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Personnel

ANNUAL INSPECTOR GENERAL AWARDS

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This instruction implements AFD 36-28, *Awards and Decorations*. It describes the annual John P. Flynn and Howard W. Leaf Inspector General Awards. It explains eligibility requirements, the selection process, and the Secretary of the Air Force Inspector General's (SAF/IG) award presentation. This publication applies to all major command (MAJCOM), field operating agency (FOA), and direct reporting unit (DRU) activities authorized an inspector general (IG). This instruction applies to the Air Force Reserve and National Guard as specified. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://webrims.amc.af.mil/>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This instruction splits out two new award categories and clarifies selection criteria for the Flynn Award. It also defines selection criteria for the Leaf Award.

1. John P. Flynn Inspector General Awards

1.1. **Award Description.** The John P. Flynn Inspector General awards recognize the Inspector General Complaints Resolution Program Office that best embodies the six fundamental characteristics of Lieutenant General Flynn's leadership model: Integrity, Justice, Compassion, Loyalty, Courage, and Spirit. Consideration will be given to the IG offices whose performance is both proactive and above and beyond the completion of day-to-day mission requirements.

1.2. Award Categories

1.2.1. Category I. Installation-level complaints resolution program office.

1.2.2. Category II. Air Force Reserve Command (AFRC) and Air National Guard (ANG) Wing-level complaints resolution program office.

1.2.3. Category III. MAJCOM-level complaints resolution program office, including AFRC.

1.2.4. Category IV. Numbered Air Force (NAF) / DRU / FOA / Joint Force Headquarters – State (JFHQ-St) or equivalent-level complaints resolution program office.

1.3. **Award Eligibility.** Inspector General offices in the above categories are eligible regardless of rank/grade structure or number of personnel.

1.4. Selection Criteria.

1.4.1. Leadership and Job Performance (50 points). Examples may include (but are not limited to) noteworthy management achievements, significantly improving processes or dealing with complex problems.

1.4.2. Initiative (25 points). Examples may include (but are not limited to) synopsis of the innovation or unique organizational achievement that positively contributes to the Air Force Complaints Resolution Program.

1.4.3. Training (25 points). Examples may include (but are not limited to) originality of training initiatives, quality of development, importance to the organization, and degree of completion.

2. The Howard W. Leaf Inspector General Awards

2.1. **Award Description.** The Howard W. Leaf Inspector General awards recognize the outstanding enlisted and officer (or civilian equivalent) inspectors in the United States Air Force assigned to a MAJCOM/FOA inspector general team.

2.2. Award Categories.

2.2.1. Category I. Enlisted/Civilian Equivalent. Nominees will be inspectors in the rank of Senior Master Sergeant and below or Civilian Equivalent.

2.2.2. Category II. Officer/Civilian Equivalent. Nominees will be inspectors in the rank of Second Lieutenant through Lieutenant Colonel or Civilian Equivalent.

NOTE: Civilian equivalency will be at the submitter's discretion, as determined by level of responsibility and/or duty position.

2.3. **Award Eligibility.** Each MAJCOM and FOA authorized an IG by AFPD 90-2, *Inspector General--The Inspection System*, may submit one nomination for each award category. Nominees must have been assigned to an inspector general team as an inspector for a minimum of one year.

2.4. Selection Criteria.

2.4.1. Job Performance: Significant inspection findings, positive mission impact or any other area that improves inspection quality.

2.4.2. Initiative: Improved inspection techniques, guidelines etc. emphasizing what was done, why it was important and actual results achieved.

2.4.3. Professional Qualities: Examples may include military bearing, self-improvement, efforts to share experience with inspected units and representation of the AF in community activities.

3. Submittal of Nominations.

3.1. **General.** Use the AF IMT 1206, *Nomination for Award*. Nominations will be one page, single-spaced, 12 pitch, Times New Roman font, bullet format, using specifics from the applicable calendar year only. Do not include classified information in the nomination. See **Attachment 2 and Attachment 3** for more specific guidance.

