

# Association of Air Force Missileers

## Recognition Program

## Operating Instruction



*This Operating Instruction provides guidance from the Board of Directors to the Recognition Committee on the execution of the AAFM Recognition Programs. Changes to this document must be approved by the AAFM Board of Directors.*

Version 1 effective 31 May 2021

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## **Mission Statement**

The Association of Air Force Missileers (AAFM) Recognition Program is intended to be directly linked to the United States Air Force (USAF) Intercontinental Ballistic Missile (ICBM) mission to recognize ICBM personnel (operations, maintenance, security, supply, special duty assignments, services) for their dedicated service and outstanding performance in executing the ICBM deterrent mission.

## **Background**

The Association of Air Force Missileers is a 501 (c) 3 non-profit organization established to preserve the history of the USAF missile force, to encourage and publicize unit reunions and meetings, to keep Missileers informed on important issues, to provide a central point of contact for Missileers and to provide support for the active missile force.

## **Administration**

The AAFM Board of Directors Recognition Committee is responsible for administering the AAFM Recognition Program.

## **Funding**

The AAFM Recognition Committee is responsible for proposing annual funding to the AAFM Finance Committee for the expenditure of all awards and administrative expenses, to include trophies, plaques, travel, and meals.

## I. Air Force Missileers Hall of Fame Program

The Association of Air Force Missileers has celebrated our ICBM heritage and advocated for the ICBM mission and its personnel since 1993. In 2018, the Board of Directors voted to establish an Air Force Missileers Hall of Fame (AFM HOF) to recognize individuals who have significantly contributed to success of the Air Force ICBM mission. This document outlines the process for nominating, selecting, and recognizing members of the AFM HOF.

### A. Purpose

The Air Force Missileers HOF recognizes individuals who have made significant contributions towards the operations, maintenance, security, supply, special duty assignments, and services of the nation's ICBM force.

### B. Location of AFM HOF

The Air Force Missileers Hall of Fame is tentatively planned to be located at Strategic Air Command and Aerospace Museum, located just outside Omaha, Nebraska. Future locations, such as 20th Air Force, Air Force Global Strike Command, and other museums associated with the ICBM mission may set up smaller versions of the HOF or display plaques with a list of HOF members. HOF displays will consist, at a minimum, of a photo of the member and a summary of their accomplishments.

### C. HOF Committee

The HOF Committee is responsible for establishing HOF selection criteria, administering the selection process, and setting up induction presentations. Together with the Executive Director, the committee is responsible for planning and execution of the HOF induction ceremony. The HOF Committee also works with the Executive Director and the Marketing Committee to produce inductee public news stories. HOF Committee minutes will be maintained on the AAFM website.

### D. The Award

Each HOF inductee, or accepting member of a HOF inductee, will be invited to the National Meeting to receive a plaque and a HOF medallion. They will additionally be recognized in the AAFM newsletter, and receive a free lifetime membership in AAFM.

### E. Eligibility

To qualify for selection, potential nominees must have:

1. Made significant contributions towards the development, operations, maintenance, security, and support of the nation's ICBM force, including the weapons systems Snark, Thor, Atlas, Titan, Minuteman, Ground Launched Cruise Missiles, small ICBMs, Peacekeeper, Ground Based Strategic Deterrent, and others.
2. Exhibited characteristics that prove them to be in all areas of work, discipline, reliability, aptitude, achievement, responsibility and motivation through a lifetime of support to the ICBM enterprise or through a single event that warrants consideration for induction into the HOF.
3. Eligibility includes Air Force officers, NCOs, and civilians (DoD, contractors, political figures).
4. Nominees need not be members of AAFM.

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5. Current AAFM Board Members may not be nominated.

**F. Selection Process**

1. AAFM will seek nominees on even-numbered years beginning in 2022. Nominations will be submitted on a single page, single spaced, Times New Roman 10 point font nomination form providing a summary of accomplishments and submit it to AFMHOF@afmissileers.org no later than (NLT) 30 April of each nomination year. The nomination package will include an 8x10 color (if available) photo (to be used for the exhibit), and the single-page nomination form described above. The nomination package shall also include the email, phone number, and postal address of the nominee or closest family member if the award is to be presented posthumously.
2. NLT 1 May of each nominating year, the HOF Committee Chair will ensure HOF Committee members have complete packages for each nominee.
3. NLT 20 May, the HOF Committee will initiate the evaluation process to select that year’s inductees and submit the list to the AAFM President and Executive Director for final approval.
4. NLT 15 June, the AAFM Executive Director will notify the inductees (or their families if induction is to be conducted posthumously) and invite them to attend the AAFM National Meeting at AAFM’s expense.
5. In the first two nomination cycles (2022, 2024) the HOF Committee may select up to ten (10) inductees. In subsequent cycles, the inductees will be limited to no more than five (5).

**G. Scoring Criteria**

Applications for this award will be scored using the following selection criteria:

	<b>Criteria</b>	<b>Point Range</b>	<b>Assessed Score</b>	<b>Criteria Weight</b>	<b>Weighted Score</b>
1	Career Missile Accomplishments	0-20		0.25	
2	Contributions to the USAF Missile Mission	0-20		0.25	
3	Missile Assignments (Longevity)	0-20		0.20	
4	Leadership	0-15		0.15	
5	Personal Character	0-15		0.10	
6	Community Service	0-10		0.05	

1. Career Missile Accomplishments: Describe the nominee’s contribution to the ICBM mission as highlighted by their singular outstanding achievement, career ICBM awards, and impact of these accomplishments to the ICBM force.
2. Contributions to the USAF Missile Mission: Describe the nominee’s contribution to the ICBM mission as accomplished in a specific ICBM system acquisition or life cycle, impacts to ICBM doctrine, policy or treaty, an ICBM deployment or deactivation.
3. Missile Assignments: Specify the years of ICBM related experience.
4. Leadership: Describe event driven circumstances, challenges of excellence, and reasons why the nominee is a person you would want to work for.

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5. Personal Character: Describe any personal or citizenship issues which would detract from accepted ICBM values and clearly highlight why the nominee would be recognized as a spokesperson for the USAF/ICBM mission.
6. Community Service: Describe the nominees service type and years of service, any citations or recognition of this service, and the positions, if any, held in this service.

#### H. The Presentation

Induction into the AFM HOF occurs at the AAFM National Meeting. At AAFM's expense, the inductee (or the representative for posthumous induction), along with one guest, will attend the Induction Ceremony at the National Meeting dinner.

#### I. Funding

HOF Committee will submit to the Budget Committee estimated costs for induction (plaques, publicity, airfare, lodging, dinners).

#### J. Media Recognition:

HOF Committee will provide a proposed media package to Communications & Marketing Committee for dissemination to the public.

## II. MAJCOM Programs:

### A. Purpose:

AAFAM recognizes the outstanding achievements of Missileers (individuals or units) across the Air Force by sponsoring awards and events as outlined below.

### B. Payne Award:

Air Force Global Strike Command's Directorate of Logistics is the office of primary responsibility for this annual award. The Payne Award recognizes individual superior contributions in missile maintenance for the previous calendar year. It is the highest individual AFGSC award available to recognize demonstrated superior performance of missile maintenance personnel in the Technician, Supervisor, and Manager categories for the 2M0 career field. Colonel Edward D. Payne served as the Deputy Commander for Maintenance at Vandenberg and Ellsworth. He was highly respected for his leadership values and his care for each member of his team. All maintainers holding the 2M0 AFSC in AFGSC are eligible for this award. Cost for purchase and engraving of this award is funded by the AAFM.

### C. Phillips Award:

Air Force Global Strike Command's Directorate of Operations is the office of primary responsibility for this annual award. The Phillips Award recognizes the best overall operations missile squadron. General Samuel C. Phillips was the program manager during the development and testing of the Minuteman ICBM system. Many of his ideas and concepts of operations are still in use today. All ICBM missile squadrons, except operations support squadrons, are eligible for this award. Cost for purchase and engraving of this award is funded by the AAFM.

