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Personnel

PERSONNEL AWARDS



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OPR: HQ AMC/A17ME (Ms Lena Adkins)
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This instruction establishes criteria and objectives for AMC-sponsored personnel awards. It applies to personnel as specified in the individual award criteria. This regulation does **not** apply to Air National Guard and US Air Force Reserve units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number as a personal identifier. The SSN is required for positive identification of personnel.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Realigns the 5 categories, for the Company Grade Officer of the Year (CGOY) Award to 3 categories which mirrors the AF 12 Outstanding Airmen of the Year Award program. Also makes minor changes to the AMC Outstanding Civilian of the Year Award to reflect the new AMC organization structure and to add Leadership as nomination criteria.

1. General. This instruction places all AMC-sponsored Directorate of Personnel awards into one instruction.

2. AMC Company Grade Officer of the Year (CGOY) Award:

2.1. **Responsible Agency.** HQ AMC/A17ME.

2.2. **Purpose or Objective.** To recognize unique or exceptional achievement, outstanding duty performance, and extraordinary contribution to overall mission accomplishment by AMC Company Grade Officers (CGO).

2.3. **Eligibility.** All AMC officers in the grade of second lieutenant through captain as of 31 December of the year prior to the award presentation.

2.4. **Description.** The award is an appropriately engraved plaque.

2.5. **Frequency of Award.** Annually.

2.6. **Method of Presentation.** Selectee's unit will make presentation arrangements. Selectee's unit will provide TDY orders and funds, when required, including commercial travel if government transportation is not available.

2.7. **Source of Evaluation.** The AMC CGOY is selected from nominations submitted to HQ AMC/A17ME NLT 15 January. Nomination packages will include [Attachment 2](#), [Attachment 3](#), and [Attachment 4](#) of this instruction and a base-level records review report on individual personnel (RIP).

2.8. **Related Directives.** None.

2.9. **Criteria.** Individuals competing for this award are considered on the basis of the following criteria:

2.9.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY** during the preceding calendar year. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes.

2.9.2. **SIGNIFICANT SELF-IMPROVEMENT** during the preceding calendar year. Show how the member developed or improved skills related to off-duty schooling, membership in professional or cultural societies or association, development of creative abilities. Show how members have demonstrated their ability as an articulate and positive spokesperson for the Air Force.

2.9.3. **BASE OR COMMUNITY INVOLVEMENT** during the preceding calendar year. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Participation in social, cultural, or religious activities in the military or civilian community which, tangibly or intangibly, contributes to community or group welfare, morale, or status. Include Air Force or civilian awards, prizes, titles, certificates of appreciation, etc., obtained as recognition for personal services rendered or contributions made to military or civilian community life.

2.10. **Nominating Procedures.** Each Wing, EMTF, TACC, Independent Group, and NAF commander may nominate **one** officer to HQ AMC/A17ME. Each DRU and HQ AMC/CCQ may nominate **one** officer to HQ AMC/A17ME. A nomination letter is to be signed by the nominee's appropriate commander or vice commander/director or deputy director. **Negative replies are required.** See [Attachment 2](#) (nomination), [Attachment 3](#) (narrative justification using bullet format using the AF IMT 1206, **Nomination for Award (IMT-V2) (front side only)**), and [Attachment 4](#) (standard biography format) for nomination procedures. Ensure nominating letters contain the nominee's Social Security Number (SSN).

2.11. **How Recipient is Determined.** Nominating correspondence is reviewed by an AMC selection board. The board considers and evaluates nominees on their own merits. Board selection is subject to approval by AMC/CC. AMC/CV will approve if AMC/CC is unavailable.

2.12. **Publicity.** The HQ AMC Office of Public Affairs (HQ AMC/PA) provides maximum publicity of the AMC CGO through the use of local and command news releases, articles in the command newspaper, commander's calls, etc.

3. Airlift/Tanker Association Young Leadership Award (A/TAYLA):

3.1. **Responsible Agency.** HQ AMC/A17ME.

3.2. **Purpose or Objective.** To recognize 12 outstanding individuals who will likely become future leaders within the air mobility community.

