

6 MAY 2004



Personnel

**AFMC DEPOT MAINTENANCE
MANAGEMENT OF THE YEAR/QUARTERLY
AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AFMC/LGPA (Mr. Cliff Harestad) Certified by: HQ AFMC/LGP (Col Eugene Collins)
Supersedes AFMCI36-2817, 19 Sept 02

Pages: 11
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations*. This instruction sets up the Depot Maintenance Management of the Year/Quarterly Awards to encourage professionalism and expertise in managing the diverse nature of AFMC's depot maintenance. It prescribes policy, nomination and selection procedures, and award presentation. This instruction does not apply to Air National Guard or Air Force Reserve. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is 10 U.S.C 8013. Privacy Act statements required by AFD 37-1, *Air Force Information Management*, are in the body of each form or document, or in a separate statement accompanying each document.

SUMMARY OF REVISIONS

This revision replaces AMCI36-2817, 19 Sept 2002 and establishes the AFMC instructions for Depot Level Maintenance Management Awards, Annually, Quarterly and spot awards. This brings this document in-line with AFD 36-28, *Awards and Decorations*.

1. Purpose of the Awards. These awards recognize contributions to further Depot Maintenance Management tenets readiness and acknowledge the outstanding contributions of designated Depot Maintenance Managers at the Air Logistics Centers, the Aerospace Maintenance and Regeneration Center and HQ AFMC.

2. Criteria for Nomination.

2.1. Individual - Outstanding Depot Maintenance Manager (GO, SES, 0-6, GS-15). This award recognizes the innovations and efforts of the depot maintenance personnel and HQ AFMC personnel, which implement depot maintenance tenets and make significant improvements to the depot maintenance operation. Eligible considerations include improvements in the overall depot maintenance process that advance communication and information flow, optimize processes, reduce overall depot

maintenance cost, implement transformation initiatives, or demonstrably improve depot maintenance support to the warfighter.

2.2. Individual – Outstanding Depot Maintenance Member—Production (0-5 and below, GS-14 and below). This award recognizes individual contributions made by depot maintenance personnel and HQ AFMC personnel directly related to the production of depot maintenance end items. Eligible personnel include anyone directly involved with the production of depot aircraft and improvements in the overall depot maintenance process, flow, and maintenance practices that optimizes processes, reduces overall depot maintenance cost and/or flow, or demonstrates improved depot maintenance support to the warfighter.

2.2.1. Individual – Outstanding Depot Maintenance Member—Non-Production (0-5 and below, GS-14 and below). This award recognizes individual contributions made by depot maintenance personnel and HQ AFMC personnel, not directly related to the production of depot aircraft, supporting the overall production of depot aircraft. Eligible considerations include improvements in the overall depot maintenance process that make significant improvements to the depot maintenance operation, optimize processes, reduce overall depot maintenance cost, reduces flow times, implements transformation initiatives, or demonstrates improved depot maintenance support to the warfighter.

2.3. Individual – Outstanding Wage Grade/Enlisted Maintenance Member—Production (Wage Grade Employee, Enlisted Military Members). This award recognizes individual contributions made by depot maintenance personnel and HQ AFMC personnel directly related to the production of depot maintenance end items. Eligible considerations include direct involvement with the production of depot aircraft and improvements in the overall depot maintenance process and maintenance practices that optimizes processes, reduces overall depot maintenance cost and/or flow, or demonstrates improved depot maintenance support to the warfighter.

2.3.1. Individual – Outstanding Wage Grade/Enlisted Maintenance Member—Non-Production (Wage Grade Employee, Enlisted Military Members). This award recognizes individual contributions made by depot maintenance personnel and HQ AFMC personnel, (not directly related to the production of depot aircraft) supporting the overall production of depot aircraft. Eligible considerations include improvements in the overall depot maintenance process that make significant improvements to the depot maintenance operation, optimize processes, reduce overall depot maintenance cost, reduces flow times, implements transformation initiatives, or demonstrates improved depot maintenance support to the warfighter.

2.4. Group – Outstanding Depot Maintenance Management Team—Production (Any team composed of military and/or civilian employees whose official duties or assignment(s) include direct support to Depot Maintenance Management). This award recognizes team contributions made by depot maintenance personnel and HQ AFMC personnel, or a combination of both, directly related to the production of depot maintenance end items. Eligible considerations include direct involvement with the production of depot aircraft and improvements in the overall depot maintenance process and maintenance practices that optimizes processes, reduces overall depot maintenance cost and/or flow, or demonstrates improved depot maintenance support to the warfighter.

2.4.1. Group – Outstanding Depot Maintenance Management Team—Non-Production (Any team composed of military and/or civilian employees whose official duties or assignment(s) include direct support to Depot Maintenance Management). This award recognizes team contributions

made by depot maintenance personnel and HQ AFMC personnel, or a combination of both, (not directly related to the production of depot aircraft) supporting the overall production of depot aircraft. Eligible considerations include improvements in the overall depot maintenance process that make significant improvements to the depot maintenance operation, optimize processes, reduce overall depot maintenance cost, reduces flow times, implements transformation initiatives, or demonstrates improved depot maintenance support to the warfighter.

2.5. Period of award is the calendar year for the yearly award. The following quarters make up the quarterly award period: Q1 Jan-Mar, Q2 Apr-Jun, Q3 Jul-Sep, Q4 Oct-Dec.

2.6. Quarterly winners are automatically eligible for the yearly award. However, each center/HQ Directorate may submit others to compete for the yearly award.

3. Timeframes:

3.1. Requests for nominations will be forwarded in December for Yearly awards and March, June, September, and December for Quarterly awards.

3.2. Center/HQ nominations containing the specific date packages are to be returned to HQ AFMC/LGP, by the first Friday in Feb for Yearly awards and by the second Friday in Apr, Jul, Oct and Jan for Quarterly awards.

3.3. HQ AFMC/LG will hold a board to determine the winners for each category.

3.4. Dates and times for award presentation will be announced when winners are chosen.

4. Nomination Procedures:

4.1. Each Center and HQ AFMC should submit no more than one nominee in each category.

4.2. Send nominations to HQ AFMC/LGP, 4375 Chidlaw Road, Room C-109, Wright-Patterson AFB, OH 45433-5006. They must be posted marked/arrive not later than the date in the nomination request letter. Each nomination package consists of the following:

4.2.1. A memorandum of transmittal (original only) signed by the ALC/AMARC commander/vice commander.

4.2.2. **Individual Award** package submittals will be submitted per the following guidelines.

4.2.2.1. Use of the AF Form 1206 is required (**Attachment 1**). Quarterly nominees are limited to the front page of the AF Form 1206. Yearly nominees are limited to the front page and back of the AF Form 1206. The two pages of the form will be printed on separated sheets of paper.

4.2.2.2. All information at the top of the first page of the AF Form 1206 must be included.

4.2.2.3. Use the following boldface font headings in the Specific Accomplishments block for the award:

Sustained Job Performance (30 pts)

Job Efficiency Results (30 pts)

Job Knowledge (30 pts)

Other considerations (10 pts)

- 4.2.2.4. Bullet statements will be used. Refer to sample document layouts for bullet line spacing. Each major bullet will consist of no more than five lines each (including sub-bullets). Lines within each major bullet will be single-spaced (no blank lines will be used between sub-points). One blank line will be used between each major bullet.
- 4.2.2.5. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.
- 4.2.2.6. Font size and style must be followed. Use Times New Roman, 12 point font for the text.
- 4.2.2.7. Use boldface font only for section headings.
- 4.2.2.8. Packages must not contain classified data/information. Units must screen all submissions for classified data – **DO NOT SUBMIT ANY CLASSIFIED DATA**. Packages determined to have classified data will be removed from competition.
- 4.2.2.9. Citation (**Attachment 2**) will be in landscape format. Text for the citation will be double-spaced. (Yearly Award only).
- 4.2.2.10. Biography (Yearly Award only) (**Attachment 3**).
- 4.2.2.11. Privacy Act Statement (**Attachment 4**).
- 4.2.3. **Team Award** package submittals will be submitted per the following guidelines.
- 4.2.3.1. Use of the AF Form 1206 is required (**Attachment 1**). Quarterly nominees are limited to the front page of the AF Form 1206. Yearly nominees are limited to the front page and back of the AF Form 1206. The two pages of the form will be printed on separated sheets of paper.
- 4.2.3.2. All information at the top of the first page of the AF Form 1206 must be included.
- 4.2.3.3. Use the following boldface font headings in the Specific Accomplishments block for the award:
- Sustained Job Performance (30 pts)**
- Job Efficiency Results (30 pts)**
- Job Knowledge (30 pts)**
- Other considerations (10 pts)**
- 4.2.3.4. Bullet statements will be used. Refer to sample document layouts for bullet line spacing. Each major bullet will consist of no more than five lines each (including sub-bullets). Lines within each major bullet will be single-spaced (no blank lines will be used between sub-points). One blank line will be used between each major bullet.
- 4.2.3.5. Bullet statements should be written in a style that describes a particular action, its result, and finally its impact to the unit, MAJCOM, Air Force or beyond.
- 4.2.3.6. Font size and style must be followed. Use Times New Roman, 12 point font for the text.
- 4.2.3.7. Use boldface font only for section headings.

4.2.3.8. Packages must not contain classified data/information. Units must screen all submissions for classified data – **DO NOT SUBMIT ANY CLASSIFIED DATA**. Packages determined to have classified data will be removed from competition.

4.2.3.9. Citation (**Attachment 2**) will be in landscape format. Text for the citation will be double-spaced. (Yearly Award only). Citation for team award will be for respective Team, not individual members.

4.2.3.10. No Biography needed for Team Award.

4.2.3.11. Privacy Act Statement (**Attachment 4**).

5. Selection Procedures:

5.1. The Command Selection Board will evaluate nominees using the selection criteria worksheet (**Attachment 5**). The board will provide a recommendation to the Director of Logistics for endorsement.

5.2. Winners for the Yearly award will be notified via a letter to the ALC/AMARC commander from HQ AFMC/LG providing the awards ceremony date. Ceremonies will normally coincide with a Depot Maintenance Management Conference. Winners for the Quarterly award will be notified via letter from HQ AFMC/LG providing the certificate award date, and ceremonies to be determined by the HQ AFMC/LG Director and ALC/AMARC commanders.

6. Selection Boards Composition:

6.1. Center Selection Board. The Center MA will chair the Center Selection Board for the Center Yearly awards. Delegation of this duty is authorized for Quarterly Awards. The chairman will appoint a board, which will be responsible for providing a nomination recommendation in each category to the Center commander. An AFGE Council 214 representative will also be invited to participate on the Center Selection Board. The Center Selection Board will meet as scheduled by the board chair and conduct business when a quorum is present.

6.2. Command Selection Board. The Deputy Director for Depot Maintenance will chair the Command Selection Board for the command level Yearly awards. Delegation of this duty is authorized for Quarterly Awards. The board will consist of three/five members selected by the Deputy Director for Depot Maintenance. An AFGE Council 214 representative will also be invited to participate on the Command Selection Board for the Command level yearly awards. This board will evaluate nominees using the selection criteria worksheet (**Attachment 5**). The board will be responsible for providing a recommendation to the Director of Logistics for each award. The Command Selection Board will meet as scheduled by the board chair and conduct business when a quorum is present.

7. Awards and Awards Presentation:

7.1. Presenting the Award. HQ AFMC/LG will present the yearly award at the next Depot Maintenance Conference and the quarterly awards will be presented at the time and place determined by the HQ AFMC/LG after the selection of the winners.

7.2. This issuance will be implemented consistent with applicable statutes, which promote equal opportunity for all employees.

7.3. The nomination package cover page and executive summary from each of the winning units will be displayed on the HQ AFMC/LG web page.

8. On-The-Spot Awards.

8.1. On-The-Spot Awards are awards (monetary or token—plaque, mug, coin, etc.) that are presented by HQ AFMC/LG, or designated HQ representative to employees who are superior performers.

8.2. Awards are presented to employees at each Center/HQ who in collaboration with Center/HQ leadership, exemplify superior performance.

8.3. Awards will be presented to the employee during visits by HQ AFMC/LG or their designated HQ representative.

8.4. No formal write-up required for award. Input from Center/HQ leadership as to who should receive awards is required.

DEBRA K. WALKER, Deputy Director for Depot Maintenance
Directorate of Logistics,

Attachment 1

AF FORM 1206

Table A1.1. Nomination Award AF Form 1206.

NOMINATION FOR AWARD		
AWARD	CATEGORY (If applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA. OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		

Attachment 2**SAMPLE CITATION**

CITATION TO ACCOMPANY THE AWARD OF THE

DEPOT MAINTENANCE MANAGEMENT OF THE YEAR/QUARTERLY AWARD
(CATEGORY)

TO

(NAME)

(Opening)

(Rank-if applicable-Name) has distinguished himself/herself by outstanding performance while assigned as an XXXX, (your organization), from 1 January XXXX to 31 December XXXX and January to March, April to June, July to Sept, and October to December XXXX.

(Body)

(Significant Accomplishments)

(Closing)

The outstanding contributions of (Rank-if applicable-Name) reflect credit upon (himself/herself), the (center), AFMC and the United States Air Force.

Attachment 3

SAMPLE FORMAT BIOGRAPHY

BIOGRAPHY

FOR

(NAME)

(AWARD TITLE)

SPOUSE: (NAME)

CHILDREN: (Names, Ages)

PROFESSIONAL ACTIVITIES AND CIVIC/SOCIAL ACTIVITIES:

HOBBIES: (List Hobbies)

LENGTH OF SERVICE: (Total years)

PRIMARY JOB FUNCTION:

(Provide summary of job function)

Attachment 4**SAMPLE PRIVACY ACT STATEMENT**

1. Authority

10 USC 8012

EO 9397, 22 Nov 93

2. Principal Purpose

To accompany the nominations for the Depot Maintenance Management of the Year/Quarterly awards.

3. Routine Uses

Will be used in selection of the winners of the Depot Maintenance Management of the Year/Quarterly awards.

4. Whether disclosure is mandatory or voluntary and effect on individual if not providing information.

NOTE: Disclosure is voluntary. Individual may not be considered for award if information is not provided.

“I, (rank or title and name), understand my nomination for the (year/quarter of nomination) AFMC Depot Maintenance Management of the Year/Quarterly Award may involve release of the information contained in my nomination package for the purpose of publicizing the program.”

(MUST BE SIGNED)

Attachment 5

SELECTION CRITERIA WORKSHEET

DEPOT MAINTENANCE MANAGEMENT OF THE YEAR/QUARTERLY AWARD

CATEGORY:

Table A5.1. Award Points.

AWARD	OC	OO	WR	AMARC	HQ AFMC
1. Sustained Job Performance (30 pts)					
2. Job Efficiency Results (30 pts)					
3. Job Knowledge (30 pts)					
4. Other considerations (10 pts)					
TOTAL					

SIGNATURE: