

1 MAY 2003

Personnel



**AFSPC COMPANY GRADE OFFICER
OF THE YEAR AWARD PROGRAM**

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

OPR: DPPXX (SSgt Renee Andrews)
Supersedes AFSPCI36-2802, 2 Feb 98.

Certified by: DPP (Col Dan O. Higgins)
Pages: 4
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations Programs*. It provides guidance on awards, criteria, submission procedures and command responsibilities for the AFSPC Company Grade Officer of the Year Award Program. It applies to HQ AFSPC and subordinate units. This instruction does not apply to Air Force Reserve, Air National Guard, Foreign or Sister Service personnel.

SUMMARY OF REVISIONS

Addition of specific grade requirement for board members (**para 3.1.2.**) and specification of categories to be included in the nomination package (**Attachment 1**).

1. Purpose. This Award is to recognize the AFSPC CGOY. Only Air Force company grade officers assigned to AFSPC are eligible for consideration, regardless of years of commissioned service. Nominees must be assigned to the command for at least 6 months of the award period (3 months if assigned to a short tour area). Captains selected or promoted to the rank of Major during the award period are ineligible for consideration.

2. Procedure:

2.1. Each NAF and wing, the Space Warfare Center, the Space and Missile Systems Center commanders and the HQ AFSPC/CCQ may submit one nomination to HQ AFSPC/DPPXX, each year by 1 March, to cover the preceding calendar year (1 January – 31 December).

2.2. Include in each nomination package:

2.2.1. Base level Report of Individual Personnel (RIP) (records review).

2.2.2. A narrative on the AF Form 1206, **Nomination for Award**. See **Attachment 1**.

2.2.2.1. Limit the narrative to an unsigned, single-spaced, typewritten front-side only page that addresses the following categories: Leadership and Job Performance in Primary Duty, Significant Self-Improvement, and Base or Community Involvement.

2.2.3. Standard biography (**Attachment 2**).

3. Responsibilities:

3.1. HQ AFSPC/DPPXX:

3.1.1. Sends formal message before 30 January of each year, requesting CGOY nomination packages.

3.1.2. Randomly selects three officers (O-6 and above; representative of the pool of officers nominated) to board nominations, forwards board's recommendation for AFSPC/CC's review, approval and signature.

3.1.3. Announces CGOY winner by formal message and forwards memento to appropriate commander for presentation at a suitable ceremony.

3.2. HQ AFSPC/PA. Prepares appropriate command, local and hometown news releases to announce the CGOY. NOTE: May be delegated to recipient's local public affairs office.

ROBERT C. HINSON, Lt Gen, USAF
Vice Commander

ATTACHMENT 1

NOMINATION FORMAT FOR THE COMPANY GRADE OFFICER OF THE YEAR AWARD

Figure A1.1. Format.

NOMINATION FOR AWARD		
AWARD Company Grade Officer of the Year Award	CATEGORY (if Applicable) N/A	AWARD PERIOD 1 Jan 01 - 31 Dec - 01
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Captain Doe, John T.	SSN (Last 4 Digits) 1234	MAJCOM, FOP, OR CRU HQ AFSPC
DAFSC/DUTY TITLE 13SX/Missile Alert Facility Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN867-1234/	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE ZIP CODE HQ AFSPC/DO 150 Vandenberg Street Suite 1105		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) LtCol Casey, Mighty L.		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Use this section ONLY to list accomplishment in para 2.2.2.1		
<h1>SAMPLE</h1>		

AF FORM 1206, 20000701 (EF-V3) PREVIOUS EDITION IS OBSOLETE.

ATTACHMENT 2**SAMPLE STANDARD BIOGRAPHY FORMAT**

(Limit to one single-spaced typewritten page)

FIRST LIEUTENANT JOHN T. DOE

123-45-6789

AFSC: 2035, SPACE ACTIVITIES OPERATIONS OFFICER

First Lieutenant John T. Doe is assigned to Headquarters Air Force Space Command (HQ AFSPC), Directorate of Operations, Peterson Air Force Base, Colorado. He is 26 years old and a captain selectee.

Lieutenant Doe was born in Paris, Texas, in 1977. He attended Paris High School in Paris, Texas, where he graduated in 1990. As a high school student, he was a president of the student government, member of the National Honor Society and a high school All-American in baseball. Upon graduation, he received an appointment to the United States Air Force Academy and entered the Academy in June of 1990. As a cadet, Lieutenant Doe played shortstop on the varsity baseball team and was a member of the Wings of Blue Parachute Team that won the Collegiate National Championship in 1992. He graduated and commissioned from the Air Force Academy in June of 1994.

Lieutenant Doe's first assignment was a satellite officer in the Space Defense Operations Center (SPADOC), Cheyenne Mountain Air Force Base, Colorado. During his 2 ½ year tour in the SPADOC, he served as Satellite Officer, Chief Satellite Officer, Chief Satellite Officer Instructor and Primary Chief Satellite Evaluator for Standardization and Evaluation. In March of 1997, Lieutenant Doe was transferred to HQ AFSPC, Directorate of Operations, where he is currently assigned.

Lieutenant Doe has completed the Squadron Officer School in residence and is currently enrolled in a master's program in space system and management at Webster University. He was named Outstanding Young Man of America for 1998.

Lieutenant Doe is married to the former Jane Lynne Smith of Buffalo, New York. He attends First Southern Baptist Church in Colorado Springs and has been active with the Fellowship of Christian Athletes. Over the past 3 years, Lieutenant Doe played for the Peterson Air Force Base varsity softball and golf teams, played quarterback for the Director of Operations intramural flag football team and played intramural basketball. In addition, he coached the Peterson Youth Center girls' basketball team. He likes to run and golf in his spare time.

NOTE:

DOUBLE SPACE BETWEEN NAME, SSN AND AFSC.