



**Personnel**

**PERSONNEL RECOGNITION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ ARPC/MS  
(Lt Colonel E. T. Cyrus)  
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This instruction establishes policies and procedures for recognizing, nominating and selecting Air Reserve Personnel Center (ARPC) military personnel and civilian employees for outstanding quarterly and annual award recognition. Instructions for selecting ARPC nominees for the 12 Outstanding Airmen Program competition are provided.

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed.

**1. Reference:** AFI 36-2805, *Special Trophies and Awards*, and AFI 36-1004, *Managing the Civilian Recognition Program*.

**2. Program Goal:** Recognizing individual and team superior performance is very important. This program is not a substitute for other Air Force awards programs. It is primarily an incentive program to recognize outstanding performers, thus contributing to the morale of all ARPC employees.

**3. Responsibilities:** The Commander, ARPC, retains overall responsibility for this program and appoints members for the Staff Officer of the Year selection board. Directors organize and manage directorate level awards programs to support the ARPC program. The following offices have specific responsibilities to support and administer the ARPC program.

3.1. The first sergeant: (ARPC/CCF):

3.1.1. Serves as the focal point for all enlisted awards.

3.1.2. Collects and prepares individual military nominations for board review.

3.1.3. Arranges and reserves conference room to serve as board location.

3.1.4. Selects and advises board members of date, time, and location of selection board and briefs them on their responsibilities.

- 3.1.5. Prepares military recognition board recommendations and processes them through the commander for approval.
  - 3.1.6. Requests visual support from public affairs for military award winner photos.
  - 3.1.7. Orders engraving for all appropriate military perpetual plaques from supply.
  - 3.1.8. Obtains mementos for military award winners from supply.
- 3.2. The commander's support staff (ARPC/CSS):
- 3.2.1. Prepares congratulatory letters to recognize individual military award winners and nominees for the commander to present to the appropriate directors.
  - 3.2.2. Prepares certificates of appreciation/passes for all military individual/team award honorees for the commander to present at the recognition ceremony.
  - 3.2.3. Collects the Staff Officer of the Year nomination packages and gives them to the board members for their action.
- 3.3. The civilian personnel office (ARPC/MS):
- 3.3.1. Administers the Civilian Quarterly and Annual Recognition Program.
  - 3.3.2. Selects members for each civilian selection board.
  - 3.3.3. Collects and prepares all civilian award nominations for board review.
  - 3.3.4. Prepares letters of designation for the recognition boards. Arranges for the conference room. Briefs board members on their responsibilities.
  - 3.3.5. Prepares board recommendations and processes them through the commander for approval.
  - 3.3.6. Prepares certificates of appreciation, congratulatory letters and time-off awards as appropriate.
  - 3.3.7. Obtains mementos for civilian award winners from supply.
  - 3.3.8. Orders engraving for all appropriate civilian perpetual plaques from supply.
  - 3.3.9. Requests visual support from public affairs for individual civilian and team award winner photos.
  - 3.3.10. Requests interpreter to attend recognition ceremony.
- 3.4. Public affairs (ARPC/PA):
- 3.4.1. Coordinates schedule, music, slides, material, and prepares the script for the recognition ceremony.
  - 3.4.2. Arranges for presentation of plaques and congratulatory letters at the recognition ceremony.
  - 3.4.3. Requests honor guard support from honor guard NCOIC for the recognition ceremony.
  - 3.4.4. Publicizes all award winners in the *Center Scene* and over the public address system.
- 3.5. Supervisors:
- 3.5.1. Recognize outstanding individual and team efforts by nominating those deserving recognition.
  - 3.5.2. Document award winners/nominees as appropriate in performance/evaluation reports.

#### 4. General procedures.

4.1. Eligibility. The nominee must meet the following criteria.

4.1.2. All active duty and Air Reserve Component members and Federal civilians assigned to ARPC are eligible if they meet the requirements in paragraph 4.1.3 through 4.1.4 as appropriate.

4.1.3. Each military nominee must meet the following standards:

4.1.3.1. Nominees must not have an open Unfavorable Information File (UIF) during the nomination period.

4.1.3.2. Nominees must meet weight or body fat standards IAW AFI 40-502, *The Weight and Body Fat Management Program*.

4.1.3.3. Nominees in training must be making satisfactory progress.

4.1.3.4. Nominees must not have received any adverse administrative, non-judicial, or judicial action during the nomination period.

