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1 JULY 1998



Personnel

**CHIEF OF STAFF TEAM EXCELLENCE
AWARD**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, Awards and Decorations Program. It prescribes the eligibility rules and nomination procedures for the annual Chief of Staff Team Excellence Award Program. The program, sponsored by the Chief of Staff of the Air Force and administered by the Air Force Center for Quality and Management Innovation (AFCQMI), recognizes outstanding team performance and shares best practices within the Air Force. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This is the initial release of AFI 36-2868. This AFI combines all other guidelines from various sources into a single authoritative document.

1. Purpose. The Chief of Staff Team Excellence Award (CSTEa) recognizes outstanding team performance and shares best practices within the Air Force. It promotes a systematic approach for enhancing mission capability, improving operational performance, and ensuring sustained results.

2. Eligibility. Competing teams must have completed a process improvement within the last 2 years prior to the competition. AFCQMI will publish the cutoff date for the current award cycle when it publishes the schedule of events. Eligible nominations are as follows:

- 2.1. HQ USAF to include Field Operating Agencies (FOA)/Direct Reporting Units (DRU) – a total of two,
- 2.2. Major Commands (MAJCOM) - two each, and
- 2.3. Air National Guard (ANG) - two.

3. Criteria. The criteria are in Attachment 5. They are divided into three sections: Organizational Approach, Execution, and Results. Organizational Approach looks at the dynamics between mission, improvement identification, team selection, and team support. Execution explores the team's efforts to identify, select, and implement a solution to improve the selected process. The results section focuses on how improvements were tied to the team's improvement effort and whether the results were validated, sustained, and standardized in the organization.

4. Schedule. AFCQMI will begin each CSTEAs cycle by publishing a schedule of events. The published schedule of events will be the regulatory timeline. The T-minus numbers in Attachment 1 are only guidelines. See Attachment 1 for a process flowchart.

5. Application Package.

5.1. Application packages will be completed by the team and coordinated through the team's installation Manpower and Quality Office. The application package must be complete and stand on its own. Information should be concise and quantitative. Statements should be supported by facts and other data. Acronyms should be spelled out the first time, and terminology specific to the applicant's organization should be fully defined. The application must not contain any classified information.

5.2. The entire package must be prepared using word processing software published in the schedule of events. The package must be typed in 12-point Times New Roman font with one inch margins. The application package consists of four items in the following order:

5.2.1. Cover Page: The design and format of the cover page will be determined by the submitting organization and can include color photographs, logos, and any other material desired.

5.2.2. Nomination Memorandum : See Attachment 2 for format and requirements.

5.2.3. Abstract: Must not exceed one page. See Attachment 3 for format and requirements.

5.2.4. Narrative: Must not exceed ten pages. See Attachment 4 for format and requirements.

6. Submission of Application.

6.1. HQ USAF, MAJCOM, and ANG coordinating offices will disseminate the schedule of events published by AFCQMI to their subordinate organizations and determine the procedures for collecting CSTEAs nomination packages from their subordinate units. Organizations wishing to compete for the CSTEAs must contact the appropriate HQ USAF, MAJCOM, or ANG coordinating office for submission guidance.

6.2. Each HQ USAF, MAJCOM, and ANG coordinating office shall ensure the number of nominations sent to AFCQMI do not exceed the number allowed and that applicants meet eligibility requirements. HQ USAF, MAJCOM, and ANG coordinating offices will ensure an electronic or disk copy of the application package is submitted to AFCQMI not later than the date published by AFCQMI. The application package will consist of one Word for Windows file. Any PowerPoint slides, Excel spreadsheets, or other charts or graphics must be properly embedded in the single Word for Windows document. If the file is too large to fit on one 3.5-inch floppy disk, it should be stored on recordable CD-ROM media. Send submissions to AFCQMI/MQDA (Attn: Chief of Staff Team Excellence Award), 550 E Street East, Randolph AFB TX 78150-4451. Application packages received in the wrong format will not be accepted and will be returned for corrections. Any application received after the cut-off date will not be accepted.