

30 JUNE 2001



Personnel

**QUARTERLY AND ANNUAL AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program* and AFI 36-2805, *Special Trophies and Awards*. It provides guidance for conducting a program to recognize outstanding officer and enlisted personnel assigned to the 340th Flying Training Group. It specifies the eligibility criteria, nomination, and selection procedures. This program is designed to promote retention, motivation, sense of pride and accomplishment and competitive spirit, and applies to all officer and enlisted personnel assigned to the 340th Flying Training Group and its subordinate units.

1. Quarterly/Annual Award Categories:

- 1.1. Squadron Instructor Pilot (Majors and below)
- 1.2. Support Officer (non-flyers, Majors and below)
- 1.3. Senior Noncommissioned Officer (MSgt through CMSgt)
- 1.4. Noncommissioned Officer (SrA through TSgt)

2. Eligibility:

- 2.1. Quarterly: Award nominees must be assigned to the 340 FTG during the period for which they are nominated.
- 2.2. Annual: Award nominees must have been assigned to the 340 FTG during the period for which they are being nominated. Individuals submitted will be quarterly award recipients of the same period.
 - 2.2.1. Nominees must be available to meet the board. Those individuals unable to meet the Board for reasons within their control will have their nomination package returned and will not be considered for the award period in which they are nominated. A records-only board will be considered if any nominee cannot meet the board due to emergency leave, hospitalization, TDY, or personal/job conflict.

3. General Information:

- 3.1. All nominees must meet the “whole-person/whole-career concept.” Nominees must not have negative quality force indicators (e.g., LORs, UIF entries, or be in the Weight Management Program). THIS LIST IS NOT ALL-INCLUSIVE.
- 3.2. Nominees must be satisfactory participants and have no unexcused absences on file.
- 3.3. Each unit may submit only one nominee per category per period, and all nominees must meet eligibility requirements listed above.
- 3.4. Quarterly boards will be records-only boards.

4. Program Responsibilities:

- 4.1. The 340th Flying Training Group Commander (340 FTG/CC) will:
 - 4.1.1. Have approval authority over board recommendations for all Group award recipients.
 - 4.1.2. Present annual awards at a recognition program, if available.
- 4.2. The 340th Flying Training Group First Sergeant (340 FTG/CCF), in coordination with the MPF Superintendent (340 FTG/DPM) will:
 - 4.2.1. Manage the overall Quarterly and Annual Award process.
 - 4.2.2. Set suspense dates for AF Forms 1206, **Nomination for Award**, identify board dates, and ceremony date for annual awards (**Attachment 1**), identify study references (**Attachment 2**), and uniform requirements.
 - 4.2.3. Select enlisted board members and provide instruction on selection process, grading, and feedback to nominees.
 - 4.2.4. Collect all AF Forms 1206.
 - 4.2.5. Forward names of selectees to 340 FTG/CC for review and approval.
- 4.3. The 340th Flying Training Group Deputy Commander for Operations (340 FTG/DO), or designated representative will:
 - 4.3.1. Be responsible for the overall management of the Quarterly and Annual Group Instructor Pilot (IP) and Support Officer award process.
 - 4.3.2. Collect nomination packages for the Group IP and Support Officer nominees from 340 FTG/DPM.
 - 4.3.3. Select four board members (0-6 president, and three voting members in the grade of 0-4 or 0-5).
 - 4.3.4. Inform board members and nominees of board date, time, study references, and uniform requirements.
 - 4.3.5. Provide instructions to board members on the selection process, grading, and feedback to the nominees.
 - 4.3.6. Forward results to 340 FTG/CCF for 340 FTG/CC review and approval.

4.4. The 340th Flying Training Group Executive Officer (CCE) will:

4.4.1. Ensure funds are available to procure awards for the quarterly and annual recognition program.

4.4.2. Extend invitations to the military DV community for the annual awards program. Additionally, assist in the overall seating arrangement at the awards ceremony. Meet and greet military guests as required.

4.5. Squadron Commanders will:

4.5.1. Determine their process for selecting their nominees to the Group board.

4.5.2. Sign in block 11 of the AF Form 1206.

4.5.3. Use bullet format only on AF Form 1206. All category headings will be in bold print. No space between lines.

4.5.4. Include only those accomplishments completed during the award period. Education of a continuing nature carried into the quarter may be annotated.

4.5.5. Limit nominations to one page for quarterly competition or two pages for the annual competition.

4.5.6. Submit all nominations to 340 FTG/CCF by suspense date. The nomination packages will include four copies of the AF Form 1206, a nomination letter, and a Record Review listing (RRL). Do not attempt to use the letter for additional justification. See [Attachment 3](#).

5. Selection Process:

5.1. A records-only board will evaluate nominees for the Quarterly awards. Board members will review and score the AF Form 1206.

5.1.1. The AF Form 1206 for Squadron Instructor Pilot and Support Officers will contain the following headings (in bold print):

5.1.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (15 points)

5.1.1.2. LEADERSHIP QUALITIES: (10 points)

5.1.1.3. SIGNIFICANT SELF-IMPROVEMENT: (10 points)

5.1.1.4. OTHER ACCOMPLISHMENTS: (5 points)

5.1.2. The AF Form 1206 for NCO/SNCO will contain the following headings (in bold print):

5.1.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (15 points)

5.1.2.2. SIGNIFICANT SELF-IMPROVEMENT: (10 points)

5.1.2.3. BASE OR COMMUNITY INVOLVEMENT: (5 points)

5.2. Nominees for the annual awards will be evaluated using a two-part process. Board members will review and score the AF Form 1206 and then conduct a personal interview.

5.2.1. Do not use the same nomination package from the Quarterly board.

5.2.2. During the personal interview, the board will evaluate the nominee in the areas of: reporting, military bearing, and personal appearance (5 points), communication skills (5 points) and response to questions (5 points).

5.2.3. Each board member will ask three questions. One question will be subjective, asking nominees for their opinions and thoughts. Two objective questions will be based on the suggested study areas indicated on [Attachment 2](#).

5.2.4. 340 FTG/CC has the discretion to make boards a records-only process.

6. Recognition:

6.1. Appropriate recognition and publicity will be given to all selectees, and annual award winners will be recognized at a recognition ceremony.

NEIL A. ROHAN, Colonel, USAF
Commander

Attachment 1**ANNUAL AWARDS SCHEDULE**

	PACKAGES DUE TO GROUP (See note 2.)	PACKAGES TO BOARD MEMBERS (See note 2.)	BOARD DATE (See note 2.)
1 st Quarter	April 1 st	April 15 th	April 15 th
2 nd Quarter	July 1 st	July 15 th	July 15 th
3 rd Quarter	October 1 st	October 15 th	October 15 th
4 th Quarter	January 1 st	January 15 th	January 15 th
Annual (See note 1.)	February 1 st	February 10 th	February 10 th

NOTES:

1. Ceremony date for Annual Awards are normally Mid February.
2. Should a date fall on a weekend or holiday, the new suspense will be the next official duty day or any date determined by the 340 FTG/DO or designated representative.

Attachment 2**STUDY REFERENCES****A2.1. Noncommissioned Officer Category:**

A2.1.1. AFPAM 36-2241, Vol 1

A2.1.1.1. Chapter 11 – Enforcing Standards

A2.1.1.2. Chapter 12 – Leadership

A2.1.1.3. Chapter 14 – Counseling and Destructive Behavior

A2.1.2. Current events affecting the Group, Air Force Reserve Command (AFRC), United States Air Force (USAF), Armed Forces or national policies

A2.2. Senior Noncommissioned Officer Category:

A2.2.1. AFPAM 36-2241, Vol 1, Chapters 11 and 12

A2.2.2. AFPAM 36-2241, Vol 2, *USAF Supervisory Examination Study Guide*, Chapters 5 and 7

A2.2.3. Current events affecting the Group, AFRC, USAF, Armed Forces or national policies

A2.3. Squadron Instructor Pilot and Support Officer Categories:

A2.3.1. AFDD 1, Air Force Basic Doctrine

A2.3.2. Current events affecting the Group, AFRC, USAF, Armed Forces, national policies or Major Command doctrine

Attachment 3

SAMPLE FORMAT FOR NOMINATION MEMORANDUM

30 June 2001

MEMORANDUM FOR 340 FTG/CC

FROM: 97 FTS/CC

SUBJECT: Nomination for NCO of the Quarter (1 Jan – 31 Mar 01)

SSgt Donald L. Evans, 123-45-6789 is the 97 FTS nominee for subject award. This individual meets the qualification criteria outlined.

HENRY A. SMITH, Lt Col, USAF
Commander

2 Attachments:

1. AF Form 1206, Nomination for Award
2. Record Review RIP