3.2. **Submission Timeline.** Both the Flynn and Leaf award nominations for the previous calendar year must be submitted to the award point of contact by 1 February. Submission instructions will be outlined in a “call for nominations” message released by SAF/IG.

4. Inspector General Awards Selection Board. The Deputy Inspector General chairs the Flynn and Leaf Award Selection Boards, which include three colonels selected by the board chair. The Inspector General may decide not to make an award in any category if he/she finds no suitable nominees.

5. Description of Awards.

5.1. **Flynn Award.** Category award recipients receive an engraved eagle statue trophy. Names of winning organizations are also engraved on plaques permanently displayed in the Pentagon. Flynn award winners are eligible to wear the Air Force Recognition Ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*.

5.2. **Leaf Award.** Award recipients receive an engraved plaque and are eligible for the Air Force Recognition Ribbon in accordance with AFI 36-2805, *Special Trophies and Awards*. Names of winning organizations and individuals are engraved on plaques permanently displayed in the Pentagon.

6. Award Announcement and Presentation.

6.1. **Flynn Award.** SAF/IG will announce and present John P. Flynn award winners at the annual Worldwide Inspector General Conference.

6.2. **Leaf Award.** SAF/IG will announce Howard W. Leaf award winners by 15 April. SAF/IG or a designated representative will notify the commander and recipients of the winner and plan for presentation.

6.3. Nominees will receive letters of recognition signed by The Inspector General.

7. Form Adopted. AF IMT 1206, *Nomination for Award*, current version.

RONALD F. SAMS, Lt General, USAF
The Inspector General

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

AFPD 36-28, *Awards and Decorations*, 1 Aug 97

AFPD 90-2, *Inspector General--The Inspection System*, 1 Sep 99

AFI 36-2805, *Special Trophies and Awards*, 29 Jun 01

AFMAN 37-123, *Management of Records*, 31 Aug 94

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

DRU—Direct Reporting Unit

FOA—Field Operating Agencies

GS—General Schedule [Federal Employee]

JFHQ—State – Joint Forces Headquarters

MAJCOM—Major Command

SAF/IG—Secretary of the Air Force, Office of the Inspector General

Attachment 2**REQUIREMENTS FOR JOHN P. FLYNN INSPECTOR GENERAL AWARD NOMINATION PACKAGE****A2.1. Part I Letter of Transmittal (One Original).**

A2.1.1. Include organization title, command and location.

A2.1.2. Do not include laudatory comments or endorsements.

A2.1.3. Have MAJCOM (to include wing submissions), JFHQ, FOA, or DRU commander/vice commander sign the letter.

A2.2. Part II Narrative Justification (One Original).

A2.2.1. Provide justification in bullet format, front side only, **AF IMT 1206, *Nomination for Award***. Information submitted on back page of AF IMT 1206 will not be considered. Category is either I, II, III, or IV; commander is the IG's commander.

A2.2.2. The nomination should emphasize specific, tangible achievements which benefited the unit, MAJCOM, or equivalent, and the Air Force. Include quantifiable achievements in both day-to-day activities and initiatives that go above and beyond expectations. This information should be drawn from any management indicators used to evaluate complaint resolution programs. Use the headings indicated in paragraphs **1.4.1.-1.4.3**. Avoid inflated terms and generalities.

Attachment 3**REQUIREMENTS FOR HOWARD W. LEAF INSPECTOR GENERAL AWARD NOMINATION PACKAGE****A3.1. Part I Letter of Transmittal (One Original).**

- A3.1.1. Include nominee's name, grade, duty title, organization, command, and location.
- A3.1.2. Do not include laudatory comments or endorsements.
- A3.1.3. Have MAJCOM, FOA, or DRU commander/vice commander sign the letter.

A3.2. Part II Narrative Justification (One Original).

- A3.2.1. Provide justification in bullet format, front side only, **AF IMT 1206, *Nomination for Award***. Information submitted on back page of AF IMT 1206 will not be considered. Category is either officer or enlisted (or civilian equivalent). Commander is either MAJCOM/FOA/DRU IG.
- A3.2.2. Cite specific actions and results. Avoid inflated terms and generalities.