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Personnel

ENLISTED RECOGNITION PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and describes the policy and outlines procedures for conducting the Enlisted Recognition Program. The program recognizes an Outstanding Airman (AMN) and Non-commissioned Officer (NCO) quarterly, as well as yearly recognition of the same and a senior non-commissioned officer (SNCO). This publication also references Air Force Instructions (AFI) 10-248, *Fitness Program*, AFI 10-248, Air Force Reserve Command (AFRC) Supplement (Sup1), *Fitness Program*, AFI 36-2903, *Dress and Appearance*, AFI 36-2805, *AETC-Specific Civil Engineer Awards* and AFI 36-2606, *Reenlistment in the United States Air Force*. This instruction applies to all members of the 302d Airlift Wing (AW).

SUMMARY OF REVISIONS

This revision clarifies the offices of responsibilities for the operation of the program. Additionally the revision defines the format requirements of the Air Force (AF) Information Management Tool (IMT) 1206, **Nomination for Award**.

1. Program Goal:

1.1. This is a wing recognition program to ensure outstanding enlisted members of the wing who represent high standards of conduct, performance, and military image are recognized. It also establishes the process to elevate the yearly winners for higher headquarters recognition.

2. Policy.

2.1. Unit commanders and supervisors will screen Airman (Airman Basic through Senior Airman) and NCO (Staff Sergeant and Technical Sergeant) each quarter for submission as unit nominees. SNCO's (MSgt through CMSgt) may be nominated for a yearly award. Award winners are selected in accordance with this instruction. Quarterly boards will be held even for a single submission.

2.2. Emphasis will be placed upon achievements and accomplishments occurring within the quarter the award's package is being submitted. Keeping in mind that traditional reservists are only on duty for six days in that quarter, it is the intent of this instruction to allow information of up to one year old to be included in these packages for all Wing members.

3. Eligibility Criteria.

3.1. Nominee must not have had an open Unfavorable Information File (UIF) during the period for which the nomination is being submitted.

3.2. Nominee must meet physical fitness standards of the Fitness Program, in accordance with (IAW) AFI 10-248 and AFI 10-248 AFRCSUP1.

3.3. Nominee must not have had any incidents of a discreditable nature such as bad checks, letters of indebtedness, improper travel card use, pending disciplinary action or other administrative action which may lead to either dismissal or resignation, discharge or release from reserve or active military status. They also cannot be under investigation or be charged by military/civilian authorities

3.4. Enlisted personnel are not eligible to compete if they have a pending application for or have been accepted for any program leading to a commission during the award period.

4. Responsibilities.

4.1. The Command Chief Master Sergeant (CCM) will:

4.1.1. Manage the quarterly and yearly recognition program.

4.1.2. Publish quarterly and yearly nomination suspense dates annually in November.

4.1.3. Request field grade officers and SNCOs are appointed to serve on recognition boards.

4.1.4. Provide quality control of the nomination package for the Outstanding Airmen (AMN)/NCO/SNCO of the Year.

4.1.5. Provide questions to the board members.

4.1.6. Serve as Board Manager (and recorder if required) and brief the board members on the recognition process (In the absence of the CCM, a representative may be designated).

4.1.7. Score each nominee (used only in the event of a tie).

4.1.8. Collects complete submission packages, score sheets and conference room key from the military personnel flight (MPF) prior to the meeting of the recognition board.

4.1.9. Notify MPF of the names of board members the unit training assembly (UTA) prior to the Board meeting via email, if available.

