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Personnel

**INFORMATION MANAGEMENT (IM)
PROFESSIONAL OF THE QUARTER AWARD
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs. It explains eligibility criteria, nomination procedures, and selection procedures for recognizing Andersen's 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-11) possessing an information management Air Force Specialty Code, assigned or attached to Andersen Air Force Base. This includes Headquarters 13AF, 36 ABW, and associate/tenant units. Send comments and recommendations to this instruction on AF Form 847, Recommendation for Change of Publication, through channels to 36 CS/SCC, Unit 14009, APO AP 96543-4009.

1. Purpose of Award.

- 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 (C&I) Awards (Air Force Instruction 36-2845, *Communications and Information Annual Awards Program*).

2. Responsibilities. The Commander, 36th Communications Squadron will:

- 2.1. Monitor the awards program and ensure it is conducted in an objective manner.
- 2.2. Convene a board consisting of a 3A0X1 representative from 13AF, 36 ABW, 36 SPTG, and 36 LG to select award winners. The 3A0 Base Functional Manager will serve as a non-voting member.
- 2.3. Notify the applicable commanders, staff agency chiefs and/or directors, of winners.
- 2.4. Provide all winners with a certificate and plaque to be presented at the quarterly IM forum or appropriate awards ceremony. Purchase of plaques will be rotated quarterly between 13AF, 36 ABW, 36 SPTG, and 36 LG.

- 2.5. Ensure all units with eligible personnel are afforded the opportunity to participate.
- 2.6. Ensure adequate publicity is given to the awards program.

3. Eligibility. Nominees must have been permanently assigned to Andersen AFB or an associate/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. Nomination Categories

GRADE	AWARD
AB through SrA	Enlisted Apprentice Information Manager
SSgt through TSgt	Enlisted Journeyman Information Manager
MSgt through SMSgt	Enlisted Senior Craftsman Information Manager
GS-1 through GS-5	Civilian Apprentice Information Manager
GS-6 through GS-8	Civilian Journeyman Information Manager
GS-9 through GS-11	Civilian Senior Craftsman Information Manager

4. Nomination Procedures.

- 4.1. Nominations may originate at any level; however, each group commander, staff agency chief, and/or directors, must limit their nominees to one per category, per quarter.
- 4.2. Nomination packages will consist of the AF Form 1206, Nomination for Award, saved as .fpk file, and electronically forwarded by applicable 3A0 group functional manager, group commander, staff agency chief, or director. The AF Form 1206 will be in single-spaced, bullet format (front only), maximum of 30 lines, with no headings. 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. Information on community and cultural contributions/activities, degrees or education courses, seminars, etc., past awards, or other information not directly related to IM support of the mission may not be included.
- 4.3. Recommended areas to help strengthen the nomination include overall achievements; why, and to which organizations the contributions were important; specific contributions, including why you consider the performance superior; and circumstances that made tasks difficult. Include leadership abilities and management experiences that directly relate to IM support of the mission.

4.4. Forward the nomination packages to 36 CS/SCC by the 4th workday of each month following the quarter as follows:

FOR PERIOD	SUBMISSION MONTH
Jan - Mar	Apr
Apr - Jun	Jul
Jul - Sep	Oct
Oct - Dec	Jan

4.5. Group commanders, staff agency chiefs, and/or directors submit nominations for the C&I Professional of the Year award IAW AFI 36-2845/PACAF Sup 1. Organization nominations are limited to one per category. The C&I annual awards board will consist of a 3A0X1 representative (TSgt or above) from 13 AF, 36 ABW, 36 SPTG, and 36 LG; the 3A0 Base Functional Manager will serve as a non-voting member. The winning packages from each category will be forwarded to HQ PACAF/SC for command-wide competition. PACAF winners will be forwarded to Air Force-level competition under HQ PACAF/SC signature.

5. Selection Board.

5.1. The selection board will consist of a 3A0X1 representative from 13AF, 36 ABW, 36 SPTG, and 36 LG; the 3A0 Base Functional Manager will serve as a non-voting member. Board members will be in the grade of TSgt or above; no board member will be a nominee. 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. Winners will be presented with a certificate and plaque at the quarterly IM forum or appropriate awards ceremony.

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

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