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**Personnel**

**LOGISTICS AND OPERATIONS PLANS  
AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 10 AF/XP (Lt Col Lloyd Miller)

Certified by: 10 AF/XP (Lt Col Stephen Topper)

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This instruction implements AFPD 36-28, *Awards and Decorations Programs* and establishes procedures, duties and responsibilities of the 10 AF Plans Awards Program, to fulfill the purpose of AFI 36-2818/AFRC Supplement 1, *The USAF Logistics Awards Program*. The Logistics and Operation Plans awards program recognizes individuals and organizations within the combined plans community for outstanding contributions to the success of the logistics and operation planning missions. It also recognizes headquarters planners for competition for Command Awards. It applies to all 10 AF units.

- 1. Office of Primary Responsibility.** 10 AF/XPL bears overall responsibility for the Plans and Programs Award program.
- 2. Award Program Manager.** Award Program Manager is appointed by 10AF/XP to administer this program. An alternate shall be appointed.
- 3. Committee.** Selection committee consists of at least five members of the 10 AF Plans Division and three senior 10 AF Logistics officers. The 10 AF/XP senior logistics officer is a voting member in case of a tie, and to break the tie.
- 4. Working Groups.** No working groups are to be permanently established.
- 5. Procedures:**
  - 5.1. Nomination restrictions. Follow procedure outlined in AFI 36-2818 Chapter 3 and Paragraph 8.2.6.
  - 5.2. Nomination criteria. Follow procedure outlined in AFI 36-2818 Chapter 8.2.
    - 5.2.1. Nominations need to be solicited in September/October with suspense date of 1 December each year.

5.2.2. Packages should be compiled and voting sheet prepared by the December Unit Training Assembly (UTA).

5.3. Nomination categories are listed in AFI 36-2818, Tables 8.1 and 8.1.1 of the AFRC Supplement.

5.4. Nomination sample is shown in AFI 36-2818, Attachment 7 and Sample Individual Data Sheet is shown in Attachment 8.

5.5. Selection:

5.5.1. Using the objective criteria currently being used by HQ AFRC/LGX and AF/ILXX to evaluate nominees for the Air Force program, members of the selection committee vote for the most deserving individual or office based on these criteria.

5.5.2. Personnel assigned to 2GXXX positions in Logistics organizations and other squadrons and groups are eligible and commanders and managers should be encouraged to nominate Logistics Planners in the appropriate category of eligibility.

5.6. Voting is normally held annually during or after the December UTA (but before January 15). Voting members of the selection committee are provided a ballot and copies of the nominations for each category to make the selection. In the event of no nominations were received for the civilian plans categories, the committee members vote for the best ART from the remaining equivalent military category.

5.7. Citation process is listed in AFI 36-2818 Chapter 8.2.4.

5.7.1. All nominees are recognized with a letter signed by the 10AF/XP.

5.7.2. All 10 AF Award winners are recognized with a citation from 10 AF/CC.

5.7.3. A 10 AF plaque is presented the 10 AF Outstanding Unit Plans office.

## **6. Duties and Responsibilities:**

6.1. 10 AF/Plans Awards Program Manager.

6.1.1. Maintains an Awards continuity folder with a:

6.1.1.1. List of last five years' nominees and selected individuals.

6.1.1.2. Current copy of the AFI 36-2818 and AFRC supplements.

6.1.1.3. Metrics about nominees and selections based on units and categories.

6.1.2. Solicits nominations from each unit and follow up on non-contributors.

6.1.3. Creates voting sheets for selection committee.

6.1.4. Creates selection committee from the XP office and senior LG directorate staff.

6.1.5. Tallies votes.

6.1.6. Forwards 10 AF winners to AFRC for consideration for the AFRC awards.

6.1.7. Creates letters for nominees.

6.1.8. Creates citations and plaques for selected individuals and units.

6.1.9. Disburses letters, citations, and plaques to individuals and units.

6.1.10. Maintains permanent records of voting outcome and selections according to AFMAN 37-139, *Records Disposition Schedule*.

6.1.11. Informs all key managers of selection.

6.2. 10 AF/XP:

6.2.1. Appoints an Awards Program Manager.

6.2.2. Provides funding source for plaques and certificates.

JOHN A. BRADLEY, Brig Gen, USAFR  
Commander