

BY ORDER OF THE COMMANDER



**AIR FORCE OPERATIONAL TEST
AND EVALUATION CENTER
INSTRUCTION 36-2803**

10 APRIL 2004

Personnel

MILITARY AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28. It sets forth eligibility criteria, submission, and selection procedures for the AFOTEC military quarterly and annual awards program. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force WEB-RIMS Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/rds/index.cfm>. This instruction governs the maintenance of certain records which contain personal information, the disclosure of which may be an unwarranted invasion of personal privacy. Such information should not be disclosed. See AFI 37-131, *Freedom of Information Act Program*, and AFI 37-132, *Air Force Privacy Act Program*, for guidance.

SUMMARY OF REVISIONS

This revision incorporates updated suspenses, the new Fitness Program standards (AFI 10-248), and redefines the FGO Category to include only personnel in the rank of major. It also updates the nomination cover letter as well as reduces the annual AF Form 1206 to single-sided document.

1. Terms Explained.

- 1.1. **Airman.** Personnel in grades airman basic through senior airman.
- 1.2. **Noncommissioned Officer (NCO).** Personnel in grades staff sergeant and technical sergeant.
- 1.3. **Senior NCO (SNCO).** Personnel in the grades master sergeant and senior master sergeant.
- 1.4. **Company Grade Officer (CGO).** Personnel in the grade second lieutenant through captain.
- 1.5. **Field Grade Officer (FGO).** Personnel in the grade of major only (lieutenant colonel will not be eligible per EC decision in 2003).
- 1.6. **Quarterly and Annual Award Periods:**

- 1.6.1. First Quarter..... 1 January - 31 March
- 1.6.2. Second Quarter..... 1 April - 30 June
- 1.6.3. Third Quarter..... 1 July - 30 September
- 1.6.4. Fourth Quarter..... 1 October - 31 December
- 1.6.5. Annual..... 1 January - 31 December

1.7. Quarterly award nomination packages are typically due to AFOTEC's First Sergeant (DPF) on the first Thursday following the close of the respective quarter. Annual packages are typically due the third Thursday in January, but requirements for the 12 Outstanding Airmen of the Year will drive this suspense. Exact dates for all quarterly and annual nomination packages will be announced by AFOTEC/CCP via e-mail to all AFOTEC personnel.

2. Air Force References.

- 2.1. AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.
- 2.2. AFI 10-248, Fitness Program.
- 2.3. AFI 36-2805, Special Trophies and Awards.

3. Program Responsibilities. Directors and detachment commanders organize and manage unit award programs to support the Center's award program. The offices eligible to submit nominees are identified in [Attachment 6](#). The following offices have specific responsibilities to support and administer the AFOTEC program.

3.1. Headquarters AFOTEC Chief Enlisted Manager (AFOTEC/CEM):

- 3.1.1. Manage the AFOTEC military quarterly and annual recognition program.
- 3.1.2. Establish selection criteria and procedures.
- 3.1.3. Ensure board member selection for all award boards governed by this instruction.
- 3.1.4. Ensure appropriate awards, congratulatory letters and 3-day passes are available for presentation.
- 3.1.5. Provide board member summary report feedback to unit award coordinators.
- 3.1.6. Deliver eligible winning packages to 377 ABW/CCC to compete in the Team Kirtland quarterly/annual awards program. If a remote detachment or operating location nominee is a winner in a category, the first runner-up who is assigned to Kirtland AFB may compete at the Team Kirtland competition. Detachment and operating location nominees may compete at their host base for their respective base-wide competitions.

3.2. Headquarters AFOTEC Director of Personnel (DP):

- 3.2.1. Serve as the central collection point for all award nomination packages.
- 3.2.2. Receive, review and screen all packages for quality force indicators and ensure packages are complete for competition in the respective category, in accordance with guidelines established in this instruction. Nomination packages that are disqualified, incomplete, or late will be ineligible

for competition and returned to originator. It is important to know package requirements as outlined in this instruction.

3.2.3. Forward nomination packages meeting the criteria to AFOTEC/CCP for processing.

3.2.4. Approve 3-day passes, as required, for award recipients.

3.3. HQ AFOTEC Protocol Office (CCP):

3.3.1. Prepare necessary communications to announce suspense dates and solicit nominations.

3.3.2. Prepare/copy nomination packages for board membership review and scoring and distributes packages to board presidents, and advise board members about selection board information and procedures, to include suspense for returning scored/rated packages and reports.

3.3.3. Assist AFOTEC/CEM to obtain board membership as needed.

3.3.4. Forward award winners' names to AFOTEC/CC for approval prior to release to entire organization.

3.3.5. Coordinate arrangements for formal presentations of quarterly awards, such as Commander's Call, to include awards, congratulatory letters and 3-day passes.

