

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-21
1 May 2005
(Certified Current 31 May 2012)**

Personnel

USTRANSCOM CIVILIAN AWARDS BOARD

REFERENCE: USTRANSCOM Policy Directive 36-21, USTRANSCOM Civilian Awards Board, 1 November 2001, **hereby cancelled.**

A. PURPOSE: Establishes the authority to convene a civilian awards board, establishes the criteria for selecting primary and alternate board members, and outlines voting and processing procedures for award packages.

B. APPLICABILITY: Applicable to all civilian personnel assigned to USTRANSCOM at Scott Air Force Base, Illinois. Note: This policy directive does not apply to the Civilian of the Quarter/Year awards board process. Those procedures are found in USTRANSCOM Instruction 36-6.

C. POLICIES AND PROCEDURES:

1. The USTRANSCOM Civilian Awards Board membership consists of the board president, four primary members, and four alternate members in the grade of GS-14 or above, as designated by the Chief of Staff (TCCS). A Senior Executive Service (SES) member serves as board president. Board members will be selected from available assigned personnel for a term of one year. Upon departure of a board member, the incumbent's replacement assumes the departing member's duties until a new board is appointed. A new board will normally be appointed by TCCS in January of each year. A quorum of four board members and the board president will be required to vote on each award recommendation. In the absence of the board president or when the board president is submitting an awards package, the senior ranking SES member will serve as the board president. The board president will vote last and indicate the final board recommendation of approval/disapproval/upgrade/downgrade of the award.

2. The awards board will meet and vote on recommendations for the following awards: Air Force Honorary Awards of exceptional civilian service or higher, Air Force Special Act or Service Awards exceeding \$500, and recommendations for major awards sponsored by external organizations. Commander (TCCC) or Deputy Commander (TCDC) directed awards, Department of Defense (DOD) awards, Chairman of the Joint Chiefs of Staff (CJCS) Commendation and Achievement awards, and nominations for SES awards are *exempt* from the boarding process. Award recommendations, except those previously noted, will be expeditiously

routed to each board member for their vote. The Directorate of Manpower and Personnel (TCJ1) will forward nominations for SES, DOD, and CJCS Commendation and Achievement awards directly to TCCC, TCDC, and/or TCCS for endorsement.

2.1. The board will evaluate and assess awards to ensure awards:

2.1.1. Motivate, recognize, and reward eligible personnel. Award nomination must occur within 60 days of the special act or service. Retirement awards are normally inappropriate unless unequivocally a direct result of performance of a special act or service and awarded within 60 days of completion of such act or service.

2.1.2. Exhibit a close, demonstrable link between performance, accomplishment, or contribution to USTRANSCOM goals and objectives and the recipient of the award.

2.1.3. Are granted commensurate with the value of the employee's contribution or accomplishment.

2.2. Voting on award recommendations will be done electronically via e-mail. Each board member will be sent nomination packages via e-mail. Board members will review packages, vote, and return recommendations, individually, to the Civilian Personnel and Training Division (TCJ1-C) point of contact via e-mail.

3. Once board recommendations are received, TCJ1-C will package results and hand-carry to the board president for final recommendations. Only the board president is authorized to communicate or convene a meeting with board members if further discussion of board results is required. TCJ1-C will forward final award recommendations to the appropriate level of approval authority for final signature. When final approval/signature is received, package will be returned to TCJ1-C for final award processing.

3.1. For board recommendations of disapproval, TCJ1-C will return the package to the recommending director or the Command Support Group (CSG) chief. At that time, the director or CSG chief may withdraw the recommendation from command channels or provide, in writing, extenuating conditions or justification not previously available to the awards board for reconsideration. The board will then review the new justification and vote accordingly. In the event there is a second disapproval, the package will be returned to the directorate or CSG chief with comments from the board president.

3.2. For board recommendation to downgrade the type of award requested, TCJ1-C will contact the recommending director or CSG chief and afford them the opportunity to concur with the awards board recommendation for downgrade or submit additional justification for board reconsideration.

4. Awards disapproved by TCCC, TCDC, or TCCS will be forwarded to TCJ1-C to return package to the appropriate directorate or CSG chief.

5. No documents, payment, or certificates will be processed or issued prior to the written approval of the board president and signature of final approval authority.

D. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY:

ROBERT T. DAIL
Lieutenant General, U.S. Army
Deputy Commander

OPR: TCJ1-C