### D. Guardian Strike:

AAFAM has been a continual sponsor of MAJCOM-sponsored ICBM competition programs since AAFAM's inception in 1993, including Guardian Challenge under Air Force Space Command and Guardian Strike under Air Force Global Strike Command. AAFM typically provides a memento for each participant and provides support to the team competition banquet held at the end of the competition.

### E. Funding:

The AAFM Recognition Committee will submit annual budget inputs to the Finance Committee regarding these events and awards.

### F. Coordination:

The AAFM Executive Director will maintain relationships with the AFGSC offices of primary responsibility for the Payne and Phillips Awards to coordinate funds expenditures and press releases for each award.

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### III. AAFM Scholarship Program

#### A. Background

Military Tuition Assistance currently pays 100 percent of tuition (up to \$250/semester hour and \$166/quarter hour – up to \$4,500 annually) in pursuit of approved degree programs.

#### B. Description

AAFM recognizes Airmen serving the ICBM mission may have financial costs which exceed Tuition Assistance (TA) reimbursement levels. These costs may include:

- Tuition costs in excess of TA limits
- Technology fees
- Textbook and eBook costs
- Exam fees
- Application fees

The AAFM Scholarship Program seeks to offset these out-of-pocket costs for active duty AAFM members currently serving the ICBM mission through varying levels of direct financial assistance.

#### C. General Eligibility

AAFM scholarship applicants must meet the following requirements:

1. Applicants must be:
  - a. A U.S. Citizen.
  - b. Currently serving on active duty in the USAF ICBM force (operator, maintainer, security forces, facility manager, missile field communications, missile field chef, or other ICBM mission-related specialty support role).
  - c. Currently enrolled (or in process of enrolling) in off-duty, degree-seeking courses from an accredited college or university and has signed the DoD memorandum of understanding for the Military TA program. Note: AAFM scholarships are not awarded for vocational, technical, trade or flight schools, or other non-degree granting institutions.
2. Applicant must complete online application located at the AAFM website.
3. Applicant must attach a signed letter of recommendation/endorsement from their unit leadership (First Sergeant, Commander, Operations Officer etc.)
4. Recipients of AAFM scholarships cannot be a family member of an officer, director, board member, selection committee member or financial contributor of the scholarship award.
5. Solicitation Process

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- a. Public announcements for the application period and scholarship award will be made through all standard communications streams.
- b. The AAFM Executive Director will also notify the commander (or designated representative) of each ICBM organization listed in the General Eligibility section above to encourage active duty members to join the Association and apply for the scholarship.
- c. Solicitation for scholarship applications will normally occur on 1 April and 1 October of each calendar year ahead of normal college/university semester schedules. Application deadline is 60 days following solicitation announcement (1 June and 1 December, respectively). Recipient announcements may be adjusted with recommendation from the Scholarship Committee.

#### D. Application Process

1. Application for all scholarships will be accomplished on the AAFM website, through a web form.
2. Web form will collect the following applicant information:
  - a. Name and rank.
  - b. Unit assigned.
  - c. Position description.
  - d. College or university enrolled.
  - e. Degree sought.
  - f. Anticipated graduation date.
  - g. Transcript of course work completed to date.
  - h. Narrative field for the applicant to describe how their academic pursuits relate to the ICBM nuclear deterrence mission.
  - i. Narrative field for the applicant to describe their personal experience in and contributions to the ICBM mission.
  - j. Narrative field for the applicant to describe and special circumstances or considerations the applicant would like to communicate to the committee.
  - k. If selected to receive a scholarship, agrees to use name, rank, duty station, and photo in award announcement by AAFM via website, social media and newsletter.
  - l. Preferred communication protocol for award notification (email or U.S. mail).
3. Attestation from applicant's unit leadership (First Sergeant, Commander, Operations Officer etc.) that:
  - a. Applicant is deserving of this scholarship.
  - b. Description of applicant's character and mission contribution.

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4. Signed letter(s) of endorsement/recommendation
  - a. Up to three letters of endorsement/recommendation will be accepted. Authors should write to the individual's commitment to the mission, aptitude, and personal character.
  - b. Emailed endorsements/recommendations are preferred and will be accepted at [scholarships@afmissleers.org](mailto:scholarships@afmissleers.org)
  - c. Mailed endorsements/recommendations will also be accepted through the AAFM address listed on the AAFM website but must allow for extra time for postal service delays.

