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Personnel

**CIVILIAN EMPLOYEE OF THE QUARTER
AND YEAR AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 926 FW/DPC (Ms. Wendy Joramo-Carter) Certified by: 926 FW/CC (Col Randall Falcon)
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This instruction implements AFD 36-10, *Civilian Performance Management* and is used in conjunction with AFD 36-28, *Awards and Decorations Program*. This instruction establishes the Civilian Employee of the Quarter and Year Awards. It assigns responsibilities and establishes procedures for nominating and selecting employees for these awards. Awards are established to provide recognition for outstanding performance and or achievement by civilian employees of the 926th Fighter Wing, Naval Air Station, Joint Reserve Base New Orleans, Louisiana.

1. Office of Primary Responsibility (OPR). The Awards Program Manager, 926 MSG/DPC, is the OPR for this program.

2. Publicity. The Public Affairs Office (PA) provides publicity for this program.

3. Responsibilities:

3.1. 926th Fighter Wing Commander:

3.1.1. Serves as chairperson of selection committee without a vote.

3.1.2. Has final approval authority for selections made by the committee.

3.2. The Awards Program Manager:

3.2.1. Serves as executive secretary (without a vote) to the selection committee.

3.2.2. Receives all nominations and ensures that sufficient copies are available for review by the committee.

3.2.3. Informs the following personnel of the selectees immediately after the 926th Fighter Wing Commander approves the committee recommendation:

3.2.3.1. Limited Staff via electronic mail.

3.2.3.2. Public Affairs via electronic mail.

3.2.4. Prepares award certificates.

3.2.5. Prepares Request for Personnel Action for Time-Off Award for 926th Fighter Wing Selectee.

3.2.6. Arranges for selectee photographs with Public Affairs and posts photographs in Building 261.

3.2.7. Delivers certificate to PA for presentation ceremony.

3.3. Director of Public Affairs:

3.3.1. Arranges appropriate ceremony at Commanders Call and photographic coverage for presentation of award.

3.3.2. Prepares appropriate publicity for the award selectees.

3.4. All Group Commanders:

3.4.1. Establish procedures for nominating personnel from their group.

4. Award Categories:

4.1. GS-11 and above.

4.2. GS-10 and below.

4.3. Wage Supervisors

4.4. WG-10 and above

4.5. WG-09 and below

5. Nominating Procedures. Each Group Commander may nominate one employee in each category per quarter for these awards. One employee in each category may be nominated for the Civilian of the Year. Nominees for Civilian of the Year Award will be selected from the Group's Quarterly Award Winners. Nominations must be signed by the Group Commander.

5.1. Prepare nominations in memo format as shown on [Attachment 1](#). There is a 2-page limit. Include the following information:

5.1.1. Name, grade, series, job title, office symbol, period covered by award, date assigned to group and awards (job and community related) received within the quarter for which nominated.

5.1.2. The basis for the nomination is the accomplishments which occurred during the quarter for which nominated. Nominations may include the following:

5.1.2.1. Duty performance, special acts, or other basis for the nomination which occurred during the quarter for which nominated.

5.1.2.2. Other accomplishments or contributions which occurred during the quarter for which nominated which have had a significant effect on mission accomplishment, employee morale and welfare, or other areas which resulted in improvement in Air Force programs, procedures, or work methods.

5.1.2.3. Community relations, activities, and achievements which occurred during the quarter for which nominated.

6. Eligibility Criteria:

- 6.1. All civilian 926 FW employees, including Air Reserve Technicians, are eligible for nomination for these awards. Contract employees are not eligible for these awards.
- 6.2. Nominee was assigned to the group for the entire period for which nominated.
- 6.3. Individuals selected for the 926 FW Wing Civilian Employee of the Quarter Award are not eligible for nomination for additional Civilian of the Quarter Awards for one year.

7. Frequency of Award and Reporting Period:

- 7.1. Civilian of the Quarter Awards are made on a quarterly basis in the calendar year. Send the original nomination to DPC not later than the 10th day of April, July, October, and January for the immediately preceding quarter.
- 7.2. Reporting periods are:
 - 7.2.1. January-March.
 - 7.2.2. April-June.
 - 7.2.3. July-September.
 - 7.2.4. October-December.
- 7.3. Civilian of the Year Awards are made on an annual basis for the calendar year. The original nomination should be submitted to DPC not later than the 10th day of January for the preceding year.

8. Selection Committee:

- 8.1. The committee is composed of the 926 FW Commander, Group Commanders and Headquarters element representative or their designee.
- 8.2. Reviews all nominations.
- 8.3. Selects the winner in each category based on information in the nominations.
- 8.4. The Commander has final approval authority on selections made by the committee.

9. Recognition for 926 FW Selectees Includes:

- 9.1. Certificate.
- 9.2. Recognition at Commander's Call.
- 9.3. Appropriate publicity.
- 9.4. A Time-Off Award as follows:
 - 9.4.1. Group-level Civilians of the Quarter will receive an 8-hour Time-Off Award.
 - 9.4.2. 926 FW Civilians of the Quarter will receive an additional 8-hour Time-Off Award. The two awards will be combined into one 16-hour Time-Off Award.

9.4.3. Group-level Civilians of the Year will receive a 16-hour Time-Off Award.

9.4.4. 926 FW Civilians of the Year will receive an additional 8-hour Time-Off Award. The two awards will be combined into one 24-hour Time-Off Award.

RANDALL G. FALCON, Colonel, USAFR
Commander

Attachment 1

SAMPLE NOMINATION (REQUIRED ITEMS IN BOLD)

(DATE)

MEMORANDUM FOR 926 MSG/DPC

FROM: 926 (Group)/CC

SUBJECT: Nomination for Civil Employee of the Quarter (or Year as appropriate) Award

1. (Employee name), (office symbol), is nominated for Civilian Employee of the Quarter, (category). (Employee name) has not been selected for this award within the past year.

2. The following information is furnished according to 926th FWI 36-1001:

Name:

Series/Grade/Title:

Office Symbol:

Date Assigned to Group:

Award Received During the Quarter (Include all Federal and non-Federal awards):

Date Last Nominated/Selected for this Award:

3. (Narrative)

COMMANDER NAME, Rank, USAFR

Group Commander