

13 JULY 2004



Personnel

**OUTSTANDING SENIOR NCO, NCO, AIRMAN,
AND FIRST SERGEANT OF THE YEAR**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 419 FW/CCC (CMSgt Marva F. Harper)
Supersedes 419 FWI 36-2801, 1 March 2002

Certified by: 419 FW/CCE (Bruce L. Miller)
Pages: 11
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Award and Decorations Programs*. It defines policies and procedures governing the Outstanding Senior Noncommissioned Officer (SNCO), NCO, Airman, and First Sergeant of the Year Award Program for the wing. It is applicable to all enlisted personnel assigned to the wing.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Responsibilities of the Wing Commander:

- 1.1. Approves nominations received from subordinate commanders.
- 1.2. Approves subordinate squadron/group/unit awards program.
- 1.3. Announces winners at local awards banquet.
- 1.4. Signs memorandum to award winners and nominees, if required.
- 1.5. Ensures appropriate suspense dates are met.
- 1.6. Directs preparation of nomination packages for forwarding to next level of recognition (NAF, AFRC, etc.).
- 1.7. Notifies the public affairs office, and any others considered advisable and appropriate, of the selection for the outstanding SNCO, NCO, Airman, and First Sergeant of the year.

2. Responsibilities of the Military Personnel Flight (MPF):

- 2.1. Quality reviews the nominations before packages meet the board.

2.2. Ensures quality nomination packages are forwarded to higher headquarters.

3. Responsibilities of Wing Public Affairs (PA):

3.1. Ensures selectees, along with a short biography, are recognized in the wing newspaper Headsup. Assists detached groups in accomplishing similar recognition in local publications.

3.2. Affords selectees an opportunity to complete a hometown news release.

4. Responsibilities of the Wing Command Chief Master Sergeant:

4.1. Notifies unit and group commanders about upcoming award suspense dates. (See [Attachment 1](#))

4.2. Designates local selection board members.

4.3. Coordinates wing level board for selection of nominees to be forwarded to NAF/AFRC.

4.4. Coordinates wing commander's communications (prepared by the wing commanders office) for memorandums to winners.

4.5. Prepares certificate of recognition for the selected reservists as needed.

4.6. Processes wing plaques including appropriate inscriptions for the selectees and coordinates annual recognition banquet.

4.7. Submits the three group level nominees in Airman, NCO and SNCO categories along with the one First Sergeant selected at wing level for an incentive ride. Members cannot have more than one incentive ride in their career. It is the responsibility of the Command Chief to keep the listing up to date and verify that none of those being submitted have ever had an incentive ride previously.

5. Responsibilities of the Wing Operations Group, Maintenance Group, and Mission Support Group Commanders:

5.1. Approves nominees for referral to next higher level.

5.2. Establishes and conducts group selection boards (records only) and nominates winners to next higher level. Ensures that selection board equitably represents all subordinate units (selection board guidelines at [Attachment 2](#) and selection criteria at [Attachment 3](#).)

5.3. Approves nominations from the squadron/flights. Medical squadron nominees are submitted to the operations group for consideration at group level.

5.4. Notifies unit commanders of successful nominee.

5.5. Ensures compliance with established suspense dates.

6. Responsibilities of the Wing Squadron/Flight Commanders:

6.1. Develops and implements an effective unit recognition program. First Sergeants nomination packages are submitted directly to MPF for wing consideration and are not boarded at group level.

6.2. Designates selection board members. For records only review and selection.

6.3. Approves recommendations of selection board and forwards to higher level.

6.4. Prepares quality nomination package.

6.5. Promotes and encourages participation in this program and other forms of recognition. Personally encourages nominees for each category.

6.6. Ensures nominees conform to and represent all Air Force standards.

6.7. Meets established suspense dates.

6.8. Conducts quality review of each package prior to forwarding to next level.

7. Nomination packages:

7.1. Suspense dates. Squadrons forward nomination packages to groups usually in November. Group nomination packages to wing command Chief Master Sergeant are required usually in December.

7.2. Nomination packages. For items to be included see [Attachment 3](#), paragraph [A3.3](#).

8. The Wing selection board. Consists of three Chief Master Sergeants and one Colonel as a minimum.

WAYNE F. CONROY, Col, USAFR
Commander

Attachment 1**SAMPLE NOTIFICATION COVER LETTER**

MEMORANDUM FOR 419TH FIGHTER WING UNIT COMMANDERS

FROM: 419 FW/CCC

SUBJECT: Selection of Outstanding Senior NCO, NCO, Airman, and First Sergeant of the Year.

1. The wing selects the Outstanding SNCO (E-7 through E-9), NCO (E-4 through E-6), Airman (SRA and below), and First Sergeant of the Year to be presented at the appropriate recognition opportunity. Nominate one SNCO, one NCO, one Airman, and one First Sergeant (if applicable) for this honor and forward their names to your group commander by close of business on Sunday of the November main UTA. If there is no nominee for any of the awards, you must notify the wing Command Chief Master Sergeant by the above suspense date.
2. Selection criteria's are shown in the wing instruction 36-2801, *Outstanding Senior NCO, NCO, Airman, and First Sergeant of the Year*, [Attachment 3](#) and [Attachment 5](#).
3. The Wing Command Chief Master Sergeant will only establish the records of the wing selection board.

SIGNATURE BLOCK

Command Chief Master Sergeant

cc: 419 FW/CC

CV

CCE

Attachment 2

SELECTION BOARD GUIDELINES

A2.1. Selection boards are recommended at each level of the wing and serve to allow evaluation from SNCO and the nominee's peers. The board chairperson takes particular care to ensure that non-meritorious factors are eliminated, and packages are free from discrimination based on sex, age, religion, or other prohibited factors. Squadron selections are held in November. Packages are to be forwarded to group commanders for the group selection board in December. The wing board is in January.

A2.2. The tasks of the selection board are as follows:

A2.2.1. When indicated, the board also meets for the purposes of training board members and for reviewing evaluation procedures.

A2.2.2. Meets to review written nominations.

A2.2.3. Complete an evaluation worksheet for each nominee.

A2.2.4. Equitably represents all subordinate units. In so far as possible, membership should reflect the general composition of the subordinate units.

A2.2.5. Determines best candidate for each category (SNCO, NCO, Airman) and recommends selection to the unit commander.

A2.2.6. Promotes goals and objectives of awards program and encourage nominees.

A2.2.7. Maintains confidentiality of board proceedings and selection results.

A2.3. Chairperson:

A2.3.1. Conducts the selection board meetings, including maintaining records, assembling data and reporting to the unit commander.

A2.3.2. Ensures fairness and equity in the selection process.

A2.3.3. Eliminates non-merit issues from board proceedings and votes only in case of a tie.

A2.4. Board members:

A2.4.1. Wing board members:

A2.4.1.1. Wing vice commander or Colonel (0-6) (if available).

A2.4.1.2. Wing CMSgts or SNCOs representing subordinate units equitably, ART, and non-ART population.

A2.4.2. Wing operations group, maintenance group, and mission support group board members:

A2.4.2.1. Appropriate group officer (chairperson).

A2.4.2.2. Appropriate group CMSgts or SNCOs representing subordinate units equitably.

A2.4.2.3. Where possible, prior years winners from each category.

A2.4.3. Wing squadron/flight board members:

A2.4.3.1. Squadron commander or another officer (chairperson).

A2.4.3.2. Squadron CMSgt or SNCO.

A2.4.3.3. Where possible, prior years winners from each category.

A2.5. Squadron/group commanders are encouraged to ensure the maximum use of "Top Three" or SNCO personnel in the make-up of their selection boards, especially at the squadron and group level. This is particularly important as a development tool for preparing NCOs for higher-level assignments.

Attachment 3

SELECTION CRITERIA

A3.1. This program honors outstanding airmen for a 12-month period. Do not include any information concerning nominee that did not occur during the current calendar year. Only those nominees who indicate they intend to continue their Air Force Reserve service for a minimum of two years can be considered for further nomination as one of the 12 Outstanding Airman of the Air Force.

A3.2. Selection is based on a combination of the following:

A3.2.1. Leadership and job performance in primary duty. Nominees must have contributed significantly to increase mission effectiveness during the past 12 months (see [Attachment 5](#)).

A3.2.2. Significant self-improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc. (see [Attachment 5](#)).

A3.2.3. Leadership and involvement in both the military and civilian community (see [Attachment 5](#)).

A3.3. Submit one complete nomination package. Nomination packages will be no less than 12 pitch font and include:

A3.3.1. Nomination cover letter. To be signed by the unit commander (see [Attachment 4](#)).

A3.3.2. AF IMT 1206, **Nomination for Award**. Use talking paper or point paper format (short, bullet statements or key points). Do not use running narrative and do not use punctuation at the end of statements. Limit to front and back of AF IMT 1206. Ensure second page is printed head to head (see [Attachment 5](#)). Send original and 8 copies in nomination package

A3.3.3. Biography. Limit to one single spaced typewritten page, send original, and 8 copies in nomination package (see [Attachment 6](#)).

A3.3.4. Signed statement of intent, must be signed by nominee. Type verbatim as shown in [Attachment 7](#).

A3.3.5. Report on Individual Personnel (RIP). Obtain current RIP from individuals' orderly room to verify accurate information.

A3.3.6. Color Photos. Two 8 X 10 (bust shot). Photograph for all squadron nominees competing at group level will be an official military photograph. Member will be in service coat with all decorations and badges.

