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Personnel

**THE USAF MAINTENANCE AWARDS
PROGRAM**

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(Mr. Mark D. Johnson)

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This instruction implements DoDI 1348.30, *Secretary of Defense Maintenance Awards Program*, and AFD 36-28, *Awards and Decorations Program*. It provides guidance and procedures for the Air Force Maintenance 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 AFPC V, Awards and Decorations, applies.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Guidance for the Communications and Information awards programs has been removed. Changes to the Maintenance Effectiveness Award Program and Centralized Maintenance Awards Board previously released in message form have been incorporated into this revision. Tables outlining specific award criteria have been removed and information is now presented in a clearer format. Finally, the entire document has been updated to reflect changes to Air Force organizational structure.

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Chapter 1

AWARD PROGRAM DEFINITION, PURPOSE AND RESPONSIBILITIES

1.1. Definition. The Maintenance Awards Program recognizes individuals and organizations within the Maintenance community for their outstanding contributions to the success of the AF and DoD Maintenance mission.

1.2. Purpose. The Maintenance awards in this instruction:

1.2.1. Recognize units and individuals that enhance maintenance readiness, improve efficiency, and reduce waste by encouraging excellence in all maintenance areas.

1.2.2. Identify superior performance.

1.2.3. Increase morale.

1.2.4. Inspire the Air Force Maintenance community by commemorating the achievements of those for whom the awards are named.

NOTE: These awards do not apply to contractor personnel, units, or activities.

1.3. Responsibilities.

1.3.1. **The Air Force Director of Maintenance (AF/A4M).** The Directorate of Maintenance oversees its own maintenance awards as well as DoD, CSAF and the Deputy Chief of Staff for Logistics, Installations & Mission Support (AF/A4/7) level maintenance awards:

1.3.1.1. Develops Maintenance award criteria.

1.3.1.2. Manages the awards program.

1.3.1.3. Sets up and chairs the selection panel.

1.3.1.4. Notifies the applicable Major Commands (MAJCOMs), Forward Operating Agencies (FOAs) and Direct Reporting Units (DRUs) of its decisions via a message.

1.3.1.5. Presents awards (except as noted) during an annual awards banquet.

1.3.2. **MAJCOM, FOA and DRU.**

1.3.2.1. The Air Force encourages each MAJCOM, FOA, and DRU to establish their own awards program to recognize deserving personnel and units.

1.3.2.2. MAJCOM, FOA, and DRU submit award packages to Air Staff.

1.3.2.3. After the Air Staff officially notifies the organizations of the winners, the organizations give the winners maximum publicity.

1.3.3. **Unit.**

1.3.3.1. Units or commands pay for personnel to travel to the award ceremonies. (see AFI 24-101, *Passenger Movement*, for spouse travel information.)

Chapter 2

DOD-LEVEL AWARDS PROCEDURES

2.1. DoD-Level Awards. The Secretary of Defense Maintenance Awards are governed by DoDI 1348.30, *Secretary of Defense Maintenance Awards Program*, and are presented to units to enhance maintenance awareness and encourage maintenance excellence by providing awards to military units and depot programs responsible for outstanding achievements in maintenance management and production. DoD Awards described in this chapter are the Field –Level Awards and Robert T. Mason Award for Depot Maintenance Excellence. Presentation of these awards is made at the annual DoD Maintenance Symposium.

2.1.1. Field–Level Awards

Due Date: 15 April (see [2.1.1.5](#))

2.1.1.1. **Background.** Presented to outstanding field-level maintenance units in recognition of the extended service life given to equipment and weapon systems by sustained quality maintenance and the rejuvenation of equipment through extraordinary maintenance programs. See DoDI 1348.30 for additional background. AF nominees for this award are the Daedalian Award winner and the top two MEA winners from the small and medium categories (see [Chapter 5](#) for complete details). The Phoenix Trophy is the highest DoD award for field-level maintenance.

2.1.1.2. **Eligibility.** All Active, Reserve, and Guard units that perform field-level maintenance of weapon systems and equipment are eligible to compete. Active and Reserve units that are associate units may compete as a single unit. The preponderance of unit staffing shall be comprised of military personnel.

2.1.1.3. **Categories.** The categories of competition shall be based on the size of the unit, as determined by the total number of authorized personnel. The nominated units shall be representative of the different types of units within the DoD Components that maintain equipment, software, or weapon systems. To be eligible, units must have operated within their nominated size category for at least one half of the competition period (6 months). Unit competition categories are as follows:

2.1.1.3.1. **Small.** 25 to 300 authorized personnel (AF nominees - top 2 Small Category MEA winners)

2.1.1.3.2. **Medium.** 301 to 999 authorized personnel (AF nominees - top 2 Medium Category MEA winners)

2.1.1.3.3. **Large.** 1,000 or more authorized personnel (AF nominee - Daedalian winner)

2.1.1.4. **Contents of Nomination Packages.** The nomination packages shall not exceed 20 pages, excluding the cover, table of contents, dividers, and proposed citation. Include photos in bullet to describe text/add emphasis. Include rank & name of people shown and describe action taking place in all photos. Pictures do count in the page total. Other photographs, drawings, or depiction of the unit may be displayed on the cover. The award nomination packages will include:

2.1.1.4.1. **Cover page.** Cover page must include: Award Year, Unit, Award Category, and U.S. Air Force. Other photographs, drawings, or depiction of the unit may be displayed on the cover.

