

23 JULY 1996



Personnel

**CIVILIAN EMPLOYEE OF THE QUARTER
AND CIVILIAN EMPLOYEE OF THE YEAR
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 62 MSS/DPC (Mr. James J. Maine)
Supersedes 62 AWI 36-4, 17 March 1995

Certified by: 62 MSS/CC (Lt Col Bret Stevens)

Pages: 7
Distribution: F

This instruction provides guidance and procedures for selecting the McChord AFB Civilian Employee of the Quarter and Civilian Employee of the Year. The purpose of the program is to identify and appropriately recognize the civilian employees who have made the greatest contributions to McChord AFB, and who have most consistently displayed the qualities of commitment to excellence, responsibility, integrity, and potential. This program is intended to enhance rather than take place of other recognition efforts. This instruction applies to all civilian personnel assigned to McChord AFB and serviced by the McChord AFB Civilian Personnel Flight (CPF).

1. Responsibilities.

1.1. The 62d Mission Support Squadron Civilian Personnel Flight (62 MSSIDPCE) is the OPR and provides overall guidance to administer the program, to include:

1.1.1. Accomplishing all pre-selection actions, publicizing nomination suspense dates, appointing a selection board, preparing nomination folders, briefing the selection board, and preparing a summary of board results for the 62d Airlift Wing Commander (62 AW/CC) and congratulatory letters to selectees.

1.1.2. Ensuring all actions are accomplished according to this regulation and within the required time frame.

1.2. The 62 AW Senior Enlisted Advisor acts as focal point for all post-selection actions to include: interfacing with Base and community agencies regarding prizes, gratuities, special privileges, and contributions.

2. Eligibility Criteria.

2.1. Nominees must be permanent, appropriated or nonappropriated fund employees who have been assigned to McChord AFB

for at least one year.

2.2. Individuals are ineligible to compete if previously selected for the award during the same calendar year.

3. Nominating Procedures.

3.1. Nominations for Civilian of the Quarter will be submitted to 62 MSS/DPCE in the formats described in [Attachment 1](#) and [Attachment 2](#), in original and three copies, and must be signed by an appropriate official of the nominating organization, All Wing staff agencies, group staffs and squadrons on Base may nominate civilian employees for the quarterly awards. Only one nomination in each category may be submitted by each nominating organization. Organizations must route their nomination package(s) through their Group Commander or Director of Wing Staff, as appropriate. Each Group Commander and Director of Wing Staff will determine the internal competitive process to be used to select the candidates) to be forwarded to the Civilian Personnel Flight for review by the Awards Selection Panel. The Panel will then forward their recommendations to the Wing Commander for final approval. Length limits will be strictly adhered to.

3.2. Nominations for each of the quarterly awards are due to the Civilian Personnel Flight not later than the last day of the award period, "unless advised otherwise."

3.3. Nominations for Civilian Employee of the Year will be submitted to 62 MSS/DPCE on AF Form 1206, Nomination for Award, ([Attachment 3](#)), original and three copies, providing a brief explanation of the individual's job description (limit to 7 lines), significant performance and achievements above the general job requirements, self improvement efforts, and Air Force or community involvement.

3.4. Nomination packages for Civilian of the Year will be due to the Civilian Personnel Flight during the second week of January each year, "unless advised otherwise."

3.5. Nominations should address only accomplishments within the award period. Award periods for the quarterly awards are: I October - 31 December; I January - 31 March; I April - 30 June; and I July - 30 September. Nominations for Civilian Employee of the Year should address accomplishments for the entire year. Yearly award period is from I January - 31 December. The annual award is judged independent of the quarterly awards and is managed in compliance with AMCI 36-2808.

3.6. The organizations from which the Civilian Employees of the Year were selected will be required to prepare the nomination package for the Air Mobility Command Civilian Employees of the Year competition in compliance with AMCI 36-2808. The packages must be submitted to 62 MSS/DPCE in time to meet the HQ AMC imposed suspense. The Civilian Personnel Flight will review the packages and forward them to HQ AMC/DPCE.

4. Employee Categories.

4.1. The Civilian Employee of the Quarter Awards Program is divided into four separate categories.

4.1.1. General Schedule (GS) - Nonsupervisory: GS-0 I - GS- I I nonsupervisory employees.

4.1.2. General Schedule (GS) - Supervisory: GS-01 - GS-1 I supervisory employees.

4.1.3. Federal Wage System (FWS) - Nonsupervisory: WG-OL - WG-1 I nonsupervisory employees.

4.1.4. Federal Wage System (WS & WE)- Supervisory: WS-08/WL-08 - WS/WL- I I supervisory employees.

NOTE: GS- 1 2 and above, and WS- 1 3 and above are ineligible to be considered for the awards.

4.2. Each organization is permitted to nominate one employee in each category each quarter or they may choose to nominate one employee in only one category. No organization may nominate more than one employee in each category for any one quarter.

4.3. The Civilian Employee of the Year is divided into three separate categories:

4.3.1. Category 1: Employees in grades GS-01 through 08 and WG/WL-01 through 07.

4.3.2. Category II: Employees in grades GS-09 through 13, WS-01 through 13, and WG through WL-08.

4.3.3. Category III: Employees in grades GSIWS-14 and above.

4.3.4. All civilian employees serviced by the McChord AFB Civilian Personnel Flight are eligible for nomination for Civilian Employee of the Year. However, only those individuals who worked in an AMC appropriated fund position throughout the award period and who received a superior performance appraisal can compete for the AMC Civilian Employee of the Year. Refer to 6.5 for additional information.

5. Selection Criteria - Civilian Employee of the Quarter and Civilian Employee of the Year (See Attachments).

5.1. Selection for Civilian of the Quarter will be based on the "whole person" concept. Present job accomplishments will be weighed as well as relative degree of potential. Factors to be considered are: job performance, job responsibilities, community activities and special achievements.

5.2. Selection for Civilian of the Year must be in compliance with AMCI 36-2808.

6. Selection Procedures.

6.1. A selection board, made up of four civilian managers is appointed by the 62d Support Group Commander. The Civilian Personnel Flight gives each board member a package containing a copy of all pertinent information. Board members independently screen each nomination and make their evaluation on a separate rating sheet.

6.2. When all evaluations are turned in, the Civilian Personnel Flight totals the results.

6.3. Immediately after the results are totaled, the responsible program manager prepares congratulatory letters for the Civilian Employees of the Quarter to be signed by the 62 AW Commander.

6.4. Normally the entire process described above should be completed by the second week of the month following the end of the award period.

6.5. If an employee in one of the three categories is recommended by the board for the Civilian Employee of the Year, but is not assigned to an AMC unit, the highest scoring AMC employee in that specific category will be the McChord AFB nominee to HQ AMC. The highest ranking employees from other commands may be nominated to their parent command if a command-wide program exists.

7. Award and Honors.

7.1. The Civilian Employee of the Quarter/Year will be honored at an appropriate public ceremony as soon as possible after the

board has made their selection.

7.2. Awards and honors of the quarterly and annual award will consist of, but not be limited to the following:

7.2.1. Certificate of Recognition.

7.2.2. Congratulatory letter from the 62 AW Commander.

7.2.3. Photograph and article in the Base newspaper.

7.2.4. Recognition at a public ceremony.

7.2.5. Any prizes, awards, and gratuities from Base agencies and the civilian community.

7.3. The Senior Enlisted Advisor is the focal point for the post-selection recognition of the quarterly and annual awards. All prizes, awards, and gratuities directed to the award recipients will be controlled by the 62 AW Senior Enlisted Advisor. The Senior Enlisted Advisor will be the sole interface with the civilian community regarding prizes, awards, etc. for the Civilian Employee of the Quarter/Year. Every attempt will be made to recognize those companies, organizations, and individuals who contribute to the program.

JAN D. EAKLE, Colonel, USAF
Commander, 62d Support Group

Attachment 1

SAMPLE SUBMISSION LETTER, GS/WG NONSUPERVISORY

SAMPLE SUBMISSION FORMAT, GS AND (OR) WG NONSUPERVISORY

MEMORANDUM FOR 62 MSS/DPCE

FROM: Your Organization

SUBJECT: Nomination for Civilian Employee of the Quarter, GS and (or) WG Nonsupervisory

1. Biographical Information:
 - a. Name
 - b. Position Title and Grade
 - c. Organization/Office Symbol/Duty Phone
 - d. Award Period
2. Narrative:
 - a. Job Responsibilities: Scope and level of responsibilities. Include additional duties, special projects, etc. Limit: 50 words.
 - b. Job Performance: Competence, skill, professionalism. How well does the nominee do the job described above? Empha-size results. Limit: 150 Words.
 - c. Community Activities: Base/community involvement. Impact of their involvement. Are they a favorable reflection on McChord AFB and the Air Force? How? Limit: 50 words.
 - d. Special Achievements: Awards, honors, special recognition. (Again, just a list would be fine). Limit: 50 words.
 - e. Summary: Why should this person be selected m McChord AFB Civilian Employee of the Quarter. Be specific. Limit **50** words.

Nominating Official's Signature Block

Attachment 2**SAMPLE SUBMISSION FORMAT, GS/WS-WL SUPERVISORY**

MEMORANDUM FOR 62 MSS/DPCE

FROM: Your Organization

SUBJECT: Nomination for Civilian Employee of the Quarter, GS and (or) WS-WL Supervisory

1. Biographical Information:
 - a. Name
 - b. Position Title and Grade
 - c. Organization/Office Symbol/Duty Phone
 - d. Award Period
2. Narrative
 - a. Job Responsibilities: Scope and level of responsibilities. Include additional duties, special projects, etc. Limit: 50 words.
 - b. Job Performance: Competence, skill, professionalism. How well does the nominee do the job described above? Emphasize results. Limit: 150 words.
 - c. Leadership/Potential: Ability to lead versus opportunities. Potential. Is the nominee an example to follow? Why? Again, emphasize results. Limit: 100 words.
 - d. Community Activities: Base/community involvement. Impact of their involvement. Are they a favorable reflection on McChord AFB and the Air Force? How? Limit: 50 words.
 - e. Special Achievements: Awards, honors, special recognition. (Again, just a list would be fine). Limit: 50 words.
 - f. Summary: Why should this person be selected m McChord AFB Civilian Employee of the Quarter. Be specific. Limit: 50 words.
 - g. Nominating Official's Signature Block

Attachment 3

SAMPLE FORMAT, CIVILIAN OF THE YEAR AWARD

AMC OUTSTANDING CIVILIAN OF THE YEAR AWARD

JOB DESCRIPTION (Limit to 7 lines)

JOB ACHIEVEMENTS:

NOTE: Narrative is not to exceed two, single-spaced, typewritten AF Form 1206, using 10 or 12 points.