

5 DECEMBER 2001



Communications and Information

**QUARTERLY INFORMATION MANAGEMENT
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the 3rd Wing WWW site at: <http://infonet/irgs/3wg/3sptg/3cs/scs/scsp/pdl/index.htm>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: 3 CS/SCX (SMSgt Lussier)

Certified by: 3 SPTG/CC (Col Michael J. Artese)

Pages: 5

Distribution: F

This instruction implements AFPD 36-28, *Awards and Decorations Programs*, and establishes the eligibility rules and nomination procedures for the quarterly Elmendorf Air Force Base Outstanding Information Management (IM) Awards Program **NOTICE:** This publication does not apply to US Air Force Reserve or Air National Guard units and members.

1. Purpose of Award:

- 1.1. Enhance the overall visibility of Air Force Information Management and the accomplishments of its personnel.
- 1.2. Recognize those individuals who demonstrate exceptional leadership, initiative, strive to improve mission accomplishment, working conditions, management procedures, and are involved in self-improvement, as information managers.
- 1.3. Create an atmosphere for crossfeed among information management functions and encourage teamwork.
- 1.4. Generate commander and supervisor awareness and support of the annual Communications and Information Professionalism Award.

2. Responsibilities:

- 2.1. Unit commanders and supervisors of information managers, at all function levels, must be familiar with this program. Continuous support is essential to the program's success.
- 2.2. The Base IM Functional Manager, 3 CS/SCX, will:
 - 2.2.1. Control and administer the awards program.

2.2.2. Convene a board of individuals qualified in Air Force Information Management to evaluate nominations and select winners. The Base IM Functional Manager will appoint a board president to chair the board. The selection board will consist of 3A0X1 personnel from across the base.

2.2.3. Provide a scoring key to be used by each board to achieve qualitative consistency in the awards program.

2.2.4. Validate and approve board proceedings.

3. Eligibility:

3.1. Each unit (down to flight or flight equivalent) assigned/attached to Elmendorf AFB may nominate one information manager or civilian in each category assigned to an authorized information manager position who meets the grade criteria below, for consideration under this program.

3.2. Military and civilian nominees will not have adverse personnel actions, an unfavorable information file (UIF), or be in Phase I of the Weight Management Program during the nomination period.

4. Nomination Categories:

4.1. Airman (AB to SrA).

4.2. NCO (SSgt to TSgt).

4.3. SNCO (MSgt to SMSgt).

4.4. Junior Civilian (GS-1 to GS-8).

5. How to Nominate:

5.1. Each organization will submit nominations under one cover memorandum, signed by the commander or equivalent (see attachment 1). This memorandum must list all nominees by name and category.

5.2. Submit AF Form 1206, *Nomination for Award*, for all nominations no later than the 10th duty day proceeding the last month of the quarter (for example, Jan-Mar is due the 10th duty day of Apr). Quarterly nominations require 18 lines maximum for SNCO, 15 lines maximum for junior noncommissioned officer (NCO)/junior civilian, and 12 lines maximum for airmen. Do not use headings. **DO NOT** include information on community contributions, professional military or civilian education, past or current awards, or other extraneous information. Award winners will not be nominated more than once per calendar year.

5.3. Selection: The board will consist of the board president and three NCOs (TSgt through CMSgt), or two NCOs and one civilian (GS-6 through GS-11). The selection board will rate on a maximum 10-point scale. A 3-point disagreement on a score (up or down) will be discussed and decided by the board president if board members can make no conclusion. The board president will recommend winners to the IM Functional Manager.

6. Presentation. Winners of the Quarterly Outstanding Information Manager Award will be presented a certificate, IM coin, and a letter signed by the Wing Commander, and recognition at winners duty section.

DOUGLAS M. FRASER, Brigadier General, USAF
Commander

Attachment 1
SAMPLE NOMINATION LETTER

MEMORANDUM FOR 3CS/SCX

FROM: 3 CS/CC

10471 20th Street

Elmenforf AFB AK 99506-2200

SUBJECT: Information Manager(s) of the Quarter Award

1. (Enter grade(s) and name(s)) is/are nominated for the award of the Quarterly Outstanding Information Manager Award.
2. Subject individual(s) is/are in good standing, well qualified for said award, and:
 - a. Did not have an active UIF during this period.
 - b. Is/are not on Phase I of the Weight Management Program.
 - c. Rating on the last EPR was at least a "4" in section IV for military and at least "Fully Successful" on last appraisal for civilians.
3. Please refer questions about attached nomination justification to (group functional manager) at ext (phone number).

THOMAS M. JONES, JR., Lt Col, USAF
Commander

Attachments:

1. SrA Doe – AF Form 1206
2. TSgt Dudley – AF Form 1206