3.3. **Eligibility.** Nominations are open to all individuals in air mobility operational and support functional areas. Nominees must meet one of the following eligibility criteria: Officer serving in the grade of captain or below or airman serving in the grade of technical sergeant or below as of 30 October of eligibility year. Inclusive dates for award are 1 January to 31 December of previous year and nominee must have retainability in the Air Force through 31 December of the presentation year.

3.4. **Description.** The award includes a personalized medallion with ribbon and award display box. The awards will be presented by the A/TA at the national convention. Recipients will also receive a 1-year membership or renewed extension to the Airlift/Tanker Association.

3.5. **Frequency of Award.** Annually.

3.6. **Method of Presentation.** The A/TA will conduct the award ceremony for the 12 honorees during the annual convention. Nominating units will provide temporary duty orders and per diem funds to cover the cost of travel, room, food, incidentals, and registration fees.

3.7. **Source of Evaluation.** The A/TA Young Leaders are selected by an awards board consisting of colonels and chief master sergeants. The board president will be the presiding colonel filling the HQ AMC/A17 position and chief master sergeant filling the HQ AMC/A17 superintendent position. AMC/CC will approve the board's results. AMC/CV will approve if AMC/CC is unavailable.

3.8. **Related Directives.** None.

3.9. **Criteria.**

3.9.1. **SCOPE OF RESPONSIBILITY AND JOB PERFORMANCE.** Include duty title, level of organization, number of military and civilian personnel supervised (directly or indirectly), and programs/accomplishments for which nominee was directly responsible.

3.9.2. **PROFESSIONAL LEADERSHIP.** Nominees must have demonstrated exceptional leadership traits within the air mobility community.

3.9.3. **LEADERSHIP IMAGE.** Nominees' personal leadership traits must be evidenced in their character, conduct, and willingness to accomplish goals and accept additional responsibility.

3.9.4. **COMMUNITY INVOLVEMENT.** Nominees should project their leadership skills within the local military and/or civilian community through service activities.

3.10. **Nominating Procedures.** HQ AMC Directors are authorized to submit two nomination packages, 1 officer and 1 enlisted. Each AMC Wing, NAF, EMTF, TACC, and Independent Group is authorized to submit two nomination packages, 1 officer and 1 enlisted. Each invited MAJCOM (HQ ACC, AETC, AFMC, PACAF, USAFE, AFSOC, ANG, and AF Reserves) will be allowed to submit two nomination packages, 1 officer and 1 enlisted. The appropriate commander or vice commander/director or deputy director will sign an endorsement letter nominating their members. Nomination packages are to be submitted to HQ AMC/A17ME NLT 15 April. Negative replies are required. The nomination package must contain:

3.10.1. **Nomination Letter** (see [Attachment 2](#)).

3.10.2. One-page narrative justification using bullet format on the AF IMT 1206, Nomination for Award (IMT-V2) (front side only) (see **Attachment 5**).

3.10.3. Biography (see **Attachment 4**, standard biography format).

3.10.4. Three 5" x 7" color, head and shoulders, photographs (with negatives) in service dress uniform without headgear.

3.11. **How Recipient is Determined.** Nominations are reviewed by a selection board which will consist of colonels and chiefs from HQ AMC and the invited MAJCOMs. The board considers and evaluates nominees on their own merits. The 12 members selected will be presented to the A/TA membership during its annual convention. HQ AMC/A17ME will forward, by 1 July, copies of all nomination packages and board results to the President and Secretary, A/TA.

3.12. **Publicity.** All selectees' biographies and photographs will be published in **The Airlift/Tanker Quarterly**. HQ AMC/PA will prepare internal and external releases on the awards process and winners to gain maximum exposure before public and command audiences.

4. AMC Outstanding Civilian of the Year Award:

4.1. **General** : The purpose of this awards program is to:

4.1.1. Enhance visibility of accomplishments of command civilian employees.

4.1.2. Encourage supervisors to recognize accomplishments of their civilian employees.

4.1.3. Encourage civilian employees to strive for greater effectiveness and efficiency.

4.2. **Description of Award:** The award consists of a certificate of achievement signed by the AMC Commander (or designated representative) and an engraved memento provided by HQ AMC/A13. Recipients also have the option of selecting a \$500.00 cash Notable Achievement Award (NAA) or a 4-Working Day Time-Off Award (TOA).

