

13 AUGUST 2002



Personnel

**RECOGNITION OF OUTSTANDING
PERSONNEL**

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Certified by: 460 ABW/CCE
(Captain Marizza Moreno-Benton)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, and assigns responsibilities for selecting the 460th Air Base Wing (460 ABW) and Buckley Air Force Base (AFB) Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman (Amn)/Jr. Enlisted (Base Competition only), Category I Civilian, Category II Civilian, Category III Civilian and Honor Guard Airman and NCO of the Quarter/Year. Additionally, it establishes the wing commander's individual and team recognition programs. These programs are established to give special recognition for exceptional performers. It applies to the 460 ABW, its assigned units and units supported by Buckley AFB participating in this program.

Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with Air Force Instruction (AFI) 33-332, *Air Force Privacy Act Program*, for documents containing "Privacy Act Information". For "Official Use Only" information comply with Department of Defense Regulation (DoDR) 5400.7-R, *DoD Freedom of Information Act Program*, Air Force Supplement, Chapter 4.

1. Responsibilities:

1.1. The Command Chief Master Sergeant (460 ABW/CCC):

- 1.1.1. Manages the quarterly and annual recognition programs.
- 1.1.2. Notifies units of quarterly, annual and team awards nomination suspense dates.
- 1.1.3. Ensures field grade officers and/or civilian equivalents are appointed to serve on the CGO and civilian recognition boards.
- 1.1.4. Ensures at least one SNCO is appointed to serve on the enlisted recognition boards.
- 1.1.5. Advises board members of date, time and location of the selection board.

- 1.1.6. Submits results of selection board to 460 ABW/CC for approval.
- 1.1.7. Sends out congratulatory message announcing wing and base winners following the quarterly awards luncheon/ceremony and annual awards banquet.
- 1.1.8. Forwards wing quarterly/annual award winners' nomination packages to next level of competition to meet higher headquarters suspense.

1.2. The 460 ABW Units:

- 1.2.1. Will establish and operate their recognition programs similar to the procedures set forth in this instruction.
- 1.2.2. Will compete in wing and base competition (military only). Note: Non-wing units will only compete in the base competition.

1.3. The 460 ABW Vice Commander (460 ABW/CV):

- 1.3.1. Operates the recognition boards for the 460 ABW staff agencies.
- 1.3.2. Ensures mementos for individual winners in each quarterly and annual awards category for wing staff agencies are obtained and presented.

1.4. The 460 ABW Executive Officer (460 ABW/CCE):

- 1.4.1. Manages the 460 ABW Team Excellence Award and wing commander's individual recognition program.
- 1.4.2. Appoints members to serve on the Team Excellence Award board.
- 1.4.3. Submits results of the selection board to the 460 ABW/CC for approval.

1.5. The 460 ABW Services Division, NCOIC, Honor Guard (460 SVD/SVS):

- 1.5.1. Manages the Buckley AFB High Frontier Honor Guard NCO and airman quarterly and annual awards program.
- 1.5.2. Notifies Honor Guard Flights of quarterly and annual suspense dates.
- 1.5.3. Appoints members to serve on the Honor Guard quarterly and annual awards selection board.
- 1.5.4. Submits results of board to 460 ABW/CCC.
- 1.5.5. Submits nomination packages on Buckley's Honor Guard winners to the 21st Space Wing High Frontier Honor Guard board.

1.6. The 460 ABW Information Management (460 ABW/CCA):

- 1.6.1. Acquires and has appropriately engraved, mementos for individual winners in each quarterly/annual awards category, Team Excellence Award and individual recognition program.
- 1.6.2. Acquires and has appropriately engraved, mementos for team award winners and for personnel recognized through the wing commander's individual recognition program.
- 1.6.3. Prepares congratulatory letters and certificates for 460 ABW/CC signature for winners in each quarterly/annual award category and Team Excellence Award.

1.7. The Buckley Top-3:

- 1.7.1. Plans, coordinates and conducts the wing/base quarterly award luncheons and annual awards banquet.
- 1.7.2. Sends invitations to quarterly awards luncheons and annual awards banquet to event sponsors, unit nominees, commanders, chiefs and first sergeants.
- 1.7.3. Ensures each event is properly advertised.
- 1.7.4. Prepares quarterly and annual programs.

