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**4 MARCH 2004**

**Personnel**

**AFRC MEDICAL AWARDS**



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OPR: HQ AFRC/SGSG  
(Capt Ananda L. Brantley-Melson)  
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This instruction implements Air Force Policy Directive 36-28, *Awards, and Decorations*. It establishes the guidance for AFRC Medical Awards to include all Category A medical and aeromedical evacuation units and individuals. These awards identify and recognize outstanding achievements and services of units and individuals of the Air Force Reserve Medical Services. It describes award eligibility criteria and nomination, selection, and presentation procedures. Unit and group commanders are not eligible for awards.

**SUMMARY OF REVISIONS**

This revision changes the procedures for nominating, coordinating, and processing all Aeromedical Evacuation unit and individual awards. This revision deletes the requirement for “Mobile Aeromedical Staging Facility (MASF) Missions” in the category Outstanding Aeromedical Evacuation Squadron with C-130 as the primary MDS (**Attachment 1**, paragraph **A1.1**). This revision deletes the requirement for “less than 100 people authorized” in the category Outstanding Aeromedical Evacuation Squadron with a C-141, C-9 or C-17 as the primary MDS (**Attachment 1**, paragraph **A1.2**). This revision deletes the requirement for “greater than 100 people authorized” in the category Outstanding Aeromedical Evacuation Squadron with a MASF (Mobile Aeromedical Evacuation Staging Facility) mission (**Attachment 1**, paragraph **A1.3**). This revision deletes “contingency hospitals” and “Air Force Theater Hospital” in the category Outstanding Medical Squadrons and Detachments with Expeditionary Medical Support (EMEDS) (**Attachment 1**, paragraph **A1.4**). A bar ( | ) indicates revision from the previous edition.

**1. Nominating Procedures:**

- 1.1. Wing commanders make nominations for each award category.

1.2. Send original nomination packages to appropriate regional support group/SG (4 AF – 604 RSG/SG, 10 AF – 610 RSG/SG, and 22 AF – 622 RSG/SG) no later than 1 March. AE units send nomination packages to NAF/DOA no later than 1 March.

1.2.1. RSG/SG designates a three-person panel to review all non-AE nominations and select NAF nominations for NAF/CC endorsement. NAF DOA will review and forward all AE nomination packages to HQ AFRC/DO 155 Richard Ray Blvd Robins AFB GA 31098-1635 not later than 1 April.

1.2.2. RSG/SG forwards not more than one nomination package for each award to HQ AFRC/SGS, 135 Page Road, Robins AFB GA 31098-1601 to arrive not later than 1 April.

1.3. Nomination period covers the previous calendar year.

1.4. Limit nomination packages to:

1.4.1. A single AF Form 1206, **Nomination for Award**, prepared in bullet format.

1.4.2. A records review Report of Individual Personnel (RIP) obtained from the military personnel flight or from PC3 for individual awards.

1.4.3. A cover letter with the wing commander's endorsement.

## 2. Selection:

2.1. HQ AFRC/SG designates an award selection committee of not less than three individuals to select award winners. HQ AFRC/DO designates a three-person panel to review AE nomination packages. The panel will include at least one HQ AFRC/SG designated member.

2.2. HQ AFRC/DO provides unit selectees' packages to HQ AFRC/SG to allow for inclusion into Reserve Officers Association Outstanding Reserve Medical Unit Award by 1 May. HQ AFRC/DO provides individual packages to HQ AFRC/SG to allow for coordination of final approval by 1 June. HQ AFRC/SG provides selectees' names to the AFRC Vice Commander for final approval according to AFRCI-2803, AFRC Awards Program.

**3. Award Description.** A command plaque with the Air Force Reserve crest or similar item with the name of award, recipient, and period of the award.

## 4. Criteria of Awards:

4.1. Information clearly reflects specific accomplishments for the year covered by the nomination. Emphasize significant facts (achievements and accomplishments), continuous improvement efforts, and tangible results.

4.2. Specific criteria for awards are listed in [Attachment 1](#) and [Attachment 2](#).

## 5. Notification:

5.1. HQ AFRC/SG dispatches a message to all NAF/CCs and parent wing commanders announcing non-AE award selections. HQ AFRC/SG sends individual letters to each award selectee and nominee through the NAF/CC and nomination wing commander. HQ AFRC/DO sends individual letters to each AE award selectee and nominee through the NAF/CC and nominating wing commander.