2.1.1.4.2. **Table of Contents.**

2.1.1.4.3. **Section 1.** Shall include information as outlined/formatted in DoDI 1348.30 Enclosure 1. In addition include “Key Mission Descriptors and Terms” (AF acronyms that may not be understandable to all Services). (recommend 2 pages)

2.1.1.4.4. **Section 2.** Nominees shall list their accomplishments in priority order and identify, where appropriate, how these accomplishments exceeded the baseline of normal performance. Section 2 shall separately address the areas as follows.

2.1.1.4.4.1. **Mission Accomplishments (Weight Factor = 4).** (recommend 9 pages) A description of mission accomplishments for the competition period. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the unit’s, or on any supported units, operational capability and mission accomplishment. Examples of areas that may be included are:

2.1.1.4.4.1.1. Accomplishment of unit mission requirements.

2.1.1.4.4.1.2. Weapon system or equipment materiel readiness status.

2.1.1.4.4.1.3. Operational deployment participations and successes.

2.1.1.4.4.1.4. Local or higher headquarters exercise involvement and successes.

2.1.1.4.4.1.5. Special programs such as time compliance and technical order accomplishment.

2.1.1.4.4.1.6. Specific challenges unique to the operational environment.

2.1.1.4.4.2. **Effective Use of Maintenance Resources (Weight Factor = 3).** (recommend 4 pages) A description of accomplishments in bullet format that show efficient and effective use of maintenance resources.

2.1.1.4.4.3. **Innovative Management Accomplishments (Weight Factor = 2).** (recommend 3 pages) A description of maintenance management actions in bullet format taken within the competing unit to improve the unit’s or supported unit’s mission capability. Some areas that may be included are:

2.1.1.4.4.3.1. Equipment improvement recommendations that resulted in an improved readiness posture.

2.1.1.4.4.3.2. Resource management innovations and improvements.

2.1.1.4.4.3.3. Safety programs.

2.1.1.4.4.3.4. Training programs.

2.1.1.4.4.3.5. Production control innovations and improvements.

2.1.1.4.4.4. **Personnel Quality of Life Programs (Weight Factor = 1).** (recommend 2 pages) A description of programs or actions in bullet format aimed at improving the motivation or morale of maintenance personnel. Examples of areas that may be included are:

2.1.1.4.4.4.1. Self-help programs.

2.1.1.4.4.4.2. Personnel recognition programs.

- 2.1.1.4.4.4.3. Community projects.
- 2.1.1.4.4.4.4. Communications programs.
- 2.1.1.4.4.4.5. Humanitarian projects and programs.
- 2.1.1.4.4.4.6. Spousal support

2.1.1.4.5. **Section 3.** Shall include a concise, unclassified, proposed citation highlighting specific achievements that shall be suitable for use in the awards presentation ceremony.

2.1.1.4.5.1. **Citation Requirements.** Opening Line: “The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile, or communications-electronics) maintenance during the period 1 October (year) through 30 September (year).” Closing Line: “The professionalism and commitment to excellence demonstrated by the men and women of the (unit) reflect great credit upon themselves, the (MAJCOM), and the United States Air Force.”

2.1.1.4.6. **Closing Page.** Optional closing page may be included in package. Page will contain only photos, drawings, etc. (will not include summary of action material).

2.1.1.5. **Administrative Procedures.** MAJCOMs for each category nominee postmark seven hard-copy packages to AF/A4MM (see address below) by 15 April. Pages will be white with no watermarks or background logos. An electronic copy of each package will be uploaded to the A4M CoP Community of Practice (CoP). Pages will be placed inside plastic non-glare document protectors. Executive correspondence plastic coversheet protectors will not be used. Two pages will be placed in each document protector facing front and back (head-to-head). Packages will be submitted in standard white binders (recommend 1/2” wide).

NOTE: AF/A4MM Mailing Address:

HQ USAF/A4MM
 1030 Air Force Pentagon
 Room 4A264
 Washington, DC 20330-1030

2.1.2. **Robert T. Mason Award for Depot Maintenance Excellence (Mason Award) (AFMC only)** Due Date: 15 April

2.1.2.1. **Background.** This award is presented to the outstanding program at a major organic Depot-Level maintenance facility that exemplifies responsive, transformed, Depot-Level maintenance support to DoD operating units. See DoDI 1348.30 for additional background.

2.1.2.2. **Eligibility.** The Depot-Level competition is for programs within the Department of Defense’s major organic depot facilities, i.e. those facilities having more than 400 employees engaged in Depot-Level maintenance operations. All programs that have been in operation within the Depot-Level maintenance facility for at least one half of the competition period (6 months) are eligible to compete. AFMC may submit up to four nominees for this award.

2.1.2.3. **Contents of Nomination Packages.** Mason Award packages are governed by DoDI 1348.30 and shall not exceed 20 pages, excluding the cover, table of contents, and proposed citation. Include photos in Section 2 to describe text/add emphasis. Include rank & name of people shown and describe action taking place in all photos. Pictures do count in the page total. Other

photographs, drawings, or depiction of the unit may be displayed on the cover. The award nomination packages shall consist of the following three sections.

2.1.2.3.1. **Section 1.** Provide information IAW DoDI 1348.30, enclosure 2

2.1.2.3.2. **Section 2.** Nominees shall list their accomplishments in priority order and identify, where appropriate, how these accomplishments exceeded the baseline of normal performance. Section 2 shall separately address the areas as follows.

2.1.2.3.2.1. **Mission Accomplishments (Weight Factor = 4)** Description of mission accomplishments for the competition period. Accomplishments shall relate to the program baseline goals and requirements.

2.1.2.3.2.2. **Effective Support to Warfighters (Weight Factor = 3)** Description of accomplishments for the competition period that directly relate to warfighter success. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the operational capability and mission accomplishment of warfighting units supported: extraordinary support to operational forces; Impact on operational force availability, materiel readiness, and sustainability metrics; response to unforeseen demands (surge, flexibility, agility); or innovative solutions (local manufacture, cross-training, and extraordinary coordination efforts).

2.1.2.3.2.3. **Logistics Process Innovation (Weight Factor = 2)** Description of maintenance-related logistics systems innovations related to program accomplishment. Examples: reliability, maintainability, and supportability improvements; cost avoidance and resource use improvements; cycle time improvements; effective technology insertion in processes and products; maintenance concept, or process improvement implementation (e.g., 2-level maintenance, national maintenance programs, Lean, Theory of Constraints, and Six-Sigma).

2.1.2.3.3. **Section 3.** Citation (one page), single-spaced, Ref: AFI 36-2805, *Special Trophies and Awards*.

2.1.2.3.3.1. Citation Requirements: Opening Line: "The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile, or communications-electronics, etc) maintenance during the period 1 October (year) through 30 September (year)." Closing Line: "The professionalism and commitment to excellence demonstrated by the men and women of (unit) reflect great credit upon themselves, AFMC, and the United States Air Force. (Include photos in Section 2 to describe text/add emphasis)

2.1.2.4. **Administrative Procedures.** Postmark nominee packages (up to four) to AF/A4MM (see address below) by 15 April (include six hard-copy packages for each nominee) and post an electronic copy of each package to the AF/A4M CoP. Pages will be white with no watermarks or background logos. Pages will be placed inside plastic non-glare document protectors. Executive correspondence plastic coversheet protectors will not be used. Two pages will be placed in each document protector facing front and back (head-to-head). Packages will be submitted in standard white binders (recommend 1/2" wide).

NOTE: AF/A4MM Mailing Address:

HQ USAF/A4MM
1030 Air Force Pentagon
Room 4A264
Washington, DC 20330-1030

Chapter 3

CSAF-LEVEL AWARDS PROCEDURES

3.1. CSAF-level Awards. The Chief of Staff, United States Air Force has approved two awards to promote maintenance excellence at the MAJCOM and Program Office level. These awards are based on performance over the past year and reward the organization (MAJCOM/Program Office) that demonstrates the most improvement from the previous year. At the end of each FY, AF/A4MY will perform the calculations on “rates” (see [3.1.1.3.](#) and [3.1.2.3.](#)) for both awards to select the winners.

3.1.1. The Gen Wilbur L. Creech Maintenance Excellence Award.

3.1.1.1. **Background.** This award recognizes the MAJCOM demonstrating the most improved performance in the category of aircraft maintenance and logistics readiness for each fiscal year.

3.1.1.2. **Eligibility.** All MAJCOMs are eligible for this award. There is no unit-generated package required. However, the winning MAJCOM will post an electronic copy of a citation to the AF/A4M CoP within 15 days of notification. This citation will be read at the presentation ceremony.

3.1.1.3. **Criteria.** The winner is determined by calculating the improvement for a predetermined set of metrics (at the MAJCOM aggregate level) and multiplying each metric by a corresponding weighted value. The metrics are aircraft availability rate as follows: Mission Capable (MC) Rate, Total Not Mission Capable Maintenance (TNMCM) Rate, Total Not Mission Capable for Supply (TNMCS) Rate, Cannibalization (CANN) Rate, and Hangar Queen Rate. The weighting factor will be assigned to emphasize certain aspects of the award (i.e. used to influence key areas and focus attention on the most important metrics).

3.1.1.4. **Winner Notification/Presentation.** AF/A4/7 approves the winner and will notify MAJCOMs by message. CSAF presents the award to the winner at a ceremony in the Pentagon. Winning MAJCOM name is added to the permanent display in the Pentagon.

3.1.2. The Dr. James G. Roche Sustainment Excellence Award.

3.1.2.1. **Background.** This award recognizes the AFMC aircraft Program Offices (or equivalent) that, while supporting the fleet, demonstrated the most improved performance in the category of sustainment for each fiscal year.

3.1.2.2. **Eligibility.** All AFMC aircraft Program Offices (or equivalent) are eligible for this award. There is no unit-generated package required. AFMC will post an electronic copy of a citation to the AF/A4M CoP within 15 days of notification. This citation will be read at the presentation ceremony.

3.1.2.3. **Criteria.** The winner is determined by calculating the improvement for a predetermined set of metrics (at the Mission Design Series (MDS) aggregate level) and multiplying each metric by a corresponding weighted value. The metrics are Aircraft Availability Rate, MC Rate, TNMCM Rate, TNMCS Rate, CANN Rate, and Hangar Queen Rate. The weighting factor will be assigned to emphasize certain aspects of the award (i.e. used to influence key areas and focus attention on the most important metrics).

