

MEMORANDUM FOR NAF/DP

26 Jul 04

FROM: HQ AFRC/DPMB  
155 Richard Ray Blvd  
Robins AFB GA 31098-1635

SUBJECT: Recommendations for the Air Force Organizational Excellence Award (AFOEA) and the Air Force Outstanding Unit Award (AFOUA) (**Suspense Date: 1 Oct 04**)

The AFOEA/AFOUA is awarded for exceptionally meritorious service or exceptionally outstanding achievement that clearly sets the unit above and apart from similar units. Heroism may be involved, but is not essential. Unnumbered organizations are recommended for the AFOEA and numbered organizations are recommended for the AFOUA. The recommendation may be for service or achievement as follows:

Exceptionally meritorious service of national or international significance. The exceptionally meritorious service must cover a period of not more than 2 years and not less than 1 year.

Outstanding achievement of national or international significance. An outstanding achievement award is intended to recognize a single specific act or accomplishment that is separate and distinct from the usual mission or regular function of the unit. The outstanding achievement must cover a period less than 1 year and is characterized by definite beginning and ending dates. The specific achievement must be sufficiently outstanding to be readily distinguishable from meritorious service and must clearly warrant immediate recognition. A unit award that recognizes a single act of heroism or a single outstanding achievement does not necessarily preclude a meritorious service award. In such instances, to avoid duplication, the previously recognized act or outstanding achievement cannot be included in justification for the later award.

**AFOEA/AFOUA recommendations consist of a Letter of Recommendation, a Justification (3 Copies), a Citation (3 Copies), and 3.5" Floppy disk.**

1. Letter of Recommendation: The letter of recommendation must include endorsement of the WING/CC & NAF/CC of the unit being recommended, the type of unit award (AFOEA/AFOUA) being recommended, type of service (exceptionally meritorious service or outstanding achievement), the inclusive dates of the period recommended, an accurate list of previously approved AFOEAs or AFOUAs, and a complete/accurate list of subordinate organizations to share in the AFOEA/AFOUA. For MAJCOM recommendations, the MAJCOM commander is the recommending official and, therefore, the commander or vice commander must sign the recommendation. Follow the example at attachment 1.

2. AFOEA/AFOUA Justification: The justification must be in one of two formats:
  - a. Justification on plain bond paper must be at least one page in length, but no more than two, single-spaced pages. Use either narrative or bullet format. Follow the example at attachment 2.
  - b. Justification on the AF IMT 1206 is limited to the front and back of the form in bullet format only. **The recommendation must not contain classified information.** Follow the example at attachment 3.
3. AFOEA/AFOUA Citation: Citation must comply with AFI 36-2803, para A4.15, Atch 5, "Sample Citation Headings (Unit Awards)." If the AFOEA/AFOUA recommendation is classified, provide an unclassified citation. Follow the example at attachment 4.
4. 3.5" Floppy Disk: Disk must contain the justification and citation in MSWord.
5. All submissions should be thoroughly reviewed and grammatically correct. Additionally, all submission should be scanned for spelling errors using spell check.
6. Organization chart with PAS codes should be included identifying subordinate units who will share in the award.
7. Citation & justification narrative or AF IMT 1206 should be in three (3) copies.
8. Nomination packages should be mailed to HQ AFRC/DPMB, Attn: Mr. Phill Grubb, 155 Richard Ray Blvd, Robins AFB GA 31098-1635.
9. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 1 OCT 04**
10. Questions concerning this award may be directed to HQ AFRC/DPMB (Mr. Phill Grubb) at DSN 497-0285.

