

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**

AIR UNIVERSITY INSTRUCTION 36-2313

26 FEBRUARY 2003



Personnel

**AIR UNIVERSITY-CONDUCTED EDUCATION
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AUI 33-2313, 23 April 1997

Certified by: HQ AU/CFA
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Pages: 5
Distribution: F

This instruction describes education awards programs whose nomination and selection processes are conducted by Air University (AU) organizations and which apply to more than one school. It includes and replaces existing instructions on the following awards: Secretary of the Air Force Leadership Awards, USAF NCO PME Achievement Awards, AETC Educator of the Year awards (formerly AU Commander's Award for Faculty Achievement), General Muir S. Fairchild Educational Achievement Award, John L. Levitow Awards, Air University Foundation's Society of the Strategic Air Command's Air University Faculty Excellence Award, and Wright Brothers Officership Awards. It applies to all AU schools and organizations. Electronic submissions are permitted.

SUMMARY OF REVISIONS

This revision updates procedures for all AU-conducted education awards, changes the name of the Society of the Strategic Air Command's Air University Faculty Excellence Award to the Air University Foundation's Society of the Strategic Air Command's Air University Faculty Excellence Award.

1. Glossary of References and Supporting Information

1.1. References

AFI 36-2301, *Professional Military Education*

1.2. Abbreviations and Acronyms

AETC – Air Education and Training Command

ACSC – Air Command and Staff College

AU – Air University
AWC – Air War College
CEPME – College for Enlisted Professional Military Education
NCO – Noncommissioned Officer
NCOA – Noncommissioned Officer Academy
PME – Professional Military Education
SECAF – Secretary of the Air Force
SNCOA – Senior Noncommissioned Officer Academy
SSAC – Society of Strategic Air Command
USAF – United States Air Force

2. The Secretary of the Air Force Leadership Awards. The Secretary of the Air Force (SECAF) Leadership Awards are given annually to honor the PME graduates who demonstrated the greatest leadership while attending school. AU/XP coordinates the selection process and arranges for the SECAF or a representative to present the awards at a ceremony in the spring (typically near the end of May). Each Air University PME school selects an award winner according to the criteria and procedures determined by the school, and submits the selection package to AU/XP by 30 days before the ceremony.

3. The USAF NCO PME Achievement Awards. AU/XPRO conducts the NCO PME Achievement Awards nomination and selection process for HQ USAF/DPLE in accordance with AFI 36-2301, *Professional Military Education*. Six awards are given annually to honor the outstanding instructor and the outstanding manager at each level of enlisted PME: the Senior NCO Academy, the NCO Academies, and the Airman Leadership Schools.

4. The AETC Educator of the Year Awards. The AETC Educator of the Year awards recognize individual faculty members who have made outstanding contributions to AETC's education mission during the academic year of 1 July through 30 June.

4.1. **Policy.** One officer, one enlisted, and one civilian faculty member are each recognized as AETC Educator of the Year. The award honors individuals only, not teams or units.

4.2. **Eligibility.** An educator or faculty member is generally recognized as the subject matter expert who develops or teaches formal educational courses or composes research and educational publications. Personnel whose primary roles fall in the category of support or administration are not eligible for the award. Examples of these ineligible roles include: (1) teaching or preparation of in-house training-type courses; (2) word processing, editing, and packaging of educational materials whose content was contributed by others; (3) conversion of materials into alternate means of delivery; and (4) supervision of those engaged in education functions. Personnel eligible for technical training awards sponsored by AETC Directorate of Technical Training (AETC/TT) may not compete for AETC Educator of the Year.

4.3. **Nomination and Selection.** AU/CF conducts the nomination and selection process on behalf of the AETC Director of Education (AETC/ED).

4.3.1. **Nomination Procedures.** Each eligible organization reporting directly to AETC/ED (AU/CC) may submit one nomination in each category. There are obvious exceptions; for example, there are no officer faculty members in CEPME. Nomination packages are submitted to AU/CF by late July for the previous academic year's award. Negative replies are requested. Nominations include AF Form 1206, **Nomination for Award**, or a single page in either narrative or bullet format in "Times New Roman" font with no smaller than 12-pt font size; a proposed citation; and a biography for use should the nominee be selected. Extracurricular activities are inappropriate unless related to the education mission. A cover letter or note provides the name, phone number, and office symbol of a point of contact to be notified if the nominee is selected for the award and a complete address for sending a congratulatory letter to each nominee. The citation, biography, and cover letter or note are not provided to the selection committee.

4.3.2. **Selection Procedures.** AU/CF appoints an ad hoc selection committee or committees to evaluate the nominations and recommend an officer, enlisted, and civilian selectee for AETC/ED approval. Upon final decision of AETC/ED, AU/CF notifies the organizations' points of contact.

4.4. **Presentation.** AU/CF notifies AU/CCF who purchases and engraves the plaques. AU/CF arranges for the awards to be presented in a ceremony held by the appropriate organization.

5. The General Muir S. Fairchild Educational Achievement Award. The Fairchild Award was established in 1964 by the Order of Daedalians to recognize outstanding educational achievement in AU. The Order of Daedalians is an organization of World War I officer pilots, their descendants, and named members. The perpetual trophy, prominently displayed in the Daedalian Room of the Maxwell AFB Officers' Club, was donated by Lieutenant General Harold L. George, USAF (retired), as a memorial to General Fairchild, founder and first commander of AU.

5.1. **Policy.** The award is given each year for the most significant contribution to AU education or to Air Force education in general. It is intended to stimulate and reward creative and outstanding achievement in military education and to increase interest of Daedalians in furthering professional educational development with the Air Force. Individuals and working groups from AU organizations, entire units, individual students, and groups of students may compete for the award.

5.2. **Eligibility.** Civilian and military personnel, including members of other services or agencies assigned to AU, may be nominated. Nominees' accomplishments, service, and contributions should have been significant, outstanding, and continuous, extending over at least one calendar year. However, a nomination is considered for a one-time contribution if it results in noteworthy benefit to AU or to Air Force education.

5.3. **Nomination and Selection.** AU/CF conducts the nomination and selection process on behalf of the Order of Daedalians.

5.3.1. **Nomination Procedures.** Each eligible organization reporting directly to AU/CC may submit one nomination each year. Nomination packages are submitted to AU/CF by late January for the previous calendar year's award. Negative replies are requested. The nomination package includes a description of each group or nominee's contributions for the year limited to two pages in narrative or

bullet format in "Times New Roman" font with no smaller than 12-pt font size, a citation and a biography or biographical description for a group. The nomination for an individual must include the nominee's rank or grade and name, position, and nominating organization. A group nomination must include the name of the group; a list of the group's members and the name of the nominating organization. The list of group members may be attached to the write-up. A cover letter or note provides the name, phone number, and office symbol of a point of contact to be notified if the nominee is selected for the award and a complete address for sending a congratulatory letter to each nominee. The citation, biography or biographical description and the cover letter or note are not provided to the selection committee.

5.3.2. Selection Procedures. AU/CF appoints an ad hoc selection committee to evaluate the nominations and recommend a selectee for AU/CC approval. Upon final decision of AU/CC, AU/CF notifies the organization's point of contact.

5.4. Presentation. AU/CF notifies the National Headquarters, Order of Daedalians, of the selection and provides the Maxwell AFB Founders Flight Captain all necessary information to arrange for the individual or group plaque to be purchased and engraved, the perpetual trophy to be engraved, and an appropriate award presentation ceremony.

6. The John L. Levitow Awards. The John L. Levitow Awards honor the overall outstanding graduate of each USAF Senior NCO Academy (SNCOA), NCO Academy (NCOA), and Airman Leadership School class. The nomination and selection process for the SNCOA and all NCOAs are conducted in accordance with USAF EPME procedural guidance.

7. The Air University Faculty Excellence Award. Presented by the Air University Foundation on behalf of the Society of the Strategic Air Command (SSAC), Inc., which provided the assets for continuation of the award when the Society was dissolved at the time the Strategic Air Command was inactivated. SSAC was incorporated as a non-profit organization dedicated to preserving the rich heritage, tradition, and dedication of the men and women of the Strategic Air Command. SSAC was committed to fostering an understanding of the continuing need for strong, modern air and space forces and air and space power. Education was the focal point around which the Society built its programs. SSAC annually honored AU's outstanding faculty member with its AU Faculty Excellence Award. AU/CF appoints a special ad hoc selection committee to recommend an awardee to AU/CC from among the eligible AETC Educator of the Year nominees, requests a biography from the awardee's organization, and notifies the Air University Foundation of the selection. Air University Foundation works with the awardee's organization to arrange an appropriate presentation ceremony.

8. The Wright Brothers Officership Awards. AU sponsors the Wright Brothers Officership Awards to identify and acknowledge outstanding officer students and faculty members at the Air War College (AWC) and Air Command and Staff College (ACSC).

8.1. Selection Process. The commandant of each school selects one student who has made outstanding contributions to the success of his or her class and one faculty member who has made exceptional contributions to the overall educational objectives of the school. All military faculty and students, including those from sister services and foreign services, are eligible. Awards are based on

demonstrated professional leadership, officership, ability, and educational achievement, as well as (for the student awards) speaking and writing ability, achievement test scores, and peer and instructor evaluations.

8.2. **Description.** For the student awards, certificate wording reads “Wright Brothers Officership Award” “During the period _____ through _____, (rank/grade, name) distinguished himself/herself by exceptional leadership, officership, ability, and dedication as a student at the (name of school). Selection for this award recognizes his/her outstanding contributions to the success of his/her class during the course of instruction.” For the faculty awards, wording will read “Wright Brothers Officership Award” “During the period _____ through _____, (rank/grade, name) distinguished himself/herself by exceptional leadership, officership, ability, and dedication as a faculty member at the (name of school). Selection for this award recognizes his/her outstanding contributions to the overall educational objectives of the school.” Student training reports will be annotated accordingly.

8.3. **Award Presentation.** AWC and ACSC commandants recognize faculty and student honorees at an appropriate award ceremony near the end of the school year.

8.4. Adopted forms: AF Form 1206, **Nomination For Award.**

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