

BY ORDER OF THE COMMANDER

**GRAND FORKS AIR FORCE BASE
INSTRUCTION 36-102**

26 FEBRUARY 2001

Personnel



**GRAND FORKS AFB QUARTERLY AND
ANNUAL AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 319 ARW/CCCE (TSgt Stu Eidenschink)

Certified by: 319 ARW/CCC
(CMSgt Patrick Melton)

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This instruction implements AFPD 36-28, AFI 36-2805, and AMCI 36-2808. It prescribes the Grand Forks AFB Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Non-commissioned Officer (NCO), Airman, and Honor Guard Member of the Quarter/Year and the First Sergeant of the Year Programs. The purpose of the program is to foster a competitive spirit in unit operations, stimulate individual efforts to better manage the unit, develop esprit de corps, and recognize outstanding CGOs, SNCOs, NCOs, Airmen, and Honor Guard 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

There were administrative updates incorporating changes made to enlisted nominations (AF Form 1206) narratives. Additionally, this instruction has published dates various base organizations will host the quarterly award ceremonies.

1. Quarterly Awards Program.

1.1. General Policies.

1.1.1. All personnel, except First Sergeants, are eligible except those who are currently under non-judicial punishment, have an unfavorable information file, are on a control roster, are enrolled in the weight management program (Phase I only), or similar action.

1.1.2. Competition periods are Jan - Mar, Apr - Jun, Jul - Sep, and Oct - Dec.

1.1.3. Each group commander and wing staff may submit one nominee for each category as follows:

1.1.3.1. Airman Basic - Senior Airman are eligible for quarterly award nomination; **Airman category**.

1.1.3.2. Staff - Technical Sergeant are eligible for quarterly award nomination; **NCO category**

1.1.3.3. Master – Senior Master Sergeant are eligible for quarterly award nomination; **SNCO Category**

1.1.3.4. Second Lieutenant – Captain are eligible for quarterly award nomination; **CGO category**

1.1.3.5. Honor Guard nomination is open to all grades.

1.1.4. Associate units will compete through the group level with which they are aligned.

1.2. Nomination Packages.

1.2.1. Nomination packages will be submitted by 1600hrs on the second Monday of the month following the covered period (Apr, Jul, Oct, and Jan) NO EXCEPTIONS.

1.2.2. The nomination package will include:

1.2.2.1. A cover letter (see [Attachment 1](#)).

1.2.2.2. An AF Form 1206 (see [Attachment 2](#) for enlisted and [Attachment 3](#) for CGOs) limit to one form, front side only. For the Honor Guard category, use an AF Form 1206 (see [Attachment 4](#)) limit to one form, front side only. For all nominees: only address things that happened during the period covered.

1.2.3. Enlisted nomination packages will be submitted to 319 ARW/CCC.

1.2.4. CGO nomination packages will be submitted to 319 MSS/DPMPE.

1.3. Evaluation Process.

1.3.1. The Airman category Board will comprise of one SNCO president and four NCOs.

1.3.2. The NCO category board will comprise of one SNCO president and four SNCOs.

1.3.3. The SNCO category board will comprise of one CMSgt president and four CMSgt.

1.3.4. The CGO category board will comprise of one Colonel or above president and any other Colonel or Gp CD

1.3.5. The Honor Guard category board will comprise of any commander president and three first sergeants

1.3.5.1. Honor Guard nominees will appear before the board in honor guard service dress to include headgear. Proper wear of the uniform is a scored category.

1.3.5.2. Honor Guard nominees will receive questions regarding AFP 36-2241, Volume 1, Chapter 7, the AF Honor Guard Manual, Chapters 1, 2, 3, 4 and 8, and current events:

1.3.6. If one of the Honor Guard nominees is unable to meet the board because of TDY or a bona-fide emergency, the board will convene and score packages only for that category.

1.4. Scoring Process.

1.4.1. Enlisted Nominations

1.4.1.1. The narrative process will consist of “Leadership and Performance in Primary Duties,” “Significant Self-Improvement,” and “Base or Community Involvement.” (0-20 points each). The total maximum score for the narrative process will be 60. (see [Attachment 8](#))

1.4.2. Honor Guard Nominations

1.4.2.1. The narrative process will consist of “Primary Duties” (*No points given, for review only*), “Honor Guard Responsibilities,” “Significant Self-Improvements (Education, PME, etc.),” and “Other Accomplishments” (0-20 points each). (see [Attachment 9](#)):

1.4.2.2. The interview will consist of 2 questions worth 5 points each. Additionally, Military Bearing and Behavior, Personal Appearance and Military Image, and Communicative skills will be evaluated and worth up to 10 points in each area. The total maximum score for the narrative and interview process will be 100.

