

**BY ORDER OF THE COMMANDER
HEADQUARTERS AIR MOBILITY
COMMAND**

AIR FORCE INSTRUCTION 36-2846

**AIR MOBILITY COMMAND
Supplement 1**

15 JUNE 2001

Personnel

**FINANCIAL MANAGEMENT AND
COMPTROLLER ANNUAL AWARDS
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AMC/FME (Mrs. Jean S. Nicholson) Certified by: HQ AMC/FME (Capt J. C. Ayres IV)
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AFI 36-2846, 1 October 1999, is supplemented as follows: This supplement applies to all Air Mobility Command (AMC) units. It does not apply to US Air Force Reserve or Air National Guard units.

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SUMMARY OF REVISIONS

This supplement to AFI 36-2846 adds the HQ AMC/FM Quarterly Awards Program and TOP DOLLAR Awards Program. Deletes the MAJCOM Information Systems Outstanding Performance Award.

2.1.2. Nominations must arrive at HQ AMC/FME, 402 SCOTT DRIVE, UNIT 1K1, SCOTT AFB IL 62225-5311, by 31 October unless otherwise directed by the Directorate of Comptroller office (HQ AMC/FM). Annual award packages must be electronically mailed to <mailto:Jean.Nicholson@scott.af.mil> or to individual directed by HQ AMC/FM.

2.1.2.1. Prepare nomination packages according to Attachments 2 through 5 in AFI 36-2846.

2.1.2.2. (Added) All submissions must be on a current Air Force 1206 electronic form, "Nomination for Award." Include results of actions taken by the individual or organization in the justification data. Individual accomplishments at another base can be included in the nomination if they occurred during the period of the award and there is written documentation substantiating the accomplishment for the nominator. Nominations received after the due date, and those not following the guidance in this instruction, will not be considered.

2.1.4. The wing commander, or equivalent, nominates for base-level submissions. Comptroller (FM) organizations prepare the nomination packages for signature. Division chiefs nominate for AMC-level submissions.

3.1. Selection committees evaluate nomination packages and make recommendations to HQ AMC/FM for approval. Individuals selected for AMC awards are the command's nominees for Air Force-level awards, with the exception of the Comptroller Administrative Support Outstanding Performance Award. It is an internal MAJCOM award only.

4.1. The HQ AMC Comptroller approves and announces AMC winners and presents each award winner with an engraved plaque and appropriate congratulatory letter.

6. (Added) HQ AMC/FM Quarterly Awards Program:

6.1. (Added) Purpose. This program recognizes superior performance by FM personnel at AMC base-level activities on a quarterly basis.

6.2. (Added) Categories and Eligibility Criteria. All personnel in the specified ranks, regardless of Air Force Specialty Code (AFSC), assigned to the FM functional area are eligible to compete for these awards.

6.2.1. (Added) Airman of the Quarter: Airman Basic through Senior Airman.

6.2.2. (Added) Noncommissioned Officer (NCO) of the Quarter: Staff Sergeant and Technical Sergeant.

6.2.3. (Added) Senior NCO of the Quarter: Master Sergeant and Senior Master Sergeant.

6.2.4. (Added) Officer of the Quarter: Second Lieutenant through Captain.

6.2.5. (Added) Civilian of the Quarter: General Schedule GS-8 and below (Category 1).

6.2.6. (Added) Civilian of the Quarter: GS-9 and above (Category 2).

6.3. (Added) Nominations:

6.3.1. (Added) Include significant accomplishments during the applicable quarter. Submit all nominations to arrive at HQ AMC/FME by the 15th of the month following the end of each fiscal quarter (first quarter nominations would be due by 15 January). Electronically mail award nomination packages to Jean.Nicholson@scott.af.mil HQ AMC/FME, 402 Scott Drive, Unit 1K1, Scott Air Force Base, Illinois 62225-5311, DSN 779-2275/3337, or to individual directed by HQ AMC/FM. Late nominations are not accepted.

6.3.2. (Added) The base-level comptroller (FM) approves and transmits base-level nomination packages.

6.3.3. (Added) All organizations are limited to one nominee per category per quarter.

6.3.4. (Added) Prepare nominations on an AF Form 1206 to include the following categories for enlisted and officer submissions:

6.3.4.1. (Added) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.

6.3.4.2. (Added) Define the scope and level of responsibilities and the impact on the mission and unit.

6.3.4.3. (Added) Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission.

6.3.4.4. (Added) Include awards received; e.g., NCO of the Quarter, Financial Management Professional of the Year, etc.