4.1.10. Ensures use of sign-in sheet for all nominees to include name, unit, phone number and commander's name.

4.1.11. Will destroy ALL score sheets after documenting scores on tracking form.

4.2. The Wing and/or Group Commanders will:

- 4.2.1. Provide a primary and alternate field grade officer to serve as the board president for assigned quarterly boards. If a nominee, primary or alternate, is unable to perform board duties, the nominating commander must provide a replacement.
- 4.2.2. Provide a primary and alternate Senior NCO for each quarterly board.
- 4.2.3. Unit Commanders/First Sergeants will:
 - 4.2.3.1. Ensure recognition programs are vigorously supported within their units.
 - 4.2.3.2. Review nomination packages for quality and accuracy prior to submission. Meet the suspense dates in this instruction. Late packages will not be accepted.
 - 4.2.3.3. Ensures quality force factors are met for all nominees.
 - 4.2.3.4. Establish other unit level recognition programs.
 - 4.2.3.5. Notify nominee's supervisor of the date, time, and place of the Awards board.
- 4.2.4. Supervisors will:
 - 4.2.4.1. Ensure nomination packages are in compliance with this instruction.
 - 4.2.4.2. Notify the nominee of the time, date, and place of the board.
 - 4.2.4.3. Ensure nominee reviews and updates personal records.
 - 4.2.4.4. Ensure nominee's uniform complies with AFI 36-2903.
 - 4.2.4.5. Prepare member to meet the board.
 - 4.2.4.6. Update package for yearly competition for quarterly winners.
- 4.2.5. Members will:
 - 4.2.5.1. Ensure their uniform complies with AFI 36-2903.
 - 4.2.5.2. Ensure their personnel records are up-to-date in the Personnel Data System.
 - 4.2.5.3. Ensure they appear before the board at the appointed time, date, and place.
 - 4.2.5.4. Note: If the member does not appear, his/her package will not be considered.
- 4.2.6. The Military Personnel Flight will:
 - 4.2.6.1. Provide administrative support and ensure meeting facilities are arranged.
 - 4.2.6.1.1. Sign out and pick up the 21 Space Wing (SW) Conference Room key prior to the UTA when the recognition board is being held.
 - 4.2.6.1.2. Make copies of all nominee packages for each board member and the CCM.
 - 4.2.6.1.3. Provide enough score sheets for each board member and nominee.
 - 4.2.6.1.4. Ensure letter stating accuracy of Record (RCD) Review (RVW) Report on Individual Personnel (RIP) is signed by each nominee.
 - 4.2.6.1.5. Schedule nominees at half hour intervals beginning at 0900 hours on Saturday of the UTA. The Board will work through the noonday meal to ensure timely completion of the recognition board.

4.2.6.2. Request Record Review Listing if one is not available.

4.2.6.3. Receive nomination packages up to the established suspense date. MPF will NOT screen or evaluate the quality of the writing of the packages.

4.2.6.3.1. Ensure the proper documents are in the nominee’s awards package as listed in Section 6. and the required format and font is being utilized. If the awards packages does not meet these requirements the entire package will be returned to the unit of submission. The MPF shall NOT edit nor rewrite packages for these units.

4.2.6.3.2. Notify CCM (via email) of the number of nominees who will meet the Awards Board after the submission deadline has passed.

4.2.6.4. Ensure packages submitted for the Air Force Twelve Outstanding Airmen of the Year (12 OAY) meet all criteria established in AFI 36-2805.

4.2.7. Protocol (CCP) will:

4.2.7.1. Order quarterly and yearly plaques.

4.2.7.2. Update perpetual plaques.

4.2.8. Public Affairs (PA) will:

4.2.8.1. Provide photos for display, publish articles in the Front Range Flyer, and assist in the preparation and distribution of hometown releases for all quarterly and yearly winners.

4.2.8.2. Ensure recognition takes place at the next scheduled wing commander’s call.

4.2.9. The 302 AW Chiefs’ Group and First Sergeants’ Council will:

4.2.9.1. Make all arrangements for the Yearly Awards Luncheon.

4.2.9.2. Send invitations to sponsors.

4.2.9.3. Send Letters of Appreciation to all sponsors.

5. Nomination and Selection Schedule.

5.1. Recognition boards will convene IAW the following schedule.

Nomination and Selection Periods		
Nomination covers period	Suspense to MPF	UTA/Board date
Oct-Dec	10 work days prior to board date	Feb
Jan-Mar		May
Apr-Jun		Aug
Jul-Sep		Nov
Yearly Board (Oct - Sep)		Dec

6. Nomination and Selection Procedures:

- 6.1. Yearly winners cannot compete for the award two years in a row.
- 6.2. Supervisors are responsible for nominating eligible members and preparing nomination packages that contain the following:
 - 6.2.1. AF IMT 1206, not exceed one page printed front to back and head to head format (**Attachment 2**).
 - 6.2.2. Biographical sketch, not to exceed one single-sided page (**Attachment 3**).
 - 6.2.3. Award nomination sheet signed by the nominee's unit commander (**Attachment 4**).
 - 6.2.4. Record Review Listing obtained through the unit orderly room. The MPF Customer Assistance Section will generate one if not submitted with the nomination package.
- 6.3. Nomination packages are due to 302 Mission Support Squadron (MSS)/DPMSC, Customer Assistance Section by the close of business (COB) 10 work-days prior to the scheduled quarterly board date.

7. Board Composition:

- 7.1. Quarterly selection boards (AMN and NCO) will consist of a Chief Master Sergeant or field grade officer as the Board President, four Senior NCOs, the Command Chief Master Sergeant as the Board Manager and, if necessary, as the board recorder. The recorder is responsible for tabulating the scores. The Command Chief Master Sergeant is responsible for briefing the nominees on board procedures
- 7.2. AMN and NCO of the Year board will consist of a senior officer appointed by the 302 AW/CC as the voting president, the Command Chief Master Sergeant and four other assigned Chief Master Sergeants.
- 7.3. The Senior NCO of the Year board will be comprised of a senior officer appointed by the 302 AW/CC as the voting president, four field grade officers and the Command Chief Master Sergeant.

8. Selection Board Proceedings.

- 8.1. If only one individual meets the board, the board will verify if the nominee meets the requirements to be recognized as the unopposed winner.
- 8.2. The board members and the nominees will wear the service dress. Exceptions to this policy will be directed by CCM and only under mitigating circumstances.
- 8.3. All board members and the board manager will score the packages. Selections for all enlisted winners are based on a weighted score consisting of the strength of the nomination package (30%); dress and personal appearance (20%); and the personal interview (50%). The board manager scores will be used only to break a tie.
- 8.4. All proceedings and score sheets will be validated and checked for accuracy (See Paragraph **4.1.1.11**). The winner's name will be held in confidence until release is authorized by the 302 AW/CC.

9. Individuals Selections. Individuals selected for 302 AW annual awards will be submitted for the 12 OAY program. The following are additional requirements for the annual award winners:

9.1. Two official color (glossy) 8x10 photographs in service dress uniform without headgear are required. The award winner will schedule all photographs as soon as notified of his/her selection.

9.2. Nominees will sign a statement of intent to not apply for a commission during the affected 12 OAY period.

9.3. The unit commander of the 302 AW annual winners will ensure the packages are updated to reflect the calendar year (January – December) required for the 12 OAY nomination process. The packages will be submitted to the MPF in hard copy and on disk by the established suspense date.

9.4. The MPF will ensure members submitted for the 12 OAY have the retain ability required by AFI 36-2606, a signed statement of intent not to apply for a commission, the packages meet the criteria contained in AFI 36-2805, and are submitted to higher headquarters to meet suspense's.

10. Quarterly and Yearly Winners. All Quarterly and Yearly winners will receive an engraved plaque and will be recognized at the enlisted awards luncheon.

RICHARD R. MOSS, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Policy Directive 36-28, *Awards and Decorations Programs*

Air Force Instruction 10-248, *Fitness Program*

Air Force Instruction 10-248, Air Force Reserve Command Supplement 1, *Fitness Program*

