

BY ORDER OF THE COMMANDER

**AIR FORCE OPERATIONAL TEST
AND EVALUATION CENTER
INSTRUCTION 36-2861**

1 DECEMBER 2002



Personnel

CIVILIAN AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: AFOTEC/DPC (Ms. Jeanette Padilla)
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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. It sets forth eligibility criteria, submission, and selection procedures for the AFOTEC civilian quarterly and annual awards program. This instruction governs the maintenance of certain records that contain personal information, the disclosure of which may be an unwarranted invasion of personal privacy. Such information should not be disclosed. See DoDR 5400.7/Air Force Supplement, *DoD Freedom of Information Act Program*, June 17 2002, and AFI 33-332, *Air Force Privacy Act Program*, for guidance.

SUMMARY OF REVISIONS

This change incorporates the number of points assigned to various categories, revised rating score sheets, interviews eliminated, and implementation of the new AF Form 1206, Nomination for Award, requirement. Significant changes have been added to the board chairperson's responsibilities. Added Category V for GS-13 and GS-14 to compete. Deleted reference to NAF employees.

1. Purpose. This instruction establishes and governs the AFOTEC Civilian Awards Program outlining responsibilities and procedures for administering the program.
2. Terms Explained.
 - 2.1. Category I. All Federal Wage Grade System employees, grades 12 and below.
 - 2.2. Category II. General Schedule (GS) 1 through 5.
 - 2.3. Category III. General Schedule (GS) 6 through 8.
 - 2.4. Category IV. General Schedule (GS) 9 through 12.
 - 2.5. Category V. General Schedule (GS) 13 and 14.

NOTE: Only nominees located on Kirtland in categories I - IV are eligible to compete in the Team Kirtland Awards Program. Annual award winners do not compete at base level.

2.6. Quarterly and Annual Award Periods:

- | | |
|-----------------------|-------------------------|
| 2.6.1. First Quarter | 1 January – 31 March |
| 2.6.2. Second Quarter | 1 April – 30 June |
| 2.6.3. Third Quarter | 1 July – 30 September |
| 2.6.4. Fourth Quarter | 1 October – 31 December |
| 2.6.5. Annual | 1 January – 31 December |

2.7. Quarterly award nomination packages are due to the AFOTEC Civilian Personnel Office (DPC) on the first Wednesday of each quarter following the close of the respective quarter. Annual packages are typically due the third Wednesday in January. Suspenses may change each year to meet base-level competition suspenses. Exact dates and suspenses will be announced by email to all AFOTEC personnel.

3. Air Force References.

- 3.1. AFI 36-2805, Special Trophies and Awards.
- 3.2. AFI 36-10, Civilian Performance and Recognition.
- 3.3. AFI 36-1004, Managing the Civilian Recognition Program.

4. Program Responsibilities. The AFOTEC commander or vice commander is the approving authority for the awards program. Directors and detachment commanders organize and manage unit civilian awards programs and awards to support the AFOTEC program. The following offices have specific responsibilities to support and administer the awards program.

4.1. HQ AFOTEC Director of Personnel (AFOTEC/DP).

- 4.1.1. Monitors the AFOTEC civilian quarterly and annual recognition programs.
- 4.1.2. Establishes selection and scoring criteria procedures for all civilian personnel.
- 4.1.3. Processes nomination packages.
- 4.1.4. Coordinates names of winners with AFOTEC/CCP before release to entire organization.
- 4.1.5. Advises AFOTEC/CCP on the selection of civilian board members.
- 4.1.6. Ensures congratulatory letters are available for presentation to award winners.
- 4.1.7. Ensures appropriate awards are included in the employee's official personnel record, (i.e. Time-Off Awards).
- 4.1.8. Ensures all actions are accomplished according to this instruction and submitted within the required time frame.
- 4.1.9. Provides the winning AFOTEC packages to 377 MSS/DPCB to compete in the Team Kirtland Awards Program. If a geographically separated detachment or operating location nominee is a winner in a category, the first runner-up assigned to Kirtland Air Force Base will compete in the Team Kirtland competition. Detachment and operating location nominees may compete at their local host base for base-wide competition.

4.1.10. Assists with coordination of an annual awards banquet as required.

4.2. HQ AFOTEC Protocol (AFOTEC/CCP).

4.2.1. Prepares necessary communications to announce suspense dates and solicit nominations.

4.2.2. In conjunction with AFOTEC/DPC, prepares quarterly and annual board schedules, which determine directorate and detachment responsibilities for providing board members. (Ref: AFOTEC/CEM policy letter "AFOTEC Quarterly/Annual Awards Boards Members Schedule for 2002," dated 15 May 2002). DPC is authorized to adjust board schedules as necessary.

4.2.3. Assists AFOTEC/DPC in obtaining civilian board members. Coordinates selection of winners with AFOTEC/CC for approval before release to entire organization.

4.2.4. Coordinates arrangements for formal presentations of quarterly awards, such as AFOTEC Commander's Call, to include award plaques and congratulatory letters.

4.2.5. Assists with coordination of an annual awards banquet.

4.3. HQ AFOTEC Public Affairs (PA).

4.3.1. Provides appropriate publicity for civilian quarterly and annual award winners.

4.3.2. Provides oversight for AFOTEC display boards. Arranges for AFOTEC Awards Recognition Information Form ([Attachment 2](#)) and photos to go to AFOTEC Graphics to prepare the display boards. Display boards should be ready the day before Commander's Call.

4.3.3. Coordinates presentation of awards at AFOTEC Commander's Call.

4.3.4. Assists with coordination of an annual awards banquet as required.

5. Civilian Quarterly Awards Program. This program has been established to recognize and honor Department of Defense (DoD) civilian employees assigned to AFOTEC. It fosters morale, incentive, and esprit de corps through public recognition of outstanding achievements and contributions by civilian personnel. This program is intended to enhance rather than replace other recognition efforts. Quarterly awards are offered in five categories as described in [Para 2](#).

5.1. **Eligibility.** Personnel nominated for quarterly recognition must meet the following criteria:

5.1.1. Be any DoD civilian appropriated or nonappropriated fund (permanent or temporary) employee, including individuals in the Student Educational Employment Program (i.e. Student Temporary Employment Program, and Student Career Experience Program), and must be assigned to HQ AFOTEC, a detachment or operating location.

5.1.2. Must have served in the applicable grade and category in which nominated for the majority of the award recognition period, i.e., at least 75 days for quarterly awards.

5.1.3. Have not had any disciplinary action pending.

5.1.4. Must not be a previous quarterly award winner for the nominated category in the same calendar year.

5.2. **Quarterly Award Nomination Procedures and Scoring.**

5.2.1. Each director and detachment commander may nominate one individual in each category. Operating locations must nominate individuals to directorate or detachment to which they are organizationally assigned.

5.2.2. Use AF Form 1206 (**Attachment 3**), to submit nominees for competition. Attachments or continuation sheets are not allowed for quarterly nomination packages and will not be considered. Limit write-up to one page of single-spaced computer-generated AF Form 1206, using 12-pitch font. 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 in the following categories. Possible point values are as indicated.

5.2.2.1. Mission-Related (or Work-Related) Contributions During the Quarter. Contributions may include superior performance; making a significant contribution to a project or assignment; showing initiative and skill in completing an assignment before the deadline; saving funds; and using initiative and creativity to make improvements in a product, service, or process. (1 – 70 points).

5.2.2.2. Human Relations (HR) Activities. Describe any activities or behavior that increased the understanding and acceptance by fellow workers of Equal Employment Opportunity (EEO) and HR principles. This may include activities that bring the community and installation together to achieve HR goals and objectives, or motivate fellow employees through direct encouragement and assistance to develop their full potential. Include any involvement in EEO activities if appropriate. (1 - 15 points) Describe such positive characteristics as:

5.2.2.2.1. Fairness in treatment and decision making;

5.2.2.2.2. Genuine concern for coworkers and/or subordinates' progression and well-being;

5.2.2.2.3. Open-mindedness; and

5.2.2.2.4. Selflessness.

5.2.2.3. Other Accomplishments. Awards and recognition received, volunteer and community activities, i.e., scouting, hospital services, churches, membership in charity, and community improvement groups. Include off-duty education, self-development efforts, civilian in-house training, and involvement in professional or cultural associations and societies. (1 - 15 points)

5.2.2.4. Total Points Possible = 100.

5.2.3. Submit AFOTEC Award Recognition Form (**Attachment 2**) (required for AFOTEC Award Board and marquee).

5.2.4. Submit Nomination Cover Letter (**Attachment 4**) verifying that information on the AF Form 1206 has been reviewed for accuracy. (MUST BE SIGNED BY NOMINEE AND DETCO/DIRECTOR).