1.8. The Buckley First Sergeant Council:

- 1.8.1. Plans, coordinates and conducts the Team Buckley Quarterly/Annual Awards Ceremony.
- 1.8.2. Sends invitations to quarterly awards ceremony to event sponsors, unit nominees, commanders, chiefs and first sergeants.
- 1.8.3. Ensures each event is properly advertised.

2. Selection Board and Higher Headquarters Nominations Procedures for Quarterly and Annual Award Programs.

2.1. 460 ABW and Team Buckley Selection Board Procedures . The board president and each board member will receive the nomination packages before the selection board convenes. The board president and members will score the AF Form 1206, **Nomination for Award**, then rank-order the nomination packages. A value of 1 will be given to the best package, 2 for the second best package, and so on for the remainder of nomination packages by each board member.

2.1.1. The board will convene and the president will collect the rankings from the board members, lead a discussion, allow members to reconcile scores, confirm rankings, then add the totals for each nomination package. The nomination package with the lowest score from rankings will be declared the winner. In case of a tie, the board president will reach resolution with the board members.

2.1.2. The 460 ABW selection board will select the wing and group award winners. The individual with the lowest score will be 460 ABW winner. The nominee assigned to the 460th Mission Support Group (460 MSG) with the lowest score will be group winner.

2.1.3. The Team Buckley selection board will select the base winners. The individual with the lowest score will be the base winner.

2.1.4. All score sheets will be returned to the 460 ABW/CCC upon completion of the board. The board results will be sent to the 460 ABW/CC for approval (460 MSG results will be sent to the 460 MSG/CC). Board members will not discuss or disclose results of the board outside the selection boardroom until after the recognition ceremony.

2.2. Higher Headquarters Nomination. The 460 ABW quarterly award winners will represent the 460 ABW as nominees in the 14th Air Force quarterly awards competition. The 460 ABW CGO of the Year will represent the wing in AFSPC CGO of the Year competition. The enlisted annual award winners (First Sergeant, SNCO, NCO and Airman) will represent the wing in 14th Air Force annual awards program (which is the feeder program into the Air Force First Sergeant and Twelve Outstanding Airmen of the Year programs).

3. Categories and Eligibility Criteria for Quarterly and Annual Awards Programs .

3.1. Military Personnel :

3.1.1. Categories:

- 3.1.1.1. Company Grade Officer (CGO) - O-1 through O-3 (no O-4 selects).
- 3.1.1.2. Senior Noncommissioned Officer (SNCO) - E-7 through E-8.
- 3.1.1.3. Noncommissioned Officer (NCO) – E-5 through E-6.
- 3.1.1.4. Airman or Jr. Enlisted (Base Competition only) - E-1 through E-4.

3.1.2. Eligibility: All military personnel are eligible if they meet the following requirements:

- 3.1.2.1. Nominee must not have had an open unfavorable information file (UIF) or control roster action during the quarter or year for which the nomination is being submitted.
- 3.1.2.2. Nominee must not have had any incidents of a discreditable nature, such as bad checks, disciplinary actions, letters of indebtedness, administrative or nonjudicial punishment etc., during the quarter or year for which the nomination is being submitted.
- 3.1.2.3. Nominee must have met ALL standards during the entire quarter/year.
- 3.1.2.4. Nominee must be progressing satisfactorily within their Air Force Specialty.
- 3.1.2.5. Annual nominees need not have been quarterly winners.
- 3.1.2.6. Submit nominees in the category corresponding to the grade held during the majority of the nomination period.
- 3.1.2.7. Quarterly nominees must be assigned to the 460 ABW (wing and base competition) or a unit assigned/serviced by the base (base competition only) for the entire quarter.
- 3.1.2.8. Annual nominees must be assigned to the 460 ABW (wing and base competition) or a unit assigned/serviced by the base (base competition only). For wing competition, CGO of the Year nominees must be assigned to the 460 ABW and assigned within Air Force Space Command for 6 months of the award period.

