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Personnel

CHAPLAIN SERVICE AWARDS PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It establishes Air Force Space Command (AFSPC) policy, procedures and guidelines for a program to select annually outstanding Chaplains, Chaplain Assistants, and Chapel Teams in direct support of the AFSPC Chaplain Service mission. It applies to commanders with personnel performing duties listed in **Table 1. Attachment 1** through 3 contain example formats for AF Form 1206, **Nomination for Award**. It does not apply to Air Force Reserve Command (AFRC) nor Air National Guard (ANG) units.

1. General. This program is designed to enhance and expand individual recognition programs to support Air Force policy to officially and publicly recognize outstanding achievement. All individuals who meet the selection criteria will be considered.

2. Types of Awards:

2.1. Outstanding AFSPC Chaplain Service Individual and Team Awards. The Personnel Division, Office of Command Chaplain (HQ AFSPC/HCP) is responsible for implementing and managing the annual outstanding individual and team award programs. One individual will be selected in each category to receive the award. Chapel sections will nominate one individual in each category and submit a nomination for the team award. (Clear AB, Alaska and Onizuka AFS, California are exempted.)

2.2. Award Categories. Categories for nomination include the positions listed in **Table 1**.

Table 1. Award Categories.

| TITLE OF AWARD | ELIGIBILITY |
|--|---|
| Outstanding AFSPC Chaplain Service Airman | AFSC 5R0X1 (E1 - E4) |
| Outstanding AFSPC Chaplain Service NCO | AFSC 5R0X1 (E5 – E7) |
| Outstanding AFSPC Chaplain: Company Grade/Field Grade | AFSC 52R (Excluding Wing Chaplain or equivalent) |
| Outstanding AFSPC Chaplain Service Team: Large Base: | Peterson, Vandenberg, Malmstrom, Patrick, FE Warren |
| Small Base: | Buckley, Schriever, Thule |

2.3. Individuals nominated should be certified or qualified in the respective Air Force Specialty Code (AFSC) and have no pending administrative actions.

2.4. Wing Chaplains are not eligible for nomination.

3. Award Period. Individuals and teams will be considered for the period of 1 May to 30 April.

4. Nomination Procedures:

4.1. Wing Chaplains or the equivalent will ensure each nominee's performance and conduct is worthy of special recognition. Personnel who were administered disciplinary punishment, judicial or non-judicial, during the past 12 months are not eligible for nomination.

4.2. The nomination package should include:

4.2.1. Nomination letter signed by the Wing Commander or equivalent.

4.2.2. AF Form 1206 with subcategories as per **Attachment 1** through 3; one-page front only.

4.3. In the nomination packages, use bullet statements to describe accomplishments during the award period. Emphasize results. Include comments on military bearing and behavior.

4.4. Nomination folders should arrive at HQ AFSPC/HCP, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4280, no later than 15 May.

5. Selection Criteria. The following information constitutes the criteria and source of the evaluation:

5.1. Outstanding AFSPC Chaplain Assistant Airman of the Year, and Non-Commissioned Officer (NCO) of the Year.

5.1.1. Job Performance (achievements in primary duties; quality, quantity, timeliness).

5.1.2. Self-improvement (Professional Military Education, on-the-job-training, off-duty education).

5.1.3. Positive Representative of the Air Force (community involvement and activities).

5.1.4. Communication Skills (examples of oral and written skills).

5.2. Outstanding AFSPC Chaplain (Company Grade/Field Grade) of the Year.

5.2.1. Scope of responsibility (programs responsible for; level of responsibility).

- 5.2.2. Job performance (achievements in primary duties; quality, quantity, timeliness).
- 5.2.3. Leadership (examples of demonstrated leadership abilities).
- 5.2.4. Innovative ministries (creative and innovative ministries created or led).
- 5.3. Outstanding AFSPC Chaplain Service Team of the Year.
 - 5.3.1. Impact on Wing Mission (benefits provided to the wing).
 - 5.3.2. Management (facilities, resources, administration, programs).
 - 5.3.3. Training (staff and laity).
 - 5.3.4. Customer Satisfaction (surveys, recognition).
 - 5.3.5. Ministries and Programs Offered (scope and impact).

6. Selection Procedures:

- 6.1. A three-member board chaired by the Chief of HQ AFSPC/HCP will select winners. Board composition includes two members from the Office of the Chaplain (HQ AFSPC/HC) and one member from other staff directorates. The board membership will be composed of at least one senior NCO and two Field Grade officers. The non-commissioned officer in charge of HQ AFSPC/HC will serve as recorder.
- 6.2. The formal presentation of awards will take place at the AFSPC Command Chaplain Conference. Winners will be sponsored by the command to attend the awards banquet pending availability of funds. Wing Chaplains will receive the award on behalf of individuals who cannot attend. Winners will receive an appropriately engraved plaque at the awards banquet.