4.1.3.5. An individual's category of competition is based on the grade held during the majority of the nomination period.

4.1.3.6. Individuals nominated for quarterly awards must have been assigned to HQ ARPC for the entire quarter. Individuals nominated for annual awards must have been assigned to HQ ARPC for at least 6 months during the year for which they are nominated.

4.1.4. Directors will ensure each civilian nominee meets performance standards.

4.2. Categories of competition.

4.2.1. Airman (Amn - E-1 through E-4).

4.2.2. Noncommissioned officer (NCO - E-5 through E-6).

4.2.3. Senior noncommissioned officer (SNCO - E-7 through E-9).

4.2.4. Staff officer (O-1 through O-5).

4.2.5. Civilian specialist. GS-1 through GS-4

4.2.6. Civilian technician (GS-5 through GS-6 or equivalent wage grade).

4.2.7. Civilian junior manager/analyst (GS-7 through GS-9).

4.2.8. Civilian senior manager/analyst (GS-10 and above).

4.2.9. Team.

4.3. Periods of competition (by calendar year).

4.3.1. Quarterly:

4.3.1.1. 1 January through 31 March.

4.3.1.2. 1 April through 30 June.

4.3.1.3. 1 July through 30 September.

4.3.1.4. 1 October through 31 December.

4.3.2. Annual: 1 January through 31 December.

4.4. Nomination procedures.

4.4.1. Quarterly and annual award programs.

- 4.4.1.1. Each directorate may nominate one individual per military category and one team.
- 4.4.1.2. There are no restrictions on the number of nominees per category a director can submit for the civilian awards.
- 4.4.1.3. Nominees for annual awards are not limited to quarterly award winners or nominees.
- 4.4.2. Nominations for all military and civilian competition categories will be prepared on an AF Form 1206, **Nomination for Award**, using bullet statements. Only accomplishments from the current period of competition will be used in the nominations. Emphasis should be placed on quality of accomplishments versus quantity.
  - 4.4.2.1. Quarterly nominations in the military and civilian competition categories are limited to 30 lines, to include headings, on the front side of AF Form 1206. Annual nominations in the military and civilian categories are limited to two pages of the AF Form 1206 (front and back), printed head-to-head. See paragraph 4.4.3 for specific heading categories to address on the AF Form 1206.
    - 4.4.2.1.1. Nominations for civilian employees will be based on outstanding job performance in the employee's current position or a notable accomplishment for participating in a task or tasks beyond the scope of the employee's current position or both. Nominations must include what impact the outstanding job performance or notable accomplishment had on the mission of the work center, HQ ARPC, or external to HQ ARPC.
    - 4.4.2.2. Military nominees and their director will sign the cover letter (**Attachment 1**) after the nomination has been reviewed for accuracy.
  - 4.4.3. AF Form 1206 headings. Use the following headings for each category.
    - 4.4.3.1. For Amn, NCO, and SNCO categories (**Attachment 2**).
      - 4.4.3.1.1. Leadership and job performance in primary duty.
      - 4.4.3.1.2. Significant self-improvement.
      - 4.4.3.1.3. Base/community involvement.
    - 4.4.3.2. For staff officer category (**Attachment 3**).
      - 4.4.3.2.1. Professional qualities and job performance.
      - 4.4.3.2.2. Significant self-improvement.
      - 4.4.3.2.3. Other accomplishments.
    - 4.4.3.3. For civilian categories (**Attachment 4**).
      - 4.4.3.3.1. Outstanding Job Performance/Notable Accomplishments.
      - 4.4.3.3.2. Mission enhancement.
      - 4.4.3.3.3. Customer focus.
      - 4.4.3.3.4. Workplace collaboration.
  - 4.4.4. Team award (**Attachment 5**):
    - 4.4.4.1. The team award is used to promote and acknowledge outstanding teamwork by a group of people (at least two). It is not restricted to mission related activities nor is a team's composition restricted to a single directorate but could span several directorates.
    - 4.4.4.2. The team award is not considered an organizational award. The accomplishments of the team should be associated with a special project or task.

4.4.4.3. Nominations are limited to a single page standard memorandum and will be signed by the nominating director.

4.4.4.4. An ARPC Team Award certificate (ARPC Form 76, **Team Award**) and other recognition as appropriate will be given to each member of the winning team.

