

**BY ORDER OF THE COMMANDER  
913TH AIRLIFT WING**

**913TH AIRLIFT WING INSTRUCTION 90-503**

**1 AUGUST 1996**

**Command Policy**



**PREPARATION AND USE OF 913 AW FORM 18,  
NOMINATION FOR WING QUALITY AWARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 90-5, *Community Action Information Board*. It establishes the nomination and selection process for all Quality Recognition at the 913th Airlift Wing. This program recognizes team and individual accomplishments in the 913th Airlift Wing's search for continuous improvement and customer satisfaction.

## **1. Introduction.**

- 1.1. All employees of the 913th Airlift Wing are important to our Quality Initiative. Many are doing a superior job in applying the quality principles and tools learned in the AFRES Cascade, Metrics, Process Identification and Unit Self Assessment training presented in the 913th Airlift Wing.
- 1.2. It is a long standing Air Force tradition to recognize significant contributions and the notable achievements of all its personnel.
- 1.3. The sole purpose of this program is to focus on Quality accomplishments and to recognize outstanding teams and individuals.
- 1.4. The honesty and integrity of everyone concerned with the nomination process is key to the success of this program.
- 1.5. Process Action Teams (PATs) and Working Groups (WGs) are recognized for their efforts in applying the Quality Improvement Process (QIP) or Problem Solving Process (PSP) and/or quality concepts or tools to improve processes or solve problems.
- 1.6. Individuals are recognized for their singular efforts in achieving Customer Satisfaction, Establishing Benchmarking Procedures, Teaching Quality Concepts and Tools , etc.

## **2. Responsibilities.**

- 2.1. The Wing Director of Quality will be responsible for monitoring all aspects of the 913th Airlift Wing Quality Program and ensures compliance with intent and scope established by the Wing Commander.
- 2.2. The Quality Advisor will serve as the official reviewer of all nominations for team and individual recognition.

### 3. Procedures.

- 3.1. The Wing Director of Quality will make final recommendations for awards to the Wing Commander.
- 3.2. Group Commanders and other personnel authorized to charter PATs/WGs can nominate their teams/Quality working groups.
- 3.3. Any member of the 913th Airlift Wing can nominate any other Wing member for individual recognition per para 1.6. above.
- 3.4. Nominations will be on an "as it happens basis" during the year with one competition in December of each year for the "Quality Team " and "Quality Individual of the Year" Awards.
- 3.5. All nominations will be submitted on 913 AW Form 18, **913 Airlift Wing Nomination for Quality Award.**

### 4. Instructions.

- 4.1. Instructions for completing the 913th AW Form 18.
- 4.2. Block 1. Enter the person or team's name you are nominating. Team names are derived from the team charter. For example, a team chartered to solve the problem of Verbal Orders of the Commander (VOCO) orders would be named VOCO PAT or VOCO WG.
- 4.3. Block 2. Enter the date of the event that prompted your nomination.
- 4.4. Block 3. Enter a concise description of the event(s) that lead to your nomination. Be factual, cite savings in time or money or tell what the individual did. For example; Sgt Podunk was extremely courteous and issued my daughters I.D. card in less than 5 minutes.
- 4.5. Block 4. Enter the nominator's name.
- 4.6. Block 5. Enter the nominator's telephone number.
- 4.7. Block 6. Enter the nominator's signature.
- 4.8. Block 7. The reviewer uses this block to support the award.
- 4.9. Block 8. Enter the reviewer's name.
- 4.10. Block 9. Enter the current date.
- 4.11. Block 10. Self Explanatory.
- 4.12. The rest of this form is left blank by the nominator.

**5. Availability.** The 913 AW Form 18 is available through the Local Area Network. The form can also be obtained through the servicing Publication Distribution Office as an Electronic form.

**6. Disposition.** Dispose of 913 AW Form 18 in accordance with AFMAN 37-139, table 38-2, rule 11.

RICHARD R. MOSS, Colonel, USAFR  
Commander