FOR THE DIRECTOR OF PERSONNEL

MICHAEL A. CLEVELAND, Colonel, USAF  
Director of Personnel

Attachments:

1. Example AFOEA/AFOUA Recommendation Ltr
2. Example AFOEA/AFOUA Plain Bond Paper Justification
3. Example AFOEA/AFOUA AF IMT 1206 Justification
4. Example AFOEA/AFOUA Citation

**“EXAMPLE AFOEA/AFOUA RECOMMENDATION LETTER”**  
“Organizational Letterhead”

MEMORANDUM FOR HQ AFRC/DPMB

FROM: 910 AW/CC  
1300 Langley Lane  
Youngstown ARB OH 00000-0000

SUBJECT: Recommendation for Award of the Air Force Outstanding Unit Award

I recommend the 910th Airlift Wing for the Air Force Outstanding Unit Award (AFOUA) for exceptionally meritorious service during the period of 1 July 2002 to 31 May 2004. The unit has previously been awarded the following AFOUAs:

AFOUA 1 Jun 86 – 31 May 88

AFOUA 1 Jun 90 – 31 May 92

AFOUA 1 Jun 94 – 31 May 96

The following subordinate organizations will share in the AFOUA:

<u>Organization Title:</u>	<u>Office Symbol:</u>	<u>Complete PAS:</u>	<u>Inclusive Period:</u>
910 <sup>th</sup> Services Flight	910 SVF	LEXXXXXX	(If different from above)
910 <sup>th</sup> Fire Department	910 FD	LEXXXXXX	
910 <sup>th</sup> Security Forces	910 SF	LEXXXXXX	1 Sep 02 – 31 May 03
910 <sup>th</sup> Public Affairs	910 PA	LEXXXXXX	
910 <sup>th</sup> MPF	910 MPF	LEXXXXXX	
910 <sup>th</sup> Civil Engineer Sq	910 CES	LEXXXXXX	
910 <sup>th</sup> Operations Sq	910 OS	LEXXXXXX	1 Nov 02 – 31 May 03

**Notes: Subordinate organizations to share in the AFOEA must be unnumbered organizations; likewise, subordinate organizations to share in the AFOUA must be numbered organizations. List of subordinate organizations to share in the AFOEA must be complete/accurate to preclude processing delays and amendments to orders. Also, list must clearly reflect the organization’s title/name, office symbol, and PAS code as shown in example above.**

This wing qualifies for the AFOUA by making truly significant contributions, which measurably enhanced the Dept of Defense and Air Force’s abilities to optimally perform their peacetime and wartime contingency missions. The exceptionally meritorious service included significant achievements in force protection initiatives impacting the entire Air Force, distinguished participation in joint training exercises, and short notice deployments to real world contingencies. The 910<sup>th</sup> Airlift Wing is truly an outstanding organization. My point of contact/action officer on this matter is Major John J. Doe, DSN: 857-1010. **(Must have a POC).**

“Signature of Wing CC & Endorsement from NAF/CC

Attachments:

1. AFOUA Justification
2. AFOUA Citation
3. 3.5” Floppy Disk

Atch 1

## **“EXAMPLE AFOEA/AFOUA PLAIN BOND PAPER NARRATIVE JUSTIFICATION”**

I recommend the 910th Airlift Wing for the Air Force Outstanding Unit Award (AFOUA) for exceptionally meritorious service during the period of 1 July 2002 to 31 May 2004. This command developed and analyzed 130 different Aerospace Expeditionary Force (AEF) and Aerospace Expeditionary Wing (AEW) alignment options to ensure a balanced war fighting capability to meet CSAF vision for the Expeditionary Aerospace Force. During Operation ALLIED FORCE (OAF), the Integrated Scheduling Team (IST) developed a prioritized force selection matrix to fill all force requests while minimizing the impact on the planned Aerospace Expeditionary Force. The command led the planning and execution of the Air Force’s largest exercise program using 35 million dollars for 55 exercises, supporting 7 war fighting commanders and training 17,000 active, Reserve, and Allied airmen.