4.4.5. Submit five legible copies of the nomination package to ARPC/CCF for all military categories and to ARPC/MSA for all civilian categories. All quarterly nomination packages are due no later than the 5<sup>th</sup> duty day of the month following the end of the quarter. Annual award nomination packages are due no later than the 20<sup>th</sup> of the month following the end of the year. Quarterly awards boards will convene by the 10<sup>th</sup> duty day of the month following the end of the quarter. Annual awards boards will convene by the 25<sup>th</sup> day of the month following the end of the year.

## 5. Selection Boards.

### 5.1. General procedures:

5.1.1. The enlisted board chairperson will meet with the ARPC/CCF to receive instructions on presiding over the board. Military board members will receive their nomination packages from their board chairperson. Civilian board members will receive their nomination packages from ARPC/MSA.

5.1.2. Under no circumstances will selection board results be released prior to announcement of award winners at the recognition ceremony.

5.1.3. The civilian and military selection boards will select the Team of the Quarter/Year on an alternating basis.

5.1.4. If only one military nomination is received, a board will be appointed and convened to review the nomination, and, for quarterly awards, interview the member. If only one civilian nomination is received, a board will be appointed to review the nomination. If determined appropriate, single nominees are recommended to the commander for final approval.

5.1.5. Board members will be selected and notified of their selection by the 15<sup>th</sup> day of the last month of the quarter/year (15 March, 15 June, 15 September, 15 December).

### 5.2. Enlisted selection board:

5.2.1. An individual in the grade of CMSgt will serve as chairperson of all enlisted boards. If a CMSgt is not available, then another SNCO will be selected. At all times, the board president must be senior in grade to the highest-ranking nominee.

5.2.2. A minimum of two individuals in the grade of CMSgt or SMSgt, a civilian employee in the grade of GS-7 through GS-9 who supervises military personnel, and the previous quarters SNCO of the Quarter when available will serve as the members for the quarterly enlisted selection board. The annual enlisted selection board will be comprised of a chiefs panel of at least three members to review and score nomination packages to select annual enlisted winners.

5.2.3. Each military board chairperson will assign questions based on the nominee's AF Form 1206. Questions should be of a nature to allow the nominees to organize their thoughts quickly and demonstrate both their thought process and communicative skills. Board members should prepare at least three questions from assigned area. The board

chairperson may ask questions based on current events and any additional questions to clarify written submissions.

5.2.4. All board chairpersons will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.

5.2.5. All military board members will score quarterly nomination packages prior to the board convening. Board members will interview and rate all nominees meeting the boards. See **Attachment 6** for scoring procedures and **Attachment 7** for a sample score sheet.

5.2.6. The military board chairperson will collect score sheets and consolidate scores on the master sheet provided (**Attachment 7**). Board chairperson then signs the master score sheet and provides all score sheets to the ARPC first sergeant upon board completion.

5.2.7. Military nominees will need to be familiar with the contents of their nomination package and be prepared to answer questions based on its contents.

5.2.8. If one or more individuals are unable to meet the quarterly board because of emergency leave, leave outside of the local area, or temporary duty, the board will review packages only. The member's director must validate the reason for the absence to the ARPC/CC.

### 5.3. Staff Officer of the Year Selection Board:

5.3.1. The commander's support staff will provide all nominations to a review board appointed by the commander. The board will consist of at least three directors. The senior director is the board chairperson. All board members have voting authority.

5.3.2. Board members will use the written nomination to score each nominee using the scoring guidelines at **Attachment 6** and the score sheet at **Attachment 8**.

5.3.3. The board chairperson completes the master score sheet (**Attachment 8**) and provides the results to the commander.

### 5.4. Civilian Selection Board:

5.4.1. The civilian personnel officer will appoint a board each quarter and for the yearly awards. The selection board will consist of:

5.4.1.1. Board president (Colonel or GS-13 or above and is a non-voting member, except in case of a tie). This position will rotate between military and civilian.

5.4.1.2. Four GS-09s or above (if a Colonel presides) or 3 GS-09s or above (if a GS-13/14 presides).

5.4.1.3. One Captain through Lieutenant Colonel (if GS-13/14 presides).

5.4.1.4. One GS-5/6 (voting member for Civilian Specialist Award (GS-04), Civilian Technician Award (GS-05/06), and Team Awards), observer for all other awards.