3.1.2.4. **Winner Notification/Presentation.** AF/A4/7 approves the winner and will notify AFMC by message. CSAF presents the award to the winner at a ceremony in the Pentagon. Winning AFMC aircraft Program Office name is added to the permanent display in the Pentagon.

Chapter 4

DIRECTORATE OF MAINTENANCE INDIVIDUAL AWARD MANAGEMENT PROCEDURES

4.1. Individual Maintenance Awards. A4M Directorate of Maintenance manages the: General Lew Allen, Jr., Trophy, Lieutenant General Leo Marquez Award, and CMSAF Thomas N. Barnes Award.

4.1.1. The General Lew Allen, Jr., Trophy.

Due Date: 1 August

4.1.1.1. **Background.** This award recognizes two categories of individuals, base-level aircraft, munitions, or missile maintenance Officers and SNCOs directly involved in sortie generation.

4.1.1.2. **Award Period.** Award period is 1 Jun - 31 May.

4.1.1.3. **Submission.** MAJCOMs electronically load packages no later than 1 August to the A4M CoP. See [4.1.4.](#) through [4.1.4.7.](#) for specific package guidelines.

4.1.1.4. **Proposed Citation Specifics.** Opening: “(Rank and name) has been selected to receive the General Lew Allen, Jr., Trophy for (year) in recognition of (his/her) outstanding contributions to sortie generation while assigned as (duty title, unit, base).” Closing: “The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”

4.1.1.5. **Winner Selection/Notification.** An AF/A4M approved evaluation board of maintenance Lt Colonels and Chiefs in the National Capitol Region reviews all MAJCOM nominations and selects the winner. AF/A4/7 approves the winner and notifies the MAJCOMs by message.

4.1.1.6. **Photo Specifics.** MAJCOMs submit 5x7 inch color official photo (digital format) of winner in service dress without hat as directed by official message released by AF/A4MM.

4.1.1.7. **Award Presentation.** CSAF presents a bronze replica of the Lew Allen statue to each winner at a ceremony at the Pentagon. Each winner’s picture and unit of assignment will be displayed on the AF/A4M secure world wide web on the Air Force Portal.

4.1.2. The Lieutenant General Leo Marquez Award.

Due Date: 1 January

4.1.2.1. **Background.** This award recognizes base-level military and civil service aircraft, munitions, and missile maintenance personnel who perform hands-on maintenance or manage a maintenance function.

4.1.2.2. **Award Period.** The award period is the Fiscal Year. (1 Oct-30 Sep)

4.1.2.3. **Submission.** MAJCOMs electronically load (submit) packages no later than 1 January to A4M CoP. See [4.1.4.](#) through [4.1.4.7.](#) for specific package guidelines.

4.1.2.4. **Categories.** (see table below) **Lieutenant General Leo Marquez Award CATEGORIES.** (To be included on AF FORM 1206 in Award and Category Boxes, respectively).

Table 4.1. AF Form 1206 Entries.

Category	Eligible Personnel	AF FORM 1206 Entry (CATEGORY)
Field Grade Manager	Major - Colonel	FG Acft Mx or FG MUNS/MSL Mx
Company Grade Manager	2d Lieutenant - Captain	CGO Acft Mx or CGO MUNS/MSL Mx
Civilian Manager	GS-7 - GS-15/GM-13 - GM-15 WG-12 - WG-15/WS-8 - WS-19/ WL-6 - WL-15 (or NSPS equivalent)	Civ Mgr Acft Mx or Civ Mgr MUNS/MSL Mx
Supervisor Manager	MSgt - CMSgt	SNCO Acft Mx or SNCO MUNS/MSL Mx
Technician Supervisor	SSgt - TSgt	NCO Civ Mgr Acft Mx or NCO MUNS/MSL Mx
Civilian Technician	GS1 - GS6 WG1 – WG11/WS1 – WS7/WL1 - WL-5	Civ Tech Acft Mx or Civ Tech MUNS/MSL Mx
Technician	SrA and below	Amn Acft Mx or Amn MUNS/MSL Mx

4.1.2.5. **Proposed Citation Specifics.** Opening Line: “(Rank and name) has been selected to receive the Lieutenant General Leo Marquez Award as the outstanding (maintenance discipline and category) of (year).” Closing Line: “The outstanding contributions of (rank and name) reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force.”

4.1.2.6. **Maintenance Award Board (MAB) Composition (Leo Marquez only).** Unit, MAJCOM (to include NAF if appropriate) and Headquarters Air Force Aircraft Maintenance, Munitions / Missile MAB panels will be convened by functional grouping, and board members will be from the AFSCs within those groups. For example, all Munitions / Missile Maintenance nominations will be evaluated and scored by an equal representation of board members from 2W, 2M, and 21M AFSCs as applicable. The same process will be adhered to for Aircraft Maintenance nominations.

4.1.2.7. **Winner Selection/Notification.** To determine individual category winners AF/A4M designates a Board President to chair a Maintenance Awards Board (MAB) of Air and Joint Staff Lt Colonels, CMSgt, and GS-14 aircraft, munitions, and/or missile maintenance managers to score all packages. AF/A4/7 approves the winner and notifies the MAJCOMs by message.

4.1.2.8. **Photo Specifics.** MAJCOMs submit 5x7 inch color official photo (digital format) of winners in service dress without hat and additional photos as directed by official message released by AF/A4MM.

4.1.2.9. **Award Presentation.** AF/A4M presents a plaque to each winner at the Maintenance Awards Banquet held in Washington, DC in the Spring of each year. Each winner's picture will be added to a Marquez award wall display in the Pentagon.

4.1.3. **The CMSAF Thomas N. Barnes Award (Crew Chief of the Year Award).**

Due Date: 1 March

4.1.3.1. **Criteria.** The Air Force Association (AFA) recognizes the crew chief with the most significant contribution to the AF operational mission. Base-level military and civil service aircraft crew chiefs, regardless of AFSC are eligible for this award.

4.1.3.2. **Award Period.** The award covers the calendar year.

4.1.3.3. **Submission.** MAJCOMs electronically load packages no later than 1 March to A4M CoP. See 4.1.4. through 4.1.4.7. for specific package guidelines.

4.1.3.4. **Proposed Citation Specifics.** Opening Line: "(Rank and name) has been selected as the (year) Air Force Crew Chief of the Year in recognition of (his/her) outstanding contributions while assigned as a/an (MDS) crew chief at (unit, base)." Closing Line: "The outstanding contributions of (rank and name) in a demanding mission support role reflect credit upon (himself/herself), the (MAJCOM), and the United States Air Force."

4.1.3.5. **Winner Selection/Notification.** An AF/A4M evaluation board of maintenance Lt Colonels and Chiefs in the National Capitol Region reviews all MAJCOM nominations and selects one winner. AF/A4/7 approves the winner and notifies the MAJCOMs by message.

4.1.3.6. **Photo Specifics.** MAJCOMs submit 5x7 inch color official photo (digital format) of winner in utility uniform (e.g. BDUs/ABUs) as directed by official message released by AF/A4MM. This photo will be displayed on the A4MM world wide website.

4.1.3.7. **Award Presentation.** AF/A4MM notifies AFA of winner by letter. The AFA presents the official award at its National Convention held each September in Washington DC. The winner's name is added to the wall plaque on display in the Pentagon.

4.1.4. **Guidelines for Individual Awards' Information.** (applies to all awards in this chapter)

4.1.4.1. **Nomination Timing.** All individual award nomination packages will be electronically loaded to A4M CoP by respective due date announced via official message.

4.1.4.2. **Nomination Procedures for Individual Awards.** Only one nomination per MAJCOM per category is allowed. Award packages for personnel nominated for an individual award (Allen, Marquez, or Barnes) will be submitted per the following guidelines.

4.1.4.3. **Use of AF FORM 1206.**

4.1.4.3.1. **Requirements/Evaluation Factors.** Use capital letters for the following headings in the SPECIFIC ACCOMPLISHMENTS block of the AF FORM 1206. When writing packages, ensure attention is paid to the weighted factors and categories (the greatest number of facts should be in the most heavily weighted areas). Evaluation factors shall be weighted during the selection process for all three awards (Allen, Marquez, and Barnes) as follows:

4.1.4.3.1.1. SUSTAINED JOB PERFORMANCE (Weight Factor = .4)

(Information regarding direct sortie generation involvement is required for Allen and Barnes awards; optional for Marquez awards)

4.1.4.3.1.2. JOB EFFICIENCY AND RESULTS (Weight Factor = .3)

4.1.4.3.1.3. JOB KNOWLEDGE (Weight Factor = .2)

4.1.4.3.1.4. OTHER CONSIDERATIONS (Weight Factor = .1)

(May not include more of the above sustained job performance, job efficiency and results, or job knowledge data; may include awards and recognition information.)

4.1.4.3.2. Use of the AF FORM 1206 (the current IMT version) is required. Only the front page will be utilized and submitted.

4.1.4.3.3. All information at the top of the AF FORM 1206 must be completed. **NOTE:** For the Barnes Award, include assigned weapons system mission design series (MDS) in parenthesis in the DAFSC/Duty Title block, if applicable. [e.g. (F-16CJ)].

4.1.4.3.4. Bullet statements will be used. Each major bullet will consist of no more than five lines each (including sub-bullets). For individual awards, the entire bulleted portion will be single-spaced with no blank lines between major bullets and no blank lines between section headings.

4.1.4.3.5. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.

4.1.4.3.6. When using acronyms, it is not required to spell out their meaning if those acronyms appear in **Attachment 1**, Glossary of Resources and Supporting Information of: AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 21-200, *Munitions & Missile Maintenance Management*, AFI 21-201, *Conventional Munitions Maintenance Management*, AFI 21-202, *Missile and Space Systems Maintenance Management*, or AFI 21-204, *Nuclear Weapons Maintenance Management*.

4.1.4.3.7. Packages must not contain classified data/information. Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA.** AF/A4MM, in coordination with MAJCOMs, will make final determination on any packages suspected to contain classified data. Packages determined to have classified data will be removed from competition.

4.1.4.4. **Proposed Citation.** Will be in landscape format. Text for the citation will be single-spaced. (Ref: AFI 36-2805, Atch 2).

4.1.4.5. **Biography.** Prepared only after selection of winner (see 36-2805, Atch 2 for biography format). MAJCOMs submit a biography for each winner per official message released by AF/A4MM.

4.1.4.6. **Restrictions.**

4.1.4.6.1. For the three individual awards (General Lew Allen, Jr., Lt Gen Leo Marquez (any category), and CMSAF Thomas N. Barnes Crew Chief of the Year), individuals may be submitted for only one award (and only one category) in the same year.

4.1.4.6.2. Once an individual wins the Air Force General Lew Allen, Jr., Lt Gen Leo Marquez (any category), or CMSAF Thomas N. Barnes Crew Chief of the Year, in one year, that person is not eligible in the following year for the same award.

4.1.4.6.3. No nominations of a deceased member.

4.1.4.7. **AF Recognition Ribbon.** Individual Air Force-level maintenance award winners are authorized to wear the Air Force recognition ribbon (military) or pin (civilians).

4.1.4.8. **Additional Award Information.**

4.1.4.8.1. There are additional special trophies and awards managed by various sponsors for which maintenance personnel and organizations may be eligible. See AFI 36-2805, Special Trophies and Awards, for the list of trophies and awards, including due dates.

4.1.4.8.2. Maintenance units or maintenance personnel may also be eligible for either the Thomas P. Gerrity Awards, the Dudley C. Sharp Award, and the Ronald Orr Award recognizing outstanding contributions to logistics operations and management and superior performance by a unit for maintenance and mission support. See AFI 36-2822, *The USAF Installations and Logistics Award Program*, for award criteria and due dates.

Chapter 5

DIRECTORATE OF MAINTENANCE UNIT AWARD PROCEDURES

5.1. Unit Maintenance Awards. A4M Directorate of Maintenance manages the Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy and the Maintenance Effectiveness Awards.

5.1.1. Clements McMullen Memorial Daedalian Weapon System Maintenance Trophy (Daedalian Trophy).

Due Date: 1 December

5.1.1.1. **Background.** The Order of Daedalians recognizes the unit that has best met the objective of providing safe, serviceable, and available equipment for sustained use in peace time and war time.

5.1.1.2. **Eligibility.** All Active, Reserve, and Guard units that perform field-level maintenance of weapon systems and equipment are eligible to compete. Active and Reserve units that are associate units may compete as a single unit. The preponderance of unit staffing shall comprise military personnel. 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 authorized personnel. Provisional units as defined in AFI 38-101, *Air Force Organization*, are not eligible for this award.

5.1.1.3. **Restrictions.** Units submitted for the Daedalian Trophy cannot be submitted simultaneously for Air Force Maintenance Effectiveness Awards (MEA).

EXAMPLE: If the XYth Wing competes for the Daedalian Trophy, the XYth Wing is ineligible to compete for the MEA. However, organizations under the XYth Wing (e.g. XYth MXS, XYth CRS, etc.) may compete in the appropriate MEA category (see [5.1.2.1.](#)).

5.1.1.4. **Award Period.** The award period is the Fiscal Year. (1 Oct-30 Sep)

5.1.1.5. **Submission.** An electronic copy of each package (see [5.1.3.](#) and [5.1.4.](#)) will be uploaded to the A4M CoP. MAJCOMs postmark two hard copies of each package submitted electronically to AF/A4MM (see [5.1.4.13.](#)) no later than 1 December. Pages will be white with no watermarks or background logos. Pages will be placed inside plastic non-glare document protector in standard blue soft-side folders. Executive correspondence plastic coversheet protectors will not be used. Two pages will be placed in each document protector facing front and back (head-to-head). A white label will be affixed to the upper left corner of the folder with the following information included: Award Year, Award Category, Unit, Base, and MAJCOM.

5.1.1.6. **Winner Selection/Notification.** AF/A4M convenes a board of National Capitol Region Colonels to determine winner. AF/A4/7 approves the winner and notifies the MAJCOMs by message.

5.1.1.7. **Pentagon Display.** The winning unit will supply AF/A4MM digital graphics to build a commemorative wall display shown in the Pentagon for one year. The display will be 4 feet high x 8 feet wide. AF/A4MM will coordinate with the winning unit/MAJCOM to ensure the digital file meets printing specifications and is received in a timely manner.

5.1.1.8. **Award Presentation.** AF/A4MM will coordinate with the winning unit/MAJCOM for an appropriate Order of Daedalians presentation at the winning unit.

5.1.1.9. **DoD Competition.** The winning unit will complete all requirements in **Chapter 1** to ensure unit package is revised to compete for Field-Level DoD Awards. **NOTE:** The DoD nomination packages shall not exceed 20 pages.

5.1.2. **The AF Maintenance Effectiveness Award (MEA).** The AF/A4M presents the MEA to recognize those maintenance units which have best managed their resources in four separate categories. Due Date: 1 January

5.1.2.1. **Background.** The MEA recognizes the unit that has best met the objective of providing safe, serviceable, and available equipment for sustained use in peace time and war time.

5.1.2.2. **Eligibility.** All Active, Reserve, and Guard units that perform field-level maintenance of weapon systems and equipment are eligible to compete. Active and Reserve units that are associate units may compete as a single unit. The preponderance of unit staffing shall comprise military personnel. Number of authorized maintenance personnel (may include supply, administrative, or other personnel as long as directly assigned to maintenance unit) and mission will determine which MEA category the unit will compete. Provisional units as defined in AFI 38-101, *Air Force Organization*, are not eligible for this award.

5.1.2.3. **Categories :** The categories of competition shall be based on the size of the unit, as determined by the total number of authorized personnel. The nominated units shall be representative of the different types of units within the DoD Components that maintain equipment, software, or weapon systems. To be eligible, units must have operated within their nominated size category for at least one half of the competition period (6 months). Unit competition categories are as follows:

5.1.2.3.1. Category 1 – Small Aircraft Maintenance: 25 to 300 authorized personnel. **NOTE:** Top 2 units in this category will be submitted to compete in the Small Category DoD Maintenance Awards and Phoenix Trophy (see **Chapter 1** for submission details)

5.1.2.3.2. Category 2 - Medium Aircraft Maintenance: 301 to 999 authorized personnel.

NOTE: Top 2 units in this category will be submitted to compete in the Medium Category DoD Maintenance Awards and Phoenix Trophy (see **Chapter 1** for submission details)

5.1.2.3.3. Category 3 - Missile/Munitions Maintenance: any size

5.1.2.3.4. Category 4 - Depot: any size

5.1.2.4. **Restrictions.** Units submitted for the Daedalian Trophy cannot be submitted simultaneously for Air Force Maintenance Effectiveness Awards (MEA).

EXAMPLE: If the XYth Wing competes for the Daedalian Trophy, the XYth Wing is ineligible to compete for the MEA. However, organizations under the XYth Wing (e.g. XYth MXS, XYth CRS, XYth CS, etc.) may compete within their appropriate MEA category.

5.1.2.5. **Award Period.** The award period is the Fiscal Year. (1 Oct-30 Sep)

5.1.2.6. **Submission.** An electronic copy of each package (see **5.1.3.** and **5.1.4.**) will be uploaded to the A4M CoP. MAJCOMs postmark two hard copies of each package submitted electronically to AF/A4MM (see **5.1.4.13.**) no later than 1 January. Pages will be white with no watermarks or background logos. Pages will be placed inside plastic non-glare document protectors in standard

blue soft-side folders. A white label will be affixed to the upper left corner of the folder with the following information included: Award Year, Award Category, Unit, Base, and MAJCOM. Executive correspondence plastic coversheet protectors will not be used. Two pages will be placed in each document protector facing front and back (head-to-head).

5.1.2.7. **Winner Selection/Notification.** AF/A4M convenes a board of National Capitol Region Lt Colonels and Chiefs to determine winner. AF/A4/7 approves the winner and notifies the MAJCOMs by message.

5.1.2.8. **Award Presentation.** AF/A4M will present awards at the annual maintenance awards banquet held in Washington DC each Spring.

5.1.2.9. **DoD Competition.** The winning units will complete all requirements in **Chapter 1** to ensure unit package is revised to compete for Field-Level DoD Awards. **NOTE:** The DoD nomination packages shall not exceed 20 pages.

5.1.3. **Contents of Unit Award Nomination Packages (Daedalian Trophy and MEA).** The nomination packages shall not exceed 7 pages, excluding the cover, table of contents, dividers, and proposed citation. The award nomination packages contents will include:

5.1.3.1. **Cover page.** Cover page must include: Award Year, Unit, Award Category, and MAJCOM. Other photographs, drawings, or depiction of the unit may be displayed on the cover.

5.1.3.2. **Table of Contents.**

5.1.3.3. **Section 1.** (maximum recommended 2 pages)

Basic Unit Information includes: - Nominated unit designation; category/unit size of nominated unit; point of contact at nominated unit; unit and MAJCOM point of contact; mailing address of nominated unit and higher headquarters; message addresses (Plain Language Address) for nominated unit and higher headquarters; nominated unit: size, location; mission description/statements; and operational chronology of significant operational: events, deployments, and major training exercises. In addition include "Key Mission Descriptors and Terms" (AF acronyms that may not be understandable to all functional areas).

5.1.3.4. **Section 2.** Nominees shall address the following areas and howe, how these accomplishments exceeded the baseline of normal performance. Section 2 shall separately address the areas as follows.

5.1.3.4.1. **Mission Accomplishments (Weight Factor = 4).** (maximum recommended 2 pages) A description of mission accomplishments in bullet format for the competition period. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the unit's, or on any supported unit's, operational capability and mission accomplishment. Examples of areas that may be included are:

5.1.3.4.1.1. Accomplishment of unit mission requirements.

5.1.3.4.1.2. Weapon system or equipment materiel readiness status.

5.1.3.4.1.3. Operational deployment participations and successes.

5.1.3.4.1.4. Local or higher headquarters exercise involvement and successes.

5.1.3.4.1.5. Special programs such as time compliance and technical order accomplishment.

5.1.3.4.1.6. Specific challenges unique to the operational environment.

5.1.3.4.2. **Effective Use of Maintenance Resources (Weight Factor = 3).** (maximum recommended 1.75 pages) A description of accomplishments in bullet format that show efficient and effective use of maintenance resources.

5.1.3.4.3. **Innovative Management Accomplishments (Weight Factor = 2).** (maximum recommended 0.75 pages) A description of maintenance management actions in bullet format taken within the competing unit to improve the unit's or supported unit's mission capability. Some areas that may be included are:

5.1.3.4.3.1. Equipment improvement recommendations that resulted in an improved readiness posture.

5.1.3.4.3.2. Resource management innovations and improvements.

5.1.3.4.3.3. Safety programs.

5.1.3.4.3.4. Training programs.

5.1.3.4.3.5. Production control innovations and improvements.

5.1.3.4.4. **Personnel Quality of Life Programs (Weight Factor = 1).** (recommended maximum 0.5 pages) A description of programs or actions in bullet format aimed at improving the motivation or morale of maintenance personnel. Examples of areas that may be included are:

5.1.3.4.4.1. Self-help programs.

5.1.3.4.4.2. Personnel recognition programs.

5.1.3.4.4.3. Community projects.

5.1.3.4.4.4. Communications programs.

5.1.3.4.4.5. Humanitarian projects and programs.

5.1.3.4.4.6. Spousal support.

5.1.3.5. **Section 3.** Shall include a concise, unclassified, proposed citation highlighting specific achievements that shall be suitable for use in the awards presentation ceremony.

