

21 JANUARY 2004



Personnel

**BASE/WING OUTSTANDING ENLISTED,
COMPANY GRADE OFFICER AND CIVILIAN
OF THE QUARTER/YEAR PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*. This instruction establishes a base quarterly and wing annual awards program to recognize outstanding CGOs, SNCOs, NCOs, airmen, first sergeants (annual only) and civilians assigned to the 354th Fighter Wing (354 FW) and associate units, as appropriate. The program provides commanders the opportunity to select and nominate eligible personnel for recognition as outstanding military and civilian members who demonstrate exceptional duty performance, public service, personal character, integrity, initiative, and effort to improve themselves and/or enhance their unit's efficiency and effectiveness. Tenant/associate units may participate in the base quarterly awards program only. Their participation in an annual awards program must be through their parent organization (wing/command) to establish eligibility for the USAF Twelve Outstanding Airman of the Year (OAY) Program (AFI 36-2805, *Special Trophies and Awards*). This instruction requires maintaining information subject to the Privacy Act of 1974, authorized 10 U.S.C. 8013. System of Records Notice F900 AF MP A, *Awards and Decorations*, applies. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

- 1. Participation in the Program.** Participation in this program by organizations and personnel assigned or attached to Eielson AFB is strictly voluntary.
- 2. Purpose of Awards.** These awards will be used to recognize quarterly and annual outstanding company grade officers, enlisted personnel, civilian employees and the First Sergeant of the Year for superior

job performance and other accomplishments in an effort to motivate and reward excellence by members of the workforce.

3. Military and Civilian Quarterly/Annual Awards – Award Categories.

- 3.1. Company Grade Officers (CGO) are military personnel serving in the grade of second lieutenant (O-1) through captain (O-3).
- 3.2. Senior Noncommissioned Officers (SNCO) are military personnel serving in the grades of master sergeant (E-7) and senior master sergeant (E-8).
- 3.3. Noncommissioned Officers (NCO) are military members serving in the grade of staff sergeant (E-5) and technical sergeant (E-6).
- 3.4. Airmen are military personnel serving in the grades airman basic (E-1), airman (E-2), airman first class (E-3) and senior airman (E-4).
- 3.5. Civilian appropriated and nonappropriated employees are grouped in the following four categories:

I	II	III	IV
GS 1-6	GS 7	GS 8-9	GS 10 and above
NF 1	NF 2-3	NF 4 and above	N/A
CC 1-2	CC 3 and above	N/A	N/A
WG/NA 1-5	WG/NA 6-8	WG/NA 9 and above	N/A
N/A	N/A	WL/NL 1-7	WL/NL 8 and Above
N/A	N/A	WS/NS 1-5	WS/NS 6 and above

3.6. First Sergeants (annual only) are military personnel with the Special Duty Identifier (SDI) of 8F000.

4. Military and Civilian Quarterly/Annual Awards – Basic Qualifications.

- 4.1. Nominations must be in the grade category held by the nominee for the majority of the award period (i.e. quarter/year).
- 4.2. Nominees must be assigned to the unit during the entire quarter considered and be currently assigned to the wing for the annual award.
- 4.3. Military nominees must not have an Unfavorable Information File or have any incidents of a discreditable nature during the award period.
- 4.4. First Sergeant of the Year nominees must have been awarded the SDI 8F000 and must be currently serving in a first sergeant position.

5. Group Composition.

- 5.1. 354th Mission Support Group (MSG): 354 CS, 354 CONS, 354 LRS, 354 CES, 354 SFS, 354 MSS, 354 SVS and 354 MSG Staff.
- 5.2. 354th Maintenance Group (MXG): 354 MXS, 354 MOS, 354 AMXS and 354 MXG Staff.
- 5.3. 354th Operations Group (OG): 18 FS, 355 FS, 354 OSS, 3 ASOS and 354 OG Staff
- 5.4. 354th Medical Group (MDG): 354 MDOS, 354 MDSS and 354 MDG Staff.
- 5.5. Associate Group: 353 CTS, 354 CPTS, Wing Staff Agencies (WSA), Det 460 (AFTAC), Det 1, 66 TRS (Arctic Survival), Det 632 (AFOSI), and Area Defense Council (ADC).
- 5.6. Detached Units will not compete with the 354th Fighter Wing for annual awards. They will compete through their host organizations.