1.4.3. CGO Nominations

1.4.3.1. The narrative process will consist of “Leadership and Job Performance in Primary Duty,” “Significant Self-Improvement,” “Social, Cultural, and Religious Activities,” “Other Accomplishments,” “Air Force or Civilian Awards, Prizes, Titles, Etc.” and “Articulate and Positive Spokesperson for the Air Force;” each comprising of 0-10 points for a total maximum package score of 60 points. (see [Attachment 10](#)):

1.4.4. Each board member will individually evaluate nominees to determine a score for every category.

1.4.5. Board members are authorized to utilize half-point scoring.

1.4.6. The enlisted board president is a non-voting member. He/she will break all ties.

1.4.7. The CGO board president is a non-voting member. He/she will break all ties.

1.4.8. The enlisted board president will total each board member’s score on each nominee and provide all packages to the 319 ARW/CCCE.

1.4.9. 319 MSS/DPMPE totals each board member’s score for the CGO board and will forward results to the 319 ARW/CCCE.

1.4.10. The nominee with the highest combined score from the board will be declared the winner.

1.5. Schedule and Location of Boards.

1.5.1. The wing enlisted boards will be held during the second full week in Apr, Jul, Oct, and Jan or as determined by the 319 ARW/CCC. The times and locations of each board will be determined by the 319 ARW/CCC.

1.5.2. The wing CGO board will be held two days after the submission of the packages during the second full week (on a Wednesday) in Apr, Jul, Oct and Jan or as determined by 319 MSS/DPMPE. The time and location of the CGO board will be determined by 319 MSS/DPMPE.

1.6. Announcement of Quarterly Winners.

1.6.1. A recognition ceremony will be two weeks after the wing board (on a Wednesday) in Apr, Jul, Oct, and Jan or as determined by the 319 ARW/CCC.

1.6.2. Recognition ceremonies will be hosted by base organizations as follows:

1.6.2.1. April Ceremony for the Jan-Mar Quarter – Previous annual and quarterly award winners

1.6.2.2. July Ceremony for the Apr-Jun Quarter – CGO Council

1.6.2.3. October Ceremony for the Jul-Sep Quarter – First Sergeant Group

1.6.2.4. January Ceremony for the Oct-Dec Quarter – The Airlift Tanker and Air Force Associations

1.6.3. All nominees for each category will be mentioned in the base newspaper and base web page with the winners being highlighted and on the Commander's Channel.

2. Annual Awards Program.

2.1. All personnel are eligible except those who have been subject to nonjudicial punishment, an unfavorable information file, control roster action, weight management program (Phase I only), or similar action during the previous calendar year.

2.2. Competition periods are 1 Jan - 31 Dec.

2.3. Each group may submit one nominee for each category, as outlined in paragraph 1.1.5 thru 1.1.8.

2.3.1. Associate units will compete through the group level with which they are aligned.

2.4. Each squadron may submit their diamond wearing First Sergeant that meets criteria set forth in current AF guidance.

2.5. Nomination Packages. (Note: Refer to AFI 36-2805 for enlisted and AMCI 36-2808 for CGOs for specific guidance not stated here).

2.5.1. Nomination packages will be submitted in January on a date determined by the 15 AF suspense.

2.5.2. **Attachment 2** will be used for all enlisted annual packages and **Attachment 3** will be used for officer annual packages. Entries will address only things that happened during the period covered.

2.5.3. The enlisted nomination package will include:

2.5.3.1. A cover letter (see **Attachment 1**).

2.5.3.2. AF Form 1206 (see **Attachment 2**), limit to one form, front and back (include disk copy). For the Honor Guard category (see **Attachment 4**), limit to one form, front and back.

2.5.3.3. A biography (see **Attachment 5**) (include on disk).

2.5.3.4. General Information Sheet (see **Attachment 6**) (include on disk).

2.5.3.5. Statement Page (see **Attachment 7**) (this is not needed for First Sergeants or Honor Guard categories).

2.5.3.6. A Personnel Records RIP

2.5.4. CGO nomination packages will include:

2.5.4.1. A cover letter (see [Attachment 1](#)).

2.5.4.2. AF Form 1206 (see [Attachment 3](#)), limit to one form, front and back (include disk copy)

2.5.4.3. A biography (see [Attachment 5](#)) (include on disk).

2.5.4.4. A Personnel Records RIP.

2.5.5. Enlisted nomination packages will be submitted to the 319 ARW/CCCE.

2.5.6. CGO nomination packages will be submitted to the 319 MSS/DPMPE.

2.6. Evaluation Process : Same as paragraph [1.3](#).

2.7. Scoring Process : Same as paragraph [1.4](#).

2.8. Schedule and Locations of Boards :

2.8.1. The annual boards will be held to allow the wing to meet the deadline determined by higher headquarters requirements or as determined by the 319 ARW/CCC for enlisted and two days after the submission of the nomination packages (on a Wednesday) or as determined by 319 MSS/DPMPE for CGOs.

2.8.2. The times and locations of each board will be determined by the 319 ARW/CCC and 319 MSS/DPMPE.

2.8.3. The First Sergeants' board will be a package board only.

2.9. Announcement of Winners : The annual award winners will be recognized at the Annual Awards Banquet the first Wednesday of February, or as determined by the 319 ARW/CCC.

