



**15 October 1999**

**HQ AFRC QUARTERLY AND ANNUAL  
RECOGNITION PROGRAM**

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OPR: 951st RSPTS/CCQ  
(Major Matt Woollen)

Certified by: HQ AFRC/ACV  
(Brig Gen James Bankers)

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This headquarters operating instruction implements AFRD 36-28, *Awards and Decorations Programs*. It prescribes and assigns responsibilities for selecting a Headquarters Air Force Reserve Command (AFRC) Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), and Airman of the Quarter and Year. This instruction applies to all active duty and Active Guard Reserve (AGR) company grade officers and enlisted personnel assigned to HQ AFRC. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. Systems of Records Notice FO 36 AF PC V. Awards and Decoration, applies.

**1. Categories Explained:**

- 1.1. CGO. Individuals serving in the grade of captain and below.
- 1.2. SNCO. Individuals serving in the grade of MSgt and SMSgt.
- 1.3. NCO. Individuals serving in the grade of SSgt and TSgt.
- 1.4. Airman. Individuals serving in the grade AB through SrA.

**2. General Information:**

- 2.1. This program recognizes CGOs, SNCOs, NCOs, and Airmen who have performed their military and community responsibilities in a sustained outstanding manner during a particular quarter or throughout the year.
- 2.2. Quarterly awards are for the periods January through March, April through June, July through September, and October through December. Submit nomination packages no later than the dates specified in a separate letter during the months of April, July, October, and January.

2.2.1. Submit one enlisted nomination package per directorate to the 951<sup>st</sup> RSPTS/CCF (Squadron First Sergeant).

2.2.2. Submit one CGO nomination package per directorate to the 951<sup>st</sup> RSPTS/CC (Squadron Commander).

2.3. Annual awards cover the period 1 January through 31 December. Submit nomination packages to the 951<sup>st</sup> RSPTS CC/CCF no later than the date specified in a separate letter.

**3. Eligibility Criteria.** Nominees must meet the following criteria:

3.1. Must be on active duty or extended active duty and assigned to HQ AFRC the entire quarter for which nominated. Must be assigned to HQ AFRC for a minimum of 6 months during the year to be nominated for the HQ AFRC and Robins AFB Annual Awards competition.

3.2. Must not have a unfavorable information file, be on the Weight and Body Fat Management Program, or have any incidents of a discreditable nature during the past 12 months. Must be serving in the applicable grade category for which submitted for the majority (50 percent or more) of the quarter or year.

3.3. Must be present to meet the board for which nominated unless unavailable due to official TDY or other duty reasons. Nomination packages for personnel unable to meet the board because of official TDY or other duty reasons must include a letter from the directorate requesting their nominee be allowed to participate in the program. The letter should explain the reason nominee is unable to meet the board. Rating procedures for absentee nominees are outlined in paragraph 5.7.

**4. Nomination Procedures:**

4.1. Submit nominations on the most current AF Form 1206, **Nomination for Award**, in bullet format. Font used will not be smaller than the equivalent of 10 characters per inch. Limit Nominations to one side of the form for quarterly submissions and both sides of the form for annual submissions. Include the following categories on both: Leadership and Job Performance in Primary Duty; Significant Self-Improvement; Leadership Qualities (social, cultural, and religious activities); Other Accomplishments; and Articulate and Positive Representative of the Air Force. Refer to RAFBI 36-2805, attachment 1 for a description of the categories and sample AF Form 1206.

4.2. Information used in the nominations is limited to events occurring during the period for which the nomination is made.

4.3. Quarterly award winners become ineligible for nomination in any other quarter in the same year.

4.4. Directors and special staff offices may submit one nominee to include quarterly award winners in each category for the annual awards. However, in all cases only one nominee, per category, per directorate may be submitted.

4.5. Enlisted annual award winners are automatically nominated for the HQ AFRC 12 Outstanding Airmen of the Year competition.

**5. Selection Boards:**

5.1. Each directorate selects their nominees to go forward for the next appropriate level of competition. The levels of competition are directorate, HQ AFRC, and Robins AFB. Directors and heads of

special staff offices are encouraged to establish internal boards for selecting qualified nominees within their area of responsibility. Such a program gives due recognition to all outstanding achievers and ensures the best are nominated for competition at the HQ level.

5.2. Winners of the HQ AFRC board compete with nominees from the major units on base for the base-level award.

5.3. The CGO selection boards for both the quarter and year consist of a minimum panel of four. The quarterly boards consist of field grade officers in the rank of Colonel, Lt Colonel, or Major. The chairman is in the rank of Colonel or Lt Colonel. Board questions are subjective in nature, consistent with the experiences and knowledge level of the typical CGO officer in the categories of:

5.3.1. General Military Knowledge.

5.3.2. Leadership.

5.3.3. Air Force History.

5.3.4. Current Events.

5.4. Enlisted selection boards for HQ AFRC awards consist of a panel of no less than four members. The Airman and NCO of the Quarter board is made up of NCOs in the grade of MSgt or MSgt-select with a SMSgt serving as board president. The SNCO of the Quarter board is made up of CMSgts or CMSgt-selectees. Board members should be representative of the various directorates assigned to HQ AFRC.

5.5. The uniform for nominees and board members is service dress unless otherwise specified.

5.6. Each nominee is rated on a point system with emphasis on the nomination package. Sample score sheets and point scales are in RAFBI 36-2805, attachments 2 through 10. Board members are provided a package consisting of the nominations of each individual and score sheets. Nomination packages and the interview are scored separately with the nomination package scored prior to the date of the interview.

5.7. Any nominee unable to meet the board in person due to official reasons is assigned interview points equal to the average assigned to all nominees physically meeting that board. These points are added to the scores from their nomination package to make the final selection.

## **6. Responsibilities:**

6.1. The 951<sup>st</sup> RSPTS/CC and CCF solicit and approve board members from HQ AFRC for the base's CGO, SNCO, NCO, and Airman boards.

6.2. The 951<sup>st</sup> RSPTS/CC and CCF are responsible for solicitation of nominations for company grade officer and enlisted awards. AF Forms 1206 received by 951<sup>st</sup> RSPTS/CC or CCF later than the suspense date outlined in separate letters will be excluded from the scheduled board and returned to the appropriate directorate.

6.3. The 951<sup>st</sup> RSPTS/CC and CCF submit the HQ AFRC nominees for each category to the Robins AFB boards no later than the established suspense date.

6.4. All directors and heads of special staff offices will ensure this program receives maximum support. 951<sup>st</sup> RSPTS/CCQ ensures on a rotating schedule, there is AFRC representation on the base quarterly and annual awards board.

**7. Awards and Honors:** The selectee in each of the categories receives the following items at a minimum: a certificate from the Vice Commander, HQ AFRC; a plaque; a three-day pass; and exemption from details for a 6 month period.

JAMES E. SHERRARD III, Maj Gen, USAF  
Commander