



Personnel

RECOGNITION OF OUTSTANDING AIRMEN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 604 RSG/DPM (MSgt Phillip Pennington)

Certified by: 4 AF/CVA
(Col Thomas M. Gisler, Jr.)

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This instruction implements AFPD 36-28, *Awards and Decoration Programs*. It establishes the policies, procedures and criteria for recognizing deserving individuals whose outstanding performance, mission accomplishment and/or service to the unit merits such recognition. This regulation applies to members assigned to Headquarters Fourth Air Force (4AF), 604 Regional Support Group and its Direct Reporting Units (DRUs). Assigned personnel who meet the selection criteria outlined in this instruction are eligible for consideration. The winners of the Outstanding Senior Non-Commissioned Officer (NCO), NCO and Airman of the Year Awards will be considered for the 4AF nominees for the United States Air Force (USAF) 12 Outstanding Airmen of the Year Award. Implements Air Force Policy Directive 36-28, Awards and Decorations Program. Supplements Air Force Instruction 36-2805 (formerly Air Force Regulation 900-29).

SUMMARY OF REVISIONS

Generally updates the criteria pertaining to Outstanding Senior NCO, NCO and Airman of the Year Awards, and the USAF 12 Outstanding Airmen of the Year Award. Adds guidance to recognize outstanding achievements and services of individuals and units. Adds guidance for recognition of members being retired.

1. RESPONSIBILITIES:

1.1. Fourth Air Force Commander:

1.1.1. Reviews drafts of narratives and citations, as appropriate.

1.1.2. Approves/disapproves and endorses same.

1.2. Commander or Supervisor:

1.2.1. Appoints unit awards, decorations and recognition monitor.

1.2.2. Notes promotions and special events/performance worthy of recognition.

1.2.3. Tasks personnel to draft memorandums of recognition, narratives and citations.

1.3. Awards, Decorations and Recognition Monitor:

1.3.1. Serves as the area focal point for the preparation of memorandums of recognition, narratives and citations.

1.3.2. Primarily provides advice, instruction and guidance; is not directly responsible for drafting written products.

1.3.3. Monitors promotions and participation in special events within his/her functional area.

1.3.4. Advises when an individual is due recognition.

1.3.5. Ensures recognition is accomplished.

Section A -- Outstanding Senior NCO, NCO and Airman of the Year Award

2. Eligible categories:

2.1. Airman - E-1 through E-4 (SrA).

2.2. NCO - E-4 (Sgt) through E-6.

2.3. SrNCO - E-7 through E-9.

3. Eligibility Criteria:

3.1. Nominee should have no unexcused absences from Unit Training Assemblies (UTAs) during the preceding 12 months.

3.2. Nominee should be current on all On-the-Job Training (OJT) and all other training requirements.

3.3. Member must have one year retainability from date of selection for this award.

3.4. Member must not have applied for commission or been accepted for any program leading to a commission.

3.5. The following should also be considered when nominating a member for these awards:

3.5.1. Job knowledge or leadership qualities applied to an Air Force or combat situation, or development of new techniques which resulted in significantly increased mission effectiveness.

3.5.2. Significant self-improvement through off-duty educational opportunities in professional or cultural societies or associations, development of creative abilities, etc.

3.5.3. Leadership in social, cultural, or religious activities in the military and/or civilian community, whether tangible or intangible, which contributed to the community or unit welfare.

3.5.4. Air Force or civilian awards, prizes, titles, certificates of appreciation, etc., obtained as recognition of personal services rendered or contributions made to military and/or civilian community life. (Do not attach copies of these documents to the nomination).

3.5.5. Any other accomplishment within the preceding 12 months, which, by its nature or results, distinguished the airman from others of equal or higher grade.

3.5.6. Demonstrated ability as an articulate and positive spokesperson for the Air Force.

3.5.7. High standards of personal responsibility and integrity. Individual should have no record of admonitions for financial irresponsibility, alcohol or drug abuse, etc.

4. Nominating Official:

4.1. Each nominating official will submit written nominations to 604 RSG/DPM by 1 November of each year. Nominations should consist of a memorandum of recommendation and attachments 1, 2, and 3.

