

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 36-21
1 November 2001
Personnel
USTRANSCOM CIVILIAN AWARDS BOARD**

A. REFERENCE: USTRANSCOM Policy Directive 36-21, USTRANSCOM Civilian Awards Board, 1 March 1998, **hereby cancelled.**

B. PURPOSE: Authority to convene a civilian awards board and for appointing primary and alternate members to that board.

C. APPLICABILITY: Applicable to all civilian personnel assigned to USTRANSCOM at Scott Air Force Base, Illinois.

D. 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 on a rotational basis. 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 the 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, the senior ranking member will serve as Board President. The Board President will vote last and indicate the final board recommendation of approval/disapproval/upgrade/downgrade on the Awards Board Evaluation Sheet.

2. The Awards Board will vote on recommendations for 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 in Chief (CINC)/Deputy Commander in Chief (DCINC)-directed awards, DOD awards, Chairman of the Joint Chiefs of Staff (CJCS) 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 awards directly to the CINC/DCINC for endorsement.

3. The results of the board recommendations will be provided to TCJ1, Civilian Personnel Division (TCJ1-C) for awards processing. TCJ1-C will forward to the award approval authority for final action.

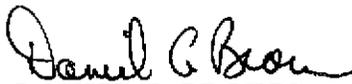
3.1. For Board recommendations of disapproval, TCJ1-C will return the package to the recommending director or chief of direct reporting element (DRE) prior to forwarding to the TCCS. At this time, the director or DRE chief may withdraw the recommendation from command channels or provide written extenuating 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/DRE chief with comments from the Board President.

3.2. For Board recommendations of downgrade, TCJ1-C will contact the recommending director or DRE chief and afford the opportunity to concur with the Awards Board recommendation for downgrade or submit additional justification for Board reconsideration before forwarding to the TCCS.

4. Awards disapproved by the CINC, DCINC, or TCCS will be returned to TCJ1-C for return to the appropriate directorate/DRE chief.

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

APPROVED BY



DANIEL G. BROWN

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Deputy Commander in Chief

OPR: TCJ1-C

DISTRIBUTION: Electronic publishing.