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Personnel

**310TH SPACE GROUP RECOGNITION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*. It establishes and governs the 310th Space Group (SG) quarterly and annual recognition programs. This program is designed to recognize personnel making significant contributions to the 310th Space Group. It applies to 310th Space Group company grade officers, enlisted personnel, and civilians.

1. Scope: This program provides special recognition to personnel for outstanding job performance, special achievements, and contributions to local communities.

2. Terms Explained:

2.1. Annual. 1 January through 31 December.

2.2. Quarterly.

2.2.1. 1st Quarter. 1 January through 31 March.

2.2.2. 2nd Quarter. 1 April through 30 June.

2.2.3. 3rd Quarter. 1 July through 30 September.

2.2.4. 4th Quarter. 1 October through 31 December.

2.3. Category.

2.3.1. Company Grade Officer. Second Lieutenant through Captain.

2.3.2. Senior Noncommissioned Officer. Master Sergeant through Chief Master Sergeant.

2.3.3. Noncommissioned Officer. Staff Sergeant through Technical Sergeant.

2.3.4. Airman. Airman Basic through Senior Airman.

3. Basic Qualification Criteria:

3.1. Quarterly recognition. Personnel assigned to the 310th Space Group are eligible to compete for the 310th Space Group quarterly awards provided they were in the unit for the entire period covered by the award.

3.1.1. Nominated individuals assigned to 310th Space Group or subordinate units must:

3.1.1.1. Not have been convicted by court-martial or punished pursuant to the Uniform Code of Military Justice (UCMJ) or Article 15 during the 12 months prior to the recognition period.

3.1.1.2. Not have pending charges by military or civilian authorities, nor pending other administrative actions, which may lead to dismissal or resignation, discharge or release from reserve or active military status.

3.1.1.3. Not have an Unfavorable Information File (UIF), referral Enlisted Performance Report (EPR) or referral Officer Performance Report (OPR) for any part of the recognition period.

3.1.1.4. Not be entered in or continued in the Weight Management Program during the recognition period.

3.1.2. Nominating unit commanders ensure the above quality force indicators are applied.

3.1.3. Each unit, including the group staff, nominates one individual for each category. Personnel are nominated for the appropriate category based on the rank they held on the last day of the award period. If no nominations are received for a category, the group commander may, at his discretion, select an eligible member for recognition in that category.

3.1.4. 310th Space Group does not have a civilian quarterly awards program. Unit commanders may submit civilians or Air Reserve Technicians for Schriever AFB quarterly awards in accordance with 50 SWI 36-2802, *Recognition Program*.

3.1.4.1. 310th Space Group commander reviews all civilian nominations and forwards deserving packages to 50th Space Wing (SW) representing the 310th Space Group.

3.2. Annual Recognition. Personnel nominated for 310th Space Group Annual Awards Program must:

3.2.1. Meet all requirements outlined in paragraph **3.1.**, actively participate in a 310th Space Group unit for six months of the recognition period, and serve in the appropriate grade category for the majority of the recognition period.

3.2.1.1. Each unit may nominate only **one** individual in each category. The group staff is also eligible to submit one individual for each category.

3.2.1.2. Nominees submitted for annual recognition must be a previous squadron level quarterly award winner for the same year.

3.2.1.3. Group annual enlisted award winner packages are forwarded to 10th Air Force to compete for the Air Force Reserve Command 12 Outstanding Airmen of the Year Program.

3.3. 310th Space Group Commander's Excellence Coin. Awarded by the 310 SG Commander to members of the 310 SG, armed forces, or civilian community for a singularly distinctive act. It may be awarded in conjunction with other unit awards or individually.

3.3.1. The recipient must meet all requirements outlined in paragraph **3.1.1.** and actively participate in the 310 SG (if assigned to the 310 SG). In the case of military members in other units, service branch, or civilians, the 310 SG Commander will determine what criterion merits award of the coin. Individuals are recognized solely by the 310 SG Commander, however recommendations for the award may be made by squadron commanders or higher. In the event of a prolonged absence of a squadron commander, the operations officer or acting commander may forward a recommendation. Recommendations should be in the form of an official memorandum to the 310 SG Commander and should briefly explain the act, which merits the award.