#### E. Scholarship Selection Process

1. All AAFM scholarships are awarded on an objective and non-discriminatory basis as described in the selection criteria for each named scholarship.
2. Members of the AAFM Recognition Committee will accomplish the selection process. Each Recognition Committee member will independently review and score all applications. Applications will be scored in accordance with the criteria established for each individual scholarship. The selection team will review the individual scores and finalize the award list.
3. Results of the selection process, including original applications and Recognition Committee scores, will be submitted to the AAFM Secretary and maintained in the AAFM archive.
  - a. Selection process must be completed and approved by the AAFM Board by majority vote (based on presentation and motion to approve by the Recognition Committee) during the next regularly scheduled Board Meeting.
  - b. Recipients of scholarship(s) will be notified via email or written letter.
  - c. Commanders of each recipient will be notified of award recipients via email or written letter.
  - d. After notifying recipients and recipients' unit commanders, results will be made public on the AAFM website, social media and newsletter.
  - e. Non-recipients will be notified via email or written letter (based on selected communication preference).
  - f. Scholarship Selection Committee will draft all written communications for approval, signature and transmission by the Executive Director.

#### F. Scholarship Award Payment

- a. Via email, AAFM scholarship recipients will submit evidence of financial obligation to the college or university attended for eligible expense categories (application fees, tuition, books/eBooks, technology/laboratory fees, exam fees, or other costs) not covered by the Military TA program.

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- b. AAFM will normally make payment(s), on the recipient’s behalf, directly to the educational institution.
- c. In cases where the scholarship recipient has already paid expenses out-of-pocket, the recipient will provide receipts to [scholarships@afmissleers.org](mailto:scholarships@afmissleers.org) , and AAFM will make payment to the recipient via check.

**G. Scholarship Criteria**

Applicants for AAFM scholarships will be graded against the following criteria:

Criteria		Point Range	Assessed Score	Criteria Weight	Weighted Score
1	Applicability of academic pursuits to ICBM mission	0-10		0.25	
2	Applicant’s personal contributions to the ICBM mission	0-10		0.20	
3	Personal character and aptitude, as assessed by the applicant’s letter(s) of recommendations	0-10		0.20	
5	Special circumstance or financial hardship	0-5		0.15	

- 1. Scholarships will be awarded in increments of \$500 based on available budget.
- 2. Multiple award recipients may be selected, based on available budget or specifically marked for this scholarship by AAFM donors.
- 3. Sources of funds for this scholarship are open to private and corporate contributors.

**H. Individual Scholarships**

1. Colonel Charles S. Simpson Founders Scholarship  
 Colonel Simpson was a founding member of AAFM, served as the Executive Director for the Association’s first 25 years, and continued as the newsletter editor and Director Emeritus. His pioneering vision and leadership in AAFM serves as an inspiration to preserve and educate about the legacy of all who have served, continue to serve and advocate for the ICBM nuclear deterrence mission.

2. CMSgt Richard “Hawk” Hochheiser Memorial Scholarship  
 CMSgt Hochheiser was an AAFM life member who served as an Electro-Mechanical Team (EMT) member and Tech Engineering in all variants of the Minuteman missile system. He was a recognized technical expert in hardware and software on Minuteman.

3. CMSgt Benjamin F. Hines Memorial Scholarship

CMSgt Hines was an AAFM life member who served as an aircraft mechanic, Minuteman missile maintainer and Senior Enlisted Advisor to the 351st Strategic Missile Wing. After retirement, he was elected to the Alexander County North Carolina Register of Deeds and at his retirement was recognized as the longest serving elected official in the county's history.

#### I. Future Memorial Scholarships

As funds grow, the number of named scholarships may expand, as determined by the Recognition Committee. AAFM Scholarship Fund contributors may provide preferences in naming of scholarships, subject to a recommendation for approval by the Recognition Committee to the AAFM Board of Directors.