5.4.1.5. One GS-04 recorder (previous award winner – non-voting member).

5.4.1.6. Union observer (non-voting member).

5.4.2. The board uses the written nomination to score each nominee using the score sheet at **Attachment 9**. The board computes individual scores and recommends the nominee with the highest total score to the commander for final approval.

## 6. Peer Recognition Identifying Dedication and Excellence (PRIDE) Award:

6.1. Peer level recognition is a vital part of the unit program. The PRIDE award is a directorate level award established to provide the opportunity for anyone assigned to ARPC to recognize the outstanding accomplishments of a co-worker or group of co-workers. Nominations are not limited to a monthly, quarterly or annual basis but may be submitted at anytime.

6.2. Nominations are submitted via a link on the ARPC Intranet. It is important to ensure that nominations are sufficient in scope to fully explain the importance and impact of the individual(s) accomplishments. Nominations between directorates are encouraged.

6.2.1. The nominee's director is the approval authority for a PRIDE Award.

6.2.2. Preparation of PRIDE Certificates (ARPC Form 66, **Pride Award**) is coordinated between the director and ARPC/SC. Once a certificate has been prepared, it will be forwarded to the commander for signature.

6.2.3. If approved, the director of the nominee presents the PRIDE certificate at an appropriate time and place with emphasis on timeliness and making the presentation with the nominee's peers present.

6.2.4. The names of all individuals who receive a PRIDE award will be forwarded by the director to public affairs for inclusion in the *Center Scene* and mention at the next Commander's Call.

## 7. Recognition:

7.1. All quarterly and annual winners will be recognized as follows:

7.2.1. At the quarterly and annual awards recognition ceremonies, as appropriate.

7.2.2. Award winners' photos and a group photo of recognized teams are displayed in the ARPC corridor until replaced by photos of the next period awards.

7.2.3. Team and individual winners may receive a time off award (civilian) or a pass (military) in the range of 1 to 3 days, or other appropriate form of recognition as approved by the commander.

7.2.4. In addition to the above, all individual quarterly and annual award winners will receive an engraved plaque.

7.2.5 Award winners' names and award period are added to the perpetual plaques displayed in the ARPC corridor.

7.2. Directorate level recognition:

7.2.1. Directorates are encouraged to recognize their quarterly and annual award nominees at an appropriate ceremony and may award their nominees with certificates, 4-hour time off award (civilian) or 1 day pass (military) or other forms of recognition as appropriate.

7.2.2. Directorates may use the Tip of the Spear award certificate (ARPC Form 53) to recognize individuals for outstanding achievement. Each directorate sets their own guidelines for how to use the certificate.

KIRK A. JAMISON  
Chief, Systems Services Division  
Directorate of Communications  
and Information

**Attachment 1**

**SAMPLE OF NOMINATION COVER LETTER**

**DEPARTMENT OF THE AIR FORCE**  
Air Reserve Personnel Center (AFRC)

Date

MEMORANDUM FOR (DIRECTOR)

FROM: OFFICE SYMBOL

SUBJECT: Nomination Cover Letter

I have been nominated to represent my directorate for the (state which quarter or year) quarter/annual award competition. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge and were achieved this quarter/year.

Nominee's Signature Block

1<sup>st</sup> Ind, (Director)

Date

MEMORANDUM FOR ARPC/CC

(Rank) (John Doe) has been nominated to represent (Directorate) to compete in this quarter/annual awards competition. Use one of the following statements in your letter: (Rank) (John Doe) will be present for the board on (board date) and the recognition ceremony on (ceremony date). (Rank) (John Doe) will not be able to attend the board (give reason) or ceremony (give reason).

