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**Personnel**



**RECOGNITION OF OUTSTANDING AIRMEN**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AMC/DPFMR (Ms. Lena Adkins)  
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This instruction provides guidance for recognizing outstanding enlisted personnel through participation in unit, base, or wing Airman, Noncommissioned Officer (NCO), and Senior Noncommissioned Officer of the Quarter (SNCO) or comparable programs. It does not apply to Air National Guard and United States Air Force Reserve units. This instruction implements AFD 36-28, *Awards and Decorations*.

**SUMMARY OF REVISIONS**

Realigns the five categories for consideration to comply with the Air Force's realignment of three categories.

**1. General.** The success or failure of any recognition program depends on the enthusiasm and personal support provided by commanders and supervisors. The prestige and honor associated with an individual's selection are major contributing factors to this success. Providing or withholding deserved recognition may greatly influence a person in deciding whether to accept an additional service commitment. With high levels of competition and resultant quality selections, this program can be an effective tool for enhancing unit morale and improving long-term retention of needed airmen, NCOs, and senior NCOs.

**2. Applicability.** This instruction applies to all AMC units; however, if invited, AMC units that are tenant on non-AMC bases may also elect to participate in comparable host base or wing programs. This instruction is not intended to conflict with non-AMC base programs. In addition, this instruction is not intended to direct the establishment of Airman, NCO, or Senior NCO of the Quarter programs which are considered impractical because of the limited number of assigned airmen.

2.1. Where unit assigned strength in any award category (see paragraph **3.**) is less than 10, operation of that element of the program may not be consistent with the intent of a sound recognition program. This suggested method will not preclude the responsibility to recognize truly outstanding and deserving individuals when the assigned strength in any category is less than 10.

2.2. Quarterly recognition of airmen, NCOs, and senior NCOs is mandatory, except as stated in paragraph 2. above. This does not prohibit more frequent recognition when deemed appropriate by commanders. Normally, unit (squadron) selectees will be nominated for competition in the comparable host or parent wing commander's recognition program. Each year an AMC Outstanding Airmen of the Year (OAY) competition is held. This program feeds the Air Force 12 OAY Program (AFI 36-2805, *Special Trophies and Awards*). AMC wing and base programs will be designed to feed this annual MAJCOM awards program. This does not preclude airmen who were not nominated in the monthly program from competing in the AMC OAY competition.

**3. Eligibility:** Any airman may be nominated and selected for recognition in the appropriate award category. Ensure the individual represents the proper Air Force image in all aspects of military service, both on and off duty. The following are the award categories:

- 3.1. Airman of the Quarter: AB (E-1), Amn (E-2), A1C (E-3), and SrA (E-4).
- 3.2. NCO of the Quarter: SSgt (E-5) and TSgt (E-6).
- 3.3. Senior NCO of the Quarter: MSgt (E-7), SMSgt (E-8), and CMSgt (E-9).

**4. Selection Procedures.** A formally constituted board, consisting of senior NCOs of equal or higher grade than the most senior nominee, is required to assist the commander in selecting the most deserving airman, NCO, and senior NCO under their command. Factors to be considered must include, but are not limited to, the following:

- 4.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit.
- 4.2. 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, and off-duty education related to primary duties.
- 4.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian communities.

**5. Honors and Recognition.** The degree of recognition afforded outstanding members must be determined by the appropriate commander and must relate to the significance of the award. Sufficient recognition will accompany selection as Airman, NCO, and Senior NCO of the Quarter to foster active competition among those eligible for consideration. Considerable originality and ingenuity can be exercised in this consideration. Excusal from details for the quarter, 3-day pass, assistant-for-a-day to the host or wing commander, opportunity to meet visiting VIPs, guest of honor at service club or service-oriented social activities, local event tickets, merchandise awards from local area merchants, and special guest of civic organizations are but a few of the areas to be explored. Programs should emphasize the contributions of the winners, not the donors of awards. Non-Federal entities such as the Air Force Sergeants' Association, NCO Academy Graduates Association, NCO Spouses' Club, etc., frequently offer support; however, caution should be exercised to preclude official solicitation of gifts or other conduct in violation of DOD and/or Air Force policy. Airman, NCO, and Senior NCO of the Quarter selectees will be honored at appropriate ceremonies at the time of selection and be further recognized and honored during their tenure. Special morale and welfare (SM&W) funds may be used under very limited circumstances. AFI 34-201,

Chapter 12, should be consulted before any expenditure of SM&W funds. In lieu of individual presentations from individual merchants and organizations, one person from either the base or the local community should announce each merchant or organization's donation. Any such announcement must be accompanied by the disclaimer that no Federal endorsement of any of the contributors is intended. When possible, contributions should also be listed by agency in the printed program for the ceremony. Any program listing contributors must include the disclaimer that no Federal endorsement of any of the contributors is intended. Award recipients cannot be required to have photographs taken with donors as a condition of receiving any award or prize. To ensure that any recognition program complies with DOD and AF policy, to include the Joint Ethics Regulation, organizers should coordinate with their servicing legal office.

**6. Publicity.** The local and public recognition afforded a selectee under this program will be provided with the prestige and honor due the selection. Procedures should include, but are not limited to, the following:

- 6.1. Pictures of selected individuals prominently displayed in the organization or host/parent wing headquarters.
- 6.2. Photographic coverage of individuals concerned being congratulated by their commander.
- 6.3. Hometown news releases to individual's respective hometown newspapers.
- 6.4. Personal letter to individual's spouse or parents, as appropriate.
- 6.5. Photographic and background information for use in the base newspaper.
- 6.6. Local and community recognition.

**7. Correspondence.** AMC organizations will address all correspondence regarding the program through command channels to HQ AMC/DPFMR, 100 Heritage Drive, Room 106, Scott AFB IL 62225-5002. Suggestions and recommendations suitable for implementation on an AMC-wide basis are encouraged.

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Director of Personnel