

1 JANUARY 2005



Personnel

**THE USAF LOGISTICS READINESS  
AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: HQ USAF/ILGF (Lt Col Brian Yoo)

Certified by: HQ USAF/ILG  
(Brig Gen Ronald R. Ladnier)

Supersedes AFI 36-2821, 1 November 2003

Pages: 23  
Distribution: F

---

This instruction implements AFD 36-28, Awards and Decorations Program. It provides guidance and procedures for the Air Force logistics readiness community's awards, ceremonies, and honors.

This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AF PC V, Awards and Decorations, applies.

**Records Management:** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFD 37-1, *Information Management* and AFMAN 37-123, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil>

**RATIONALE:** Updates Privacy Act references and meets records management requirements.

**SUMMARY OF REVISIONS**

This AFI reflects the main title change, eliminating the IL awards (Gerrity Unit, Gerrity Individual, and the Sharp awards), which will be included in AFI 36-2810. There are title changes within this AFI for **Table 4.3** and **Table 4.4** to clarify eligibility rules of Air Reserve Component (ARC) individuals. **Table 4.5** was changed to reflect naming of the ARC Logistics Readiness FGO of the Year Award as the Maj Gen Alice Astafan ARC Logistics Readiness FGO of the Year Award. Military Traffic Management Command (MTMC) changed their name to Surface Deployment and Distribution Command (SDDC) (**Table 4.6**). Paragraph **4.3.6** was also changed to specify eligibility of IMAs under the ARC category. Unit awards will be 2 pages except where noted to be 1 page.

**Chapter 1—PROGRAM PURPOSE AND RESPONSIBILITIES**

1.1. Purpose. ....	4
1.2. HQ USAF/ILG Responsibilities. ....	4

1.3.	MAJCOM, FOA, DRU, AFRC, and ANG Responsibilities. ....	4
1.4.	Unit Responsibilities. ....	4

**Chapter 2—NOMINATION CRITERIA AND PROCEDURES 5**

2.1.	Nomination Criteria. ....	5
2.2.	Restrictions. ....	5
2.3.	Award format. ....	5
2.4.	Suspense Dates. ....	5
2.5.	Selection Process. ....	6

**Chapter 3—DIRECTORATE OF LOGISTICS READINESS (ILG)  
ANNUAL UNIT AWARDS 7**

3.1.	Purpose. ....	7
3.2.	Nomination Packages. ....	7
3.3.	Award Eligibility. ....	7
3.4.	Specific Award Nomination Procedures. ....	7
3.5.	Period of Award and When to Submit. ....	8
3.6.	Unit Awards. ....	9
Table 3.1.	Logistics Readiness Squadron-Level Awards. ....	9
Table 3.2.	Logistics Readiness Squadron-level Air Reserve Component (ARC) Awards. ....	9
Table 3.3.	Unit Awards Sponsored by Other Organizations. ....	10
Figure 3.1.	American Petroleum Institute Trophy Guide Format. ....	11

**Chapter 4—DIRECTORATE OF LOGISTICS READINESS (ILG) 13**

4.1.	Purpose. ....	13
4.2.	Nomination Packages. ....	13
4.3.	Award Eligibility. ....	13
4.4.	Specific Award Nomination Procedures. ....	14
4.5.	Period of Award and When to Submit. ....	14
4.6.	Individual Awards. ....	14
Table 4.1.	Individual AD Base-Level Officer Awards. ....	15
Table 4.2.	Individual AD Base-Level Enlisted and Instructor Awards. ....	15
Table 4.3.	Individual AD/ARC Base-Level Civilian Awards. ....	16
Table 4.4.	Individual AD/ARC, Military and Civilian Staff-Level Awards. ....	17

<b>AFI36-2821 1 JANUARY 2005</b>	<b>3</b>
Table 4.5. Individual ARC Base-Level Military Awards. ....	18
Table 4.6. Individual Awards Sponsored by Other Organizations. ....	19
4.7. Forms Adopted. ....	19
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>20</b>
<b>Attachment 2—SUMMARY AND SYNOPSIS OF “NAMED” AWARDS</b>	<b>22</b>

## Chapter 1

### PROGRAM PURPOSE AND RESPONSIBILITIES

**1.1. Purpose.** The Logistics Readiness Award Program recognizes individuals and organizations within the logistics community for their outstanding contributions to the success of the Air Force and Department of Defense (DoD) mission. The awards in this instruction also applies to the AF Reserves and the Air National Guard:

- 1.1.1. Identify superior logistics readiness and mission support performance.
- 1.1.2. Enhance morale.
- 1.1.3. Inspire the Air Force logistics readiness community by commemorating the achievements of those for whom the awards are named.

**1.2. HQ USAF/ILG Responsibilities.** The Air Staff Directorate of Logistics Readiness (ILG) oversees the the USAF Logistics Readiness Awards, for both unit and individual categories:

- 1.2.1. Develops awards criteria.
- 1.2.2. Manages the awards program.
- 1.2.3. Sets up and chairs the selection panel.
- 1.2.4. Notifies the MAJCOM, FOA, DRU, AFRC, and ANG of its decisions via HQ USAF/IL Message.
- 1.2.5. Presents awards (except as noted for sponsored awards in tables) during an annual banquet.

**1.3. MAJCOM, FOA, DRU, AFRC, and ANG Responsibilities.**

- 1.3.1. The Air Force encourages each MAJCOM, FOA, and DRU, as well as the AFRC and ANG to set their own awards program to recognize deserving personnel and units.
- 1.3.2. After the HQ USAF/IL officially notifies the organizations of winners, the organizations will give the winners extensive publicity.
- 1.3.3. MAJCOMs may supplement this AFI to recognize organizations below squadron level

**1.4. Unit Responsibilities.**

- 1.4.1. Units submit awards packages through appropriate MAJCOM, FOA, DRU, AFRC, and ANG headquarters.
- 1.4.2. Units or commands will pay for personnel to travel to the award ceremonies. See AFI 24-101, Passenger Movement, for spouse travel information.
- 1.4.3. Units possessing a revolving trophy (e.g. American Petroleum Institute Trophy) will return the trophy to the appropriate HQ Air Staff directorate.

## Chapter 2

### NOMINATION CRITERIA AND PROCEDURES

#### 2.1. Nomination Criteria.

##### 2.1.1. Eligibility.

2.1.1.1. Logistics Readiness Awards criteria are outlined in **Chapter 3** and **Chapter 4**. All USAF personnel, military and civilian, possessing logistics readiness, transportation, supply, fuels, or logistics plans AFSCs or a comparable civilian series, and who are working in these areas, are eligible to compete. Refer to **Table 3.1.** through **Table 3.3.** and **Table 4.1.** through **Table 4.6.** for a complete list of all unit and individual awards. These tables identify specific rank and grade requirements and any unique award requirements.

2.1.1.2. In accordance with contractor award policy outlined in DoD1400.25-M, DoD Civilian Personnel Manual, Subchapter 451, Para. O.2.b, the Department of Defense's goal is to avoid both the appearance and act of favoritism and conflict of interest. The Department does not allow contractors to participate in the award programs created for our military or civilian personnel nor may they participate in award presentation ceremonies or attend receptions. However, in squadrons with a mixture of contractors, military and/or DoD civilians, as long as a majority of the members are military and/or DoD civilians the squadron may compete for unit awards. Contractors are not eligible for any individual awards outlined in this AFI.

2.1.2. Routing. Each MAJCOM, FOA, DRU, AFRC, ANG, or Unified or Joint Command may submit one nomination for each category. Joint Personal Property Shipping Offices (JPPSO) will consolidate individual award submissions and submit a maximum of one package per category.

#### 2.2. Restrictions. These following restrictions apply to all award nominations:

2.2.1. Classified information is prohibited.

2.2.2. Deceased members may not be nominated.

2.2.3. Individuals who won an Air Force-level award are not eligible to compete for the same award at the Air Force-level the year immediately following the year of award.

**2.3. Award format.** With the *exception* of AF Large/Small Terminal Unit of the year, ARC Base Logistics Activity of the Year, and the ARC Aerial Port Unit of the Year, the unit award packages will be two pages of the AF Form 1206, Nomination for Award. Air Force nomination packages will be single-spaced, use appropriate award headings and the font required in PureEdge or the latest approved AF software, and be in bullet format. Headings will be capitalized and bolded. Awards must arrive at HQ USAF/ILGF within the timeframes listed in **Table 3.1.** through **Table 3.3.** and Paras. **3.4.** and **4.4.** Submissions must be sent electronically. Hard copies of award submissions are not required. See award chapters for specific formats and award headings.

**2.4. Suspense Dates.** The following are suspense dates to AF/ILGF for the listed awards, unless otherwise noted below.

2.4.1. 1 Oct: Defense Packaging Policy Group Awards (Ch 3, 4) (Fiscal Year)

2.4.2. 15 Jan: Logistics Readiness Unit Awards (Fiscal Year) and the Daedalian Logistics Effectiveness awards

2.4.3. 15 Jan: American Petroleum Institute (API) Award (Fiscal Year) to the AF Petroleum Office (see 4.4.4)

2.4.4. 15 Feb: Logistics Readiness Individual Awards (Calendar Year)

2.4.5. 15 Mar: NDTA awards (Ch 3, 4), and SDDC award (Ch 4) (Calendar Year)

**2.5. Selection Process.** All nomination packages will be forwarded to ILGF within the prescribed timelines, with the exception of the API awards, which will be forwarded directly to the AF Petroleum Office.. HQ USAF/ILGF will convene Award Boards to review nominations and select award winners. Award winners will be announced by message to MAJCOM/CVs, then to the public on the release date outlined in the message.

2.5.1. In accordance with AFI 36-2805, Special Trophies and Awards, Para. 1.8, individual Air Force-level award winners are eligible to wear the Air Force recognition ribbon (military) or pin (civilians).

## Chapter 3

### DIRECTORATE OF LOGISTICS READINESS (ILG) ANNUAL UNIT AWARDS

**3.1. Purpose.** The annual logistics readiness unit awards recognize squadrons, depot units, and special MAJCOM organizations working at squadron level that have excelled in performance and made outstanding contributions to the Air Force logistics readiness mission.

**3.2. Nomination Packages.** Awards should be results oriented and focus on mission accomplishment, effective use of resources, and direct mission and deployment support. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas.