4. Basic Evaluation Criteria: Cited accomplishments must apply to the specific recognition period. However, specific achievements culminating during, but initiated before the recognition period may be included. Supervisors must make an extra effort to bring out relevant and applicable information on traditional reservists. Performance and activities in the traditional reservist's civilian job may be used if they can be linked to their primary duties or status as a reservist. The following areas must be considered when nominating an individual for recognition:

4.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well he/she 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/techniques developed by the member that positively impacted the unit and/or mission. Include results of AF/MAJCOM/NAF level inspections and/or evaluations. Include awards received (i.e., NCO of Quarter, Enlisted Space Operator of the Year).

4.2. Significant Self-Improvement. Show how nominee has developed/improved skills related to primary duties (i.e., formal training, CDC enrollment/completion, OJT, certifications, off-duty education related to primary duties). Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. (Include any off duty education completion and grade point average). Cite any other relevant training or activity that significantly enhanced nominee value as a military citizen.

4.3. Base and Community Involvement. Define the scope and impact of his/her positive leadership and involvement in both the military and civilian community. Include leadership, membership/participation in unit advisory councils, professional military organizations, associations, and events (i.e., President of Top 3, enlisted dining-out committee, member of AFSA, Sunday School teacher).

5. Administrative Procedures for Submission of Nominations:

5.1. Quarterly Award Nomination Packages.

5.1.1. AF Form 1206, **Nomination For Award (Attachment 1)**. Limited to twenty lines for all three categories. A minimum of ten designated for Leadership and Job Performance in Primary Duty, and a maximum of five lines each for Significant Self-Improvement and Base and Community Involvement. Use single-spaced bullet format. A Soft copy of the write-up needs to be included in the package.

5.1.1.1. Soft copies of the packages will be used to e-mail packages to GSU instead of faxing.

5.1.1.2. Do not use individuals name within text of AF Form 1206. Nominees will be given a designator for board scoring.

5.1.2. Key Duties and Responsibilities Paragraph (**Attachment 2**). Paragraph will use EPR or OPR duty description of individual's key duties and responsibilities.

5.2. Annual Award Nomination Packages.

5.2.1. AF Form 1206 (**Attachment 1**). Limited to two pages (front and back) printed on two sides, head to head. Use single-spaced bullet format. A soft copy of the write-up needs to be included in the package.

6. Submission Timelines:

6.1. All quarterly and annual awards packages must be coordinated through the unit awards and decorations monitor for compliancy prior to being submitted to the group. The awards and decorations monitors must sign on the key duties, tasks, and responsibilities letter stating that they have reviewed the packages to ensure that they comply with this instruction.

6.2. Quarterly Awards.

6.2.1. The squadron submission suspense for quarterly awards is close of business Thursday before each UTA of these months April, July, October, and January unless otherwise directed by the group. If circumstances require a change to the suspense date, units will be notified as soon as possible.

6.2.2. Nomination packages not adhering to the established format will be returned to the respective unit. Late nominations will not be considered unless an extension was requested and granted. Packages that include achievements outside of the award period will be eliminated from the quarterly and/or annual competition.

6.3. Annual Awards. The suspense for unit annual award packages is contingent on the group's suspense to 10 AF for the Air Force Reserve Command 12 Outstanding Airmen of the Year.

7. Selection Process:

7.1. Quarterly Awards Board. The 310 SG's quarterly awards board consists of two representatives from each unit and the group staff. The board president is the senior officer on the board. Boards consist of field grade officers for company grade officer and senior noncommissioned officer nominations. Company grade officers or senior noncommissioned officers rate the packages for noncommissioned officer and airmen nominations. Board members will receive all packages, with names of individuals removed, to review prior to sitting down for the board. At conclusion of board, feedback will be given to the unit commanders on content of packages.

7.2. Annual Awards Board. The annual awards board follows the same general guidelines as the quarterly awards board. The board president is the group commander or the deputy group commander. The board president will have nominees appear before the board. The board president sets guidelines for the interviews and participants will wear service dress.

8. Awards and Honors:

8.1. Quarterly Awards. Quarterly award winners are announced following the board selection approval by the 310 SG/CC. 310 SG quarterly award winners will be recognized at the Commander's Call following the board selection.

8.2. Annual Awards. The group annual awards winners are announced and presented at a 310 SG annual awards ceremony.

8.3. Awards/Mementos. 310 SG/CC authorizes an appropriate award memento for all winners.

ROSCOE L. O. GRIFFIN, Lt Col, USAFR
Commander

Attachment 1

SAMPLE AF FORM 1206

NOMINATION FOR AWARD		
AWARD QUARTERLY AWARD	CATEGORY (if Applicable)	AWARD PERIOD 1 January - 1 March 2002
RANK/RATED RANK (First, Middle/Initial, Last)	SEN (After Last 4079) 5555	UNLCON, FOR, O, R, ORU AFTRC
DATE AND DUTY TITLE	NOMINEE TELEPHONE (CG) (Commercial)	
UNIT/OFFICE/MAILING ADDRESS/NO DRESSING/ZIP CODE 3 10TH SPACE GROUP/CCQ/300 O'MALLEY AVENUE/SCHRIEVER AFB CO 80912-4000		
RANK/RATED RANK/UNIT/COMMUNIDENR/FC, (R) (M) (P) (Y) (Z) (Z)/COMMUNIDENR/TELEPHONE (DONS Commands)		
SPECIFIC ACCOMPLISHMENTS (Use 7 lines/lines/lines/lines/lines/lines/lines)		

SAMPLE

Attachment 2

SAMPLE KEY DUTIES TASKS AND RESPONSIBILITIES

MEMORADUM FOR QUARTERLY/ANNUAL AWARD BOARD MEMBERS

FROM: Unit Awards and Decorations Monitor

SUBJECT: Key Duties, Tasks, and Responsibilities of (NAME)

1. Use key duties and responsibilities that are on member's performance report. For example: Supervises Batman's cave and its crewmembers. Maintains certification on all equipment. Recovers critical mission data from satellite equipment. Assists the branch chief in managing \$4.2 billion dollars annually. Validates operational checklists, procedures, and training course material. Identify Batman's proficiency trends and training deficiencies; recommends corrective action.
2. I have reviewed the nomination package and ensure it meets all instruction guidelines.

SIGNATURE BLOCK

Awards and Decorations Monitor

1st Ind, UNIT CC

MEMORANDUM FOR 310 SG/CA

Concur/Non Concur

SIGNATURE BLOCK

Commander

Attachment 3

310 SG QUARTERLY/ANNUAL AWARD BOARD SCORE SHEET

Nominee's Designator								
Leadership and Job Performance in Primary Duty (60 pts.)								
Significant Self-Improvement (20 pts)								
Base and Community Involvement (20 pts)								
Total (100)								

BOARD MEMBER _____ UNIT _____ DATE _____

- A3.1. Review each package by close of business Saturday of the UTA.
- A3.2. Give packages a preliminary grade.
- A3.3. Note any questions that need clarification when the board meets.

Attachment 4

310 SG QUARTERLY/ANNUAL AWARD RANKING SHEET

	Board Member	Board Member	Board Member	Board Member	Board Member	Board Member
Nominee	123456789	123456789	123456789	123456789	123456789	123456789
Nominee	123456789	123456789	123456789	123456789	123456789	123456789
Nominee	123456789	123456789	123456789	123456789	123456789	123456789
Nominee	123456789	123456789	123456789	123456789	123456789	123456789
Nominee	123456789	123456789	123456789	123456789	123456789	123456789
Nominee	123456789	123456789	123456789	123456789	123456789	123456789
Nominee	123456789	123456789	123456789	123456789	123456789	123456789

A4.1. Each board member should score each nominee package using the appropriate score sheet. After scoring is complete, each board member should rank order the nominee packages, assigning a ranking based on the nominee’s score. For instance, if there are five nominees, each board member will assign a rank 1 through 5, with 1 being the best. The value is then added with other board member’s rank orders to calculate the winner. The lowest score wins.

A4.2. In instances where there are tie scores on the score sheet, the board member must break the tie.

A4.3. In instances where there are tie scores on the ranking sheet, the board president must select the winning package.