

11 SEPTEMBER 2003



Personnel

**COMPANY GRADE OFFICER/CIVILIAN OF  
THE QUARTER/YEAR PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 341 MXG (Lt John J. Valdes, III)

Certified by: 341 SW/CV  
(Col Michael P. Hartmann)

Supersedes MAFBI 36-2802, 13 October 1998

Pages: 11  
Distribution: F

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This instruction implements AFD 36-28, **Awards and Decorations**, and establishes the Company Grade Officer and Civilian of the Quarter/Year Program for Malmstrom Air Force Base. It assigns responsibility, prescribes procedures, establishes selection criteria, and lists awards to be presented. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Vol 4). This instruction applies to all personnel assigned to Malmstrom AFB and associate units.

**SUMMARY OF REVISIONS**

This revision of MAFBI 36-2802 changes **1., 1.1., 1.2.1., 1.2.2., 1.2.3., 1.2.4., 1.3., 2.1., 2.1.1., 2.1.2., 2.1.3., 2.3., 2.4., 2.4.1., 2.4.2., 2.4.3., 2.4.3.1., 2.4.3.2., 2.4.3.3., 2.4.3.4., 2.5., 2.5.1., 2.5.2., 2.5.3., 2.5.4., 2.6., 2.6.1., 2.6.2., 2.6.3., 2.6.4., 3.3., 3.3.1.**, addition of **1.5.**, and changes “yearly” to “annual.” A bar ( | ) indicates revisions from the previous edition, 13 October 1998.

**1. Nominations.** All company grade officers and civilians assigned to Malmstrom AFB and associate units are eligible for nomination except as noted in paragraph **1.7**. Nomination packages are due to the Company Grade Officers’ Council (CGOC) project officer on the seventh day after the close out of the quarter. Seven copies of each nomination package will be included when submitted. Late nominations received will be returned to the appropriate group commander.

1.1. Each Group Commander, the 819th RED HORSE Commander, and the Wing Staff is authorized one CGO nomination and also one Civilian nomination from each of the four categories as outlined in paragraph **2.5** for the quarterly and annual boards. No more than seven CGO candidates will meet the board at one time. Each group will forward the best-qualified candidate from their group for both the quarterly and annual board.

1.2. CGO and Civilian nomination packages should be in the format of **Attachment 1 and Attachment 2**. Accomplishments should be listed in bullet format. Accomplishments are limited to the quarter or year for which the individual has been nominated. Educational accomplishments may be cumulative.

1.2.1. CGO quarterly award packages will incorporate a 15, 7, and 7 format to the AF Form 1206.

1.2.2. CGO annual award packages will use a full page, single-sided AF Form 1206.

1.2.3. Civilian quarterly award packages will incorporate a 10, 10, 5, and 5 format to the AF Form 1206.

1.2.4. Civilian annual award packages will use a full page, single-sided AF Form 1206.

1.3. CGO nomination packages for the annual award use the quarterly award format (**Attachment 1**). Civilian nomination packages for the annual award use the quarterly award format (**Attachment 2**). Accomplishments for annual award packages include information from the entire calendar year. Should a quarterly award winner be resubmitted for the annual board, packages should be updated accordingly.

1.4. The AF Form 1206, **Nomination for Award**, will be used to list each CGO nominee's accomplishments during the quarter/year. Group specific accomplishments according to the categories listed in paragraph **2.1.**

1.5. A Single-Page SURF from AMS on each CGO nominee will be included in the nomination package.

1.6. A Seven Line personal narrative must be included in each CGO nominee's package.

1.7. Any potential nominee who meets one of the following criteria will be ineligible for consideration:

1.7.1. Personnel identified as not meeting body fat standards IAW AFI 40-502, *The Weight and Body Fat Management Program*.

1.7.2. Personnel who have received administrative or non-judicial punishment during the preceding 12 months.

1.7.3. Personnel with an Unfavorable Information File (UIF).

1.7.4. Personnel who have already been awarded the honor of Company Grade Officer of the Quarter during the calendar year (quarterly award only).

**2. Board Procedures.** The Malmstrom AFB Company Grade Officer and Outstanding Civilian Employee of the Quarter will be selected in April, July, and October of each year. The annual board will be held in January. The Outstanding Civilian Employee nominees will be judged solely on their nomination package. A selection board will review all nomination packages, interview the Company Grade Officer nominees, and recommend the individual best qualified for the award to the Wing Commander. The Vice Commander or designee will preside over the board and each group deputy commander or substitute (field grade officer) will serve on the board. The CGOC project officer will serve as recorder and will coordinate the selection board. The project officer will coordinate the proper recognition for nominees and winners with the installation Command Chief Master Sergeant.