5.2.5. Nominations not prepared in the proper format or incomplete packages will be returned for correction if time permits, or will not be considered.

5.2.6. Detachments/directorates can hand carry/mail one original and three legible copies of the nomination package with floppy disk to the AFOTEC Civilian Personnel Office, or deliver hard copy of nomination package and e-mail a copy of the AF Form 1206 to the civilian personnel

office. Geographically separated detachments or operating locations can e-mail their completed packages.

Mail package to: HQ AFOTEC/DPC
8500 Gibson Blvd SE
Kirtland AFB, NM 87117-5558

5.2.7. Following the announcement of the winners, units will submit the following digital photographs of the winners to AFOTEC/SCSG (Graphics) and to the Civilian Personnel Office AFOTEC/DPC within three (3) working days. Local Kirtland AFB personnel should contact AFOTEC/SCSG, to arrange for photos as required. Photos should be high resolution (minimum of 300 DPI, .jpg file.)

5.2.7.1. One 5" X 7" head and shoulders photo in business attire of winner (Digital media required for AFOTEC award board and marquee.)

5.2.7.2. Three 5" X 7" in-action photos of the winner at his/her job. (Digital media required for AFOTEC award board and marquee.)

5.3. **Selection Boards.** Five selection boards will convene each quarter (one for each of the five AFOTEC categories), as required. Each board will be composed of at least three members for quarterly competition, and at least four for annual competition. Boards will be composed as follows:

5.3.1. The Category I board will be composed of a chairperson and two board members. Grade and rank will depend on who is nominated for this category.

5.3.2. The Category II board will be composed of a chairperson in the grade of GS-6 or above and two board members in the grades of GS-6 and/or first lieutenant or above.

5.3.3. The Category III selection board will be composed of a chairperson in the grade of GS-9 or above and two board members in the grades of GS-9 and/or captain or above.

5.3.4. The Category IV selection board will be composed of a chairperson in the grade of GS-13 or above and two board members in the grades of GS-13 and/or major or above.

5.3.5. The Category V selection board will be composed of a chairperson in the grade of GS-15 and two board members in the grades of GS-15 and/or lieutenant colonel or above.

5.3.6. DPC will distribute nominee packages with score sheets to board members and ensure board members understand scoring and reporting instructions provided. The board chairperson will score/rank all nomination packages and tally all scores.

5.3.7. The board chairperson will submit scored packages and a summary report on the nomination packages to AFOTEC/DPC. The summary report will include the following comments: (1) overall quality of the packages (2) strengths and weakness of the top ranked packages (3) the significant attributes which distinguish the selected packages as the best (4) highlight recommendations for improving the other nominee packages. The board should confer upon the results and the summary report before submitting to AFOTEC/DPC.

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

5.4.1. An engraved plaque.

5.4.2. Announcement of their selection at the quarterly awards ceremony (AFOTEC Commander's Call). Winners assigned to Kirtland AFB are required to attend the ceremony. Nonlocal winners are encouraged to attend based on viability of TDY schedules as approved by their commander.

5.4.3. Other honors, as appropriate, i.e., congratulatory letter from AFOTEC/CC.

5.4.4. A 2-day time-off award for quarterly winners, and a 3-day time-off award for annual winners will be initiated automatically by DPC. Each director and detachment commander is encouraged to submit nominees for a 1-day time-off award.

5.4.5. If eligible, quarterly and annual award selectees may be nominated to their respective base quarterly/annual award program.

5.4.6. Annual Award Winners Only: An Exemplary Civilian Service Award will be added to employee's official personnel record.

