

**5 AUGUST 1997**



**Awards, Ceremonies, and Honors**

**KADENA AIR BASE RECOGNITION  
PROGRAM**

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This instruction establishes the Kadena Air Base Recognition Program and outlines procedures and responsibilities in support of the program. This instruction applies to all Air Force military personnel, US civilian employees (appropriated and nonappropriated fund), and Local National (LN) employees assigned to Kadena Air Base.

The use of a name of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**1. Program Objectives.** Recognition of superior performance by our people is of the highest importance. This program must not be used as a substitute for other appropriate Air Force awards. It is primarily an incentive program to recognize outstanding performers. Objectives of this program are as follows:

- 1.1. Provide a base-level program to recognize outstanding achievement and performance by assigned personnel.
- 1.2. Identify personnel who strive for greater responsibility.
- 1.3. Complement unit recognition programs and provide a program for base-wide recognition of outstanding performers.
- 1.4. Identify 18th Wing nominees for the Twelve Outstanding Airmen of the Year and the First Sergeant of the Year Programs.

**2. Responsibilities:**

- 2.1. The 18 WG Senior Enlisted Advisor will:
  - 2.1.1. Administer the program.
  - 2.1.2. Set suspense for base submissions.

2.1.3. Establish base boards, tally results, and obtain final approval of winners through appropriate command channels.

2.2. Supervisors will:

2.2.1. Nominate individuals for unit-level recognition who have demonstrated outstanding performance throughout the period of nomination. Supervisory involvement is the cornerstone of this program. The base recognition program begins with supervisors' recognition and nomination at the work center.

2.2.2. Notify nominees of selection board requirements (squadron and group levels only) and ensure nominees are prepared for selection boards.

2.3. Unit commanders will:

2.3.1. Establish a program that conforms to the requirements, intent, and spirit of this instruction to recognize or select their outstanding performers.

2.3.2. Provide an appropriate means of recognition for unit winners in each category.

2.3.3. Ensure their unit representatives and award packages are prepared for higher-level selection boards.

2.4. Group-level commanders and the 633d Air Mobility Support Squadron Commander will:

2.4.1. Establish a program that conforms to the requirements, intent, and spirit of this regulation to recognize or select their outstanding performers.

2.4.2. Provide an appropriate means of recognition for group-level winners in each category. The 633 AMSS/CC will act as OPR for providing an equitable "group-level" selection process for all organizations that do not otherwise fall under a group or wing on Kadena Air Base (Group 7).

2.4.3. Ensure their group representatives' award packages are prepared for higher-level selection boards. The breakdown of groups that may submit one nominee in each category to base level are: 353d Special Operations Group, 18th Civil Engineer Group, 18th Medical Group, 18th Logistics Group, 18th Operations Group, 18th Support Group, and Group 7.

2.4.4. When requested, appoint board members for base selection boards.

2.5. The Kadena Air Base First Sergeants' Group will:

2.5.1. Administer the enlisted program and coordinate efforts through the 18 WG and 353 SOG Senior Enlisted Advisors.

2.5.2. Convene and brief the Base Enlisted Selection Board members on board procedures.

2.5.3. Compile nomination folders for the Base Enlisted Selection Boards.

2.5.4. Coordinate and conduct an appropriate and timely awards ceremony for recognition of all group nominees and base-level winners. Winners will also be recognized by display of photographs in the 18 WG Headquarters, recognition in the base newspaper (when space permits), display of names on the Kadena "Winners" sign, etc.

2.6. The Company Grade Officer Council (CGOC) will:

2.6.1. Administer the Company Grade Officer Awards Program.

- 2.6.2. Compile nomination folders for the officer selection boards.
- 2.6.3. Request appointment of base board members by memorandum to the 18th Wing Vice Commander (18 WG/CV).
- 2.6.4. Convene and brief the officers' selection board on board procedures.
- 2.6.5. Provide the Kadena First Sergeants' Group Recognition Committee with a list of group-level nominees, with the winner and runner-up identified.
- 2.7. The 18 WG/CV will appoint members to sit on the Base Company Grade Officer of the Quarter/Year Boards (award packages only).
- 2.8. The 18th Mission Support Squadron Civilian Personnel Flight (18 MSS/DPC) will monitor the civilian recognition program.
  - 2.8.1. The Kadena Air Base Civilian Performance Awards Committee will serve as the selection board for the quarterly and annual awards.
  - 2.8.2. The Executive Secretary of the Base Civilian Performance Awards Committee will:
    - 2.8.2.1. Provide nomination packages to committee members and tabulate results following review.
    - 2.8.2.2. Arrange for publicity in the US and LN civilian personnel management newsletter.
    - 2.8.2.3. Provide the Kadena First Sergeants' Group Recognition Committee with a list of nominees from each category, with the winner and runner-up identified.
- 2.9. The 18 WG/PA will provide publicity support for the program to include the Kadena Shogun articles (when space permits), hometown news releases, etc.
- 2.10. Military nominees will:
  - 2.10.1. Meet the squadron and group selection boards at the designated time and date.
  - 2.10.2. Wear the following uniform for quarterly squadron and group selection boards:
    - 2.10.2.1. Male Service Uniform. Light blue, short-sleeve or long-sleeve shirt, with tie and all authorized badges, ribbons (except officers), and devices.
    - 2.10.2.2. Female Service Uniform. Light blue, short-sleeve or long-sleeve blouse with tab and all authorized badges, ribbons (except officers), and devices, skirt or slacks.
  - 2.10.3. Wear the following uniform for annual squadron and group selection boards.
    - 2.10.3.1. Male: Service Dress uniform with all authorized badges, ribbons, and devices.
    - 2.10.3.2. Female: Service Dress uniform, skirt or slacks, with all authorized badges, ribbons, and devices.

### **3. Categories of Competition:**

- 3.1. Airman: Personnel in the grades of airman basic through senior airman.
- 3.2. NCO: Personnel in the grades of sergeant through technical sergeant.
- 3.3. Senior NCO: Personnel in the grades of master sergeant and senior master sergeant, excluding first sergeants (PAFSC 8F000).

- 3.4. First Sergeant (PAFSC 8F000, annual award only).
- 3.5. Company Grade Officer: Personnel in the grades of second lieutenant through captain. Captains selected for promotion to major are ineligible.
- 3.6. LN Civilian Nonsupervisory.
- 3.7. US Civilian Nonsupervisory.
- 3.8. LN Civilian Supervisory.
- 3.9. US Civilian Supervisory.

#### **4. Eligibility:**

- 4.1. Each military nominee must meet the following quality standards:
  - 4.1.1. Nominees must not have had an open Unfavorable Information File (UIF) during the nomination period.
  - 4.1.2. Nominees must not be enrolled in Phase I of the Weight Management Program.
  - 4.1.3. Nominees in training must be making satisfactory progress within their upgrade training.
  - 4.1.4. Nominees must not have received administrative action or nonjudicial punishment during the nomination period.
- 4.2. Commanders will ensure that each civilian nominee meets quality force standards. Nominees must not have received any form of remedial action during the nomination period.
- 4.3. Nominees must meet the following additional criteria to be eligible in their respective categories:
  - 4.3.1. The nominees must have been assigned to the recommending organization for the following period of time:
    - 4.3.1.1. Quarterly Awards: The entire nomination period.
    - 4.3.1.2. Annual Awards: A minimum of 6 months of the nomination period.
  - 4.3.2. Determination of a military member's category of competition will be based on the grade held during the majority of the nomination period.
  - 4.3.3. Military nominees must be available to meet squadron and/or group selection boards to be eligible.