6.3.4.5. (Added) Emphasize dollar and time savings in raw numbers (avoid percentages, unless you back them up with raw numbers). Avoid statements like "reduced processing time by 50 percent." This does not tell the board members anything. If you have a 2-minute process and reduce it 50 percent, you have saved 1 minute. However, if you have a 20-hour process and reduce it 50 percent, then you've saved 10 hours, a big difference. Always show raw numbers to back up percentages.

6.3.4.6. (Added) Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations.

6.3.4.7. (Added) Weight Value for this category is 30 points.

6.3.5. (Added) SIGNIFICANT SELF-IMPROVEMENT. Show how the member developed or improved skills related to primary duties; e.g. formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education reflected to primary duties, and so forth.

6.3.5.1. (Added) Include completion of any professional military education (PME) as well as awards earned during in-residence attendance.

6.3.5.2. (Added) Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average.

6.3.5.3. (Added) Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

6.3.5.4. (Added) Weight Value for this category is 10 points.

6.3.6. (Added) BASE OR COMMUNITY INVOLVEMENT. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.

6.3.6.1. (Added) Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

6.3.6.2. (Added) Weight Value for this category is 10 points.

6.3.7. (Added) Additional Officer Categories: ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE: Reserve this category to demonstrate the impact the individual has had on the public's view of the Air Force. NOTE: If member is of another branch of service, the heading will read their service. Items appropriate for this category include:

6.3.7.1. (Added) Speeches given to private, community, or other organizations.

6.3.7.2. (Added) Attendance at functions like Belle-Scott Airmen's Appreciation Dinner.

6.3.7.3. (Added) Lectures or talks given at public and private schools.

6.3.7.4. (Added) Participation in parades where member wears the uniform.

6.3.7.5. (Added) Participation in ceremonies as an honor guard member.

6.3.7.6. (Added) Weight Value for this category is 10 points.

6.3.8. (Added) AIR FORCE AWARDS, PRIZES, AND TITLES (OFFICERS ONLY). Ensure subtitles are correct: List awards by name, date awarded, and very brief description.

6.3.8.1. (Added) Weight Value for this category is 10 points.

6.4. (Added) Civilian of the Quarter – Category 1 and Category 2:

6.4.1. (Added) JOB DESCRIPTION: Using no more than seven lines, describe the nominee's primary job responsibilities and duties.

6.4.2. (Added) SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS: Provide factual and substantiated examples of nominee's significant performance and achievements that warrant this recognition. Describe how well the nominee improved operations, highlight any support provided for special projects; explain any other outstanding services provided that benefited the organization and its mission, etc.

6.4.3. (Added) Weight Value for this category is 15 points.

6.4.4. (Added) SIGNIFICANT SELF-IMPROVEMENT EFFORTS: Describe the nominee's self-improvements efforts (training and education), if applicable. This section may also include additional duties, community and/or civic activities, and family enhancement.

6.4.5. (Added) Weight value for this category is 10 points.

6.5. (Added) Selection Process:

6.5.1. (Added) HQ AMC/FM establishes panels to evaluate the nomination packages. HQ AMC/FM makes the final selection.

6.5.2. (Added) HQ AMC/FM announces the winners via message.

6.5.3. (Added) Award winners receive an engraved plaque or other appropriate memento, and a congratulatory letter from the comptroller (HQ AMC/FM).

7. (Added) AMC TOP DOLLAR Program:

7.1. (Added) Purpose. This award recognizes superior performance by FM personnel in a simulated deployed environment.

7.2. (Added) Categories and Eligibility Criteria. The FM teams from each base compete for this award. Team composition is determined by HQ AMC/FM based on Air Force TOP DOLLAR rules.

7.2.1. (Added) Competition dates. HQ AMC/FM determines dates.

7.3. (Added) Selection process. Teams compete against each other to determine the "AMC TOP DOLLAR Winner." Competition includes an evaluation of functional expertise and traditional military skills.

7.3.1. (Added) The AMC/CC will announce the winners by message.

7.4. (Added) Awards. The winning FM team receives a permanent organization award and individual engraved plaques or other appropriate memento.

7.4.1. (Added) The winning FM team represents AMC at Air Force-level competition.

8. (Added) MAJCOM Comptroller Administrative Support Outstanding Performance:

8.1. (Added) Purpose. This award recognizes significant contributions and improvements to HQ AMC Comptroller Administrative Support areas.

8.2. (Added) Categories and Eligibility Criteria. A single award to an officer, airman, or civilian working within HQ AMC/FM, regardless of AFSC or civilian job series.

8.3. (Added) Selection Process. Selection committees evaluate nomination packages and make recommendations to the HQ AMC/FM for approval.

8.4. (Added) The HQ AMC Comptroller approves and announces AMC winners and presents the award winner with an engraved plaque and appropriate congratulatory letter.

DONNA M. TAYLOR, Colonel, USAF
Comptroller