

21 DECEMBER 1998



Personnel

89TH AIRLIFT WING CIVILIAN OF THE  
QUARTER AND YEAR

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program*. This publication establishes the 89th Airlift Wing Civilian of the Quarter and Year. It applies to appropriated fund civilian employees under the 89<sup>th</sup> Airlift Wing. This instruction implements AFD 36-10.

**SUMMARY OF REVISIONS**

The following changes have been incorporated into this AFI: Changed Andrews AFB Civilian of the Quarter/Year to 89<sup>th</sup> Airlift Wing Civilian of the Quarter/Year. Changed grades included in Category 1 and 2. Changed nomination package submission requirements. Deleted provision that only previously quarterly winners could be nominated for Andrews Civilian of the Year, and added information concerning recognition and publicity.

**1. Program Objectives:**

- 1.1. To provide recognition for outstanding achievement and performance by civilian employees.
- 1.2. To identify civilian employees who perform in a superior manner and who strive for greater responsibility and accomplishments.

**2. Responsibilities:**

- 2.1. The 89 MSS/DPCE will administer this program. Responsibilities include but are not limited to:
  - 2.1.1. Monitoring nominations.
  - 2.1.2. Preparing nomination case files for use by the 89th Airlift Wing Incentive Awards Committee. As a minimum, case files will have an AF Form 1206, **Nomination of Award**, for each nominee.
  - 2.1.3. Convening the 89th Airlift Wing Incentive Awards Committee and furnishing guidance for its operation, interview process, selection criteria, etc.
  - 2.1.4. Preparing the selection committee minutes.

- 2.1.5. Coordinating with 89 AW Command Section for presentation ceremony.
- 2.1.6. Advising supervisors who submitted nominations to attend ceremony with employee.
- 2.1.7. Publicizing as necessary.
- 2.1.8. Preparing Letters of Appreciation, Letters of Commendation, and certificates for signature of the installation commander.

2.2. Organization commanders must ensure:

- 2.2.1. Promotion of an equitable, comparable, and competitive program within their organization.
- 2.2.2. Screening panels established and no more than one highly qualified nominee elected in the following categories to represent the organization:
  - 2.2.2.1. Category 1: GS-01 through 08, WG/WL-01 through 07.
  - 2.2.2.2. Category 2: GS-09 through 13, WG/WL-08 and above, WS-01 through 13, and WB-00.

3. Nomination Procedures:

3.1. Eligibility. Any civilian employee who has performed one of the following:

- 3.1.1. Sustained exceptional duty performance which is above that of employees of like grade and organization.
- 3.1.2. Completed a special project or program during the quarter which resulted in supporting the mission of all organizations in the 89th Airlift Wing.

4. Quarterly Award Nominations:

- 4.1. Each group commander may nominate one individual in each category on AF Form 1206, **Nomination for Award**, in bullet statements, not to exceed one page. The headings for the AF Form 1206 must include: Significant Performance and Achievements and Self-Improvement Efforts (see sample at [Attachment 1](#)). The AF Form 1206 must only cover the three-month period for the quarter in which nominated. The AF Form 1206 must be signed by the group commander.
- 4.2. The AF Form 1206, original plus three copies must arrive in Employee and Labor Relations, 89 MSS/DPCE, by the designated date following the end of the quarter (Mar, Jun, Sep and Dec).
- 4.3. The 89 AW/CC announces winners at a base ceremony. All supervisors are expected to be at the ceremony with their nominee.
- 4.4. The 89 AW/CCCA will provide for award plaques to support this program.

5. Annual Award Nominations.

- 5.1. The 89th Airlift Wing Civilian of the Year will be chosen from among the 89th Airlift Wing quarterly winners and any additional nominations submitted by the group commander to the Incentive Awards Committee.
- 5.2. The nomination package may not exceed more than two pages and must cover the employee's accomplishments for the entire calendar year.

6. Selection Process. The executive secretary for the 89th Airlift Wing Incentive Award Committee forwards eligible quarterly/annual award nominations to selected committee members who independently vote for a winner based strictly on the information contained in the nominations. The selected committee members must include the chairperson or an alternate chairperson and two committee members. The executive secretary completes the action according to the members' and chairperson's independent votes.

7. Recognition and Publicity:

7.1. Recognition of quarterly and annual winners will take place at an appropriate ceremony that will coincide with the military quarterly and annual recognition program.

7.2. Quarterly award winners receive a letter of commendation signed by the installation commander, an engraved plaque, and an 8-hour Time-Off Incentive Award. Supervisors must submit proper paperwork, e.g. AF Form 1768, **Staff Summary Sheet and a Personnel Action Request (PAR)**, to initiate the Time-Off Incentive Award. This package should be forwarded to the servicing Civilian Personnel Flight (CPF) within two weeks after the award banquet.

7.3. Annual award winners receive a letter of commendation signed by the installation commander, an engraved plaque, and a 24-hour Time-Off Incentive Award. Supervisors must submit proper paperwork, e.g. AF Form 1768, **Staff Summary Sheet and a Personnel Action Request (PAR)**, to initiate the Time-Off Incentive Award. This package should be forwarded to the servicing Civilian Personnel Flight (CPF) within two weeks after the award banquet. In addition, the annual winners compete to represent Andrews AFB in the Air Mobility Command (AMC) Outstanding Civilian of the Year Award.

ARTHUR J. LICHTER, Brig Gen, USAF  
Commander

Attachment 1

SAMPLE AF FORM 1206

NOMINATION FOR AWARD		
AWARD 89th Airlift Wing Civilian of the Quarter	CATEGORY 1	AWARD PERIOD 1 Apr 98 - 30 Jun 98
RANK/NAME OF NOMINEE (Last, First, Middle Initial) GS-0318-05/Dunn, Annie		SSN 001-23-4567
DAFSC/DUTY TITLE Secretary (Office Automation)		
MAJ/COM AMC	UNIT/OFFICE SYMBOL/STREET ADDRESS 80 MDG/SGXX/2345 Perimeter Road, Suite A550	
BASE/STATE/ZIP CODE Andrews AFB MD 20762		TELEPHONE (DSN & Commercial) (Immediate supv's telephone #) DSN 858-9333 (301) 981-3333
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Col Glad, W. R. (GROUP COMMANDER'S SIGNATURE)		
SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)		
<p><b>SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS.</b></p> <p>- List what the employee did to improve operations, significant support provided for special projects, other outstanding services of benefit to Andrews AFB.</p>		
<p><b>SELF-IMPROVEMENT EFFORTS.</b></p> <p>- List efforts the employee made to attend any classes or participate in any self-study for self-development.</p>		
<p>Use only this side of the AF Form 1206. Single space, bullet format only. Information <b>must</b> be entered for Significant Performance and Achievements. However, "NA" or "None" may be entered for Self-Improvement Efforts. Remember to avoid flowery language. Look at the bullet and determine what it will say to committee members. Committee members like to see numbers of people, money, or programs. Statistics are good if they are simple to understand and have real meaning. Avoid jargon. Write this for someone not familiar with your employee's duties and responsibilities.</p>		