4.2. Each nominating official will ensure their candidate meets all nomination criteria in paragraph 3.

5. Selection Board:

5.1. Will meet to evaluate and select the Outstanding Senior NCO, NCO and Airman of the Year.

5.1.1. Each selection board will consist of a non-voting (except in the case of a tie) chairperson, and four NCO or officer voting members. Board members shall be of equal or higher rank than the highest ranking nominee being considered.

5.1.2. The Vice Commander or Senior Enlisted Advisor will preside as the Selection Board Chairperson.

5.1.3. Upon receipt of nominations, the Awards and Decorations Monitor will notify, by memorandum, each board member and each candidate of the date, time, and place of the board.

5.1.4. The 4AF Awards and Decorations Monitor or representative will serve as advisor to the board and ensure nomination packages, evaluation forms and information from personnel records are available for review on each candidate. 604 RSG/DPM will provide a single unit retrieval format (SURF) printout. The board will review the nomination packages and personnel information prior to making their selections.

6. Selection Board Procedures:

6.1. The Selection Board will convene during the month of December. 604 RSG/DPM Awards and Decorations Monitor will reserve a meeting room.

6.2. Each award nominee will be interviewed by the selection board. He/she will report to the board chairperson as directed by saluting and giving rank and name.

6.3. Board members and award nominees will wear the service dress uniform during the selection board proceedings.

6.4. Selection board members will review the nomination package for each nominee and conduct personal interviews. Questions asked during the interview will be taken from the Promotion Fitness Examination (PFE), Air Force Pamphlet 50-34, Vol 1, and/or selected from the nomination package. If used, the same PFE questions will be asked of each nominee.

6.5. Each member of the board, including the chairperson, will complete one copy of the Outstanding Airman/NCO/SrNCO Award Evaluation Worksheet for each nominee during the personal interview. Upon completion, this evaluation will be given to the chairperson of the board. The chairperson's evaluation worksheet will only be used in the event of a tie to determine the winner of the award.

6.6. The nomination package, including the award evaluation worksheets will be returned to 604 RSG/DPM.

6.7. 604 RSG/DPM will maintain records/documentation of all selection board proceedings.

7. Presentation of the Outstanding Senior NCO, NCO and Airman Awards:

7.1. The 4AF Awards and Decorations Monitor will prepare notification of selection memorandums to be signed by the 4AF commander with a copy to the individual's Commander and/or division.

7.2. The Monitor will also notify Public Affairs representative of the winners and instruct the selectees to report to the Public Affairs representative for a photo requisition, if appropriate.

7.3. The Monitor will obtain engraved plaques for selectees. The Public Affairs representative will prepare an article on selectees for the NAF and MPF.

7.4. The Commander or Vice Commander will present the plaques to selectees at the earliest Unit Commander's Call.

Section B -- Fourth Air Force Certificate of Recognition. This certificate affords a method of recognizing outstanding achievement and services of individuals and units by local recognition.

8. Fourth Air Force Certificate of Recognition will be issued to:

8.1. Units or individuals nominated by 4AF for Air Force Reserve (AFRC), Air Force Association (AFA), and Reserve Officers Association (ROA) awards. It will also be issued to members contributing and participating in an outstanding manner in Quality initiatives which improve the Air Force Reserve.

8.2. Others as appropriate; i.e., outstanding performance by individuals or functional offices that merit recognition.

8.3. Any individual for exceptional effort outside the reserve unit.

8.4. A reservist or civilian employer, company, business, etc., that has been notably cooperative in support of the Air Force Reserve.

9. Use of Certificates. Discretion and judgment will be exercised in awarding of these certificates to preclude degradation of the recognition factor and to preserve their integrity. However, these certificates can and should be used as a very important and useful management tool to foster morale, incentive, and esprit de corps. They provide a medium for expressing recognition for a "job-well-done" that is less formal and more personal than other existing awards.

10. Processing. All nominations for certificates, along with a text draft for the certificate, will be forwarded to 604 RSG/DPM. Requests for certificates for personnel nominated and competing for AFRC, AFA, and ROA awards must include grade, name (first name, middle initial, and last name), unit of assignment, complete name of award as reflected in the governing directive, and period covered. Certificates are awarded by the Fourth Air Force Commander. Memorandums of nomination may originate at any level and will be forwarded through command channels. Nominations for any certificate in this regulation may be made without regard to a specific time requirement or chain of supervision.

