

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

**HOLM CENTER INSTRUCTION 36-2801**

**29 AUGUST 2013**



**Personnel**

**HOLM CENTER DISTINGUISHED ALUMNI PROGRAM**

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OPR: Holm Center/CCX

Certified by: Holm Center/CV (Col Patricia Hoffman)

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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 displays. 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 located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication applies to the Holm Center, AFROTC, and OTS 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), 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. Applicant Qualifications:

2.1. 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.

2.2. If military (active duty, Reserve, Guard, or retired), the applicant must have achieved one of the following:

2.2.1. Attained the following rank:

2.2.1.1. AFROTC graduates: Attained the rank of Lieutenant General or above.

2.2.1.2. OTS graduates: For Line of the Air Force officers, attained the rank of Lieutenant General or above. For non-line officers, attained the rank of Major General or above.

2.2.2. Awarded the Silver Star or higher precedence medal.

2.2.3. 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.).

2.3. If civilian, applicant must have achieved all of the following:

2.3.1. 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.

2.3.2. 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.).

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

2.4. Nominations and selections may be posthumous.

## 3. Application Procedures:

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

3.1.1. 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.

3.1.2. 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.

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

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

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

3.1.6. Cover letter requesting consideration for the award.

3.2. Submit all required information no later than 30 Sep to:

Holm Center/CCX  
551 E. Maxwell Blvd, Bldg 500  
Maxwell AFB, AL 36112

#### **4. Selection Process:**

4.1. AFROTC: Applications will first be reviewed by the AFROTC Commander or designated representative for accuracy and distinction. A selection board will then be convened to select the award recipient(s). Board members will include, but are not limited to: AFROTC/CC, AFROTC/CD, AFROTC/DO, and AFROTC/RR.

4.2. OTS: Applications will first be reviewed by the OTS Commandant or designated representative for accuracy and distinction. A selection board will then be convened to select the award recipient(s). Board members will include, but are not limited to: OTS/CMDT, OTS/CV, 23 TRS/CC, 24 TRS/CC, and AMS/CC.

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

4.4. A maximum of two individuals may receive the Distinguished Alumni award each year.

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

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

#### **5. Responsibilities:**

5.1. Holm Center/CCX will:

5.1.1. Advertise qualification, application, and selection procedures to Holm Center organizations NLT 1 Aug each year.

5.1.2. Fund the wall plaques, invitational orders for selectees, and other associated costs. (Air University Foundation funds a gift for the selectee).

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

5.1.4. Assign a Holm Center Project Officer for the induction ceremony who will work in tandem with the Holm Center/CCP and project officers from AFROTC and OTS to ensure professional execution of the ceremony.

5.2. Holm Center/CCP will:

5.2.1. Coordinate and execute logistics of all travel and lodging for award recipients and their spouse/immediate family members (if applicable).

5.2.2. Write, coordinate, and ensure proper execution of the induction ceremony script.

5.3. AFROTC and OTS will:

5.3.1. Assign a Project Officer for the induction ceremony who will work in tandem with the Holm Center/CCP and the Holm Center Project Officer to ensure professional execution of the ceremony.

5.3.2. Submit a draft of the citation, with photo, for the award recipient's wall plaque and gift to the Holm Center Project Officer for approval routing to the Air University/CC.

**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/CC.

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: Induction ceremony is held at AFROTC Leadership Hall or OTS Complex.

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

ROBERT D. THOMAS, Brig Gen, USAF  
Commander, Holm Center

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFD 36-28, *Awards and Decorations Programs*, 30 July 2012

***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***

**AFROTC**—Air Force Reserve Officer Training Corps

**AMS**—Academy of Military Science

**CC**—Commander

**CCP**—Commander's Protocol Office

**CCX**—Commander's Action Group

**CD**—Deputy Commander

**CMDT**—Commandant

**CV**—Vice Commandant

**DO**—Director of Operations

**OTS**—Officer Training School

**RR**—Registrar

**TRS**—Training Squadron