3.3.6. Provide AFOTEC/PA with the award selections and information to ensure appropriate publicity.

3.3.7. Assist with coordination of the annual awards banquet.

3.3.8. Track award recipients by category/name/unit and maintain 3 years worth of data.

3.4. AFOTEC Public Affairs Office (PA):

3.4.1. Coordinate AFOTEC Display Boards. Ensure AFOTEC Award Recognition Information Form ([Attachment 2](#)) and photos go to graphics (AFOTEC/RMSC) to prepare the display boards. Display boards should be ready the day prior to Commander's Call.

3.4.2. Provide appropriate publicity for military quarterly and annual award winners.

3.4.3. Provide each award winner with a hometown news release form and will send each properly filled out form to the appropriate newspapers nationwide.

3.4.4. Assist with coordination of the AFOTEC annual awards banquet, as required.

4. Quarterly Awards Program. This program recognizes military personnel who have performed their military duties in an outstanding manner, made significant self improvement efforts and served their community in a continually outstanding manner during a particular quarter. Quarterly awards are offered in the following categories: Airman, NCO, SNCO, CGO and FGO.

4.1. Eligibility. The nominee must:

4.1.1. Be on extended active duty and assigned to AFOTEC for majority of award period.

4.1.2. Have served in the applicable grade for the category in which nominated for the majority of the recognition period.

4.1.3. Have not been convicted by court-martial or punished pursuant to the Uniform Code of Military Justice, including Article 15, during the 12 months prior to the recognition period.

4.1.4. Not have an established unfavorable information file, be on the control roster, or have received a referral performance report during any part of the recognition period.

4.1.5. Beginning with the 1st Qtr 05 (Jan-Mar), AFOTEC personnel must have a composite score of 70 or higher on the fitness assessment to be eligible for award nomination. When selecting nominees, detachment commanders and directors should always consider professional military image, as well as whole person quality force indicators. Nomination of personnel on fitness waivers will remain discretion of Detco/Director provided member is eligible IAW para 4.1. above.

4.1.6. Have an Air Force specialty skill level commensurate with their grade or have demonstrated outstanding performance in an approved retraining program.

4.2. Quarterly Award Nomination Procedures.

4.2.1. Each director and detachment commander (**Attachment 6**) may nominate one individual in each category. Operating locations must nominate individuals to the directorate or detachment to which they are organizationally assigned.

4.2.2. Use AF Form 1206, **Nomination for Award**, (**Attachment 2**), to submit nominees for competition. Use most recent version from the following web site:

<http://www.e-publishing.af.mil>. Attachments or continuation sheets are not allowed and will not be considered. Limit write-up to 25 lines, including the three headings, on computer-generated AF Form 1206, 12 font size. Specific achievements and accomplishments must have occurred during the time period in which the nomination is submitted. Use of the headings listed below is mandatory. Use bullet statements for justification:

4.2.2.1. **Leadership and Job Performance in Primary Duty.** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and impact on mission and unit. Include any new initiatives or techniques developed that positively impacted the unit and/or evaluations. Include awards received, such as Maintenance Professional of the Year, etc.

4.2.2.2. **Significant Self-Improvement Efforts.** Show how the member developed or improved skills related to primary duties such as formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc. Include completion of any PME as well as awards earned while in-residence attendance. Include any off-duty education not directly related to primary duties such as class, course degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4.2.2.3. **Base or Community Involvement.** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations, and events such as Unit Advisory Council officer, president of the Top 3, dining-out committee chairman, Sunday school teacher, and so forth.

4.2.3. Submit **Award Recognition Information Form**. (**Attachment 1**).

4.2.4. Submit **Nomination Cover Letter** (**Attachment 3**) verifying that information is accurate. All Kirtland units must submit the Nomination Cover Letter to be eligible for Kirtland AFB competition. (MUST BE SIGNED BY NOMINEE AND DETCO/DIRECTOR OR DEPUTY). Remote Dets, in lieu of the Nomination Cover Letter, may include the following statement below

light recommendations for improving the other nominee packages. The board members should confer upon the results and the summary report prior to submitting to the AFOTEC/CEM.

4.4. **Scoring.** Points for each area identified in paragraph 4.2.2. will align directly with the 12 Outstanding Airmen of the Year award program. POC is 11th Wing, Chief, Cmd Recognition & Special Programs Branch, DSN: 297-7423.

4.4.1. Each board member will score each package and provide their respective ranking and scores to the board president, who will also score and rank the packages. The board president will determine the winner by adding the rank order number from each board member's results. The nominee with the lowest value will be the board's selection. (See example below).

Table 1. Award Scoring Example.

Nominee	Board Member 1	Board Member 2	Board President	Overall Score/ Final Ranking
Smith	1	1	2	4 / 1
Jones	2	2	1	5 / 2
Brown	3	3	3	9 / 3

4.4.2. In the event board members' rankings for their respective number one selectee differ by two or more rank positions, (e.g. Board member # 1 ranks nominee 'A' as 1st and Board member #2 ranks this nominee as 3rd) the board should reconvene to resolve the conflict. This effort will provide a training opportunity for board membership as well as a quality check. In the event board members are unable to resolve conflict with the final ranking, the board president will make the final decision for recommendation. If final rankings result in a tie for 1st, the board members will total the individual scores for each nominee, and the package earning the highest overall score will be the board's recommendation for selection.

4.5. **Award Benefits.** Nominees selected as the AFOTEC quarterly award winners will receive the following:

4.5.1. An appropriate award commensurate with the level of recognition.

4.5.2. Announcement of their selection at the quarterly awards ceremony (Commander's Call). Winners assigned to Kirtland AFB are required to attend the ceremony. Non-local winners are encouraged to attend based upon viability of TDY schedules as approved by their commander.

4.5.3. Other honors, as appropriate, i.e., congratulatory letter from AFOTEC/CC and a 3-day pass.

4.5.4. If eligible, quarterly award winners may be nominated to their respective base quarterly awards programs.

5. Annual Awards Program. The annual awards program recognizes active duty members who have performed their military duties in an outstanding manner, made significant self improvement efforts and served their community in a sustained outstanding manner during the past calendar year.

5.1. Eligibility:

5.1.1. Nomination criteria is the same as the quarterly award nomination (see para. 4.1. above).

5.1.2. Be enrolled in or satisfactorily completed the level of Professional Military Education (PME) commensurate with their grade as appropriate considering member's eligibility to attend and class availability.

5.1.3. Nomination categories are Airman, NCO, SNCO, CGO, and FGO.

5.1.4. Each director and detachment commander (**Attachment 6**) may nominate one individual in each category. Operating locations must nominate individuals to the directorate or detachment to which they are organizationally assigned. AFOTEC quarterly award recipients should receive primary consideration for annual award nomination. Personnel will thoroughly review this instruction prior to submitting nominees to ensure strong and complete nomination packages.

5.2. Annual Award Nomination Procedures:

5.2.1. Nominations will be prepared on the AF Form 1206 in accordance with AFI 36-2805, *Special Trophies and Awards*. Use the most recent version of the form found at <http://www.e-publishing.af.mil>. The format for the "12 Outstanding Airmen of the Year" (12 OAY) will be used. The AF Form 1206 write-up is limited to one single-spaced typewritten pages, 12 font, using the front of the form.

5.2.2. Submit **Award Recognition Information Form (Attachment 1)** (for AFOTEC Award Board and banquet program).

5.2.3. Submit **Nomination Cover Letter (Attachment 3)** verifying the information is accurate. (MUST BE SIGNED BY NOMINEE AND DETCO/DIRECTOR OR DEPUTY.)

5.2.4. One **5" X 7" color head and shoulders photo** of nominee in **service dress** (digital media required for AFOTEC Award Board, marquee and banquet program).

5.2.5. Three **5" X 7" color digital in-action photos** of the nominee at his/her job for the AFOTEC Award Board.

5.2.6. Send photos required in above two paragraphs directly to AFOTEC/RMSC (Graphics) to meet same suspense as the nomination package, with a copy to "First Sergeant Corporate Account AFOTEC/DP". (Local Kirtland AFB personnel should contact Mr. Brian Esterly, AFOTEC/SC, to arrange for photos. Photos should be high resolution (minimum of 300 DPI, .jpg file.)

5.2.7. A **full-page biography** (enlisted only) as outlined in AFI 36-2805 for 12 OAY consideration.

5.2.8. A "**statement of intent**" (enlisted only) signed and dated by nominee, typed verbatim as it is written in AFI 36-2805 under the 12 OAY Award procedures. This document is required for potential nominations to be considered for 12 OAY candidacy. (NOMINATION PACKAGES WITHOUT THIS STATEMENT WILL BE ELIMINATED FROM POTENTIAL 12 OAY CONSIDERATION.)

5.2.9. AFOTEC winners will be announced at an AFOTEC Annual Awards Banquet. The enlisted winners may become nominees for the 12 OAY competition IAW AFI 36-2805.

5.3. **Award Benefits.** Nominees selected as AFOTEC annual award winners will receive the following:

5.3.1. Appropriate awards commensurate with the level of recognition.

5.3.2. Announcement of their selection at the AFOTEC annual awards banquet.

5.3.3. Other honors as appropriate, e.g. congratulatory letter from AFOTEC/CC and a 3-day pass.

5.3.4. If eligible, annual award winners may be nominated to their respective base annual awards program.

6. Organizational Military Awards Programs:

6.1. Detachments and Directorates within AFOTEC may establish their own quarterly/annual awards programs. Detachments or Directorates are authorized to incorporate unit specific coins as an integral part of their awards program. Coins can be utilized as a substitute for a plaque or recognition item, but they can't be used with another appropriated fund purchased recognition item. The organizational awards program will comply with AFI 36-2805, *Special Trophies and Awards*, particularly paragraphs 1.4 and 1.7 and AFI 65-601 Volume 1, *Budget Guidance and Procedures*.

6.2. Funding for such awards is authorized through the Detachment or Directorate IMPAC program. Additional honors may be awarded as appropriate.

FELIX DUPRÉ, Major General, USAF
COMMANDER

Attachment 1

AFOTEC AWARD RECOGNITION INFORMATION FORM

NOMINEE INFORMATION

Full Name:

Grade (projected if applicable):

Duty Title:

Job Description (limit two lines):

Hometown/State:

Number of Years in Service:

Hobbies:

Marital Status:

Name of Spouse/Children:

ACHIEVEMENTS THIS QUARTER/YEAR (Three bullet statements you wish to have displayed on the AFOTEC Award Board with action photos. Recommend taking them directly from the AF Form 1206 (limit to 2 lines each), select one bullet from each of 3 categories on the 1206.

1.

2.

3.

Attachment 2**NOMINATION FOR AWARD – AF FORM 1206 CONTENT****AWARD:**

Annual/Quarterly Award

CATEGORY:

Airman, NCO, SNCO, CGO, FGO

AWARD PERIOD:

Quarterly: 1 Jan – 31 Mar 2002
 1 Apr – 30 Jun 2002
 1 Jul – 30 Sep 2002
 1 Oct – 31 Dec 2002

Annual: 1 Jan – 31 Dec 2002

RANK/NAME OF NOMINEE:

Self Explanatory

SSN:

Last 4 digits of SSAN only

MAJCOM, FOA, OR DRU:

Air Force

DUTY AFSC/DUTY TITLE:

Self Explanatory

NOMINEE'S TELEPHONE (DSN and commercial):

Self Explanatory

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE:

Nominee's Organization Mailing Address

RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN and commercial)

Detachments will use their Detachment Commander's information.

Headquarters (ST, TS, XP, AS, XO, RM, DP, HO, SE, SF) personnel will use the Director of AFOTEC/DP in this block.

SPECIFIC ACCOMPLISHMENTS (Use Single-spaced, Bullet format)

See guidance in this instruction for headings and examples for content of each.

NOTE 1: Limit to No More Than 25 lines, including headings for quarterly nomination and one full page (front of AF Form 1206) for annual awards.

NOTE 2: Specific achievements and accomplishments must have occurred during the time period for which the nomination is submitted.

Attachment 3

SAMPLE NOMINATION COVER LETTER

MEMORANDUM FOR HQ AFOTEC/DP

(Date)

FROM: OFFICE SYMBOL

(Address)

(Base and Zip Code)

SUBJECT: Nomination Cover Letter

I have been nominated to represent my unit for the (what quarter) quarter/annual award competition. I acknowledge the information is correct and accomplishments contained in the AF Form 1206 were achieved this quarter/year.

NAME, Grade, USAF

Duty Title

1st Ind, (Directorate/Det) (Date)

MEMORANDUM FOR HQ AFOTEC/CEM

8500 Gibson Blvd, SE

Kirtland AFB NM 87117-5558

(Rank) (John Doe) has been nominated to compete in this quarter/annual awards competition.

NAME, Grade, USAF

Commander/Director/Deputy

Attachment 5**TIPS FOR A COMPETITIVE PACKAGE**

- A5.1.** Quarterly/Annual nominations remain competitive when the AF Form 1206 packages are complete with 25 lines on the front (quarterly) / full front (annual) without much filler.
- A5.2.** Each of the three main category areas focus only on that particular topic.
- A5.3.** Each bullet should contain concrete action and identify significant results/impact.
- A5.4.** Bullets that address job description characteristics without results, add little to package value.
- A5.5.** A single bullet consisting of more than two lines can often be rewritten to increase impact and value.
- A5.6.** Grammatical quality of the package sends a message to the scoring board.
- A5.7.** Start writing the package early in the quarter to build in review time.
- A5.8.** Include all required documents when submitting the package.

Attachment 6**ORGANIZATION ELIGIBILITY**

A6.1. The following organizations/grouping of organizations are eligible to submit nominees for each military category identified in this instruction.

Table A6.1. Eligible Organizations.

XO/HO/CC
RM/SC
DP/SE/SF
XP
TS
AS
ST
DET1
DET2
DET3
DET4
DET5
DET6/6A