11. Responsibilities.

11.1. Military Personnel (604 RSG/DPM) and 4 AF, will:

11.1.1. Process nominations for certificates.

11.1.2. Prepare certificates for presentation.

11.1.3. Maintain stock of all certificates.

11.2. Fourth Air Force Offices of Primary Responsibility will:

11.2.1. Paragraph 10 requires us to forward requests for certificates for nominees and competitors for AFRC, AFA, and ROA awards to DPM. Use discretion in determining whether certificates will be issued to competitors not selected for nomination to HQ AFRC. When there is a large number of competitors, a memorandum should be used in lieu of a certificate.

11.2.2. Transmit certificates to appropriate units for presentation.

11.3. Reserve units will establish controls to ensure timely processing of nominations.

Section C -- Recognition of Members Being Retired. Recognition of members who are retiring from a career of long and honorable service is one of the oldest traditions of military service. Each member should leave with a tangible expression of appreciation for his or her contribution to the Air Force Reserve and its mission. It is the responsibility of each commander and supervisor to ensure our members are properly recognized.

12. Choosing the Ceremony. A formal ceremony is a courtesy that must be offered to all members. Each retiring member will be given the opportunity to choose the type of retirement ceremony he or she desires; i.e., a ceremony during commander's call, a private ceremony in the commander's office, a retirement ceremony at the flag pole, etc.

12.1. Relatives, friends, photographers, and others deemed appropriate are welcome to participate.

12.2. Retirement certificates, memorandums of appreciation and decorations will be presented during the ceremony.

13. Planning the Ceremony. In most cases the retiree's duty office becomes the OPR for retirement activities. When a reservist plans to retire, the OPR should notify the command section and the personnel office. (Recommend the attached 4AF Retirement Ceremony Information Worksheet be used to begin the planning process.) This should be accomplished as early as possible because of the lead time needed for some of the required actions. Those actions include, but are not necessarily limited to, the following:

13.1. Determine the proper ceremony.

13.2. Determine the time and date preferred.

13.3. Determine decoration and plaque submission. Order DECOR6 through monitors and ensure citation and memorandum recommending decoration are complete. Order plaque, if appropriate. Provide dates of service.

- 13.4. Prepare autobiographical remarks for Commander's use. This information can be requested from the individual using the attached worksheet.
- 13.5. Reserve location for ceremony.
- 13.6. Announce ceremony in advance so friends and associates can attend.
- 13.7. Find out who and how many personal guests the retiree is inviting and arrange for seating.
- 13.8. Designate a person to read, from notes, a summary of the pertinent information shown on the retirement order, the citation accompanying any award being presented.
- 13.9. Designate personnel to be in charge of bringing all elements to the ceremony. Ensure flags, podium and microphone are available.
- 13.10. Arrange for a photographer.
- 13.11. Reception/luncheon/dinner are optional events which must be coordinated if elected to be a part of the retirement program.

WALLACE W. WHALEY, Maj Gen, USAFR
Commander

Attachment 1

NOMINATION FORMAT FOR TWELVE OUTSTANDING AIRMEN OF THE YEAR PROGRAM

NAME OF AWARD	TWELVE OUTSTANDING AIRMEN OF THE YEAR, (CURRENT YEAR)
FROM:	AIR FORCE RESERVE
INCLUSIVE DATES OF ACHIEVEMENT:	(CALENDAR YEAR) 1 JANUARY 1994 - 31 DECEMBER 1994
NOMINEE:	JOHNNY B. GOOD
GRADE:	AIRMAN FIRST CLASS
CATEGORY OF COMPETITION:	(AIRMAN, NCO OR SENIOR NCO)

SSAN: 123-45-6789

PRESENT ORGANIZATION AND STATION: 123d SUPPORT GROUP
457 F STREET STE 789
JOHNS AFB, KENTUCKY 12345-6789

PROJECTED ASSIGNMENT AND REPORTING DATE: NONE.

PERMANENT HOME ADDRESS: 3502 S. LIMESTONE STREET
LEXINGTON, KENTUCKY 40506

NOMINATED FOR: 12 Outstanding Airman of the Year for his excellent performance, outstanding professional skill, knowledge, and leadership as a personnel specialist in support of the services provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, 123d Support Group. (Include statement that member has or has not had an open unfavorable information file (UIF) during the award period.

NOTE: Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 2

BIOGRAPHY - AIRMAN, NCO OR SENIOR NCO

(LIMITED TO ONE SINGLE-SPACED TYPEWRITTEN PAGE)

AIRMAN FIRST CLASS JOHNNY B. GOOD

123-45-6789

AFSC: 3S030, PERSONNEL SPECIALIST

Airman First Class Johnny B. Good is a Personnel Specialist assigned to the 123d Support Group, Jones Air Force Base, Kentucky. He is 22 years old.

Airman Good was born in Lexington, Kentucky, on 29 June 1957. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him the team's coveted Patterson Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1975, Airman Good was locally employed, and served as a church council officer or the Good Shepherd Church in Covington, Kentucky. He subsequently

enlisted in the Air Force under the Delayed Enlistment Program in 1976 and was called to active duty in 1977.

On completion of basic military training at Lackland Air Force Base, Texas, in 1978, Airman Good began technical training as a Personnel Specialist at Keesler Air Force Base, Mississippi, where he was honor graduate (Dec 78). He was then assigned to Jones Air Force Base, and began on-the-job training for his five-skill level.

Airman Good is married, and both he and his wife actively participate in the local church where he is a youth counselor and she is a choir member. He was selected as the Outstanding Airman of the Quarter, and subsequently as the Outstanding Airman of the Year 1983, for the 123d Combat Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

NOTE: Narrative portion of the biography will be single-spaced. Double-space between name, SSAN and AFSC.

Attachment 3

OUTSTANDING AMN/NCO/SENIOR NCO AWARD EVALUATION WORKSHEET INSTRUCTIONS

- (1) Each member of the Selection Board, present and voting, will complete a worksheet on each candidate. Completed worksheet will be given to the Chairperson.
- (2) This worksheet consists of two (2) columns (Items 4 through 10):
 - (a) Category Description - subjects to be evaluated.
 - (b) Evaluation - each evaluator's opinion and /or reaction.

1. AWARD (AMN, NCO OR SR NCO) 2. CANDIDATE'S NAME 3. GRADE

CATEGORY DESCRIPTION EVALUATION (CHECK ONE)
(a) (b)

4. JOB KNOWLEDGE, LEADERSHIP Excellent (4)
qualities or development of new Good (3)
techniques which resulted in significant Fair (2)
increased mission effectiveness.

SECTION 1: (filled out by retiree)

Retiree: _____ Office Symbol: _____

Reserve Phone: _____ Home Phone: _____ Work Phone: _____

Date retirement ceremony requested: _____

"I request a _____ ceremony (describe format requested).

Spouse: _____ (will/will not) be present.

Family/Friends to be recognized: _____

Section 2: (filled out by office of retiree OPR)

Office of Retiree POC: _____ Phone: _____

Ceremony date: _____ Place: _____ Time: _____

Awards/Decorations to be presented: _____

Escort for spouse: _____ Uniform requirements: _____

Is a reception, lunch or dinner planned? _____ Which? _____

Place: _____ Time: _____

Attachment 5

4AF RETIREMENT CEREMONY BIOGRAPHY WORKSHEET

In order for us to complete your biography we would like you to fill out this worksheet and return it to _____ by _____.

1. Full Name: _____ 2. Rank: _____

3. Present Address: _____

4. DOB: _____ 5. Sex: _____ 6. Marital Status: _____

7. Born (City & State): _____

8. Schools Attended - Note City & State:

High School: _____

University/College: _____

9. Degree(s): _____ Date: _____

_____ Date: _____

10. Certificate(s): Use reverse side if necessary

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

11. Military Awards and Decorations: (Use reverse side if necessary.)

_____ Date: _____

_____ Date: _____

_____ Date: _____

12. Date entered active military: _____ Date left: _____

13. Date entered reserves: _____

14. Military job title (also duties and responsibilities): _____

15. List in chronological order all bases assigned to including positions and/or commands. Use reverse side if necessary. _____

16. Flying experience: _____

17. Combat experience: _____

18. Spouse's Name: _____

19. List Children's Name(s) and Age(s): _____

20. Professional Organizations: _____

21. Civic Affiliations: _____

22. Civilian Occupation - Including Position, City & State:

Comments: