

**27 NOVEMBER 2000**



**Personnel**

**COMMUNICATIONS AND INFORMATION  
PROFESSIONAL OF THE QUARTER AWARDS  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, Awards and Decorations Programs. It explains eligibility criteria, nomination procedures, and selection procedures for recognizing Misawa information managers (IM) who have made significant contributions to mission accomplishment. It is applicable to all 3A0X1 enlisted personnel (airman basic through senior master sergeant) and civilian employees (GS-1 through GS-8 and BWT 1-1 through BWT 1-8), possessing an information management Air Force Specialty Code assigned or attached to Misawa Air Base. Send comments and suggested improvements to this instruction on AF Form 847, Recommendation for Change of Publication, through channels to 35 CS/SCSX, Unit 5020, APO AP 96319-5020.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

Paragraph **4.2.**, 45 lines total maximum was changed to 16 lines maximum; paragraph **4.2.1.**, added (8 lines maximum); paragraph **4.2.2.**, added (8 lines maximum); paragraph **5.1.**, changed MSgt and above to TSgt and above; paragraph **4.4.**, changed tenant to associate.

**1. Purpose of Awards.**

- 1.1. Enhances the visibility of IM personnel and their contributions to the mission.
- 1.2. Recognizes and encourages superior achievement and performance by Information Managers.
- 1.3. Generates supervisory awareness and support for the annual Communications and Information Awards (Air Force Instruction 36-2845, Communications and Information Annual Awards Program).

**2. Responsibilities.**

- 2.1. The Commander, 35th Communications Squadron will:

- 2.1.1. Monitor the awards program and ensure it is conducted in an objective manner.
- 2.1.2. Convene a board to select award winners and notify the applicable squadron commander, staff agency chief and/or directorate of staff of winners.
- 2.1.3. Provide all winners with a certificate and plaque to be presented at the wing recognition ceremony or compatible awards ceremony. Winners' photos will be displayed on 35 CS/SCS recognition board.
- 2.1.4. Ensure all units with eligible personnel are afforded the opportunity to participate.
- 2.1.5. Ensure adequate publicity is given to the awards program.

### 3. Eligibility.

3.1. Nominees must have been permanently assigned to Misawa AB or a tenant unit the entire period for which nominated. Military members must meet the criteria in AFI 36-2845. Enlisted and civilian personnel assigned to IM positions (3A0X1) are submitted in the following categories (**Table 1**):

**Table 1. Nominations Categories**

CATEGORY	GRADE	AWARD
C	AB through SrA	Enlisted Apprentice Information Manager
D	SSgt through TSgt	Enlisted Journeyman Information Manager
E	MSgt through SMSgt	Enlisted Senior Craftsman Information Manager
F	GS-1 through GS-5 BWT 1-1 through 1-5	Civilian Apprentice Information Manager
G	GS-6 through GS-8 BWT 1-6 through BWT 1-8	Civilian Journeyman Information Manager

### 4. Nomination Procedures.

- 4.1. Nominations may originate at any level; however, each unit commander, staff agency chief, and/or directorate of staff must limit their nominees to one per category, per quarter.
- 4.2. Submit nominations on AF Form 1206, Nomination for Award, single-spaced bullet format, 16 lines maximum. When completing the form, leave the SSN blank. The nominees' accomplishments are judged based on the 3-month period for which the person is nominated. Board members will not consider accomplishments not clearly tied to the nomination period. The following are mandatory headings:
  - 4.2.1. Contributions to Organizational Mission and Management Goals (8 lines maximum)
  - 4.2.2. Exhibition of Outstanding Leadership Qualities (8 lines maximum)
- 4.3. Forward the nomination package to 35 CS/SCSX at the end of each quarter, (April, July October, and January).

For Period

1 Jan-31 Mar

1 Apr-30 Jun

1 Jul-30 Sep

1 Oct-30 Dec

4.4. Units and staff agencies submit nominations for the Communications and Information Annual Awards Program according to AFI 36-2845. The winning package from each category will be forwarded to HQ PACAF/SC for command-wide competition. Quarterly award winners are eligible for the 35 FW annual awards, if nominated, and not assigned to Air Intelligence Agency or other tenant units of another parent command.

## **5. Selection Board.**

5.1. 35 CS/SCSX is responsible for selection of board members. The board will consist of at least three members in the 3A0 career field and will be in the grade of TSgt or above, and if possible, should not be in the same unit or directorate as nominees. Board members will evaluate nominees' packages and select winners.

5.2. In case of a tie, the board president's (senior member) score will be used as a tiebreaker.

5.3. To ensure integrity of the program, the board will determine whether single nominations in a category warrant selection as a winner.

## **6. Awards Described.**

6.1. Winners will be presented with a certificate and plaque at the wing recognition ceremony or compatible awards ceremony.

## **7. Records.**

7.1. Dispose of records IAW AFMAN 37-139, Records Disposition Schedule.

LOYD S. UTTERBACK, Colonel, USAF  
Commander