3.2. Civilian Personnel:

3.2.1. Categories:

- 3.2.1.1. Category I: WG-1 through WG-6; WL-1 through WL-6; NF-I through NF-II; GS-1 through GS-6.
- 3.2.1.2. Category II: WG-7 through WG-11; WL-7 through WL-15; WS-1 through WS-11; NF-III only; GS-7 through GS-10.
- 3.2.1.3. Category III: WS-12 through WS-17; NF-IV and above; and GS-11 through GS-12.

(Note: This category will compete only at the wing level)

3.2.2. Eligibility:

- 3.2.2.1. Nominee must not have had any disciplinary action, nor have any substantiated finding of discrimination or grievance against them during the quarter or year for which the nomination is being submitted.

3.2.2.2. Annual nominees need not have been quarterly winners.

3.2.2.3. Quarterly nominees must be assigned to the 460 ABW.

3.2.2.4. Annual nominees must be currently assigned to the 460 ABW.

3.3. Buckley's High Frontier Honor Guard:

3.3.1. Categories:

3.3.1.1. Noncommissioned Officer (NCO) - Staff Sergeant (SSgt) and Technical Sergeant (TSgt).

3.3.1.2. Airman (Amn) - Airman Basic (AB) through Senior Airman (SrA).

3.3.2. Nomination criteria and procedures: The Buckley AFB Honor Guard Flight Chief will select the Buckley AFB Honor Guard NCO and Airman of the Quarter.

3.3.3. Selection will be made on member's Honor Guard performance (attendance record, number of details performed and effort to support team and Honor Guard taskings) and Honor Guard improvement efforts. The winners from Buckley AFB will compete in the 21st Space Wing High Frontier Honor Guard competition.

3.4. Team Excellence Award Program .

3.4.1. Nomination criteria and procedures: The 460 ABW units and staff may nominate one team (work center, flight, group of individuals, etc.) for recognition of outstanding achievement/accomplishment. Nomination packages will consist of no more than 8 bullet lines, on bond paper, highlighting specific accomplishments that have benefited the wing. Nominations will be provided to 460 ABW/CCE no later than 15th of April, July, October and January using the format in [Attachment 1](#).

3.4.2. Selection: The 460 ABW/CC will select the Team Excellence Award winner using the recommendation of the selection board and based on the team's accomplishments and benefit to the 460 ABW mission.

4. Award Periods and Suspenses for Quarterly and Annual Awards Programs:

4.1. Award Periods:

4.1.1. First Quarter - 1 January through 31 March.

4.1.2. Second Quarter - 1 April through 30 June.

4.1.3. Third Quarter - 1 July through 30 September.

4.1.4. Fourth Quarter - 1 October through 31 December.

4.1.5. Annual - 1 January through 31 December.

4.2. Suspense Dates:

4.2.1. Quarterly Suspenses:

4.2.1.1. Units will send quarterly nomination packages to 460 ABW/CCA by the 15th calendar day (wing units) or 22d calendar day (non-wing units) of April, July, October and January.

4.2.1.2. The wing staff agencies send quarterly nomination packages to 460 ABW/CV by the

5th calendar day of April, July, October and January.

4.2.2. Annual suspenses are established by the Directorate of Personnel (DP), Headquarters Air Force Space Command (AFSPC) and 14th Air Force. The 460 ABW/CCA announces these dates when notification is received.

5. Nomination Procedures for Quarterly and Annual Awards Programs:

5.1. Quarterly Nomination Packages will Consist of:

5.1.1. A nomination letter signed by the unit commander or staff agency chief. Sample nomination letters for military and civilian personnel are included at [Attachment 2](#) and [Attachment 3](#) respectively.

5.1.2. Nominations will be prepared on an AF Form 1206, front side only, typed in bullet format. Use the most current electronic formflow version (this can be found and downloaded from <http://afpubs.hq.af.mil>). Write-ups are limited to 21 lines.

5.1.2.1. Nomination headings on the AF Form 1206 for military categories:

(Reference- [Figure A4.1. Attachment 4](#)):

5.1.2.1.1. Leadership and Job Performance in Primary Duty (30 points).

5.1.2.1.2. Significant Self Improvement (10 points).

5.1.2.1.3. Base/Community Involvement (10 points).

5.1.2.2. Nomination headings on the AF Form 1206 for civilian categories:

5.1.2.2.1. Job Performance in Primary Duty: Nominations for the civilian categories will only include this one heading. Performance in special projects may be included. Areas of improvement pertaining directly to their job and special duties can be included in this one heading as deemed appropriate.