3.2.1. Direct Mission Support. Describe actions/programs within the unit that directly support the mission. Consider significant unit accomplishment, support to wing, MAJCOM and AF mission, operational deployments, exercise or inspection results, environmental/hazardous materials programs, and adaptability to unusual or difficult situations, etc., in this section.

3.2.2. Innovative Management. Describe initiatives or programs that impact resource effectiveness/efficiency and mission support through innovation or process improvements. Consider resource management innovations and improvements, process improvements, reengineering efforts, cost reductions, resource effectiveness, training program initiatives, etc., in this section.

3.2.3. Quality of Life Programs. Describe initiatives taken by the unit to improve working environments, improve quality of life, and build community spirit. Consider self-help projects, personnel recognition programs, and community support, etc., in this section.

**3.3. Award Eligibility.** See [Table 3.1.](#) - [Table 3.3.](#) for details.

#### **3.4. Specific Award Nomination Procedures.**

3.4.1. **The Daedalian Major General Warren R. Carter Logistics Effectiveness Award.** Nomination packages should include AF Form 1206, two sides, single-spaced. HQ USAF/ILG review board will evaluate the nomination package and select three finalists for site evaluation. Once finalists are selected, they will be given an opportunity to add 3 tabs prior to the site visit. The expanded tabs will be in accordance with the 3 categories as listed in [4.2.](#): Direct Mission Support (up to 2 pages of bullets); Innovative Management (up to 2 pages of bullets); Quality of Life Programs (up to 2 pages of bullets and up to 2 pages of photos). Upon completion of the site visits, ILG will submit one nominee for final AF/IL approval. The Order of Daedalians provides a trophy to the winning squadron. The trophy is a Daedalus statue and will be permanently retained by the squadron.

3.4.2. **National Defense Transportation Association (NDTA) Unit Awards (AD, AFRES and ANG).** These awards honor units that perform unusual and outstanding service in logistics and transportation. Nomination packages should be a 2-sided AF Form 1206. HQ USAF/ILG board selects the winner. HQ USAF/ILG notifies JCS-J4 of winner by letter. The winning unit will send a 1 page, double-spaced narrative of unit's accomplishment by 1 May to be published in the Defense Transportation Journal. Award is presented at the annual National Defense Transportation Association (NDTA) Forum.

3.4.3. **American Petroleum Institute (API) Trophy Award.** Nomination brochure is limited to 20 pages (8.5 x 11), to include a one-page summary of achievement and supportive graphics. A maxi-

num of 20 color photographs may be included. Submit the nomination brochure in a standard three-ring binder to the Air Force Petroleum (AFPET) Office, 8725 John J. Kingman Road, Stop 6232, Ft. Belvoir, Virginia 22060-6232. Videos are optional. Packages will be scored by a team from ILG and the AFPET to determine the three finalists for on-site evaluations. Upon completion of the evaluations, ILG will submit one nominee to the IL for final approval. Award will be presented in the National Capital Region during an appropriate forum.

**3.4.4. Defense Packaging Policy Group (DPPG) Awards.** DPPG Packaging Excellence Award and Packaging Achievement Award recognize and honor outstanding individuals or organizations in the DoD packaging community that contribute significantly to the packaging effort. Nomination packages will be single-spaced, submitted on plain bond paper, will not exceed four (4) single pages, will use appropriate award headings (DoD 4140.1-R, DoD Materiel Management Regulation, **Attachment 1** to Appendix 11), and will use 12 pitch Times New Roman font. Headings will be capitalized and bolded. Additional award information is available in DoD 4140.1-R. Awards must arrive at HQ USAF/ILGF NLT 1 Oct. Awards are presented by the Deputy Under Secretary of Defense (Logistics) at a ceremony at the Pentagon. Recipient receives a certificate of achievement, plaque, and a one-year membership in the National Institute of Packaging, Handling, and Logistics Engineers.

**3.5. Period of Award and When to Submit.** Logistics Readiness Unit awards sponsored by HQ USAF/ILG cover the fiscal year (1 Oct – 30 Sep) and are due to AF/ILGF NLT 15 Jan. Sponsored award suspenses are detailed in **Table 3.3**.

### 3.6. Unit Awards.

**Table 3.1. Logistics Readiness Squadron-Level Awards.**

Award Category	Sponsor	Eligibility
The Daedalian Major General Warren R. Carter Logistics Effectiveness Award	Daedalian	Any Logistics Readiness Squadron (LRS) in support of flightline operations.
Logistics Readiness Squadron of the Year--Non-Flying Units	AF/ILG	Any LRS providing support other than flying units.
AF Regional Supply Squadron of the Year	AF/ILG	Any AD Regional Supply Squadron (RSS)
AF Large Air Terminal Unit of the Year	AF/ILG	Any AD air terminal or aerial port supporting cargo and passenger movement by air or aerial delivery and handled more than 10,000 cargo tons and 20,000 passengers during the year of award. Organizations must meet both the minimum cargo tonnage and passengers handled to be considered a large operation
AF Small Air Terminal Unit of the Year	AF/ILG	Any AD air terminal or aerial port supporting cargo and/or passenger movement by air or aerial delivery and handled less than 10,000 tons of cargo <u>or</u> less than 20,000 passengers during the year of award. LRS and flights within the LRS are not eligible.

**Table 3.2. Logistics Readiness Squadron-level Air Reserve Component (ARC) Awards.**

Award Category	AF/ILG	Eligibility
ARC Base Logistics Activity of the Year	AF/ILG	Any ARC base logistics unit supporting at least a wing or base-level organization in Logistics Readiness or all of the following areas: Contingency Plans, Materiel Management, and Distribution.
ARC Aerial Port Unit of the Year	AF/ILG	Any ARC aerial port unit supporting cargo and/or passenger movement or aerial delivery

**Note 1:** ARC units are not eligible for active duty unit awards. EXCEPTION: A unit that is both active duty and Reserve or active duty and Guard submits unit nomination as an active duty unit. Individuals compete as Reserve, Guard, or active duty depending on status (e.g. Fairchild, Robins).

**Table 3.3. Unit Awards Sponsored by Other Organizations.**

Award Category	Sponsor	Eligibility	Period of Award/ When to submit
The National Defense Transportation Association (NDTA) Military Unit Award (Active)	NDTA	Any AD base-level unit that is conducting an operational logistics readiness transportation mission and is designated a squadron or higher-level unit	See para 3.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
The National Defense Transportation Association (NDTA) Military Unit Award (Reserve/Guard)	NDTA	Any ARC base-level unit that is conducting an operational logistics readiness transportation mission and is designated a squadron or higher-level unit	See para 3.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
American Petroleum Institute (API) Trophy Award  This award recognizes the wing having the best fuel operation (Encompasses facility, equipment, and vehicle support from outside the fuels flight on top of fuels flightline operations)	API	All AF Fuels Management Offices (BFMO) that support flying missions.	See para 3.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 15 Jan
Defense Packaging Policy Group (DPPG) Packaging Excellence Award	DPPG	Individual or group. GS civilian employee(s) or AD military officer(s). Must be packaging specialist, chemist, engineer, instructor, technologist or similar position within the packaging field or a directly related field.	See para 3.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct
Defense Packaging Policy Group (DPPG) Packaging Achievement Award	DPPG	Individual or group. Wage schedule (WG, WL, or WS) employee(s) or military enlisted member(s). Must work in the packaging field.	See para 3.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct

**Figure 3.1. American Petroleum Institute Trophy Guide Format.**

<p><b>Fuels Management Team</b></p> <ol style="list-style-type: none"> <li>1. Mission familiarity</li> <li>2. Fuels annex of the expeditionary support plan</li> <li>3. Emergency fuel support plan</li> <li>4. Product, facility, and equipment levels</li> <li>5. Use of staff, equipment, and facilities</li> <li>6. FMT relationships with other base agencies (CE, Refuel Maint, Liquid Fuels Maint, Flightline workers...)</li> <li>7. Inspector General, audit, and staff assist visit reports</li> <li>8. Hydrant use goals and how they are determined</li> <li>9. Organizational tank program</li> <li>10. Training/material control program</li> <li>11. Security program</li> <li>12. Energy conservation program</li> <li>13. Operating instructions and locally developed checklists</li> <li>14. People programs</li> <li>15. Fuels/flight strategic plan implementation (status)</li> <li>16. Fuels related mishap reporting</li> <li>17. MILCON &amp; MR&amp;E projects</li> <li>18. Documentation of improvement (synopsis, pictures...)</li> <li>19. Lockout/tagout program</li> <li>20. Hazardous communication program</li> <li>21. Operator knowledge</li> </ol> <p><b>Fuels Distribution</b></p> <ol style="list-style-type: none"> <li>1. Aircraft servicing equipment</li> <li>2. Parking area and criteria</li> <li>3. Checkpoint area and facility</li> <li>4. Checkpoint team proficiency and efficiency</li> <li>5. Corrosion control and markings</li> <li>6. Managing ground fuels issues</li> <li>7. Flight line safety and servicing procedures</li> <li>8. AFTO Form 39, <b>Fuels System Inspection and Discrepancy Record</b></li> <li>9. Facility schematics, markings, and operating procedures</li> <li>10. Operator knowledge of hydrant systems, flight line servicing operations, and mobile equipment</li> <li>11. Emergency power and generator operator proficiency</li> <li>12. Facility spill prevention/response plan</li> <li>13. Hazardous communication program</li> <li>14. Controller/Expediter proficiency</li> </ol>	<p><b>Fuel Storage and Military Service Station</b></p> <ol style="list-style-type: none"> <li>1. Storage tanks and system components</li> <li>2. Calibration charts, schematics, markings, valve #s</li> <li>3. Receipt, storage, and distribution procedures</li> <li>4. Facility spill prevention/response plan</li> <li>5. AFTO Form 39</li> <li>6. Inventory equipment and procedures</li> <li>7. Operator knowledge</li> </ol> <p><b>Cryogenics</b></p> <ol style="list-style-type: none"> <li>1. Storage and production area criteria</li> <li>2. Condition of storage tanks and components</li> <li>3. Condition and availability of safety gear</li> <li>4. Production, receipt, storage, distribution, sampling procedures</li> </ol> <p><b>Compliance and Environmental</b></p> <ol style="list-style-type: none"> <li>1. Inspections and documentation</li> <li>2. Safety program and inspection</li> <li>3. Environmental programs</li> <li>4. Leak detection measures</li> </ol> <p><b>Resource Control Center (RCC)</b></p> <ol style="list-style-type: none"> <li>1. Accounting procedures</li> <li>2. Report preparation and timely submission</li> <li>3. FAS proficiency</li> <li>4. Maintaining publications, technical orders, and files</li> <li>5. Use of flying schedules</li> <li>6. Service controls (locks, keys, and clipboard)</li> <li>7. Status boards or automated displays</li> <li>8. Emergency procedures</li> <li>9. Radio and telephone equipment, communication procedures</li> </ol> <p><b>Laboratory</b></p> <ol style="list-style-type: none"> <li>1. Laboratory criteria and housekeeping</li> <li>2. Sampling and testing requirements</li> <li>3. Equipment condition</li> <li>4. Management of caution tags</li> <li>5. Lab technician proficiency</li> </ol> <p><b>Support</b></p> <ol style="list-style-type: none"> <li>1. Mobility Program</li> <li>2. Training Program</li> <li>3. Materiel Control Program</li> </ol> <p><b>Wing Support:</b> Vehicle, Equipment, Facility Maint</p>
--	---

*BASE EVALUATION SUMMARY AND SCORING BREAKDOWN*

1. Management (125 points)
2. Fuels operations (125 points)
3. Compliance and Environmental (125 points)
4. Fuels Information Service Center (125 points)
5. Wing Support (100 points)

**NOTE:** The team member will assign a point value of up to 600 points for each base. At the conclusion of the evaluation all team member's scores will be totaled to derive an overall score for the base.

## Chapter 4

### DIRECTORATE OF LOGISTICS READINESS (ILG) ANNUAL INDIVIDUAL AWARDS

**4.1. Purpose.** The annual logistics readiness individual awards recognize individuals who excelled in performance and made outstanding contributions to the Air Force logistics readiness mission.

**4.2. Nomination Packages.** Awards should be results oriented and focus on performance, mission accomplishment, team building and leadership. The headings listed below are mandatory and will be used to separate achievements into the appropriate areas.

4.2.1. Outstanding Performance in Primary Duties. Actions, initiatives, and results that clearly demonstrate the individual's outstanding leadership and duty performance. Consider job performance, acceptance of responsibility, process improvements, unusual job assignments, job effectiveness, job knowledge, and support to deploying or deployed operations, etc.

4.2.2. Significant Contributions which Improved Logistics Readiness Operations. Significant individual achievements relative to rank and position. Consider awards and recognition, significant individual accomplishments, leadership successes, unique job achievements, processed or implemented suggestions, and innovative problem solving, etc.

4.2.3. Photos. No photos will be submitted with packages. Once Air Force (AD and ARC) awards are announced, winning individuals will provide one electronic 8x10 color portrait within 30 days of the official message release date. Photo will be in .jpg format. E-mail to HQ USAF/ILGF in accordance with announcement message.

**4.3. Award Eligibility.** Award eligibility is outlined in [Table 4.1.](#) through [Table 4.6.](#)

4.3.1. Personnel assigned to OSI headquarters or field agencies, Air Force News, Joint Communications Support Element (JCSE), Defense Reutilization and Marketing Service (DRMS), and similar FOAs will compete in the Staff categories. Routing requirements are outlined in para. [2.1.2.](#) Personnel assigned to Regional Supply Squadrons (RSS) will compete in base-level categories.

4.3.2. Individuals assigned to a headquarters such as a NAF or combatant command, but clearly perform base-level functions, may compete for base-level awards.

4.3.3. Nominees must have held the rank appropriate for the award for at least six months of the award period.

4.3.4. Civilians must be DoD employees or local national employees hired by and/or paid from appropriated funds, either directly or indirectly. Foreign host nationals and third country civilians hired by and paid for through host national funds are not eligible.

4.3.5. Individuals who have won USAF-level awards cannot be nominated to the Air Staff in the same award category the following year. However, they may be nominated in another category.

4.3.6. AD units can nominate their Individual Mobilization Augmentees (IMA) for ARC awards as specified in [Table 4.5.](#)

**4.4. Specific Award Nomination Procedures.**

4.4.1. **The Surface Deployment and Distribution Command (SDDC) Award for Excellence in Traffic Management.** This award recognizes an individual whose performance exemplifies the image of the working-level DoD traffic manager. Nomination package is in accordance with para **2.3.**, *except* the AF Form 1206 must be written in narrative format--NOT bullets. HQ USAF/ILG board selects the winner. HQ USAF/IL notifies SDDC of winner by letter. Within 30 days of release of the award message, AF winner will provide one (1) electronic 8x10 color photo to HQ USAF/ILGF in jpg format. Award is presented at the annual National Defense Transportation Association (NDTA) Forum.

4.4.2. **National Defense Transportation Association (NDTA) Military Instructor Award.** This award recognizes an outstanding AF full-time transportation instructor. Instructor may be assigned to any MAJCOM as long as he or she is performing instructor duties full time. HQ USAF/ILG board selects the winner. HQ USAF/IL notifies JCS-J4 of winner by letter. Within 30 days of release of the award message, AF winner will provide one electronic 8x10 color photo to HQ USAF/ILGF in .jpg format. Award is provided to winner's MAJCOM to present. Winner's picture will be published in the NDTA's Defense Transportation Journal, Forum edition, and member is provided one-year membership to NDTA.

4.4.3. **Defense Packaging Policy Group (DPPG) Awards.** DPPG Packaging Excellence Award and Packaging Achievement Award recognize and honor outstanding individuals or organizations in the DoD packaging community that contribute significantly to the packaging effort. Nomination packages will be single-spaced, submitted on plain bond paper, will not exceed four (4) single pages, will use appropriate award headings (DoD 4140.1-R, Materiel Management Regulation, **Attachment 1** to Appendix 11), and will use 12 pitch Times New Roman font. Headings will be capitalized and bolded. Additional information is available in DoD 41401-R. Awards must arrive at HQ USAF/ILGF NLT 1 Oct. Awards are presented by the Deputy Under Secretary of Defense (Logistics) at a ceremony at the Pentagon. Recipient receives certificate of achievement, plaque and a one-year membership in the National Institute of Packaging, Handling, and Logistics Engineers.

**4.5. Period of Award and When to Submit.** Logistics Readiness individual awards sponsored by HQ USAF/ILG cover the calendar year (1 Jan – 31 Dec) and are due to AF/ILGF NLT 15 Feb. Sponsored award suspenses are detailed in **Table 4.6.**

#### 4.6. Individual Awards.

**Table 4.1. Individual AD Base-Level Officer Awards.**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility (includes RSS)</b>
Colonel Cynthia L. Benulis AF Logistics Readiness FGO of the Year	AF/ILG	AD base-level Maj or Lt Col (21R) in LRS, RSS, APS or equivalent squadron-level function
AF Logistics Readiness CGO of the Year	AF/ILG	AD base-level Lt - Capt (21R) in LRS, RSS, APS or equivalent squadron-level function

**Table 4.2. Individual AD Base-Level Enlisted and Instructor Awards.**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility (includes RSS)</b>
AF Fuels SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2Fxxx)
AF Fuels NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2Fxxx)
AF Fuels Airman of the Year	AF/ILG	AD base-level AB - SrA (2Fxxx)
AF Logistics Plans SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2G0xx)
AF Logistics Plans NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2G0xx)
AF Logistics Plans Airman of the Year	AF/ILG	AD base-level AB - SrA (2G0xx)
Chief Master Sergeant Eddie Speight AF Supply SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2Sxxx)
AF Supply NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2Sxxx)
AF Supply Airman of the Year	AF/ILG	AD base-level AB - SrA (2Sxxx)
AF Transportation SNCO of the Year	AF/ILG	AD base-level MSgt - CMSgt (2Txxx)
AF Transportation NCO of the Year	AF/ILG	AD base-level SSgt or TSgt (2Txxx)
AF Transportation Airman of the Year	AF/ILG	AD base-level AB - SrA (2Txxx)
AF Logistics Readiness Instructor of the Year	AF/ILG	AD base-level enlisted or civilian (GS-11 or below) full-time instructor (Fuels, Plans, Supply, or Transportation)

**Table 4.3. Individual AD/ARC Base-Level Civilian Awards.**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b> <i>(Note: AFR and ANG Civilians are eligible for these awards)</i>
George F. Ruestow AF Logistics Readiness Senior Civilian Manager of the Year	AF/ILG	Any base-level GS-11 or above
AF Fuels Civilian Supervisor/Leader of the Year	AF/ILG	Any base-level GS-8 - GS-10, WS-8 - WS-13, WL-7 - WL-14, WG-11 - WG-15
AF Fuels Civilian Technician of the Year	AF/ILG	Any base-level GS-1 - GS-7, WS-1 - WS-7, WL-1 - WL-6, WG-1 - WG-10
AF Logistics Plans Civilian of the Year	AF/ILG	Any base-level GS-1 - GS-10, WS-1 - WS-13, WL-1 - WL-14, WG-1 - WG-15
AF Supply Civilian Supervisor/Leader of the Year	AF/ILG	Any base-level GS-8 - GS-10, WS-8 - WS-13, WL-7 - WL-14, WG-11 - WG-15
AF Supply Civilian Technician of the Year	AF/ILG	Any base-level GS-1 - GS-7, WS-1 - WS-7, WL-1 - WL-6, WG-1 - WG-10
AF Transportation Civilian Supervisor/Leader of the Year	AF/ILG	Any base-level GS-8 - GS-10, WS-8 - WS-13, WL-7 - WL-14, WG-11 - WG-15
AF Transportation Civilian Technician of the Year	AF/ILG	Any base-level GS-1 - GS-7, WS-1 - WS-7, WL-1 - WL-6, WG-1 - WG-10

**Table 4.4. Individual AD/ARC, Military and Civilian Staff-Level Awards.**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b> <i>Personnel assigned to a MAJCOM, NAF, FOA, DRU, Unified or Joint Command or other government agency. (Note: Air Staff and RSS personnel are not eligible)</i>
Colonel F. Badger Johnson, III, AF Logistics Readiness Staff FGO of the Year	AF/ILG	Any logistics readiness Maj or Lt Col
Lieutenant Colonel Charles A. Park AF Logistics Readiness Staff CGO of the Year	AF/ILG	Any logistics readiness Lt - Capt
AF Fuels Staff Enlisted Manager of the Year	AF/ILG	Any fuels enlisted member (2Fxxx) (all enlisted ranks eligible)
AF Logistics Plans Staff Enlisted Manager of the Year	AF/ILG	Any logistics plans enlisted member (2Gxxx) (all enlisted ranks eligible)
AF Supply Staff Enlisted Manager of the Year	AF/ILG	Any supply enlisted member (2Sxxx) (all enlisted ranks eligible)
AF Transportation Staff Enlisted Manager of the Year	AF/ILG	Any transportation enlisted member (2Txxx) (all enlisted ranks eligible)
The James A. Bowie, Jr., AF Logistics Readiness Staff Senior Civilian Manager of the Year	AF/ILG	Any logistics readiness civilian grades GS/GM-12 and above. Career fields include fuels, logistics plans, supply, and transportation.
AF Logistics Readiness Staff Junior Civilian Manager of the Year	AF/ILG	Any logistics readiness civilian grades GS-11 and below. Career fields include fuels, logistics plans, supply, and transportation.

**Table 4.5. Individual ARC Base-Level Military Awards.**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b> <i>includes any base-level ARC (ANG or AFR) unit IMA or AGR</i>
Maj Gen Alice Astafan ARC Logistics Readiness FGO of the Year Award	AF/ILG	Logistics readiness Maj or Lt Col
ARC Logistics Readiness CGO of the Year	AF/ILG	Logistics readiness Lt or Capt
ARC Fuels SNCO of the Year	AF/ILG	Fuels MSgt - CMSgt (2Fxxx)
ARC Fuels NCO of the Year	AF/ILG	Fuels SSgt or TSgt (2Fxxx)
ARC Fuels Airman of the Year	AF/ILG	Fuels AB - SrA (2Fxxx)
ARC Logistics Plans SNCO of the Year	AF/ILG	Logistics plans MSgt - CMSgt (2G0xx)
ARC Logistics Plans Jr Enlisted Member of the Year	AF/ILG	Logistics plans AB - TSgt (2G0xx)
ARC Supply SNCO of the Year	AF/ILG	Supply MSgt - CMSgt (2Sxxx)
ARC Supply NCO of the Year	AF/ILG	Supply SSgt or TSgt (2Sxxx)
ARC Supply Airman of the Year	AF/ILG	Supply AB - SrA (2Sxxx)
ARC Transportation SNCO of the Year	AF/ILG	Transportation MSgt - CMSgt (2Txxx)
ARC Transportation NCO of the Year	AF/ILG	Transportation SSgt or TSgt (2Txxx)
ARC Transportation Airman of the Year	AF/ILG	Transportation AB - SrA (2Txxx)

**NOTES:**

1. ARC civilian employees are eligible for individual civilian awards if they meet applicable criteria. EXCEPTION: ANG uniformed technicians and Active Guard Reservists are eligible for ARC awards if they meet the applicable criteria.
2. AFRC units prepare and submit their nomination packages to the NAF for review and selection. The NAF forwards their selection to HQ AFRC/LGXS. HQ AFRC/LGXS collects the nomination packages and the packages are then reviewed by a selection committee. The committee selects the AFRC winner and the AFRC winning packages are forwarded to AF for competition.

**Table 4.6. Individual Awards Sponsored by Other Organizations.**

<b>Award Category</b>	<b>Sponsor</b>	<b>Eligibility</b>	<b>Other comments</b>
The Surface Deployment and Distribution Command (SDDC) Award for Excellence in Traffic Management	SDDC	Base-level, AD enlisted member (2T0xx) or equivalent traffic management civilian employee (GS-11 or below)	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
National Defense Transportation Association (NDTA) Outstanding Instructor of the Year	NDTA	AD base-level enlisted member or civilian employee (GS-11 or below). Recognizes an outstanding AF full-time transportation instructor.	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Jan – 31 Dec <u>Suspense:</u> 15 Mar
Defense Packaging Policy Group (DPPG) Packaging Excellence Award	DPPG	Individual or group. GS/GM civilian employee(s) or AD military officer(s). Must be packaging specialist, chemist, engineer, instructor, technologist or similar position within the packaging field or a directly related field.	See para 4.4. for nomination pkg requirements. <u>Period of award:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct
Defense Packaging Policy Group (DPPG) Packaging Achievement Award	DPPG	Individual or group. GS/GM civilian employee(s) or AD military enlisted member(s). Must work in the packaging field.	See para 4.4. for nomination pkg requirements. <u>Period:</u> 1 Oct – 30 Sep <u>Suspense:</u> 1 Oct

**4.7. Forms Adopted.** AF Form 1206, Nomination for Award.

DONALD J. WETEKAM, Lt Gen, USAF  
DCS/Installations & Logistics

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

AFI 24-101, *Passenger Movement*

AFI 36-2805, *Special Trophies and Awards*

AFPD 36-28, *Awards and Decorations Program*

AFMAN 37-123, *Management of Records*

AFPD 37-1, *Information Management*

DoD 1400.25-M, *DoD Civilian Personnel Manual*

DoD 4140.1, *DoD Materiel Management Regulation*

***Abbreviations and Acronyms***

**AD**—Active Duty

**AFA**—Air Force Association

**AFMC**—Air Force Materiel Command

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**AGR**—Active Guard and Reserve

