

**BY ORDER OF THE COMMANDER
JEANNE M. HOLM CENTER FOR
OFFICER ACCESSIONS AND
CITIZEN DEVELOPMENT (AETC)**

HOLM CENTER INSTRUCTION 36-2801

8 SEPTEMBER 2017

Personnel



HOLM CENTER DISTINGUISHED ALUMNI PROGRAM

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It is specific to operations of the Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center) Distinguished Alumni Program. It establishes guidance and directs procedures for selection, recognition, and induction of qualified applicants into the Air Force Reserve Officer Training Corps (AFROTC) and Officer Training School (OTS) Distinguished Alumni group. To submit requests for waivers to guidance contained in the publication, contact the Holm Center Plans, Programs and Analysis Directorate (CCX). Subordinate units may issue implementing publications. If implementing publications are accomplished by subordinate units, Holm Center/CCX must coordinate on draft publications prior to certification and approval, and a copy of approved publications must be provided to Holm Center/CCX. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule. This publication applies to AFROTC, OTS, and all other Holm Center personnel.

SUMMARY OF CHANGES

This rewrite updates application procedures, selection processes and responsibilities for the Holm Center Distinguished Alumni Program.

1. Description and Purpose: The Distinguished Alumni Program honors graduates from AFROTC, OTS (to include Basic Officer Training (BOT), Total Force Officer Training (TFOT), Commissioned Officer Training (COT), Reserve Commissioned Officer Training (RCOT), or Academy of Military Science (AMS)), School of Military Sciences-Officer (SMSO), Officer Commissioning School (OCS), Aviation Cadets, Military Indoctrination for Medical Service Officers (MIMSO), Health Professionals Officer Indoctrination Course (HPOIC), or Air Force

Officer Orientation Course (AFOOC), who have achieved significant distinction during or after their career in the Air Force.

2. Responsibilities:

2.1. Holm Center Commander will:

2.1.1. Determine if Holm Center has sufficient funding in a given year to fund the wall plaques, invitational orders for selectees, and other associated award costs

2.1.2. Select ONE (1) award recipient from each organization from the nominations provided by AFROTC and OTS.

2.2. Holm Center/CCX will:

2.2.1. Obtain Holm Center Commander decision on funding for wall plaques, invitational orders for award recipient(s), and other associated costs.

2.2.2. Advertise award qualification, application, and selection procedures to Holm Center and worldwide organizations (via the Air Force Personnel Center (AFPC) award email messages and MyPers) NLT 1 August each year. Collect and compile nominations after receipt.

2.2.3. Forward complete nomination packages to OTS and AFROTC. Receive OTS's and AFROTC's nominations and forward to Holm Center Commander for decision.

2.2.4. Route the draft citation to be inscribed on each award recipient's wall plaque and gift through the Holm Center Commander to the Air University Commander for final approval prior to commissioning work on the plaque/gift.

2.2.5. Announce the award recipient(s) to Holm Center and worldwide organizations (via AFPC award email messages and MyPers) NLT 1 May of the calendar year following the August the nominations were solicited.

2.3. Holm Center Protocol (CCP) will:

2.3.1. Provide assistance to the AFROTC/OTS project officers to coordinate and execute logistics of all travel and lodging for award recipients and their spouse/immediate family members (if applicable).

2.3.2. Provide assistance to the AFROTC/OTS project officers to write, coordinate, and ensure proper execution of the induction ceremony script.

2.4. AFROTC and OTS will:

2.4.1. Receive their respective graduates' nomination packages from Holm Center/CCX, convene a selection board and submit no more than TWO (2) proposed recipients in priority order, to Holm Center Commander for decision.

2.4.2. Assign a project officer for the induction ceremony who will work in tandem with Holm Center/CCP to ensure professional execution of the ceremony.

2.4.3. Submit a draft of the citation, with photo, for the award recipient's wall plaque and gift to Holm Center/CCX for approval and routing to the Air University Commander.

3. Applicant Qualifications:

3.1. To be eligible for the Distinguished Alumni award, the applicant must have graduated from an AFROTC program or OTS course as listed above in Paragraph 1.

3.2. The applicant must have achieved one of the following:

3.2.1. Attained the rank of Major General or above.

3.2.2. Awarded the Silver Star or higher precedence medal.

3.2.3. Attained a high level of honorable recognition or distinction for an accomplishment with Air Force-wide or national/international significance (e.g. certain authors, astronauts, test pilots, etc.) or for historically notable service or combat achievements (e.g. "Ace" status, most air-to-air victories during a campaign, first officer of x type to reach a certain rank, etc.).