4.3. Responsibilities:

4.3.1. The Civilian Personnel Division of the Directorate of Personnel, HQ AMC/A13, controls and administers the program for the command.

4.3.2. The awards monitor for the AMC Incentive Awards Committee (IAC) reviews award nominations to ensure compliance with this instruction.

4.3.3. Empowered by the AMC Commander, the AMC IAC, a quorum consisting of three voting members, selects the award winners. The AMC IAC chairperson or alternate chairperson will act as "tiebreaker" in the event of equal scores.

4.3.4. Each nominating organization funds (when applicable), initiates, and submits appropriate papers granting an NAA or TOA for its respective winner(s) to their servicing civilian personnel flight. Although it may be the winners' prerogative to choose and determine when to use the time off, they must follow established leave requesting procedures.

4.4. Award Categories:

4.4.1. Employees in grades GS-01 through 08 and WG-/WL-01 through 08 compete in Category 1, Civilian Program Specialist.

4.4.2. Employees in grades GS-09 through 12, WS-01 through 12, and WG-/WL-09 and above compete in Category 2, Civilian Program Manager.

4.4.3. Employees in grades GS-/GM-/WS-13 and above compete in Category 3, Civilian Senior Program Manager.

4.5. **Eligibility Requirements:** All AMC appropriated fund civilian employees, regardless of race, sex, age, religion, national origin, or disability, who meet the criteria are eligible for these awards. Each nominee must:

4.5.1. Have worked in AMC appropriated fund position(s) throughout the award period (January-December).

4.5.2. Received an acceptable performance rating during the award period (January-December).

4.6. Nomination Procedures:

4.6.1. Nomination packages are due to HQ AMC/A13, 100 Heritage Drive, Room 102, Scott AFB IL 62225-5002, in accordance with the following paragraphs **NLT the third Friday in March** each year:

4.6.1.1. **Nominating Procedures.** Each Wing, Expeditionary Mobility Task Force (EMTF), TACC, Independent Group, and Numbered Air Force (NAF) commanders may nominate one civilian employee in each category from civilian employees assigned and attached to their unit direct to HQ AMC/A13.

4.6.1.2. The HQ AMC annual award winners are automatically submitted as the HQ AMC nominees for this award; therefore, there is no requirement to submit nominations.

4.6.2. Nomination packages consist of an original plus three copies of AF IMT 1206, Nomination for Award (IMT-V2) (front side only), not to exceed one page. The nomination should include the employee's significant achievements for the entire calendar year. Justifications should be accurate and succinct and address the subjects outlined below in bullet format (**Attachment 6**). Nominating Wing, EMTF, TACC, Independent Group, and NAF (or designated representative) signs the nomination form in the unit commander's block.

4.6.2.1. **JOB DESCRIPTION:** Briefly describe the nominee's primary job responsibilities and duties (limit seven lines).

4.6.2.2. **SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:** Provide factual and substantiated examples of the nominee's significant performance and achievements, above general job requirements, that warrant this recognition. Describe how well he or she improved operations; highlight any support they provided for any special projects; explain any other outstanding services the employee provided that benefited the AMC mission.

4.6.2.3. **LEADERSHIP:** Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness.

4.6.2.4. **SELF-IMPROVEMENT EFFORTS:** Describe the nominee's self-improvement efforts, if applicable. This portion may include training and educational activities, additional duties, and community and/or civic activities.

4.7. **Selection Process:** The AMC IAC awards monitor sends eligible award nominations to selected committee members who independently vote for a winner based strictly on the information contained in the nominations. The awards monitor completes the action according to the members' votes.