Air Force Instruction 36-2805, *AETC-Specific Civil Engineer Awards*

Air Force Instruction 36-2606, *Reenlistment in the United States Air Force*

Air Force Instruction 36-2903, *Dress and Appearance*

Abbreviations and Acronyms

12 OAY—Twelve Outstanding Airmen of the Year

AF—Air Force

AFI—Air Force Instructions

AFPD—Air Force Policy Directive

AMN—Airman

AW—Airlift Wing

CCM—Command Chief Master Sergeant

CCP—Protocol

COB—Close of Business

IAW—In Accordance With

IMT—Information Management Tool

MAJCOM—Major Commander

MPF—Military Personnel Flight

MSS—Mission Support Squadron

NCO—Non-Commissioned Officer

PA—Public Affairs

RCD—Record

PME—Professional Military Education

RIP—Report on Individual Personnel

RVW—Review

SNCO—Senior non-commissioned officer

SW—Space Wing

12 OAY—Twelve Outstanding Airmen of the Year

UIF—Unfavorable Information File

UTA—Unit Training Assembly

Attachment 2

COMPLETING THE NOMINATION FORM

A2.1. Headings for AF IMT 1206, Nomination For Award. This is an electronic form, available on the network server. Make all headings “bold” by using capital letters. There is a two-page limit (front and back constitutes 2 pages) on an AF IMT 1206. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Emphasis shall be placed upon accomplishments occurring within the quarter of the submitted package but information up to one year old may be included. All statements must be in bullet format with a maximum of three lines per bullet. There is no punctuation required after each bullet. These headings are the categories in which the nominees’ packages will be scored – do not deviate from the listed headings.

A2.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, Major Commander (MAJCOM), Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

A2.1.2. SIGNIFICANT SELF-IMPROVEMENT. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen.

A2.1.3. BASE OR COMMUNITY INVOLVEMENT. Define the scope and impact of the member’s positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, community volunteer, and so forth.

Attachment 3**SAMPLE BIOGRAPHICAL SKETCH**

AIRMAN FIRST CLASS JON Q. DOE

123-45-6789

AFSC: 3A051, INFORMATION MANAGEMENT JOURNEYMAN

Airman First Class John Q. Doe is an Information Management Journeyman assigned to the 731st Airlift Squadron, Peterson Air Force Base, Colorado. He is 27 years old. Airman Doe was born in Odessa, Texas on June 29, 1971. He attended Permian High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him the team's coveted "Mojo" Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1989, Airman Doe was locally employed until enlisting in the Air Force Delayed Enlistment Program in November 1989. In May 1990, he began his active duty Air Force career. On completion of basic military training at Lackland Air Force Base, Texas, he attended technical training at Keesler Air Force Base, Mississippi and successfully completed the school as an honor graduate. He was then assigned to the Air Force Weapons Laboratory, Kirtland Air Force Base, New Mexico. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends the University of Colorado, Colorado Springs and is working towards a Bachelor's Degree in Business Administration.

NOTE: Narrative will be in chronological order. The greatest emphasis will be placed upon the quarter immediately preceding the Nomination Quarter and going back no more than one year. Single-space the narrative portion of the biography using 1 inch margins, 12-pitch font size, and Times New Roman Font. Double-space between name, social security number, and Air Force Specialty Code (AFSC). Use example above for format and style.

Attachment 4

SAMPLE AWARD NOMINATION ENDORSEMENT

AWARD NOMINATION

NAME OF AWARD: AIRMAN OF THE QUARTER, FY 97-3

FROM: 731 AS/CC

INCLUSIVE DATES OF ACHIEVEMENT: 1 APRIL THROUGH 30 JUNE 1997

NOMINEE: JOHN Q. DOE

RANK: A1C

PRESENT ORGANIZATION & STATION: 731 AS/CCQ (AFRC)
860 MITCHELL ST STE 104
PETERSON AFB CO 80914-1126

PROJECTED ASSIGNMENT None

AND REPORTING DATE:

PERMANENT HOME ADDRESS: 1111 S. LIMESTONE DRIVE
COLORADO SPRINGS CO 80970

NOMINATED FOR: Airman of the Quarter for his excellent performance, outstanding professional skill, job knowledge, and leadership as an Information Management Journeyman in support of the commander, 731st Airlift Squadron. Nominee has not had an open unfavorable information file (UIF) during the award period and meets all dress and appearance and weight management criteria.

PETE L. PETERSON, Lt Col, USAFR
Commander

NOTE: Double and single-space the portions of the nomination endorsement as shown above. Use 1 inch margins, 12-pitch font size, and Times New Roman Font. Use example above.