Director's Signature Block





**Attachment 4  
Sample Civilian Nomination Format**

| NOMINATION FOR AWARD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                     |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------|
| AWARD<br>Civilian of the Quarter/Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CATEGORY (if Applicable)<br>Civilian Technician                     | AWARD PERIOD<br>1 Jan - 31 Mar 01 |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)<br>Jane B. Doe                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | ISSN<br>000-00-0000                                                 | MAJCOM, FGA, OR DRU<br>HQ ARPC    |
| DAFSC/DUTY TITLE<br>GS 204-06, Military Personnel Technician                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | NOMINEE'S TELEPHONE (ISSN & Commercial)<br>926-XXXX, (303) 676-XXXX |                                   |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE<br>HQ ARPC/MSC, 6760 E. Irvington Pl # , Denver CO 80280-XXXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                     |                                   |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (ISSN & Commercial)<br>Colonel Jane Q. Smith, 926-XXXX, (303) 676-XXXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                     |                                   |
| SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)<br><p><b>Outstanding Job Performance/Notable Accomplishments</b></p> <ul style="list-style-type: none"> <li>- <i>Timeliness</i></li> <li>- <i>Accuracy</i></li> <li>- <i>Quality</i></li> <li>- <i>Innovation</i></li> </ul> <p><b>Mission Enhancement:</b></p> <p><i>Impact of outstanding job performance or notable accomplishment to the workcenter, HQ ARPC, or external to HQ ARPC</i></p> <p><b>Customer Focus:</b></p> <ul style="list-style-type: none"> <li>- <i>Customer Service Skills</i></li> <li>- <i>Customer Satisfaction Feedback</i></li> </ul> <p><b>Workplace Collaboration:</b></p> <ul style="list-style-type: none"> <li>- <i>Interpersonal Relations Skills</i></li> <li>- <i>Cross Functional Activities</i></li> <li>- <i>Team Involvement</i></li> </ul> <p><b>Notes:</b></p> <p>Quarterly Nomination is limited to 30 lines, including headings</p> <p>Annual Nominations are limited to 2 pages (1 form front and back)</p> |                                                                     |                                   |

**Attachment 5**

**DEPARTMENT OF THE AIR FORCE**  
Air Reserve Personnel Center (AFRC)

MEMORANDUM FOR APRC/CC

FROM: ARPC/(Enter Directorate)

SUBJECT: Team of the (Quarter or Year) Award

1. Team Members: (List all members of the Team and their office symbol)
2. Accomplishments: Provide information on what the Team did during the award period (quarterly or annual)
3. Impact: Provide information on the impact the Team had on ARPC and/or the Air Force.

Signature of the Nominating Director

**Attachment 6****SCORING PROCEDURES FOR MILITARY SELECTION BOARDS**

- A6.1. Each board member and chairperson will score the AF Form 1206.
  - A6.1.1. Assign a score for each heading using score sheet provided.
  - A6.1.2. Add points for each heading to determine total points from AF Form 1206.
- A6.2. Each board member and chairperson will score each individual who meets the board.
  - A6.2.1. Assign a score for each area using score sheet provided.
  - A6.2.2. Add points for each interview area to determine total points from interview.
- A6.3. Then add interview points to the total points from AF Form 1206 to determine total score.
- A6.4. Each board member then ranks the nominees from 1 to 9 (numbers based on number of nominees) based on total score.
- A6.5. On the Master Score Sheet, the board chairperson will annotate each board member's ranking of the nominees. The rankings will then be added and the nominee with the lowest total will be the winner
- A6.6. Each board member must sign their individual score sheet and the board president must sign the Master Score Sheet indicating verification of board results.
- A6.7. All score sheets will be returned to the ARPC first sergeant upon completion of board.
- A6.8. Board members will not discuss or disclose results of the board outside of the selection boardroom until after the recognition ceremony.

Attachment 7

Sample Enlisted Score Sheet

| QUARTERLY/ANNUAL AWARDS ENLISTED CATEGORY SCORE SHEET |                                |                              |                 |                             |                                |                              |            |
|-------------------------------------------------------|--------------------------------|------------------------------|-----------------|-----------------------------|--------------------------------|------------------------------|------------|
| BOARD CATEGORY                                        | RECOGNITION PERIOD:            | BOARD DATE:                  |                 | NAME OF BOARD MEMBER:       |                                |                              |            |
|                                                       | LEADERSHIP AND JOB PERFORMANCE | SIGNIFICANT SELF IMPROVEMENT |                 | BASE/COMMUNITY INVOLVEMENT  | TOTAL POINTS FROM AF FORM 1206 | FINAL RANK (IF NO INTERVIEW) |            |
| MAX PTS PER CATEGORY                                  | 45                             | 15                           |                 | 10                          | 70                             | 1-4                          |            |
|                                                       |                                |                              |                 |                             |                                |                              |            |
|                                                       |                                |                              |                 |                             |                                |                              |            |
|                                                       |                                |                              |                 |                             |                                |                              |            |
| INTERVIEW CATEGORY                                    | DRESS AND APPEARANCE           | QUESTIONS                    | SELF EXPRESSION | TOTAL POINTS FROM INTERVIEW | PTS ADDED TO AF FM 1206 SCORE  | FINAL SCORE                  | FINAL RANK |
| MAX PTS PER CATEGORY                                  | 10                             | 10                           | 10              | 30                          | 70                             | 100                          | 1-4        |
|                                                       |                                |                              |                 |                             |                                |                              |            |
|                                                       |                                |                              |                 |                             |                                |                              |            |
|                                                       |                                |                              |                 |                             |                                |                              |            |
|                                                       |                                |                              |                 |                             |                                |                              |            |
| DATE:                                                 | SIGNATURE OF BOARD MEMBER      |                              |                 |                             |                                |                              |            |

| QUARTERLY/ANNUAL AWARDS ENLISTED MASTER SCORE SHEET |                                |                |                |                       |                   |            |
|-----------------------------------------------------|--------------------------------|----------------|----------------|-----------------------|-------------------|------------|
| BOARD CATEGORY                                      | RECOGNITION PERIOD:            | BOARD DATE:    |                | NAME OF BOARD MEMBER: |                   |            |
|                                                     | BOARD MEMBER 1                 | BOARD MEMBER 2 | BOARD MEMBER 3 | BOARD CHAIRPERSON     | TOTAL RANK SCORES | TOTAL RANK |
| NOMINEES                                            | RANKINGS                       | RANKINGS       | RANKINGS       | RANKINGS              |                   | 1-4        |
|                                                     |                                |                |                |                       |                   |            |
|                                                     |                                |                |                |                       |                   |            |
|                                                     |                                |                |                |                       |                   |            |
| ARPC WINNER:                                        |                                |                |                |                       |                   |            |
| DATE:                                               | SIGNATURE OF BOARD CHAIRPERSON |                |                |                       |                   |            |

Attachment 8

Sample Staff Officer Score Sheet

| ANNUAL STAFF OFFICER AWARDS MASTER SCORE SHEET |                          |                                |                |                           |                   |            |
|------------------------------------------------|--------------------------|--------------------------------|----------------|---------------------------|-------------------|------------|
| BOARD CATEGORY                                 | RECOGNITION PERIOD: 2000 | BOARD DATE:                    |                | NAME OF BOARD CHAIRPERSON |                   |            |
| STAFF OFFICER                                  | BOARD MEMBER 1           | BOARD MEMBER 2                 | BOARD MEMBER 3 | BOARD CHAIR               | TOTAL RANK SCORES | TOTAL RANK |
| NOMINEES                                       | RANKINGS                 | RANKINGS                       | RANKINGS       | RANKINGS                  |                   | 1-4        |
|                                                |                          |                                |                |                           |                   |            |
|                                                |                          |                                |                |                           |                   |            |
|                                                |                          |                                |                |                           |                   |            |
| ARPC WINNER:                                   |                          |                                |                |                           |                   |            |
| DATE:                                          |                          | SIGNATURE OF BOARD CHAIRPERSON |                |                           |                   |            |

## Attachment 9

### HQ ARPC OUTSTANDING CIVILIAN OF THE QUARTER/YEAR AWARD SCORING SHEET

NOMINEE'S NAME: \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

FACTORS TO BE CONSIDERED IN THE SELECTION (score 6-10):

| FACTORS                                                                                                                                              | POINTS | WEIGHT | TOTAL POINTS<br>(Points x Weight) |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|-----------------------------------|
| <b>Outstanding Job Performance/Notable Accomplishment:</b><br>- Quality<br>- Timeliness<br>- Accuracy<br>- Innovation                                |        | 2      |                                   |
| <b>Mission Enhancement</b><br>Impact of outstanding job performance or notable accomplishment - to the work center, HQ ARPC, or external to HQ ARPC. |        | 2      |                                   |
| <b>Customer Focus</b><br>- Customer Service Skills<br>- Customer Satisfaction Feedback                                                               |        | 1      |                                   |
| <b>Workplace Collaboration</b><br>- Interpersonal Relations Skills<br>- Cross Functional Activities<br>- Team Involvement                            |        | 1      |                                   |

\_\_\_\_\_  
 (Board member signature)