6. Civilian Annual Awards Program. The annual awards program recognizes active civilian members who have performed their duties and served their community in a sustained outstanding manner during the past calendar year.

6.1. Eligibility. The nominee must meet the following criteria:

6.1.1. Be appropriated or non-appropriated fund (permanent or temporary) employees assigned to AFOTEC for at least 7 months.

6.1.2. Be in the appropriate category in which they are nominated, for the majority of the period; i.e., annual recognition 7 months.

6.1.3. Must not have any disciplinary action pending.

6.1.4. AFOTEC quarterly award recipients should receive primary consideration for annual award nomination. In rare circumstances, an exceptional performer who was not an AFOTEC quarterly award winner may be worthy of annual competition and warrant consideration as an annual award nominee.

6.2. Annual Award Nomination Procedures and Scoring:

6.2.1. Scoring criteria is the same as the quarterly award scoring.

6.2.2. Each directorate and detachment commander may nominate one individual per nomination category for the annual competition. Quarterly award winners in all categories are eligible to compete in the annual awards competition. Operating locations must nominate individuals to the directorate or organization to which they are organizationally assigned. Organizations should thoroughly review this instruction before submitting nominees to ensure strong and complete nomination packages.

6.2.3. Use AF Form 1206 (**Attachment 3**), to submit nominees for competition. Continuation sheets are allowed for annual nomination packages only. The AF Form 1206 write-up is limited to two single-spaced computer-generated pages using 12-pitch font. Nominees must achieve specific achievements and accomplishments during the time period in which the unit submits the nomination. Use headings outlined in Para **5.2.** above and bullet statements for justification.

- 6.2.4. Submit AFOTEC Award Recognition Form (**Attachment 2**) (required for AFOTEC award board and marquee).
- 6.2.5. Submit Nomination Cover Letter (**Attachment 4**) verifying that information on the AF Form 1206 has been reviewed for accuracy. (MUST BE SIGNED BY NOMINEE AND DETCO/DIRECTOR).
- 6.2.6. One 5" X 7" color head and shoulders photo of the nominee in business attire (digital media required for AFOTEC award board, marquee and banquet program).
- 6.2.7. Three 5" X 7" digital in-action photos of the nominee at his/her job for the AFOTEC award board.
- 6.2.8. Photos required in above two paragraphs must also be sent directly to AFOTEC/SCSG (Graphics) and to the Civilian Personnel Office, AFOTEC/DPC to meet same suspense as the nomination package. (Local Kirtland AFB personnel should contact AFOTEC/SCSG, to arrange for photos. Photos should be high resolution (minimum of 300 DPI, .jpg file.)
- 6.2.9. Detachments/directorates can hand carry/mail one original and three legible copies of the nomination package with floppy disk to the AFOTEC Civilian Personnel Office, or deliver hard copy of nomination package and e-mail a copy of the AF Form 1206 to the civilian personnel office. Geographically separated detachments or operating locations can e-mail their completed packages. Nominations not prepared in the proper format will be returned for correction if time permits, or will not considered.
- 6.2.10. AFOTEC winners will be announced at an AFOTEC Annual Awards Banquet.

WILLIAM A. PECK JR., Major General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD 5400.7-R/Air Force Supplement, *DoD Freedom of Information Act Program*

AFI 33-332, *Air Force Privacy Act Program*

AFPD 36-10, *Civilian Performance and Recognition*

AFI 36-1004, *Managing the Civilian Recognition Program*

AFI 36-2805, *Special Trophies and Awards*

AF Form 1206, **Nomination for Award**

Attachment 2

AFOTEC AWARD RECOGNITION INFORMATION FORM

NOMINEE INFORMATION:

Full Name:

Grade:

Position Title:

Organization:

Division:

Job Description (limit two lines):

Hometown/State:

Number of Years in Service:

Hobbies:

Marital Status:

Name of Spouse/Children:

ACHIEVEMENTS THIS QUARTER (Three bullet statements, 100 words in paragraph form, you wish to have displayed on the AFOTEC Awards Recognition Board with action photos. Recommend summarizing the AF Form 1206 in one or two sentences.)

1.

2.

3.