A3.3.7. Suggested recommendations. Samples for wing commanders signature.

A3.3.8. Disk (1.44 MB). Containing a completed AF IMT 1206 and an individual biography created in Microsoft Word™. **NOTE:** The narrative justification in bullet format must contain specific facts and examples, which clearly show that the nominee is exceptional and has accomplished something, which distinguishes the nominee from their peers. The biography will contain name, grade, SSN, AFSC, job title, brief description of duties, significant previous assignments, schools attended and degrees earned, and current mailing address.

Attachment 4**SAMPLE NOMINATION COVER LETTER**

MEMORANDUM FOR 419 FW/CC

FROM: Unit Commander

SUBJECT: Nomination for Outstanding (Airman/NCO/Senior NCO) of the Year

I nominate SRA John Q. Doe for the Award of Outstanding (Airman/NCO/Senior NCO) of the Year. (Explain why this person is your nominee, add previous years outstanding actions, accomplishments, schools, etc that lead to this nomination. You have a whole page to show just how much your nominee has accomplished in his/her career.)

SIGNATURE BLOCK

Unit Commander

7 Attachments:

1. AF IMT 1206, **Nomination for Award**
2. Biography (original and 9 copies)
3. Statement of intent
4. RIP (2 copies)
5. Official color photo
6. Recommendation from the wing commander (2 copies)
7. A 1.44 MB disc (containing completed AF IMT 1206 and individual biography)

Attachment 5**SAMPLE NOMINATION FOR AWARD AF IMT 1206**

NOTE: Limit write up to front and back of AF IMT 1206. Ensure second page is printed head to head.

1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

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 mission. Include results of Air Force, MAJCOM, Numbered Air Force level inspections and/or evaluations. Include awards received for year of submission; NCO of the Quarter, Maintenance Professional of the Year, and so forth.

2. SIGNIFICANT SELF-IMPROVEMENT:

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, certification, off-duty education related to primary duties. 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 relevant training or activity that significantly enhanced the member's value as a military citizen.

3. BASE AND COMMUNITY INVOLVEMENT:

Define the scope and impact of his/her positive leadership and involvement in both the military and civilian community. Include leadership/membership/participation in unit advisory councils, professional military organizations, associations, and events (i.e., President of Top 3, enlisted dining-out committee, member of AFSA, Sunday School teacher).

NOTE: Be Specific:

1. Write up using talking paper or point paper format (short, bullet statements or key points)
2. Do not use running narrative and do not use punctuation at the end of statements
3. Indicate and use data from 1 Jan – 31 Dec of current calendar year.
4. Document exact number of credit hours earned, dollars saved, etc.
5. Be careful not to overuse words.
6. Don't use hollow statements (i.e., always wins boards, graduated in top 10%).
7. Don't repeat information.
8. Explain acronyms and terms.
9. Avoid words such as countless, several, pursuing, enrolled.
10. Proof read. Correct spelling and grammar are critical.

Attachment 6**SAMPLE STANDARD BIOGRAPHY FORMAT**

SENIOR AIRMAN JOHN Q. DOE

AFSC: 3A050, INFORMATION MANAGEMENT SPECIALIST

Senior Airman John Q. Doe is an Information Management Specialist assigned to the 419th Mission Support Group, Hill Air Force Base, Utah. He is 27 years old.

Airman Doe was born in Lexington, Kentucky, on June 29, 1966. He attended Central High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him the teams coveted Patterson Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1984, Airman Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 1986 and was called to active duty in 1987.

On completion of basic military training at Lackland Air Force Base, Texas, Sergeant Doe began technical training as an Information Management Specialist at Keesler Air Force Base, Mississippi, where he was an honor graduate (December 1987). He was then assigned to Hill Air Force Base, Utah, and began on-the-job training for his five-skill level.

Airman Doe is married and actively participates in the local church where he serves as youth counselor. He was selected as the 419th Support Group Outstanding Airman of the Month and subsequently for the year in 1993. He was the recipient of the Air Force Achievement Medal and has received many prizes and awards for his civic involvement.

NOTE: Limit biography to one single-spaced typewritten page; send an original and 9 copies.

Attachment 7

SAMPLE STATEMENT OF INTENT

Date

The statement will read verbatim:

I have not applied for a commissioning program and, if selected as a 12 Outstanding Airman of the Year (OAY), will not apply for a commissioning program at any time during my tenure as one of the 2004 12 OAY.

If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may positively impact upon Air Force recruiting and retention.

I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge. I do/do not (circle one) grant permission to release my name, rank, duty title, and unit of assignment in any announcement, messages, press releases, or publicity regarding my winning this award.

JOHN Q. DOE, SRA, USAFR