DAVID M. PARK, Ch, Col USAF
Command Chaplain

Attachment 1**EXAMPLE NOMINATION FOR AIRMAN AND NCO****A1.1. The following are example entries for AF Form 1206:**

AWARD: Outstanding HQ AFSPC/HC Annual Awards

CATEGORY: Airman, and NCO

AWARD PERIOD: 1 May – 30 April

RANK/NAME OF NOMINEE THROUGH RANK/NAME OF UNIT COMMANDER: Self-explanatory

SPECIFIC ACCOMPLISHMENTS: Use the following categories with bullet formatted sentences for inputs:

JOB PERFORMANCE

—Superb bookkeeper! Developed and implemented new Chaplain Fund accounting procedures which reduced man-hours spent by 25 percent; allowed him to take on increased responsibilities to better distribute workload among enlisted staff members.

SELF IMPROVEMENT

—Aggressively pursued upgrade training; completed all career development course (CDC) volumes in two months; scored 98 percent on end-of-course exam.

POSITIVE REPRESENTATIVE OF THE AIR FORCE

—Served as committee chairperson for Special Olympics; organized events for over 100 participants.

COMMUNICATION SKILLS

—Superb speaker! Presented a briefing on Chaplain Service fund procedures to over 200 chapel volunteers; praised for his speaking ability by Parish Council President.

Attachment 2**EXAMPLE NOMINATION FOR COMPANY AND FIELD GRADE CHAPLAIN****A2.1. The following are example entries for the AF Form 1206:**

AWARD: Outstanding HQ AFSPC/HC Annual Awards

CATEGORY: Chaplain

AWARD PERIOD: 1 May - 30 April

RANK/NAME OF INDIVIDUAL THROUGH RANK/NAME OF UNIT COMMANDER:
Self-explanatory

SPECIFIC ACCOMPLISHMENTS: Use the following categories with bullet formatted sentences for inputs:

SCOPE OF RESPONSIBILITY

—Superbly served as Senior Protestant Chaplain while supervising four chaplains in the implementation of a comprehensive Protestant religious program. Resulted in the creation of four new outreach programs that reach over 200 people per weekend.

JOB PERFORMANCE

—Superior managerial and organizational abilities resulted in the revitalization of the Protestant parish council; created a framework and timetable to totally reorganize and empower a council, which had become totally ineffective

—Led the development of a comprehensive Protestant program schedule which was inline with community needs and fully funded.

LEADERSHIP

—Tremendous mentor to young chaplains! Provided the appropriate amount of guidance to young chaplains capitalizing on their unique capabilities resulting in the Protestant program receiving outstanding customer satisfaction ratings.

INNOVATIVE MINISTRIES

—Initiated a “Coffeehouse” singles outreach program which offered an alcohol-free alternative attended by more than 200 people on Friday and Saturday nights; resulted in a decrease in alcohol-related incidents on- and off-base.

Attachment 3**EXAMPLE TEAM NOMINATION****A3.1. The following are example entries for the AF Form 1206:**

AWARD: Outstanding HQ AFSPC/HC Annual Awards

CATEGORY: Team (LB and SB)

AWARD PERIOD: 1 May – 30 April

NAME OF TEAM/UNIT THROUGH RANK/NAME OF UNIT COMMANDER: Self-explanatory

SPECIFIC ACCOMPLISHMENTS: Use the following categories with bullet-formatted sentences for inputs:

IMPACT ON WING MISSION

—Totally involved! Chaplains are strategically placed at key locations around the base to maximize effectiveness; unit personnel have greater access to chaplains, which provides dramatic benefits in terms of identifying personnel needing crisis counseling.

MANAGEMENT

—Superbly managed the relocation of all chapel services and programs during a six-month renovation of existing chapel facilities; resulted in zero programs being cancelled and all worship services continuing without interruption.

TRAINING

—Developed quarterly comprehensive lay training sessions to empower lay volunteers; resulted in a 15 percent increase in time available for unit visitation and counseling.

CUSTOMER SATISFACTION

—Received a “4” rating, with five the highest possible, during the annual customer satisfaction survey of unit personnel, parishioners, and Commanders and First Sergeants; resulted in a full point increase from last year’s survey results.

MINISTRIES AND PROGRAMS OFFERED

—The capstone program is our vibrant “Singles Outreach Ministry” highlighted by our Coffeehouse initiative

—The Coffeehouse serves as an alternative to the local nightlife and offers fellowship, food, and entertainment to over 200 singles per weekend; resulted in a 10 percent decrease in alcohol-related incidents since the first meeting.