

27 JULY 2001

Personnel



**HQ AETC CIVILIAN EMPLOYEE OF THE
QUARTER/YEAR AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AETCI 36-2806, 24April 2000

Pages: 2
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations Programs*. It establishes the procedures for the HQ AETC Civilian Employee of the Quarter/Year Program as a recognition program to honor its civilian employees. It applies to HQ AETC directors, chiefs of special staff, and civilian employees. This instruction does not apply to Air National Guard and Air Force Reserve Command units.

Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

Updates office symbols (paragraph 2.) and indicates HQ AETC/CCF will provide funding for plaques (paragraph 5.). A “i” indicates revision from previous edition.

1. Purpose of Award. Many of the superior accomplishments of HQ AETC are due to the outstanding efforts of the civilians who work in the headquarters. Although there are various organizational awards for civilian employees, this program provides headquarters employees with well-deserved command recognition.

2. Responsibilities. The Personal Affairs Element (HQ AETC/DPSMFP) is responsible for administering the program. All headquarters units will provide support to HQ AETC/DPSMFP as needed and requested.

3. Nomination Procedures:

3.1. Civilian employees may be nominated quarterly and yearly. To select nominees, directors and chiefs of special staff will screen their employees, and review each nomination with the applicable supervisor. A board may be conducted within the organization.

3.2. Each directorate and chief of special staff may submit one nominee for each category. The three competitive categories are Junior (GS-1 through GS-6, WG-1, WL-1 through WL-4, and nonappropriated fund (NAF) equivalent), Intermediate (GS-7 through GS-10, WG-9 through WG-11, WL-5 through WL-7, WS-1 through WS-7, and NAF equivalent), and Senior (GS-11 through GS-13, WG-12 through WG-15, WL-8 through WL-15, and NAF equivalent). The winners from each category will then compete for Team Randolph.

3.3. The nomination will be submitted in bullet form on AF Form 1206, **Nomination for Award** (one side only), for the quarterly and annual awards. Each nomination should address Duty Description, Duty Accomplishments, and Community Involvement as areas of accomplishment and be submitted in original and four copies. **NOTE:** An electronic file (disk) of the nomination must be included in the package.

3.4. If a person is promoted during the nomination period, his or her nomination should be submitted in the category he or she held for the majority of the time.

3.5. For the Civilian of the Year Award, award nominees must have been assigned to HQ AETC for 6 months of the year for which they are being nominated. Nominees submitted for this period do not have to be quarterly award recipients.

4. Nomination Committee. For quarterly and annual awards, a committee of three representatives from various directorates will review nominations and make selections. Membership on the committee will be rotated.

5. Award Plaque. Quarterly and annual award winners will receive an engraved AETC plaque. HQ AETC/CCF will provide funding for plaques.

6. Forms Adopted. AF Form 1206.

W. P. ARD, Colonel, USAF
Director of Personnel