5.1.3.5.1. **Proposed Citation Requirements.** Single-spaced Ref: AFI 36-2805 Attachment 3. Opening Line: "The (unit) has distinguished itself by accomplishing superior (aircraft, munitions, missile, or communications-electronics) maintenance during the period 1 October (year) through 30 September (year)." Closing Line: "The professionalism and commitment to excellence demonstrated by the men and women of the (unit) reflect great credit upon themselves, the (MAJCOM), and the United States Air Force."

5.1.3.5.2. **Closing Page.** Optional closing page may be included in package. Page will contain only photos, drawings, etc. (does not count toward overall page count)

5.1.4. **Guidelines for Unit Awards (Daedalian Trophy and MEA).** Unit award package will be submitted per the following guidelines:

5.1.4.1. AF Form 1206 will not be used.

5.1.4.2. All pages will have at least one-inch margins on all sides. Headers, footers, page numbers and border designs may be placed outside the one-inch margin. Citation guidance will override this margin requirement.

5.1.4.3. Font size and style must be followed, use bullet style text with Times New Roman, 12-point font. Photograph, table, and graph captions may be a smaller font size, but must be readable.

5.1.4.4. Bullet statements will be used for all information in Section 2. Each bullet will consist of no more than five lines each (including sub-bullets). Lines within each major bullet will be single-spaced (no blank lines will be used between sub-bullets). For all awards in discussed in this chapter, one blank line will be used between each major bullet. Text wrapping around graphics will be no more than five equivalent full-margin lines.

5.1.4.5. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.

5.1.4.6. Do not send copies of inspection reports or similar supportive material.

5.1.4.7. Packages must not contain classified data/information. Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA.** AF/A4MM, in coordination with MAJCOMs, will make final determination on any packages suspected to contain classified data. Packages determined to have classified data will be removed from competition.

5.1.4.8. Units with Associate Reserves may include the Associate Reserve unit's contributions in their nomination packages.

5.1.4.9. All pages that count toward the overall page count will be numbered.

5.1.4.10. Colored text may be used in package presentation.

5.1.4.11. Photographs are not authorized to be included in Section 2.

5.1.4.12. No restrictions apply to units winning Daedalian or Maintenance Effectiveness Awards in consecutive years.

5.1.4.13. AF/A4MM Mailing Address:

HQ USAF/A4MM
1030 Air Force Pentagon
Room 4A264
Washington, DC 20330-1030

Chapter 6

RECORDS MANAGEMENT

6.1. Records Management: Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

6.2. Prescribed and Adopted Forms

6.2.1. **Prescribed Forms.** AF IMT Form 1206, *Nomination For Award*

6.2.2. **Adopted Forms.** None.

KEVIN J. SULLIVAN, Lt General, USAF
DCS/Logistics, Installations & Mission Support

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

AF Records Information Management System (AFRIMS): <https://afrims.amc.af.mil>

AFI 24-101, Passenger Movement

AFI 21-101, Aircraft and Equipment Maintenance Management

AFI 21-200, Munitions & Missile Maintenance Management

AFI 21-201, Conventional Munitions Maintenance Management

AFI 21-202, Missile and Space Systems Maintenance Management

AFI 21-204, Nuclear Weapons Maintenance Management

AFI 36-2805, Special Trophies and Awards

AFI 36-2822, The USAF Installations and Logistics Award Program

AFI 38-101, Air Force Organization

AFPD 36-28, Awards and Decorations Program

DoDI 1348.30, Secretary of Defense Maintenance Awards Program

Abbreviations and Acronyms

ABU—Airman Battle Uniform

AFA—Air Force Association

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

BDU—Battle Dress Uniform

CANN Rate—Cannibalization Rate

CSAF—Chief of Staff, United States Air Force

CMSAF—Chief Master Sergeant of the Air Force

CoP—Community of Practice

DAFSC—Duty Air Force Specialty Code

DoD—Department of Defense

DRU—Direct Reporting Unit

FOA—Field Operating Agency

HAF—Headquarters Air Force

HQ USAF/A4/7—HQ USAF, Deputy Chief of Staff for Logistics, Installations & Mission Support

HQ USAF/A4M—HQ USAF, DCS/Logistics, Installations and Mission Support, Director of Maintenance

HQ USAF/A4MM—Directorate of Maintenance, Maintenance Management Division

HQ USAF/A4MY—Directorate of Maintenance, Weapons Systems Division

LMA—Lieutenant General Leo Marquez Award

MAB—Maintenance Awards Board

MAJCOM—Major Command

MDS—Mission Design Series

MEA—Maintenance Effectiveness Award

MC Rate—Mission Capable Rate

MXS—Maintenance Squadron

NSPS—National Security Personnel System

OSD—Office of the Secretary of Defense

TNMCM Rate—Total Not Mission Capable Maintenance Rate

TNMCS Rate—Total Not Mission Capable for Supply Rate