6. Military and Civilian Quarterly/Annual Awards – Program Responsibilities.

- 6.1. The Vice Commander (354 FW/CV) will:
 - 6.1.1. Chair the quarterly/annual CGO and civilian boards. In absence of the FW/CV, the FW/CC will select a group commander to chair the boards.
- 6.2. The Command Chief Master Sergeant (354 FW/CCC) will:
 - 6.2.1. Coordinate with the First Sergeants Council to set up the wing quarterly luncheons.
 - 6.2.2. Coordinate with Eielson SNCO (Top-3) committee to set up the wing annual awards banquet.
 - 6.2.3. Chair the quarterly/annual SNCO and First Sergeant of the Year boards.
 - 6.2.4. Select board presidents for the Amn and NCO boards.
 - 6.2.5. Approve solicitation of all gifts for the wing's quarterly/annual awards program.
- 6.3. The Wing Command Section (354 FW/CCEA) will:
 - 6.3.1. Coordinate with the CCC to set dates and times for the wing quarterly/annual boards.
 - 6.3.2. Compile group nominations for board members and coordinate board composition with the FW/CV and CCC as appropriate.
 - 6.3.3. Coordinate with Civilian Personnel for board composition after nominees are received to ensure board members do not have any conflict of interest (members may not be a direct supervisor of nominee or in the nominee's squadron).
 - 6.3.4. Advertise the wing suspense for all award packages in each category.
 - 6.3.5. Ensure all nomination packages and score sheets are made available to all board members.
 - 6.3.6. Receive all score sheets after board completion and consolidate packages for files. Coordinate board results with 354 FW CC/CV/CCC as appropriate for approval.
 - 6.3.7. Request and pick up plaques/engraving for all WSA, Associate Group, and Wing quarterly/annual award winners.
 - 6.3.8. Request photos from base multimedia center for all quarterly/annual award winners, pick-up and post photos in the lobby of Amber Hall and BX.

6.4. Civilian Personnel (354 MSS/DPC) will:

- 6.4.1. Provide the names of board members for the civilian category to FW/CCEA as requested.
- 6.4.2. Ensure time off awards of 16 hours for the quarterly award winners and 24 hours for the annual award winners are processed.

6.5. Honor Guard NCOIC (354 SVS/SVMXM) will:

- 6.5.1. Execute the Honor Guard awards program according to 354 FWI 34-101.
- 6.5.2. Provide the name of the Honor Guard annual winner to 354 FW/CCEA NLT the wing suspense for annual award winners as set by 354 FW/CCE.

6.6. Wing Protocol (354 FW/CCP) will:

- 6.6.1. Invite all sponsors and Distinguished Visitors (DV) to the award ceremonies.
- 6.6.2. Provide sponsors with the name and rank of the award recipients.
- 6.6.3. Provide a guest list and printed seating chart to the First Sergeants' Council/Top-3.
- 6.6.4. Collect money from all DVs/sponsors for meals and provide to the First Sergeants' Council/Top-3.

6.7. The First Sergeants' Council will:

- 6.7.1. Organize and execute all quarterly awards ceremonies
- 6.7.2. Coordinate dates and times of the ceremonies with 354 FW/CCS for 354 FW/CC/CV Calendars no later than 31 Dec of the year prior. Also, all subsequent changes to the year's schedule must be coordinated with FW/CCS prior to publicizing changes.
- 6.7.3. Provide money collected for all meals to the Club for quarterly awards ceremonies.

6.8. The Eielson SNCO committee (Top-3) will:

- 6.8.1. Organize and execute the annual awards ceremony.
- 6.8.2. Coordinate date and time with 354 FW/CCS for 354 FW/CC/CV Calendars no later than 31 Dec of the year prior. Also, all subsequent changes to the year's schedule must be coordinated with FW/CCS prior to publicizing changes.
- 6.8.3. Provide money collected for all meals to the Club for annual awards banquet.

6.9. Public Affairs (354 FW/PA) will:

- 6.9.1. Ensure appropriate publicity is accomplished in the base newspaper.
- 6.9.2. Include photos of winners in the base newspaper.
- 6.9.3. Display annual award winners names and units on base marquee for a week starting the duty day after the annual awards ceremony.
- 6.9.4. Arrange for hometown news release.