Attachment 3

SAMPLE NOMINATION FOR AWARD (AF FORM 1206)

NOMINATION FOR AWARD		
AWARD HQ AFOTEC QTRLY AWARDS PROGRAM	CATEGORY (If Applicable) Category II	AWARD PERIOD 1 Jan - 31 Mar 02
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Ms. Mary E. Doe, GS-05	SSN (Enter Last 4 Only) 6789	MAJCOM, FOA, OR DRU AFOTEC
DAFSC/DUTY TITLE GS-0526-05, Office Automation Assistant	NOMINEE'S TELEPHONE (DSN & Commercial) D6N 246-5234, Comm (505) 846-5234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AFOTEC/CCES/8500 Gibson Blvd SE Kirtland AFB NM 87117-5558		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Smith, Michael A., Colonel, (123) 456-7890 DSN 555-7890		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>MISSION RELATED (OR WORK RELATED) CONTRIBUTIONS DURING THE QUARTER. Contributions may include superior performance, making a significant contribution to a project or assignment, showing initiative and skill in completing an assignment before the deadline, saving funds, and using initiative and creativity to make improvements in a product, service, or process.</p> <p>HUMAN RELATIONS (HR) ACTIVITIES. Describe any activities or behavior that increased the understanding and acceptance by fellow workers of EEO and HR principles. This includes activities that bring the community and installation together to achieve HR goals/objectives, or motivate coworkers through direct encouragement and assistance to develop their full potential. Describe fairness in treatment and decision making, genuine concern for coworkers and/or subordinates' progression and well being, open-mindedness, and selflessness.</p> <p>OTHER ACCOMPLISHMENTS. Awards and recognition received, volunteer and community activities. Include off-duty education, self-development efforts, civilian in-house training, and involvement in professional or cultural associations and societies.</p> <p>NOTE 1. Limit to one page single-spaced bullets for quarterly awards nomination and two pages for annual awards nominations.</p> <p>NOTE 2. Specific achievements and accomplishments must have occurred during the time period for which the nomination is submitted.</p> <p>NOTE 3. Use single-space bullet format.</p>		

Attachment 4

SAMPLE OF NOMINATION COVER LETTER

DEPARTMENT OF THE AIR FORCE
Headquarters Air Force Operational Test and Evaluation Center

MEMORANDUM FOR HQ AFOTEC/DPC
(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. All 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/OL) (Date)

MEMORANDUM FOR 377 ABW/DPCB
2000 Wyoming Blvd
Kirtland AFB NM 87117-5606

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

NAME, Grade, USAF
Commander

Attachment 5

QUARTERLY AWARD NOMINATION SCORE SHEET

AIR FORCE OPERATIONAL TEST AND EVALUATION CENTER QUARTERLY AWARD NOMINATION EVALUATION				
INSTRUCTIONS: Rate each individual according to the number of points allowed in each category. Categories 1-3 are scored from the bullets submitted on the AF Form 1206.				
CATEGORY:				
BOARD MEMBER: (Name/Rank/Unit)				
NOMINEES:				
1. MISSION-RELATED OR WORK-RELATED CONTRIBUTIONS DURING THIS QUARTER: Contributions may include superior performance, making a significant contribution to a project or assignment, showing initiative and skill in completing an assignment before the deadline, saving funds, and using initiative and creativity to make improvements in a product, service or process. Evaluate the scope and level of responsibilities.				
(1 – 70 POINTS)				
2. HUMAN RELATIONS (HR) ACTIVITIES: Describe any activities or behavior that increased the understanding and acceptance by fellow workers of EEO and HR principles. This includes activities that bring the community and installation together to achieve HR goals/objectives, or motivate coworkers thru direct encouragement and assistance to develop their full potential. Describe fairness, concern, open-mindedness, and selflessness.				

(1 – 15 POINTS)				
3. OTHER ACCOMPLISHMENTS: Awards and recognition received, volunteer and community activities. Include off-duty education, self-development efforts, civilian in-house training, and involvement in professional or cultural associations and societies.				
(1 – 15 POINTS)				
NARRATIVE SCORE TOTAL: (Total Possible: 100 points)				
RANK ORDER:				