3.3. If requirements in paragraph 3.2 are not met, the applicant must have achieved all of the following:

3.3.1. Completed a minimum of four years of Active Duty, Air Force Reserve, or Air National Guard, or a combination thereof that equals four or more years of service.

3.3.2. Attained a high level of honorable recognition (e.g. Pulitzer Prize winner, public figure such as a U.S. Congressman, Governor, etc.) or distinction for an accomplishment of national/international significance (e.g. significant medical discovery, etc.).

3.3.3. Maintained an honorable example in military and civilian life.

3.4. Nominations may be posthumous.

3.5. Nominees must be retired or separated from the military. Current Active Duty, Reserve, and Guard members are ineligible for this award.

4. Application Procedures:

4.1. To be considered for the AFROTC or OTS Distinguished Alumni award, an applicant or his/her representative must provide the following items:

4.1.1. Official Air Force documents that prove the applicant's honorable service or discharge; copies are acceptable. A DD Form 214, *Certificate of Release or Discharge from Active Duty*, or equivalent is recommended.

4.1.2. Documents that capture the applicant's accomplishments for the selection board to consider; copies are acceptable. For example, provide copies of distinguished awards and highest decorations, records of combat tours, etc.

4.1.3. Official photograph (color if possible) of the applicant; in highest rank held, if military.

4.1.4. AF Form 1206, *Nomination for Award*, describing the accomplishments and contributions of the applicant. Maximum permitted length of the description is 25 lines.

4.1.5. Suggested citation for the plaque, to be used if the applicant is selected.

4.1.6. Cover letter requesting consideration for the award.

4.2. Submit all required information to the Holm Center/CCX workflow email no later than 30 September: holmcenter.cc.cv.workflow@us.af.mil.

5. Selection Process:

5.1. AFROTC: AFROTC Commander or designated representative will review applications for accuracy and distinction. A selection board will convene to select award nominee(s) to submit to Holm Center Commander. Board members will include, but are not limited to: AFROTC Commander, AFROTC Deputy Commander, AFROTC Director of Operations, and AFROTC Registrar. AFROTC will forward application package(s) to Holm Center/CCX for Holm Center Commander decision.

5.2. OTS: OTS Commandant or designated representative will review applications for accuracy and distinction. A selection board will convene to select award nominee(s) to submit to Holm Center Commander. Board members will include, but are not limited to: OTS Commandant, OTS Vice Commandant, 23 TRS Commander, 24 TRS Commander, and Det12 Commander. OTS will forward application package(s) to Holm Center/CCX for Holm Center Commander decision.

5.3. The Holm Center Commander has final approval authority on all award decisions.

5.4. Applicants, or individuals nominating applicants, will be notified of the decision.

5.5. All photos and documenting information become property of the Holm Center.

6. Timeline:

6.1. NLT 1 August: Holm Center/CCX notifies organizations of upcoming Distinguished Alumni nomination period.

6.2. 1 August – 30 September: Distinguished Alumni award applications are accepted for consideration.

6.3. October – November: Selection committee reviews applicant package(s).

6.4. December: Selection committee recommends award recipient(s) to Holm Center Commander for decision.

6.5. January: Award recipient is notified and coordination begins for date when recipient will be available for the induction ceremony at the AFROTC Leadership Hall or OTS Complex.

6.6. March - July: When circumstances and funds allow, induction ceremony will be held on Maxwell Air Force Base.

6.7. Under special circumstances, out-of-cycle nomination, selection, and induction of Distinguished Alumni may be considered by AFROTC Commander or OTS Commandant, with final approval from Holm Center Commander.

BILLY D. THOMPSON, Brig Gen, USAF
Commander, Holm Center

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*, 30 Apr 2016

Adopted Forms

DD Form 214, *Certificate of Release or Discharge from Active Duty*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AFOOC–Air Force Officer Orientation Course

AFPC–Air Force Personnel Center

AFRIMS–Air Force Records Information Management System

AFROTC–Air Force Reserve Officer Training Corps

AMS–Academy of Military Science

BOT–Basic Officer Training

COT–Commissioned Officer Training

CC–Commander

CCP–Protocol Office

CCX–Plans, Programs and Analysis Directorate

CMDT–Commandant

CV–Vice Commander

DO–Director of Operations

HIPOIC–Health Professionals Officer Indoctrination Course

OCS–Officer Commissioning School

OTS–Officer Training School

RCOT–Reserve Commissioned Officer Training

RR–Registrar

SMSO–School of Military Sciences-Officer

TFOT–Total Force Officer Training

TRS–Training Squadron