5.2. Annual Nomination Packages:

5.2.1. Enlisted annual nomination packages, to include First Sergeant category, will follow guidance provided by AF, AFSPC and 14 AF. This guidance and suspense dates will be forwarded to all units when received.

5.2.2. CGO annual nomination packages will follow guidance provided by AFSPC. Guidance and suspense dates will be forwarded to all units when received.

5.2.3. Civilian annual nomination packages will consist of the same documentation as quarterly civilian nomination packages. Suspense dates will be the same as the enlisted and CGO categories.

6. Wing Individual Recognition Program.

6.1. Eligibility Criteria . All personnel assigned to the 460 ABW, and/or a unit supported by the 460 ABW, are eligible for this recognition.

6.2. Selection Criteria . Commanders and First Sergeants may recommend to the 460 ABW/CC and/or the 460 ABW/CCC those individuals they believe deserve special recognition for accomplishments that have gone above and beyond normal day-to-day duties. Recommendation may be made by e-mail

or memo and should provide the member's name and a brief explanation of the member's achievement/contribution. Normally, this recognition will occur when the 460 ABW/CC and/or 460 ABW/CCC conducts unit visits. The 460 ABW/CC and/or 460 ABW/CCC will recognize those individuals with a wing coin.

6.3. Funding of Presentation : The purchase of coins may be made using O&M funds IAW AFI 65-601.

JAMES A. SANDS, Colonel, USAF
Commander

Attachment 1**SAMPLE TEAM EXCELLENCE QUARTERLY NOMINATION LETTER**

MEMORANDUM FOR 460 ABW/CC

FROM: 460 CES/CC

SUBJECT: Team Excellence Award Nomination for October 2001

1. Nomination for the Quarterly Team Excellence Award:
 - a. TEAM:
 - b. TEAM MEMBERS:
 - c. JUSTIFICATION (limited to 8 bullet lines, Times New Roman, 12 Font Size):
2. If you have any questions, please contact my POC, MSgt Submilk, DSN 877-XXXX.

JOSEPH J. QAF, Lt Col, USAF
Commander

Attachment 2

SAMPLE ENLISTED/OFFICER NOMINATION LETTER

MEMORANDUM FOR 460 ABW/CC

FROM: 460 SFS/CC

SUBJECT: Nomination for (AMN, NCO, SNCO, 1SGT, CGO) of the Quarter (Year)

1. RANK/NOMINEE:

2. WORK ADDRESS:

3. HOME ADDRESS: *This information is covered under the 1974 Privacy Act*

4. SSN: *This information is covered under the 1974 Privacy Act*

5. TAFMSD:

6. SUPERVISOR/DUTY PHONE:

7. DUTY DESCRIPTION FROM EPR/OPR:

- Supervises one NCO and one airman; directs day-to-day operations of the group command section
- Advises commander, deputy commander, group staff, three geographically-separated units, three support squadrons and one division on wing and group information management policies
- Oversees files and suspenses program; organizes commander's call
- Manages incoming and outgoing correspondence for group and units located worldwide; reviews, edits and provides recommendations on over 1,000 enlisted/officer performance reports
- Acts as executive officer in absences; helps with promotion and retirement ceremonies
- Workgroup manager for 65 users--loads software, troubleshoots and fixes computer problems
- Additional Duties: Gov't Purchase Card Holder, Security Manager, STU-III Officer

8. This document contains personal information, the disclosure of which may constitute unwarranted invasion of privacy IAW AFI 33-332. I verify that the data above is accurate, has been verified by official AF records and only applies to the quarter (year) indicated. I certify that the member's service has been honorable (no discipline problems or failure to meet Air Force Standards) during this award period.

JOHN J. DOE, Major, USAF
Commander

Attachment:
AF Form 1206

Attachment 3**SAMPLE CIVILIAN NOMINATION LETTER**

MEMORANDUM FOR 460 ABW/CC

FROM: 460 MSS/CC

SUBJECT: Nomination for Civilian of the Quarter (Year)

1. NOMINEE:

2. WORK ADDRESS:

3. HOME ADDRESS: *This information is covered under the 1974 Privacy Act*

4. SUPERVISOR/DUTY PHONE:

5. DUTY DESCRIPTION FROM EPR/OPR/PERFORMANCE PLAN:

- Supervises one NCO and one airman; directs day-to-day operations of the group command section
- Advises commander, deputy commander, group staff, three geographically-separated units, three support squadrons and one division on wing and group information management policies
- Oversees files and suspenses program; organizes commander's call
- Manages incoming and outgoing correspondence for group and units located worldwide; reviews, edits and provides recommendations on over 1,000 enlisted/officer performance reports
- Acts as executive officer in absences; helps with promotion and retirement ceremonies
- Workgroup manager for 65 users--loads software, troubleshoots and fixes computer problems
- Additional Duties: Government Purchase Card Holder, Security Manager, STU-III Officer

6. This document contains personal information, the disclosure of which may constitute unwarranted invasion of privacy IAW AFI 33-332. I verify that the data above is accurate, has been verified by official AF records and only applies to the quarter (year) indicated.

JOHN J. DOE, Major, USAF
Commander

Attachment:
AF Form 1206

Attachment 4

SAMPLE NOMINATION AWARD SHEET FOR MILITARY CATEGORIES

Figure A4.1. AF Form 1206, Nomination for Award.

NOMINATION FOR AWARD		
AWARD 460th Air Base Wing Quarterly Awards	CATEGORY (If Applicable) SNCO	AWARD PERIOD 1 Jan 01 - 31 Mar 02
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt Kathleen A. Smith	SSN (Enter Last 4 Only) 5577	MAJCOM, FGA, OR DRJ AFSPC
DAFSC/DUTY TITLE 3A072 / Base Information Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 877-6933 COMM: 303-677-6933	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 460 CS/IM / 18401 E. A-Basin Ave, Stop 88, Buckley AFB CO 80011-9524		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Carig C. Whitehead, DSN 877-9424, COMM 303-677-9424		
SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format) ***** S A M P L E *****		
<ul style="list-style-type: none"> - All Bullets/Sub-bullets should be one line only (Wrap arounds tend to weaken the impact of bullets) - Write-up is limited to 21 Lines plus the lines for the headings - The key to a winning package is ensuring each main bullet shows an fact and impact/result! -- Saw fire (Act), put the fire out (Action), saved two lives (result) - Use the following headings: 		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY JOB: (Mil / Civ)</p> <ul style="list-style-type: none"> - Most important category - Significant mission accomplishments in person's job - Special project accomplishments/leadership - Results of inspections and evaluations - Additional duty accomplishments - If nominee is serving in a position of a higher grade (State it) - Awards received 		
<p>SIGNIFICANT SELF-IMPROVEMENT: (Mil Only)</p> <ul style="list-style-type: none"> - Off duty education (Include GPA, Number of credits earned, etc) - On duty education (CDCs, Formal Training, OJT, CPR, Quality etc,) - Professional Military Education (Mention PME awards won) - Physical, mental and spiritual improvements 		
<p>BASE OR COMMUNITY INVOLVEMENT: (Mil Only)</p> <ul style="list-style-type: none"> - Involvement / leadership in the military and civilian community - Involvement / leadership in organizations (advisory councils, professional military organizations) 		
<p>ONLY ACTIONS OCCURRING DURING THE AWARD PERIOD MAY BE USED. MAKE SURE YOU HAVE THE NOMINEE REVIEW THE PACKAGE TO VERIFY IT IS ACCURATE!</p>		
<p>CATEGORY POINT VALUES: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY JOB: 30 Points SIGNIFICANT SELF-IMPROVEMENT: 10 Points BASE OR COMMUNITY INVOLVEMENT: 10 Points</p>		
<p>THE LATEST VERSION OF THE AF FORM 1206 WILL BE USED. THIS VERSION CAN BE FOUND/DOWNLOADED FROM HTTP://AFPUBS.HQ.AF.MIL</p>		