#### **5. Periods of Competition (by calendar year):**

- 5.1. Quarterly:
  - 5.1.1. 1 January through 31 March
  - 5.1.2. 1 April through 30 June
  - 5.1.3. 1 July through 30 September
  - 5.1.4. 1 October through 31 December
- 5.2. Annual: 1 January through 31 December

## 6. Nomination Procedures:

6.1. Military nominations will be prepared on AF Form 1206, **Nomination for Award**, with an original and four copies. Only accomplishments from period of nomination will be used. See paragraphs **7.3.3.1.** through **7.3.3.5.** for specific headings used on the AF Form 1206.

6.1.1. Quarterly nominee AF Form 1206 will be one page. Yearly nominee AF Form 1206 will be two pages.

6.2. Civilian nominations will be prepared on AF Form 1206, Nomination for Award, with an original and eight copies. Only accomplishments from period of nomination will be used. See paragraph **7.4.1.** for specific headings used on the AF Form 1206.

6.3. Group commanders may nominate one individual in each enlisted, officer, and civilian category to base selection boards.

## 7. Base Selection Boards:

7.1. Appointment. When requested, 18 WG/CV will task units to appoint members for the Company Grade Officers' Selection Board. 18 WG/CC will ask each group to provide members for the airman, NCO, and SNCO boards. Board members will rotate to ensure fair participation of all units. Normally, no more than one representative from any unit may serve on the same board during a given quarter. The Civilian Performance Awards Committee is a standing committee appointed by the 18 WG/CC.

7.2. Composition:

7.2.1. The Airman and NCO Selection Boards will be made up of four senior NCOs and chaired by a chief master sergeant (base nomination packages only).

7.2.2. The Senior NCO Selection Board will be made up of four chief master sergeants and chaired by a chief master sergeant (base nomination packages only).

7.2.2.1. The Senior NCO Selection Board will also select the First Sergeant of the Year (nomination packages only).

7.2.3. Company Grade Officers' Selection Board. This board will be made up of four field grade officers and chaired by the 18 WG/CV or a delegated representative (base nomination packages only).

7.3. Responsibilities:

7.3.1. Board presidents will preside over sessions of their boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant matters.

7.3.1.1. Board presidents will score nominees, along with other board members. These scores will only count in the event of a tie.

7.3.2. Squadron and group enlisted board members will:

7.3.2.1. Wear the same uniform combination as nominees.

7.3.2.2. Interview all nominees meeting their respective boards.

7.3.2.3. Rate each military nominee on their question category, personal appearance, self-expression, and written nomination (AF Form 1206). Each board member will prepare four questions in their assigned questioning category and only evaluate their own questions.

Two of the four questions will be chosen by the board president for use on the board. The board president may ask one subjective question to enhance scoring of the self-expression category. Board members will provide questions in the following categories: Customs and Courtesies, Current Events, Military History, and General Military/Air Force Knowledge. All nominees will be asked the same questions as all other nominees meeting the same board. Questions can be different for each category. The board president is the final authority in all cases where differences occur. Board members are strictly limited to the following references for obtaining their questions:

7.3.2.3.1. AFPAM 36-2241, Volume I, *Promotion Fitness Examination Study Guide for Airman and NCOs*, and AFPAM 36-2241, Volume I and Volume II, *United States Air Force Supervisory Examination Study Guide for Senior NCOs*.

7.3.2.3.2. Current event questions should be a matter of national or international significance that affect the military community and come from the previous 5 days (including the day of the board) of the Stars and Stripes newspaper or the most recent Kadena Shogun newspaper.

7.3.2.3.3. Board members will not ask questions concerning chain of command or items of a personal nature, such as religion or marital status.

7.3.3. Maximum point values for each category per board member will be:

7.3.3.1. Leadership and Job Performance in Primary Duty: The nominee's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness. This category is worth 30 points.

7.3.3.2. Leadership Qualities (Social, Cultural, and Religious Activities): The nominee must contribute tangibly or intangibly to the military community's welfare, morale, or status. This category is worth 10 points.

7.3.3.3. Significant Self-Improvement: The nominee must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on. This category is worth 10 points.

7.3.3.4. Other Accomplishments: The nature and results of the nominee's other accomplishments must set him or her apart from others of equal or higher grade. This category is worth 10 points.

