

UNCLASSIFIED

SUBJECT: CALL FOR THE (AWARD YEAR) COLONEL GAIL HALVORSEN AF
OUTSTANDING AIR TRANSPORTATION INDIVIDUAL OF THE YEAR AWARD

1. THIS MESSAGE ANNOUNCES AND PROVIDES GUIDANCE FOR THE (AWARD YEAR) COLONEL GAIL HALVORSEN AWARD. THIS AWARD IDENTIFIES AND RECOGNIZES AN OUTSTANDING AIR TRANSPORTATION (2T2XX) MEMBER FOR SUSTAINED EXCELLENCE. THE COLONEL GAIL HALVORSEN AWARD WINNER WILL BE FORWARDED TO THE AIRLIFT/TANKER ASSOCIATION TO BE RECOGNIZED AT THEIR ANNUAL CONVENTION.

2. ELIGIBILITY: (E-1 to E-6) ACTIVE DUTY, AFRC, OR ANG AIR TRANSPORTATION (2T2XX) MEMBER STATIONED AT A WING, STAND-ALONE GROUP, FOA, DRU LEVEL (OR EQUIVALENT) AND BELOW ARE ELIGIBLE FOR THIS AWARD.

3. GOVERNING DIRECTIVE: THE GUIDANCE FOR THIS AWARD IS THIS MESSAGE.

4. CRITERIA: NOMINEE MUST BE PERFORMING AIR TRANSPORTATION DUTIES THAT DIRECTLY SUPPORT AIRLIFT OR TANKER FLYING OPERATIONS AND/OR PERSONNEL, DEMONSTRATE SUSTAINED EXCELLENCE, AND HAVE EXEMPLARY CONDUCT AND CHARACTER.

5. SUSPENSES:

A. AMC WINGS/STAND-ALONE GROUPS/FOA/DRU SUSPENSE TO HQ AMC/A4T:
MID- JUNE.

NOTE: A BOARD WILL BE CONVENED BY HQ AMC/A4T TO DETERMINE THE AMC NOMINEE FOR THIS AWARD.

B. MAJCOMS, AFRC, AND ANG'S SELECTED NOMINEE'S PACKAGE IS DUE TO HQ AMC/A4T BY MID - JUNE.

NOTE: A BOARD WILL BE CONVENED CONSISTING OF 2T2 MAJCOM FUNCTIONAL MANAGERS TO DETERMINE THE OVERALL WINNER FOR THIS AWARD AND SUBMISSION TO A/TA.

6. NOMINATION PACKAGE: WRITE ALL NOMINATIONS BASED ON ACHIEVEMENTS THAT OCCURRED DURING CALENDAR YEAR (AWARD YEAR).

INCLUDE THE FOLLOWING:

A. NOMINATION MEMORANDUM: MAJCOMS, AMC WINGS/STAND-ALONE GROUPS/FOA/DRU, AFRC, AND ANG SUBMIT A NOMINATION MEMORANDUM SPECIFICALLY NOMINATING THEIR PERSONNEL FOR THIS AWARD.

B. NARRATIVE: A WRITE UP, LIMITED TO 30 LINES INCLUDING HEADINGS, USING THE AF FORM IMT 1206 (20120926) IN BULLET FORMAT USING THE FOLLOWING THREE HEADINGS (NO SPACE IN BETWEEN HEADINGS):

OUTSTANDING PROFICIENCY AND PERFORMANCE IN AIR TRANSPORTATION DUTIES (40 PERCENT) - IDENTIFY INDIVIDUAL'S OUTSTANDING ABILITY TO PERFORM AIR TRANSPORTATION DUTIES BOTH PROFESSIONALLY AND PROFICIENTLY. CONSIDER VELOCITY OF MOVEMENT, TIME-REDUCTION OF PROCESSES, IMPROVEMENT TO MISSION TASKS, ETC.

ADAPTABILITY TO UNUSUAL JOB ASSIGNMENTS OR DIFFICULT SITUATIONS (40 PERCENT) - CONSIDER UNIQUE WORK CIRCUMSTANCES AT HOME STATION AND DEPLOYED LOCATIONS. IDENTIFY ABILITY TO HANDLE CHALLENGES, IMPLEMENT SOLUTIONS, APPLY PROBLEM SOLVING, ETC;

SELF-IMPROVEMENT EFFORTS (20 PERCENT) - PROVIDE EXAMPLES OF ANY SELF-IMPROVEMENT EFFORTS THE NOMINEE UNDERTOOK. THIS MAY INCLUDE TRAINING AND EDUCATIONAL ACTIVITIES, ADDITIONAL DUTIES, COMMUNITY AND/OR CIVIC ACTIVITIES, AND FAMILY ENHANCEMENT.

NOTE: ACRONYM/ABBREVIATION LIST IS AUTHORIZED

C. BIOGRAPHY: INCLUDE A ONE-PAGE BIOGRAPHICAL SKETCH ON 8 1/2 X 11 INCH PLAIN BOND PAPER TO INCLUDE THE FOLLOWING HEADINGS (ALL CAPS):

1) TITLE: " (AWARD YEAR) COLONEL GAIL HALVORSEN AWARD" AND "BIOGRAPHICAL SKETCH" CENTERED AT TOP OF PAGE

2) NAME

3) GRADE

4) DATE OF RANK

5) SSN

6) DUTY TITLE

7) DUTY LOCATION

8) EDUCATION

9) BACKGROUND INFORMATION

10) COMMUNITY INVOLVEMENT

11) PRIOR AWARDS AND ACHIEVEMENTS

D. PHOTOGRAPH: ELECTRONICALLY SUBMIT ONE 8 X 10 INCH COLOR PHOTOGRAPH (HEAD AND SHOULDER) OF NOMINEE IN SERVICE DRESS WITHOUT HEADGEAR. HARD COPY WILL BE ACCEPTED

7. SUBMIT PACKAGES ELECTRONICALLY TO THE POC LISTED BELOW. SUBMIT HARD COPY NOMINATIONS (ONLY IF UNABLE TO SEND ELECTRONICALLY) TO HQ AMC/A4T, 402 SCOTT DRIVE, UNIT 2A2, SCOTT AFB IL 62225-5308. NEGATIVE REPLIES ARE REQUESTED. LATE SUBMISSIONS AND FAX COPIES WILL NOT BE CONSIDERED. PLEASE ADVISE HQ AMC/A4T POC OF YOUR POC FOR THIS AWARD.

8. PLEASE ADDRESS ANY QUESTIONS TO HQ AMC/A4TR, DSN 779-4592 OR BY EMAIL at TESTA4@US.AF.MIL

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