**ANG**—Air National Guard

**API**—American Petroleum Institute

**ARC**—Air Reserve Component

**CGO**—Company Grade Officer

**CSAF**—Chief of Staff, United States Air Force

**DCS**—Deputy Chief of Staff

**DLA**—Defense Logistics Agency

**DoD**—Department of Defense

**DPPG**—Defense Packaging Policy Group

**DRMS**—Defense Reutilization and Marketing Service

**DRU**—Direct Reporting Unit

**FAS**—Fuels Automated System

**FGO**—Field Grade Officer

**FOA**—Field Operating Agency

**HQ USAF/ILG**—Headquarters, United States Air Force Installation & Logistics, Directorate of Logistics Readiness

**HQ USAF/ILM**—Headquarters, United States Air Force Installation & Logistics, Directorate of Maintenance

**HQ USAF/ILP**—Headquarters, United States Air Force Installation & Logistics, Directorate of Resources

**ICBM**—Intercontinental Ballistic Missile

**IMA**—Individual Mobilization Augmentee

**JCSE**—Joint Communication Support Element

**JPPSO**—Joint Personal Property Shipping Office

**LRO**—Logistics Readiness Officer

**LRS**—Logistics Readiness Squadron

**MR&E**—Maintenance, Repair, and Environmental

**NCO**—Noncommissioned Officer

**NDTA**—National Defense Transportation Association

**OSD**—Office of the Secretary of Defense

**PDO**—Publication Distribution Office

**RSS**—Regional Supply Squadron

**SDDC**—Surface Distribution and Deployment Command

**SNCO**—Senior Noncommissioned Officer

**Attachment 2****SUMMARY AND SYNOPSIS OF “NAMED” AWARDS****Major General Alice Astafan  
ARC Logistics Readiness FGO of the Year**

This award is named after the first female to make the rank of Major General in the Air Force Reserve. Major General Alice Astafan spent 13 years as an active duty officer and completed her Air Force career by serving 25 years in the Reserves. She started her career as a Supply Officer and held various logistics jobs at the Wing Level, Air Logistics Centers, Air Staff and as the military liaison to the Secretary of Defense's Advisory Committee on women in Military Service (DACOWITS). In the continuing mode of trailblazing and focusing her energy, Major General Astafan founded and was the CEO of The Federal Technology Center, a non-profit, public benefit Corporation dedicated to federal technology transfer and economic development. She served on five separate Boards and Chaired the Eskaton Foundation, an organization dedicated to providing services and benefits for senior citizens.

**Colonel F. Badger Johnson III  
Logistics Readiness Staff FGO of the Year**

This award is named in recognition of Colonel F. Badger Johnson III. Colonel Johnson served the logistics readiness community in a multitude of responsibilities culminating in his assignment as Deputy Chief, Weapon Systems Support Branch, Headquarters, Air Combat Command, Langley Air Force Base, Virginia. Colonel Johnson assumed his rank on 1 June 1995 and retired from active duty on 2 September 1995. Colonel Johnson passed away in September 1995 but leaves behind his legacy of supply expertise and leadership unsurpassed.

**Lieutenant Colonel Charles A. Park  
Logistics Readiness Staff CGO of the Year**

Lieutenant Colonel Charles A. Park was a professional logistician with over twenty years experience in the petroleum and supply management business areas, culminating in his assignment as Chief of Supply of the 31<sup>st</sup> Supply Squadron at Aviano AB, Italy. Various assignments took him into the DoD and Joint Services arena, including Headquarters Tactical Command, Defense Logistics Agency and the Joint Petroleum Office with the United States European Command in Stuttgart, Germany. Lt Col Park was recognized as the United States Air Force Staff Fuels Officer of the Year in 1984 while serving as the Branch Chief in charge of Energy Resources at TAC. Lt Col Park passed away in July 2000, but his superior performance and leadership in all aspects of the petroleum business have left their mark etched in the Air Force Fuels community.

**Lieutenant Colonel Cynthia L. Benulis  
Logistics Readiness FGO of the Year**

This award is named in memory of Lieutenant Colonel Cynthia L. Benulis who, despite a debilitating terminal illness, transformed her squadron into a proud, cohesive unit that subsequently won numerous honors in the Strategic Air Command. She was an exemplary leader that cared deeply for her people, the Air Force and her country. This award was presented posthumously to Lt Col Benulis in 1988.

**James A. Bowie, Jr.**  
**Logistics Readiness Staff Senior Civilian Manager of the Year**

This award is named in recognition of Mr. James A. Bowie. Mr Bowie served the logistics readiness community in a variety of ways culminating in his assignment as Action Officer, Headquarters United States Air Force Supply/Fuels Policy and Procedures Division, Air Staff, Pentagon, Washington D.C. Mr Bowie was extremely influential in improving weapon system spares support and total asset visibility throughout the Air Force establishing many of the metrics and standards that we use today.

**Chief Master Sergeant Eddie D. Speight**  
**Supply SNCO of the Year**

The Supply Senior NCO of the Year Award is named in recognition of Chief Eddie D. Speight. Chief Speight served the supply community in numerous high-impact positions culminating in his assignment as Chief, Operations Support and Materiel Management Flights, Lajes Field, Azores. Chief Speight was promoted to the rank of Chief Master Sergeant, posthumously, with an effective date of rank of 22 January 1996. Chief Speight passed away in January 1996 but leaves with us his infectious spirit, desire to excel, and his unfailing ability to get a smile from everyone.