

8 DECEMBER 2001

Personnel

**436TH AIRLIFT WING RECOGNITION
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>.

OPR: 436 AW/CCC (CMSgt Charles Collins)

Certified by: 436 AW/CC
(Colonel Scott Wuesthoff)

Supersedes DAFBI 36-2802, 11 Sep 98

Pages: 9
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations*, AFI 36-2805, *Special Trophies and Awards*, and AMCI 36-2808, *Personnel Awards*, to establish uniform policy and procedures for nomination, selection, and presentation of outstanding 436th Airlift Wing (436 AW) Company Grade Officers (CGO), Senior Noncommissioned Officers (SNCO), Noncommissioned Officers (NCO), Airmen, First Sergeants, Honor Guard Members, and Civilians. This instruction applies to all military and civilian personnel assigned to the 436th Airlift Wing (436 AW). This instruction does not apply to Air National Guard and United States Air Force Reserve personnel. 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 (SSN) as a personal identifier. The SSN is required for positive identification of personnel.

SUMMARY OF REVISIONS

Due to the major changes to the content of this publication, asterisks (*) are not used to identify changed paragraphs. The changes/additions contained provide local guidance on overall procedures for enlisted, CGO, and civilian board composition, and clarification for civilian award categories. Major changes include new scoring procedures for the enlisted and CGO categories, and the change from five down to three headings used on the AF Form 1206, **Nomination for Award**, when preparing those same award nominations. Changes also include adding members of the Base Honor Guard to the recognition program and removing all references to the 512th Airlift Wing in the civilian award categories.

1. Objectives:

- 1.1. Create a fair and equitable process to recognize outstanding 436 AW personnel.
- 1.2. Enhance base morale.

1.3. Publicize examples of outstanding performers.

2. Responsibilities:

2.1. 436 AW/CC responsibilities:

- 2.1.1. Ensures overall compliance with the objectives of this instruction and is the final approving authority.
- 2.1.2. Determines in-person board requirements in cases where nominees are unavailable due to TDY, emergency leave, or illness.

2.2. 436 AW/CCC responsibilities:

- 2.2.1. Exercises oversight of this program for 436 AW/CC. Acts as program manager for enlisted and CGO categories.
- 2.2.2. Ensures award elements (plaques/trophies) are prepared for each wing winner by the day of the ceremony.
- 2.2.3. Ensures all officially procured award elements are equivalent across military and civilian categories. Donated award elements may differ by category, as designated by the donor.
- 2.2.4. Notifies all groups of package suspense dates for enlisted and CGO packages.
- 2.2.5. Collects all group nomination packages and ensures packages contain all necessary documents.
- 2.2.6. Schedules and makes all arrangements for conducting enlisted and CGO awards boards.
- 2.2.7. Tasks groups for board members that meet the rank requirements listed in the charts below. Board composition will consist of one president and four board members. If possible, there will be one board member from each group and the wing staff.

QUARTERLY ENLISTED RECOGNITION BOARD COMPOSITION		
BOARD	PRESIDENT	MEMBERS
SNCO	CMSGT	CMSGT
NCO	SMSGT/CMSGT	SMSGT OR MSGT
AMN	MSGT/CMSGT	TSGT OR SSGT
HONOR GUARD	MSGT/CMSGT	TSGT OR SSGT

ANNUAL ENLISTED RECOGNITION BOARD COMPOSITION		
BOARD	PRESIDENT	MEMBERS
SNCO	AW/CCC	CMSGT OR RANKING SNCO FROM GROUP
NCO	CMSGT	SMSGT OR MSGT
AMN	MSGT/CMSGT	TSGT OR SSGT
HONOR GUARD	CMSGT	TSGT OR SSGT
1ST SGT	AW/CCC	GROUP SUPERINTENDENTS (4)

2.2.8. All quarterly/annual AMN/NCO/SNCO/1st Sgt and Honor Guard nominees are required to meet wing boards in person. In cases where a nominee is not available due to TDY, emergency leave, or illness, then the affected board may be scored by package only. 436 AW/CC is approval authority to delete in-person board requirements. Make every effort to ensure group winners are made available to meet the wing board.

2.2.9. Forwards group CGO award packages to 436 AW/CV for selection of wing winner.

2.2.10. Forwards enlisted/CGO board results to 436 AW/CC for approval.

2.2.11. Maintains winning awards packages on file for a period of 1 year.

2.3. 436 AW/CV responsibilities:

2.3.1. Ensures each CGO board consists of five board members, with one representative from each group and the wing staff. Ensures board members meet the following minimum rank requirements:

BOARD	PRESIDENT	MEMBERS
CGO	LT COL	1 FIELD GRADE OFFICER PER GROUP/AW Staff

2.3.2. Forward results of boards to 436 AW/CCC immediately after 436 AW/CC approval.

2.3.3. Ensures wing executive officers review and work all enlisted and officer annual award packages being forwarded for higher headquarters competition.

2.4. 436 MSS/DPCE responsibilities:

2.4.1. Administers the awards program for all civil service awards.

2.4.1.1. Notifies all groups and 436 AW/CCE of suspense dates for civilian nomination packages. Collects and submits nominations on AF Form 1206, Nomination Award (see paragraph 4. and Attachment 1) for the quarterly and annual awards, to the Base Incentive Awards Committee.

2.4.1.1.1. Each group and the 436 AW Staff may submit one nominee for each of the two award categories (see paras 3.2.6. and 3.2.7.).

2.4.1.1.2. Each group and the 436 AW Staff must provide DPCE a list of all nominees who competed at their group level to ensure they are recognized at the formal awards ceremony.

2.4.1.2. Reviews nominations for accuracy and arranges folders for each incentive awards committee member. Schedules time for committee to meet and provides chairperson and committee members with all packages and score sheets.

2.4.1.2.1. Incentive Awards Committee will consist of the following members: one representative and one alternate from each of the 436 AW groups/staff, one representative from AFGE Local 1709 and the 436 AW/CCE who serves as chairperson (and votes only when needed to break ties).

2.4.1.2.2. The committee reviews nominations, scores each nomination package and selects an employee for each of the two award categories.

2.4.1.3. Provides a recorder for the Incentive Awards Committee. Calculates the ranking and prepares the meeting minutes.

2.4.1.4. Notifies the immediate supervisor, group commander, Director of Wing Staff, resource manager and squadron commander of each of their award winners. Requests an electronic Personnel Action Request (PAR) to be initiated through PERSACTION for any recognition of quarterly and annual award winners. Provides information on awards ceremony.

2.4.2. Forwards AMC Outstanding Civilian of the Year nomination packages to the 436 AW/CC for endorsement to HQ AMC. Mails award packages to HQ AMC/DPC.

2.5. Group Commanders, Director of Wing Staff and Base Honor Guard responsibilities:

2.5.1. Establishes procedures to select their group winners. One nominee per category may be submitted for wing-level award consideration. The Base Honor Guard will select one nominee from each of the three flights to compete for Honor Guard Member of the Quarter/Year.

2.5.2. Submits winning packages to 436 AW/CCC for military nominations, or to 436 MSS/DPCE for civilian nominations, NLT the date specified for each award period in [Attachment 1](#).

2.5.2.1. Ensures squadron commanders initial next to their name block on front of AF Form 1206 to verify the following:

2.5.2.1.1. A thorough quality force review has been performed; i.e., nominee does not have an open unfavorable information file, is not on the control roster or weight management program and no other adverse action has been taken on the member during this period.

2.5.2.1.2. All achievements listed on the AF Form 1206 occurred *during the inclusive period*. Information listed on the AF Form 1206, which did not occur during the inclusive time period, will not be scored. Accomplishments from previous assignments may be included as long as they occurred during the calendar period of the award.

NOTE: Because of the early suspense dates associated with the annual recognition programs, 4th quarter recognition packages may include information from the month of September.

2.5.3. Submits a letter of justification to 436 AW/CC in cases where an individual is unable to meet the wing-level board due to TDY, emergency leave, or illness.

2.5.4. Ensures presentations for group award winners are taken to site of wing ceremony.

2.6. Wing board president's responsibilities:

2.6.1. Convenes appropriate board at designated time and location.

2.6.2. Ensures strict adherence to board member guidance and fair scoring of all packages (see para [5](#)).

2.6.3. Ensures accurate recording of scores, identifies proposed winners, breaks any ties which may occur and forwards board recommendation to 436 AW/CCC immediately following the board.

2.6.4. Public Affairs responsibilities. Supports all squadrons by appropriately recognizing all quarterly and annual awards winners through base newspaper articles and the base television channel, when provided articles and information from the member's squadron/unit.

3. Nominee Eligibility:

- 3.1. Groups eligible to compete are 436 SPTG, 436 LG, 436 MDG, 436 OG and 436 AW Staff.
- 3.2. Individuals will compete in the grade they held for the majority of the award period. Grade criteria are as follows:
 - 3.2.1. O-1 through O-3 for CGO.
 - 3.2.2. E-7 through E-9 for SNCO.
 - 3.2.3. E-5 through E-6 for NCO.
 - 3.2.4. E-1 through E-4 for Airman.
 - 3.2.5. E-1 through E-9 for Honor Guard.
 - 3.2.6. E-7 through E-8, with AFSC 8F000, for First Sergeant of the Year.
 - 3.2.7. GS/WG/WL-01 through 08 for Civilian Category I. (Note: Use only individual's grade to determine category; supervisory/non-supervisory responsibilities have no bearing on category)
 - 3.2.8. GS-09 through GS-12, WS-01 through 12 and WG/WL-09 and above for Civilian Category II. (Note: Use only individual's grade to determine category; supervisory/non-supervisory responsibilities have no bearing on category.)
- 3.3. Wing winners may not be selected for the quarterly award in two consecutive quarters.
- 3.4. First sergeants must serve in the position of first sergeant for at least 6 months to be eligible for 1st Sgt of the Year.
- 3.5. Honor Guard Members must serve on the Honor Guard for a least 6 months to be eligible for Honor Guard Member of the Year.
- 3.6. Wing annual award nominees are not limited to previous wing quarterly award winners.

4. Nomination Package Requirements:

- 4.1. Quarterly nomination package requirements are limited to the AF Form 1206. Justification cannot exceed one AF Form 1206 (one page/side). You must use the most current version in electronic format. Use bullet statements under each major heading (**Attachment 1**). Each category must contain at least one bullet statement.
- 4.2. Annual award requirements will mirror higher headquarters annual guidance and/or AFI 36-2805.

5. Board Procedures:

- 5.1. Enlisted nominees are required to meet wing quarterly and annual recognition boards in person. In cases where a nominee is unavailable due to TDY, emergency leave or illness, the affected board may be scored by package only. The 436 AW/CC is approval authority to delete the in-person board requirement.
- 5.2. Board members will score each nominee's package and personal appearance using a 6 to 10 scale in half point increments. Consider the whole person. Board members must break all ties and rank order each of the nominees 1, 2, 3, 4 and 5 (see the score sheet at **Attachment 3**).

5.3. The proposed winners will be determined by tallying each board member's final rank order for each nominee with the low score being the winner (see the score sheet at [Attachment 3](#)). In case of a tie, the board members will discuss the relative merits of each nominee and will come to a consensus as to which one the winner should be.

6. Calendar Of Events. MILITARY/CIVILIAN.

<i>AWARD PERIOD</i>	<i>NOMINATION SUSPENSE*</i>	<i>BOARD DATE*</i>	<i>CEREMONY DATE</i>
1ST QUARTER	Second Wed in APR	Third Wed in APR	Last Thur in APR
2ND QUARTER	Second Wed in JUL	Third Wed in JUL	Last Thur in JUL
3RD QUARTER	Second Wed in OCT	Third Wed in OCT	Last Thur in OCT
4TH QUARTER	Second Wed in DEC	Third Wed in DEC	Second Fri in JAN
**ANNUAL	Second Fri in JAN	Third Wed in JAN	Second Friday in Feb

NOTE: If any of these dates fall on a holiday, suspense/board date will be the next duty day.

NOTE: All dates for annual awards are subject to change as determined by Higher Headquarter suspense dates.

SCOTT E. WUESTHOFF, Colonel, USAF
Commander

ATTACHMENT 1**AF FORM 1206 GUIDANCE**

(Military Categories)

For Quarterly Awards: A write-up, limited to one single-spaced typewritten page, using the AF Form 1206. For Annual Awards: A write-up, limited to two single-spaced typewritten pages, using the AF Form 1206 for both pages. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. *With the exception of the Honor Guard, nominations must include the following areas and cite examples that occurred only during the award period.

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. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

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 related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

Base or Community Involvement

Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

* Nominations for Honor Guard Member of the Quarter/Year will contain only two categories: **Honor Guard Achievements and Significant Self-Improvement.**

ATTACHMENT 2**AF FORM 1206 GUIDANCE**

(Civilian Categories)

JOB DESCRIPTION: (Limit to 7 lines)

SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS: (above the employee's general job requirements; e.g., improving operations, significant support for special projects, other outstanding services or benefits to Dover AFB.) (Weight 70%)

SELF-IMPROVEMENT/COMMUNITY INVOLVEMENT: (Weight 30%)

NOTE: Submissions must be bullet statements and NOT exceed one, single-spaced, typewritten page for the quarterly submission (both sides of the 1206 can be used for the annual submission).

ATTACHMENT 3

SCORE SHEET

DOVER AFB QUARTERLY AWARDS BOARD
Time Period
AIRMAN CATEGORY

EVALUATION CRITERIA	436 SPTG Nominee	436 LG Nominee	436 MDG Nominee	436 OG Nominee	436 AW Nominee
COMMENTS (Note 1)					
TOTAL POINTS (Note 2)					
Rank Order (Note 3)					

NOTES:

1. Packages will be scored on the "whole person" concept. Individual areas are not weighted. The comment area is for your personal notes on the individual
2. Score the entire package on a 6 to 10 point basis, in half-point increments.
3. Each board member must break all ties on his/her score sheet. Provide totals to the board president in rank order (i.e., indicate who is your number 1, number 2, etc.).

DOVER AFB QUARTERLY AWARDS BOARD
PRESIDENT'S TALLY SHEET
TIME PERIOD
AIRMAN CATEGORY

BOARD MEMBERS	436 SPTG Nominee	436 LG Nominee	436 MDG Nominee	436 OG Nominee	436 AW Nominee
436 MDG (Note 1) Board Member					
436 SPTG (Note 1) Board Member					
436 OG (Note 1) Board Member					
436 LG (Note 1) Board Member					
436 AW (Note 1) Board Member					
RANK TOTAL (Note 2)					

NOTES:

1. From each individual score sheet, transcribe the board member's rank order number.
2. Total each column and circle the lowest total. This will be the winner.