

**2 FEBRUARY 2004**



**Personnel**

**AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFDPO 36-28, *Awards and Decorations Program* and establishes procedures for selecting the 315 AW Airman (Amn), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SRNCO), Company Grade Officer (CGO), Field Grade Officer (FGO), Civilian of the Quarter and Year and the First Sergeant of the Year. Its aim is to recognize enlisted personnel in the grades of Airman Basic (E-1) through Chief Master Sergeant (E-9), Company Grade Officers (O-1 thru O-3), Field Grade Officers (O-4 thru O-5), and civilians who have made the most significant contributions toward accomplishing the mission of the United States Air Force and the 315 AW and who have shown responsible citizenship in their respective communities.

**SUMMARY OF REVISIONS**

This revision changed the name of the publication. Also, the attachment was changed to include the word "SAMPLE" and the overprint information to the AF Form 1206. Paragraph **3.1.** was changed to indicate the 315 AW/CCE overprint to the AF Form 1206 should be submitted as opposed to the AF Form 1206. A bar (|) indicates revision from the previous edition.

**1. Responsibilities:**

1.1. Each organization and staff agency within the 315 AW should establish a selection system and submit names of nominees for Amn, NCO, SRNCO, CGO, FGO and Civilian of the Quarter each quarter and First Sergeant of the Year. Commanders will submit all nomination packages to 315 AW/CCE (see paragraph **3.2.**). The success of this program depends a great deal on the degree of enthusiasm and personal support from each commander and supervisor. This recognition program can be an effective tool for enhancing unit morale, career motivation and retention of personnel.

1.2. Wing Headquarters Section:

1.2.1. Maintain records and issue administrative guidance.

1.2.2. Arrange for a final selection committee to review supporting documentation and arrive at a selection in each category.

1.2.3. Prepare congratulatory memorandums to winners for the 315 AW Commander's signature, and prepare the memorandum for distribution to all wing members recognizing the winners.

1.2.4. Furnish names of those selected to the 315 AW Public Affairs (PA) Office and the Charleston AFB Chiefs' Group as soon as practical.

1.2.5. Procure the appropriate plaques and contact 315 AMXS Support Section for engraving support. Ensure that letters and plaques are given to winners' commanders at the appropriate time.

1.2.6. Submit documentation for Time-Off Award of three workdays for Civilian of the Quarter.

1.2.7. Ensure annual award winners receive their prizes (see list of prizes and sponsors in awards binder).

1.2.8. Acquire pictures of each yearly award winner from Public Affairs and hang in Wing Headquarters building.

### 1.3. Public Affairs Office:

1.3.1. Ensure the winners receive appropriate recognition in the news media of their respective civilian community and in the wing newspapers.

1.3.2. Ensure photographs of each award winner are taken and given to 315 AW/CCE and that photographs of award presentations are taken when requested by unit commanders.

1.4. The Chiefs' Group ensures savings bond awards are given to the 315 AW/CCC as soon as possible for presentation to the Amn, NCO, and SRNCO winners.

## 2. Eligibility:

2.1. Airman of the Quarter/Year: E-1 (AB) through E-4 (SrA).

2.2. NCO of the Quarter/Year: E-5 (SSgt) through E-6 (TSgt).

2.3. Senior NCO of the Quarter/Year: E-7 (MSgt) through E-9 (CMSgt).

2.4. Company Grade Officer of the Quarter/Year: 0-1 (2d Lt) through 0-3 (Capt).

2.5. Field Grade Officer of the Quarter/Year: 0-4 (Maj) through 0-5 (Lt Col).

2.6. Civilian of the Quarter/Year: All grades.

2.7. First Sergeant of the Year: All Wing First Sergeants

## 3. Selection Process:

3.1. Commanders may nominate one individual per category. Nominee must have been assigned to the organization represented during the period being considered. Use the 315 AW/CCE Overprint to the AF Form 1206, front side only (see [Attachment 1](#)). The overprint can be found on Microsoft Outlook under Public Folders – All Public Folders – Charleston – Charleston Tenant Units – 315<sup>th</sup> Airlift Wing – Instructions – 36-2801 and click on the 315AW/CCE Overprint document. No endorsements are required.

3.2. Forward nominations to 315 AW/CCE not later than the end of each month immediately following the preceding fiscal quarter, i.e. 31 Jan, 30 Apr, 31 Jul, 31 Oct. Packages can be sent by e-mail or hard copy through the distribution system.

3.3. Final selection of winners will be made by a committee of at least three members of a higher grade than the nominees. The senior member of each committee is the chairperson.

3.4. Individuals selected for quarterly awards compete for the yearly awards. Commanders must submit another package for yearly awards that covers the other three quarters that were not covered in the original package. These yearly packages must be sent to 315 AW/CCE not later than the Friday prior to the annual awards board and should be prepared according to paragraph 3.1. The selection for yearly awards is based on the individual's yearly accomplishments so this additional package must be submitted. The selection committee is composed as stated in paragraph 3.3.

3.5. In addition to the yearly award winners in each quarterly category, the wing will select a First Sergeant of the Year. Packages must be submitted no later than the Friday prior to the annual awards board and should be prepared according to paragraph 3.1.

3.6. Yearly award winners for Amn, NCO, SNCO and 1<sup>st</sup> Sgt. will be forwarded to 22AF as the 315 AW submissions for the Twelve Outstanding Airmen of the Year. Packages for submission must be completed by the winner's unit according to separate guidance which will be distributed to all groups by the 315 AW/CCE section.

**4. Recognition:** Recognize award winners at their unit commander's call, unless advised otherwise by the wing or appropriate group commander. Yearly award winners will be recognized at the Wing Commander's Call. Present the individual with a certificate and congratulatory letter from the wing commander and any other prizes, if appropriate.

GARY L. COOK, Colonel, USAFR  
Commander

Attachment 1

SAMPLE NOMINATION FOR AWARD FORM 1206

Attachment 1

NOMINATION FOR AWARD		
<b>AWARD</b> 315 AW (AMN, NCO, SRNCO, CGO, FGO, CIV OF THE QTR)	<b>CATEGORY (if Applicable)</b> 1ST QTR/FY XX	<b>AWARD PERIOD</b> 11OCT-31DEC
<b>RANKNAME OF NOMINEE (First, Middle Initial, Last)</b> MSGT RONALD E. MCDONALD	<b>SSN</b> 123-45-6789	<b>MAJCOM, FDA, OR DRU</b> AFRC
<b>DAFSC/DUTY TITLE</b> 2A551J/AIRCRAFT MAINTENANCE SPECIALIST	<b>NOMINEE'S TELEPHONE (DSN &amp; Commercial)</b> N/A	
<b>UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE</b> 315 AGS/LGAB 210 NORTH BATES STREET, CHARLESTON AFB SC 29404-4920		
<b>RANKNAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN &amp; Commercial)</b> LT COL ROGER A. RABBIT/673-1234		
<b>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</b> JUSTIFICATION: (Limit to 2-lines with a maximum of 5 bullets under each category -- one page only) <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: (15 POINTS)</p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p> <hr/> <p><b>ADDITIONAL FACTORS: LEADERSHIP QUALITIES (SOCIAL, CULTURAL, RELIGIOUS ACTIVITIES); SIGNIFICANT SELF-IMPROVEMENT; AIR FORCE OR CIVILIAN AWARDS; OTHER ACCOMPLISHMENTS (10 POINTS)</b></p> <p>(1)</p> <p>(2)</p> <p>(3)</p> <p>(4)</p> <p>(5)</p>		