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Personnel

**NOMINATION FOR AWARD OF OFFICER OF
THE QUARTER/YEAR**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It provides guidance for recognizing the outstanding officer of the quarter and of the year. It applies to all officers assigned to the 446th Airlift Wing (446 AW).

SUMMARY OF REVISIONS

This revision deletes all reference to Company Grade Officers, instead, includes all officers below the grade of lieutenant colonel as eligible for this award (para **1.** and **6.2.**); if the group commander is unable to attend that he or she is responsible for selecting a field grade officer as his or her representative (para **4.1.**); clarifies that the Officer of the Year will be one of the Officer of the Quarter winners (para **4.3.**). A bar (|) indicates new or revised material since the previous edition.

1. Objective. Officers are the commissioned leaders of the United States Air Force Reserve. Many are outstanding in their military and technical performance, as well as in their civilian profession. The objective of this program is to recognize and honor these outstanding officers below the grade of lieutenant colonel. A secondary purpose is to build morale within the wing, provide career motivation, and improve retention. This instruction identifies the procedures necessary to recognize outstanding officers. The enthusiasm of each commander and supervisor will determine the success of this program.

2. Nomination Process:

2.1. Each commander may nominate one officer each quarter (January-March, April-June, July-September, and October-December).

2.2. The commander will state in his own words why the nominee should be selected. The nomination will be typed on a single sheet of bond paper. It can be in either essay or bullet format; OPR rules and style of writing do not apply.

2.3. The commander may consider achievements and/or significant events of the current quarter and the previous quarter when nominating an officer.

2.4. The commander's narrative should include, but is not limited to the following elements:

2.4.1. Leadership and Job Performance in Primary Duty.

2.4.2. Significant Development and Contributions.

2.4.3. Other Accomplishments.

2.5. Eligibility Requirements:

2.5.1. No unexcused absences during the preceding 12 months.

2.5.2. Satisfactory completion of annual tour training requirements.

2.5.3. Completion of all mandatory training requirements.

2.5.4. Not on any active disciplinary control rosters or currently on an active Unfavorable Information File (UIF).

2.5.5. Not on the Weight Management Program (WMP).

3. Submission. A single copy of the completed nomination must be forwarded to the 446th Airlift Executive Officer (446 AW/CCE) no later than the last day of the quarter in which the nominee is being considered.

4. Selection Process:

4.1. The 446 Airlift Wing Vice Commander (446 AW/CV) will convene a panel of officers consisting of the 446th Operations Group Commander (446 OG/CC), 446th Maintenance Group Commander (446 MXG/CC), 446th Mission Support Group Commander (446 MSG/CC), and an additional officer in this wing serving in the grade of colonel. A group commander, if unable to attend, is responsible for selecting a field grade representative.

4.2. The panel of officers will convene during the B Unit Training Assembly (UTA) in the month following the end of the quarter (i.e., January, April, July, and October). The meeting will take place in the Wing Conference Room on the respective Sunday mornings at 0800.

4.3. During the January B UTA, in addition to selecting the quarterly award winner from the previous quarter, the board will select the Officer of the Year. The Officer of the Year selectee will be one of the Officer of the Quarter winners.

4.4. Winning nominations will be retained by the 446 AW Executive Officer for a period of one year. These nominations will be made available to commanders as examples.

4.5. Nominations on officers not selected will be returned to their respective unit commanders.

5. Recognition and Award for Quarterly Winners:

5.1. The winning officer will be honored and presented a plaque at the squadron commander's call and/or at the Wing Commander's Friday night staff meeting.

5.2. A photograph will be taken of the winning officer for display in the wing headquarters building. Winning officers will be notified of the procedure to be followed for photographs.

5.3. The 446 AW Public Affairs Officer (446 AW/PA) will forward the appropriate news releases and/or picture to the reservist's hometown newspaper and to "The Northwest Airlifter" and publish recognition in the "Associate Press."

5.4. The 446 AW Executive Officer (446 AW/CCE) will notify commercial sponsors.

5.5. Individual units are encouraged to provide additional internal recognition to winners.

6. Annual 446 AW Awards Banquet:

6.1. Each quarterly winner will be invited to attend and be recognized at the annual awards banquet.

6.2. The officer of the year will be announced and recognized at the banquet.

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Commander