### **Notes:**

- 1. Justification must be at least one page in length, but no more than two, single-spaced pages.**
  - 2. Justification does not need to be signed.**
  - 3. Keep all margins to 1 inch.**
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## **“EXAMPLE AFOEA/AFOUA PLAIN BOND PAPER BULLET JUSTIFICATION”**

I recommend the 910th Airlift Wing for the Air Force Outstanding Unit Award (AFOUA) for exceptionally meritorious service during the period of 1 July 2002 to 31 May 2004.

- Developed and analyzed 130 different Aerospace Expeditionary Force (AEF) and Aerospace Expeditionary Wing (AEW) alignment options to ensure a balanced war fighting capability to meet Chief of Staff, Air Force, vision for the Expeditionary Aerospace Force
- During Operation ALLIED FORCE, the Integrated Scheduling Team (IST) developed a prioritized force selection matrix to fill all force requests while minimizing the impact on the planned Aerospace Expeditionary Force
- Led the planning and execution of the Air Force’s largest exercise program using 35 million dollars for 55 exercises, supporting 7 war fighting commanders and training 17,000 active, Reserve, and Allied airmen

### **Notes:**

- 1. Justification must be at least one page in length, but no more than two, single-spaced pages.**
- 2. Justification does not need to be signed.**
- 3. Keep all margins to 1 inch.**
- 4. Follow bullet format rules.**

**NOMINATION FOR AWARD**

AWARD Air Force Organizational Excellence Award (AFOEA)		CATEGORY (If Applicable)	AWARD PERIOD 1 Jun 99 - 31 May 01
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		SSN	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)		
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Headquarters Air Combat Command, 1300 Langley Lane, Langley AFB, VA 13000-2323			
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)			

*SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)*

- Developed and analyzed 130 different Aerospace Expeditionary Force (AEF) and Aerospace Expeditionary Wing (AEW) alignment options to ensure a balanced war fighting capability to meet Chief of Staff, Air Force, vision for the AEF
- During Operation ALLIED FORCE (OAF), the Integrated Scheduling Team (IST) developed a force selection matrix to fill all force requests while minimizing the impact on the planned AEF
  - The IST simultaneously developed a plan to reconstitute Current-Active-Forces to pre-OAF levels
- Led the planning and execution of the Air Force's largest exercise program using 35 million dollars for 55 exercises, supporting 7 war fighting Commanders-in-Chief (CINC) and training 17,000 active, Reserve, and Allied airmen

**Notes:**

1. Limit justification to front and back of form in bullet format only.
2. Form does not need to be signed.
3. Follow bullet format rules.
4. Only the blocks shown above need to be filled in.

**"EXAMPLE AFOEA/AFOUA AF FORM 1206 JUSTIFICATION"**

**Atch 3**

**“EXAMPLE AFOEA/AFOUA CITATION”**

**CITATION TO ACCOMPANY THE AWARD OF  
THE AIR FORCE OUTSTANDING UNIT AWARD  
TO  
910TH AIRLIFT WING**

The 910th Airlift Wing distinguished itself by exceptionally meritorious service from 1 July 2002 to 31 May 2004. During this period, the 910th Airlift Wing effectively organized, trained, equipped and maintained combat-ready forces for rapid deployment and employment while ensuring forces were ready to meet the challenges of peacetime air sovereignty and wartime air defense. Within the command, 130 different Air Expeditionary Force and Wing alignment options were developed and analyzed to ensure balanced war fighting capability for years to come. Through Air Expeditionary Force vehicle validation, the 910th Airlift Wing established vehicle requirements for both fighter and bomber beddown, which will help shape the guidance for global tasking initiatives. The professionalism, knowledge and technical skills of the Command's personnel contributed directly to the fulfillment of mission objectives. The distinctive accomplishments of the members of the 910th Airlift Wing reflect great credit upon themselves and the United States Air Force.

**Note: Refer to AFI 36-2803, para A4.15 and Attachment 5 “Sample Citation Headings (Unit Awards)” for detailed information.**