

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

**AF INSTRUCTION 36-2863**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**2 FEBRUARY 2004**

**Personnel**

**HISTORY AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AETC Publishing WWW site at <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

---

OPR: HQ AETC/HO (Mr Richard Emmons)  
Supersedes AFI 36-2863/AETC Sup 1, 13 March 2000

Certified by: HQ AETC/HO (Mr Thomas Manning)  
Pages: 2  
Distribution: F

---

**AFI 36-2863, 29 January 2002, is supplemented as follows:**

This publication does not apply to the Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This publication is substantially revised and must be completely reviewed.** It changes the submission date for the nomination packages on three awards to 1 February (paragraphs 1.1, 2.1, and 3); changes the makeup of the HQ AETC/HO panel that reviews nomination packages (paragraphs 1.2, 2.2, and 3); changes the number of nominees HQ AETC/HO will submit for the Air Force Award for Excellence in Wing History Programs to no more than 10 percent of assigned history offices, or at least one in each of three categories (paragraph 1.2); and reduces the number of copies of historical publications wings and groups will submit with their nomination packages (paragraph 2.1).

1.1. In coordination with the command history office (HQ AETC/HO), wing and independent group commanders may nominate their historians for this award. Commanders will complete AF Form 1206, **Nomination for Award**, to justify the nomination and submit it to HQ AETC/HO by 1 February. As applicable, comments should address each of the criteria listed in paragraph 1.2 of the basic AFI.

1.2. HQ AETC/HO will convene a panel of four persons, at least two of whom are *not* historians, to review the nominations. The panel will consider the factors listed in this paragraph of the basic AFI, rank-order the nominees, and determine the AETC award winners. HQ AETC/HO will recommend no more than 10 percent of assigned history offices (or at least one in each category) to HQ USAF/HO to compete for the comparable Air Force award.

2.1. In coordination with HQ AETC/HO, wing and independent group commanders may nominate their historians for this award. Commanders will complete AF Form 1206 to justify the nomination and submit it along with one copy of the published product to HQ AETC/HO by 1 February.

2.2. HQ AETC will convene a panel of four persons, at least two of whom are *not* historians, to review the nominations. The panel will consider the factors listed in this paragraph of the basic AFI, rank-order the nominees, and determine the AETC award winners. HQ AETC/HO will recommend nominees to HQ USAF/HO to compete for the comparable Air Force award.

3. In coordination with HQ AETC/HO, wing and independent group commanders may nominate their historians and museum personnel for this award. Commanders will complete AF Form 1206 to justify the nomination and submit it along with three copies of supporting materials (printed material, videocassettes, photo albums, or sets of slides) to HQ AETC/HO by 1 February. HQ AETC/HO will convene a panel of four persons, at least two of whom are *not* historians, to review the nominations. The panel will consider the factors listed in paragraph 3.1 of the basic AFI, rank-order the nominees, and determine the AETC award winners. HQ AETC/HO will forward nominees to HQ USAF/HO to compete for the comparable Air Force award.

**7. (Added)(AETC) Form Adopted.** AF Form 1206.

THOMAS A. MANNING  
Command Historian