7.3.3.5. Articulate and Positive Representative of the Air Force: Demonstrated ability as an articulate and positive enlisted member of the Air Force. This category is worth 10 points.

7.3.3.6. Personal Appearance and Military Bearing - 10 points (squadron and group selection boards only).

7.3.3.7. Self-Expression (Communications Skills) - 10 points (squadron and group selection boards only).

7.3.3.8. Questions from Board Member - 10 points (squadron and group selection boards only).

7.3.4. Company Grade Officers' Selection Board members will:

7.3.4.1. Wear the same uniform combination as nominees.

7.3.4.2. Interview all nominees meeting their respective boards.

7.3.4.3. Rate each military nominee on responses to the four questions for categories, self-expression, personal appearance, and written nomination (AF Form 1206). Each board member, with the exception of the president, will prepare two questions in their assigned category. The board members will choose one question in each area to be used. The board president may ask up to two subjective questions to enhance scoring of the self-expression category. Board members will provide questions in the following categories: Customs and Courtesies, Current Events, Military History, and Military Justice. All nominees will be asked the same questions as all other nominees meeting the same board. Board members are limited to the following references for obtaining their questions:

7.3.4.3.1. AFPAM 36-2241, Volumes I and II.

7.3.4.3.2. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

7.3.4.3.3. Current events questions should be a matter of national or international significance which affect the military community and come from the previous 5 days (including the day of the board) of the Stars and Stripes newspaper or the most recent Kadena Shogun newspaper.

7.3.5. A representative of the First Sergeants' Group will:

7.3.5.1. Ensure nominees appear before the squadron and group boards in the order established.

7.3.5.2. Brief nominees on the procedures for reporting to the board president and what is expected of them during the session.

7.3.5.3. Assist the board president during the session, if required.

7.3.6. A representative of the CGOC will:

7.3.6.1. Ensure nominees appear before the squadron and group boards in the order established.

7.3.6.2. Brief nominees on the procedures for reporting to the board president and what is expected of them during the session.

7.3.6.3. Assist the board president during the session, if required.

7.4. The Kadena Air Base Civilian Performance Awards Committee will make selections for each civilian category using the following criteria:

7.4.1. Nominations will be prepared on an AF Form 1206 using bullet statements. Categories are as follows:

7.4.1.1. Job Performance in Primary Duty: Performance that is clearly "above and beyond" that could be expected and has resulted in some extraordinary achievement. Cite specific examples.

7.4.1.2. Leadership Qualities: Noteworthy participation in civic or community affairs.

7.4.1.3. Significant Self-Improvement.

7.4.1.4. Other Accomplishments.

7.4.2. Voting. All committee members will be voting members. The recorder and executive secretary positions are non-voting. The committee chairperson's vote is used only for a tie breaker.

7.5. Release of Results. Under no circumstances will base selection board results be released without the approval of the 18 WG/CC.

## **8. Recognition:**

8.1. Winners selected by base selection boards and the Kadena Air Base Civilian Performance Awards Committee will be recognized at the Kadena Air Base Awards Ceremony. Furthermore, winners will receive publicity in the Kadena Shogun (when space permits), hometown news releases, etc.

8.2. Unit commanders are strongly encouraged to give a special pass to the military selectees.

8.3. Quarterly award recipients will have their picture displayed on the Winners Board located at the 18 WG Headquarters building.

8.4. The Kadena First Sergeants' Group will ensure the winners in each category receive appropriate symbols of recognition.

## **9. Relationship of Kadena Air Base Annual Recognition Program to higher-level awards.**

9.1. The Kadena Air Base annual award recipients will be selected without regard to unit of assignment. However, in the event the award recipient is not assigned to the 18th Wing, the 18th Wing nominee placing highest in each category will compete at the Numbered Air Force level under the Twelve Outstanding Airmen of the Year Program.

9.2. The top 18th Wing nominee in the Company Grade Officer of the Year competition will also be the wing nominee to compete at the PACAF level in their respective category (rated or support).

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