4.8. **Recognition and Publicity:**

4.8.1. Award presentations will take place at an appropriate ceremony.

4.8.2. HQ AMC/A13 will announce winners to all AMC commanders.

MICHAEL K. BAKER, Colonel, USAF
Deputy Director of Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AMC HOI 36-2802

Abbreviations and Acronyms

ACC—Air Combat Command

AETC—Air Education and Training Command

AFMC—Air Force Materiel Command

AFSOC—Air Force Special Operations Command

AMC—Air Mobility Command

ATAYLA—Airlift/Tanker Association Young Leadership Award

A/TA—Airlift/Tanker Association

ANG—Air National Guard

CGO —Company Grade Officer

CGOY—Company Grade Officer of the Year

DRU—Direct Reporting Unit

EMTF—Expeditionary Mobility Task Force

FOA—Field Operating Agency

HQ—Headquarters

IAC—Incentive Awards Committee

NAA—Notable Achievement Award

NAF—Numbered Air Force

PACAF—Pacific Air Forces

SSN—Social Security Number

TACC—Tanker Airlift Control Center

TDY—Temporary Duty

TOA—Time-Off Award

USAFE—United States Air Forces in Europe

Attachment 2

**NOMINATION FORMAT FOR THE AMC CGO OF THE YEAR AWARD
AND
AIRLIFT/TANKER ASSOCIATION YOUNG LEADERSHIP AWARD**

NAME OF AWARD:	AMC Company Grade Officer of the Year, XXXX or Airlift/Tanker Association Young Leadership Award, XXXX
FROM:	375th Airlift Wing
INCLUSIVE DATES OF ACHIEVEMENT	1 January XXXX - 31 December XXXX
NOMINEE:	John Doe, Jr.
GRADE:	Captain
SSN:	000-00-0000
DOB/DOR:	XX June XXXX
PRESENT ORGANIZATION AND STATION:	375th Support Group Scott AFB IL 62225-5000
PRESENT HOME ADDRESS:	123 Main Street Lexington KY 40506

NOMINATED FOR: AMC Company Grade Officer of the Year **or** Airlift/Tanker Association Young Leadership Award for excellent performance; outstanding professional skill, knowledge, and leadership as Chief, Customer Assistance Section, Military Personnel Flight.

Attachment 3

**NARRATIVE JUSTIFICATION
PREPARED ON THE AF IMT 1206, NOMINATION FOR AWARD (IMT-V2)
FOR
AMC COMPANY GRADE OFFICER OF THE YEAR AWARD**

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

SIGNIFICANT SELF-IMPROVEMENT:

BASE AND COMMUNITY INVOLVEMENT:

***NOTE:** Limit the bullet narrative to one single-spaced typewritten AF IMT 1206 (front side only).*

Attachment 4**STANDARD BIOGRAPHY FORMAT
CAPTAIN JOHN DOE, JR.
AFSC: 36PX, CHIEF, CUSTOMER ASSISTANCE SECTION**

Captain John Doe, Jr., is a personnel officer assigned to the 375th Support Group, Scott Air Force Base, Illinois. He is 31 years old. Captain Doe was born in Lexington, Kentucky, on 29 June 1963. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1981, Captain Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently attended ABG College and graduated in the top third of his class.

Upon completion of Officer Training School at Lackland Air Force Base, Texas, in 1985, Captain Doe began technical training as a personnel officer at Keesler Air Force Base, Mississippi, where he was an honor graduate (December 1985). He was then assigned to Scott Air Force Base, Illinois. Captain Doe is married to the former Jane Smith. He is active in his local church, where he serves as youth counselor. He was selected as the Outstanding Company Grade Officer of the Quarter and subsequently for the year 1986 for the 375th Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

NOTE: *Limit the biography to one single-spaced typewritten page.*

Attachment 5

**NARRATIVE JUSTIFICATION
PREPARED ON THE AF IMT 1206, NOMINATION FOR AWARD (IMT-V2)
FOR
AIRLIFT/TANKER ASSOCIATION YOUNG LEADERSHIP AWARD**

SCOPE OF RESPONSIBILITY AND JOB PERFORMANCE:

PROFESSIONAL LEADERSHIP:

LEADERSHIP IMAGE:

COMMUNITY INVOLVEMENT:

NOTE: Limit the bullet narrative to one single-spaced typewritten AF IMT 1206 (front side only).

Attachment 6

**NARRATIVE JUSTIFICATION
PREPARED ON AF IMT 1206 FOR
AMC OUTSTANDING CIVILIAN OF THE YEAR AWARD**

JOB DESCRIPTION: (LIMIT TO 7 LINES)

SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:

LEADERSHIP:

SELF-IMPROVEMENT EFFORTS:

***NOTE:** Limit the bullet narrative to one single-spaced typewritten AF IMT 1206 (front side only).*