7. Nomination Procedures

- 7.1. Each group may nominate one individual per category to be considered for the wing boards.

7.1.1. Wing Staff Agencies may submit one nominee per category to MSS/CCF for competition at the squadron-level equivalent board for enlisted and officers. The WSA board will be a separate board from the core MSS board. The winners will be forwarded to the Associate Group board for competition. Winners at the Associate Group level will be forwarded to the wing command section for inclusion in the wing competition.

7.2. Nomination packages will consist of an AF Form 1206 IMT (current version), Nomination of Award, (Form Flow packages will no longer be accepted). Quarterly submissions will consist of no more than 25 lines, including the three mandatory headings. Annual submissions will be a full one-sided AF Form 1206 with mandatory headings (see [Attachment 1](#) for sample format and headings).

7.2.1. Nominations must be submitted to the wing command section NLT COB on the 10th workday of April, July, October, and January unless otherwise suspended by FW/CCE. The CCE will suspend annual nominations as soon as the higher headquarters tasking is received.

7.3. Packages will be submitted electronically.

7.4. Late and incomplete submissions will not be considered.

7.5. Annual nominations are not limited to prior wing quarterly award winners/nominees. Selection criteria and procedures are left up to the individual squadrons/groups.

7.6. Annual award nomination packages will have all required documents prior to submission to 354 FW/CCEA IAW AFI 36-2805 para 3.4 (or most current OAY guidance). Submit all required documents electronically.

8. Recognition Board Composition.

8.1. Wing boards will be comprised of a representative from each group including the associate group (when possible), for a total of 5 board members, not including the president. Groups will provide FW/CCEA names of board members as required by this instruction NLT COB on the 1st workday of April, July, October, and January unless otherwise suspended by FW/CCE. Groups must provide a primary and an alternate board member, from different squadrons. Board members in the same squadron as nominees will not be used. FW/CCEA will coordinate final board composition with the respective board president.

8.2. After the board composition is finalized, board presidents are responsible for contacting all members for their respective boards and informing them of the date, time, and place for the board, including the explanation of board procedures. Wing boards will be records only and nominees will not meet a physical board. Each board president is normally not a voting member and should be used for tie resolution.

8.3. CGO Board. The 354 FW/CV has the overall responsibility for this board. The CGO of the quarter board will be comprised of squadron commanders or field grade wing staff agency chiefs with the FW/CV as president. The FW/CV will preside over the annual CGO board and group commanders will serve as board members.

8.4. SNCO board. The CCC or his representative will preside as the board president for all SNCO boards. The SNCO board will be comprised of Chief Master Sergeants.

8.5. NCO Board. The CCC will appoint a board president (CMSgt) for each NCO board. The board will be comprised of SNCOs.

8.6. Airman Board. The CCC will appoint a board president (CMSgt) for each airman board. The board will be comprised of a TSgt or higher from each group.

8.7. Civilian Boards. The 354 FW/CV has the overall responsibility for this board. One board will meet for all civilian categories. It will be comprised civilian personnel from throughout the wing (as filled by civilian personnel).

8.8. First Sergeant of the Year Award (FSOYA) Board. The CCC will preside over the FSOYA Board. Group CMSgts and the senior first sergeant will act as board members.

9. Selection Board Responsibilities.

9.1. The selection board will evaluate each nominee based on the score sheet used in the OAY program ([Attachment 3](#)). Once the board is concluded, all scores will be tabulated and a merit order listing will be produced showing the relative ranking of each nominee. Results for all boards will be passed to the CCCEA to ensure program coordination with the First Sergeants' Council/Senior NCO Committee.

9.2. Board members will rank order nominees 1 through 5. Each board president will record placement of each nominee on a score sheet and ensure no more than a two-place difference between any nominees. (Example: If one board member rated a nominee 1st and another board member rated same nominee 4th; the board president is responsible for resolving this issue prior to board completion). The nominee with the lowest total of Final Merit Rank Order scores is that board's winner.

9.3. Board presidents will resolve all ties before the board is released. Resolution of ties and score sheet differences (para [9.2.](#)) will be documented by the board president. All board member score sheets and related documentation (ties/differences, etc.) will be returned to the wing command section as part of the final package.

10. Uniform Requirements.

10.1. The Quarterly Awards Luncheon uniform is the duty uniform. The annual awards banquet uniform for all military members will be mess dress or semi-formal.

JAN-MARC JOUAS, Colonel, USAF
Commander

Attachment 1

MILITARY FORMAT OF AF FORM 1206

A1.1. Amn/NCO/SNCO/CGO of the Quarter/Year Award

NOMINATION FOR AWARD		
AWARD Amn / NCO / SNCO / CGO of the Quarter/Year Award	CATEGORY (If Applicable) Self Explanatory	AWARD PERIOD 1 April - 30 June 2003
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt John A. Doe	SSN (Enter Last 4 Only) 9999	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE 3A051/Use duty title as of award closeout date	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (317) 377-XXXX Comm: (907) 377-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 354 FW/CCEA/354 Broadway St, Unit 19A/Eielson AFB/AK/99702		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Self Explanatory		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <p>- Describe significant leadership accomplishments and how well the member performed assigned primary 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., NCO of the Quarter or Maintenance Professional of the Year, and so forth.</p> <p>SIGNIFICANT SELF IMPROVEMENT</p> <p>- 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 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.</p> <p>BASE OR COMMUNITY INVOLVEMENT</p> <p>- 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 First Sergeants Association, Sunday School Teacher and so forth.</p> <p>NOTE: Quarterly submissions can only have 25 lines including the 3 mandatory headings Annual submissions are a full one-sided AF Form 1206.</p>		

Attachment 2

CIVILIAN FORMAT OF AF FORM 1206

A2.1. Civilian of the Quarter/Year Award

NOMINATION FOR AWARD		
AWARD Eielson Civilian of the Quarter/Year	CATEGORY (If Applicable) I, II, III, or IV	AWARD PERIOD 1 Apr - 30 Jun 03
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Jane A. Civilian	SSN (Enter Last 4 Only) 9999	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE GS-318-04 / Secretary (Office Automation)	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (317) 377-XXXX Comm: (907) 377-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 354 CES/CEH/2258 Central Ave/Eielson AFB/AK/99702		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Self Explanatory		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB DESCRIPTION: Briefly (1 paragraph) explain the nominee's job requirements and level of responsibility</p> <p>DUTY PERFORMANCE: Justification may not exceed 25 lines in bullet statements to describe why the employee is being nominated. These reasons must be directly related to duty performance, participation in agency activities and leadership abilities. Accomplishments must have been performed during the period for which nominated.</p> <p>OTHER ACHIEVEMENTS:</p>		

Attachment 3

A3.1. Board member Score Sheet

BOARD MEMBER SCORE SHEET

Category:

Date:

Board Member:

Leadership and Job Performance in Primary Duty					
Significant Self-Improvement					
Base Community Involvement					
CANDIDATES OVERALL SCORE (MAX 10 POINTS):					
MERIT RANK ORDER:					

Scoring Guide:
 10 – Absolutely Tops
 9.5 – Outstanding Record
 9.0 – Few Could Be Better
 8.5 – Strong Record
 8.0 – Slightly Higher Than Average
 7.5 – Average
 7.0 - Slightly Below Average
 6.5 – Well Below Average

Scoring Process

1. When scoring, please review the entire nominations package to ensure the package meets all the set requirements.
2. Score the narrative packages using the 6.5 to 10 point scale. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7). Document your score for that candidate on the "CANDIDATE OVERALL SCORE" line of your score worksheet.
3. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "merit rank order" line of your score worksheet.
3. This score will be documented on the score worksheet in the "total score" block and used by the board member to rank-n-stack their candidates' standings in merit rank order. Individual board members will document their merit rank order on the score worksheet in the "merit rank order" block.

Attachment 4

A4.1. Board President Merit Rank Order Worksheet



**BOARD PRESIDENT
MERIT RANK ORDER WORKSHEET**

CATEGORY:

Date:

BOARD MEMBERS						
FINAL MERIT RANK ORDER:						

- Comments:*
1. Board members will rank order candidates from their completed worksheet.
 2. Board members provide Merit Rank Order to the Board President.
 3. The Board President will review the candidates' standings. The candidate with the lowest score and consistently near the top on each score sheet will be declared the winner. Any ties at this point will be broken in favor of the tied nominee who performed the best on the Board President's score sheet.