2.1. Each board member will judge the Company Grade Officer nomination package and assign a score between 0 and 75 points based on the following categories:

2.1.1. Leadership and Job Performance in Primary Duty (0-45 points).

2.1.2. Significant Self Improvement (0-10 points).

2.1.3. Base or Community Involvement (0-20 points).

2.2. Commanders must ensure that nominees make every effort to be available for the interview with the board. Board members and nominees meeting the board will wear service dress uniform. Each board member will judge the nominee's interview and assign a score between 0 and 25 points based on the following categories:

2.2.1. Knowledge of Air Force Programs (0-5 points).

2.2.2. Current Events Knowledge (0-5 points).

2.2.3. Communication Skills (0-5 points).

2.2.4. Personal Appearance (0-5 points).

2.2.5. Military Bearing (0-5 points).

2.3. The final score for each Company Grade Officer nominee will be the sum of the nomination package score and the interview score. In the event that a nominee cannot meet the board (i.e. absence approved by board president), their final score will consist of the package score and the average of the other nominees' interview score. These scores will then be totaled and the nominees rank ordered. The nominee with the highest rank ordering will then be forwarded to the 341SW/CC as the board nomination.

2.4. Civilian quarterly/annual packages will follow the format at [Attachment 2](#) and include the following information:

2.4.1. Wing nomination letter to include name and grade/series of the nominee.

2.4.2. Wing nomination worksheet that includes a brief narrative of job description and requirements.

2.4.3. Civilian quarterly/annual award packages will include an AF Form 1206, **Nomination for Award**, with the following four categories addressed in the text section:

2.4.3.1. Exceptional Job Performance.

2.4.3.2. Initiative and Attitude Displayed.

2.4.3.3. Self Improvement.

2.4.3.4. Special Contributions.

2.5. Civilian packages will be grouped into one of four categories:

2.5.1. Technical/Professional.

2.5.2. Trades/Crafts.

2.5.3. Clerical/Administrative.

2.5.4. Supervisor.

2.6. Each board member will judge the nomination package and assign a score between 0 and 50 points based on the following categories:

- 2.6.1. Exceptional Job Performance (0-15 points).
- 2.6.2. Initiative and Attitude (0-15 points).
- 2.6.3. Self Improvement (0-10 points).
- 2.6.4. Special Contributions (0-10 points).

2.7. The final score for each Civilian nominee will be rank ordered. The nominee with the highest rank ordering will then be forwarded to the SW/CC as the board nomination.

### **3. Recognition of Nominees and Winners.**

3.1. All CGO nominees receive a certificate of merit signed by the Wing Commander and a 24-hour pass consistent with staffing and mission requirements. Individuals selected as Company Grade Officer of the Quarter/Year will receive the following awards as recognition of their achievements:

- 3.1.1. A plaque from the wing.
- 3.1.2. Gifts from outside agencies (varies with participation from sponsors).
- 3.1.3. Recognition in the base newspaper and the local off-base paper.
- 3.1.4. A 48-hour pass consistent with staffing and mission requirements.

3.2. In addition to the appropriate plaques, certificates, gifts, and duty passes, the yearly award winner will be identified as the Malmstrom AFB Company Grade Officer of the Year and will be submitted to AFSPC for higher headquarters competition.

3.3. Civilian quarterly award winners receive \$150.00; annual award winners, \$300.00.

- 3.3.1. Supervisors of employees selected as Malmstrom winners must complete a Personnel Action Request (PAR) in the Personnel Process Improvements (PPIs) program for submission to the Civilian Personnel Flight (CPF) to ensure the winners receive their monetary awards. For assistance using this program and preparing a PAR, please contact the CPF.

C. DONALD ALSTON, Colonel, USAF  
Commander

**Attachment 1**

**SAMPLE NOMINATION LETTER**

**(Official Letterhead)**

MEMORANDUM FOR 341 SW/CV

FROM: Group/CC

SUBJECT: Company Grade Officer of the Quarter/Year Nomination

1. (Rank and full name of officer) from the (group assigned) is nominated for Company Grade Officer of the Quarter/Year.

2. Personal data:

a. Duty Section:

b. Duty Title/Position:

AFSC:

TAFMSD:

TAFSCD:

c. Education Level (including PME):

(Group/CC Signature Block)

Attachments:

1. AF Form 1206, **Nomination For Award** (Accomplishments)
2. Single-Page SURF from AMS
3. Seven Liner

Section A1A:

Sample AF Form 1206

NOMINATION FOR AWARD		
AWARD COMPANY GRADE OFFICER OF THE QUARTER/YEAR	CATEGORY (If Applicable) CGO	AWARD PERIOD 1 JAN - 31 MAR 2002
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 1LT JOHN J. DOE	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 21M3C/OIC MAINTENANCE TEAM TRAINING	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 632-4070/Comm (406) 731-4070	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 341 MOS/MXOTT/7020 First Avenue North, Bldg. 1439/Malmstrom AFB MT 59402-7519		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) LT COL JOHN J. SMITH/632-4070/(406) 731-4070		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ol style="list-style-type: none"> <li>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, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Professional Performer, Maintenance Professional of the Year, and so forth.</li> <li>Limit to 15 lines.</li> <li></li> </ol> <p><b>SIGNIFICANT SELF-IMPROVEMENT:</b></p> <ol style="list-style-type: none"> <li>Show how the member developed or improved skills related to primary duties; e.g., formal training, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include the completion of any professional military education (PME) as well as awards during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class course, degree enrollment/completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</li> <li>Limit to 7 lines.</li> </ol> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b></p> <ol style="list-style-type: none"> <li>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 CGOC, AF Ball committee, Sunday school teacher, and so forth.</li> <li>Limit to 7 lines.</li> <li></li> <li></li> <li></li> <li></li> <li></li> </ol>		

**Section A1B**  
**Officer SURF**

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**NAME:** 1Lt John Doe

**SSAN:**\*\*\*\*\*1234

**PHONE:**

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**Projected Grade:**

**DAFSC:**

**Functional Cat:**

**Duty Title:**

**Spouse:**

**DOR:**

**Base:**

**PSN:**

**Command:**

**Record Status:**

**PAS:**

**Marital Status:**

**Depndnts:**

**Sex/Race/Ethnic:**

**Office Symbol:**

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\*\*\*\*\*RESTRICTIONS\*\*\*\*\*

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\*\*\*\*\*SERVICE DATES\*\*\*\*\*

\*\*\*\*\*AFIT INFORMATION\*\*\*\*\*

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\*\*\*\*\*PME INFORMATION\*\*\*\*\* \*\*\*\*\*PROJECTED TRAINING\*\*\*\*\* \*\*\*\*\*LANGUAGE INFO\*\*\*\*\*

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\*\*\*\*\*ACQUISITION INFORMATION\*\*\*\*\*

\*\*\*\*\*OTHER INFORMATION\*\*\*\*\*

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\*\*\*\*\*SECURITY DATA\*\*\*\*\*

\*\*\*\*\*AFSC INFORMATION\*\*\*\*\*

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\*\*\*\*\*ACADEMIC INFORMATION\*\*\*\*\*

\*\*\*\*\*SPECIAL EXPERIENCE IDs\*\*\*\*\*

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\*\*\*\*\*RATED INFORMATION\*\*\*\*\*

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\*\*\*\*\*OPR DATA\*\*\*\*\*

\*\*\*\*\*O/S HISTORY\*\*\*\*\*

**Section A1C****SEVEN LINER****FOR QUARTERLY/ANNUAL AWARDS BREAKFAST/BANQUET**

Full Name: John Doe

Rank: First Lieutenant

Squadron: 341st Generic Squadron (GS)

Hometown: Anytown, Illinois

Date Arrived on Station: 1 September 1995

Duty Title: Chief of Staff

Guest Name: Jane Doe

Relationship: Spouse

1Lt John Doe is...*include 7 lines of information about job, official duties, off-duty volunteering, etc.) here...*

...Lt Doe is accompanied by his wife, Jane.

**Attachment 2**

**SAMPLE CIVILIAN EMPLOYEE OF THE QUARTER/YEAR NOMINATION  
(Official Letterhead)**

MEMORANDUM FOR 341 SW/CV

FROM: Group/CC

SUBJECT: Civilian Employee of the Quarter/Year Nomination

1. (Full name of employee) from the (group assigned) is nominated for Civilian Employee of the Quarter/Year.

2. Personal data:

a. Organization:

b. Duty Section:

c. Duty Title/Position:

d. GS Level/Series:

(Group/CC Signature Block)

Attachments:

1. Wing Nomination Worksheet
2. AF Form 1206, **Nomination for Award**

**Section A2A:**

**OUTSTANDING CIVILIAN EMPLOYEE OF THE QUARTER/YEAR**

**WING NOMINATION WORKSHEET**

**AWARD CATEGORY:**

**FULL NAME:**

**GRADE/SERIES:**

**SQUADRON/UNIT:**

**JOB/DUTY TITLE:**

**TIME IN SERVICE:**

**HOMETOWN:**

**DATE ARRIVED MALMSTROM:**

**GUEST NAME AND RELATIONSHIP:**

**PARAGRAPH:**

*...include 7 lines of information about job, official duties, off-duty volunteering, etc.)*

Section A2B

Sample AF Form 1206

NOMINATION FOR AWARD		
AWARD <b>OUTSTANDING CIVILIAN EMPLOYEE OF THE QUARTER</b>	CATEGORY <i>(If Applicable)</i> <b>CLERICAL</b>	AWARD PERIOD <b>1 JAN - 31 MAR 2002</b>
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> <b>GS-05/JANE J. DOE</b>	SSN <i>(Enter Last 4 Only)</i> <b>1234</b>	MAJCOM, FOA, OR DRU <b>AFSPC</b>
DAFSC/DUTY TITLE <b>0123/SECRETARY</b>	NOMINEE'S TELEPHONE <i>(DSN &amp; Commercial)</i> <b>DSN: 632-4070/Comm: (406) 731-4070</b>	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE <b>341 MOS/CCS/7020 First Avenue North, Bldg. 1439/Malmstrom AFB MT 59402-7519</b>		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN &amp; Commercial)</i> <b>LT COL JOHN J. SMITH/632-4070/(406) 731-4070</b>		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> <b>EXCEPTIONAL JOB PERFORMANCE:</b> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. <b>INITIATIVE AND ATTITUDE DISPLAYED:</b> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. <b>SELF IMPROVEMENT:</b> 1. 2. 3. 4. 5. <b>SPECIAL CONTRIBUTIONS:</b> 1. 2. 3. 4. 5.		