2.10. Twelve Outstanding Airmen of Year/First Sergeant Program: The winners of the annual boards **will be** the nominees for this program

2.11. Display Photographs : The Base Photo Lab will take a 5" x 7" head and shoulders format color photo of each quarterly/annual winner. One copy of each will be sent to 319 ARW/CCC for display in the hallway of the Wing HQ Building, one digital copy to the base web master to post on the web page, and one copy to public affairs to publish in the base paper.

2.12. Disposition of Records : Maintain and dispose of records created by this instruction in accordance with AFMAN 37-139.

DAVID S. GRAY, Colonel, USAF
Commander

ATTACHMENT 1

SAMPLE COVER LETTER

(Appropriate Letterhead)

MEMORANDUM FOR 319 ARW/CCC or CCE

FROM: Group Commander
Street Address
Grand Forks AFB, ND 58205-XXXX

SUBJECT: Airmen/NCO/SNCO/CGO Nomination for the First Quarter

1. I am pleased to nominate _____ for the [award name] (1st Quarter). His/her outstanding performance has contributed significantly to the support of the (Group) and the entire base.

2. His/her current home/mailling address is: _____

3. If the above mentioned nominee wins the base board, please read the following during the ceremony:

(Rank and Full Name)...(a short summary of what is in the package, to include some accomplishments, community involvement and etc.-- **LIMIT IT TO NO MORE THAN SIX TYPE WRITTEN LINES (12 Point Times Roman with a one inch left/right margin)**)

Group Commander, Colonel, USAF
Commander

Attachment:
Nomination Package

ATTACHMENT 2

AF FORM 1206, NOMINATION FOR ENLISTED QTRLY/ANNUAL AWARDS

NOMINATION FOR AWARD		
AWARD Enlisted Quarterly/Enlisted Annual/USAF First Sgt of the Yr	CATEGORY of Applicant Armn/NCO/SNCO	AWARD PERIOD Apr-Jun 00
FULL NAME OF NOMINEE (First, Middle Initial, Last) SrA Im R. Good	SSN 000-00-0000	MAILING, FOA, OR DRG Air Mobility Command
DESIGNATION TITLE 1TXXX, Transportation Guru	NOMINEE'S TELEPHONE (DSN & Commercial) 362-000; (701) 747-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASIS/STATE/ZIP CODE 319 ARW/XXX, 460 Steen Blvd		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Your G. Friend		
<p>SPECIFIC ACCOMPLISHMENTS (Use single spaced, double format) The form is used for Armn, NCO, and SNCO. It will be used for both quarterly and annual boards using only front side for quarterly and both sides for annual.</p> <p>ALL BULLETS WILL BE SINGLE-SPACED.</p> <p>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.</p> <p>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.</p> <p>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.</p>		

ATTACHMENT 3

AF FORM 1206, NOMINATION FOR OFFICER QTRLY/ANNUAL AWARDS

NOMINATION FOR AWARD		
AWARD CGO of the Quarter/Year	CATEGORY of Applicant CGO	AWARD PERIOD Oct - Dec 00
MEMBER NAME OF NOMINEE (First, Middle Initial, Last) Captain Im R. Good	DSN 000-00-0000	MAJCOM, FGA, OR DRI Air Mobility Command
DAFSS/DJTY TITLE 1TXXX, Transportation Guru	MEMBER'S TELEPHONE (DSN & Commercial) 362-0000; (701) 747-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASIS/STATE/ZIP CODE 319 ARW/XXX, 425 Steen Blvd, Grand Forks AFB ND 58205		
COMMANDER OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Year G. Friend		
<p>SPECIFIC ACCOMPLISHMENTS (Use single spaced, double format) The form is used for CGO only for both quarterly and annual boards. Use only front side for quarterly and both sides for annual.</p> <p>ALL BULLETS WILL BE SINGLE-SPACED.</p> <ul style="list-style-type: none"> * Leadership and Job Performance in Primary Duty: <i>The members leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the award period.</i> * Significant Self-Improvement: <i>The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period.</i> * Social, Cultural, and Religious Activities: <i>The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the award period.</i> * Other Accomplishments: <i>The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade.</i> * Air Force or Civilian Awards, Prizes, Titles, Etc: <i>List any awards, prizes, titles, etc. that the member received during the award period.</i> * Articulate and Positive Spokesperson for the Air Force: <i>Demonstrated ability as an articulate and positive enlisted member of the Air Force, during the award period.</i> <p>* Areas are subject to change. Ensure that you verify the areas from AMCI 36-2808 using the Company Grade Officer of the Year criteria.</p>		

ATTACHMENT 4

AF FORM 1206, NOMINATION FOR HONOR GUARD QTRLY/ANNUAL AWARDS

NOMINATION FOR AWARD		
AWARD Honor Guard of the Quarter/Year	CATEGORY (if Applicable) Honor Guard	AWARD PERIOD Oct - Dec 00
FULL NAME OF NOMINEE (First, Middle Initial, Last) A1C Im R. Good	SSN 000-00-0000	MAILING, PDA, OFFICE Air Mobility Command
DA/SGDUTY TITLE 1YXXX, Honor Guard	NOMINEE'S TELEPHONE (DSN & Commercial) 362-0000; (701) 747-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 319 ARW/XXX, 425 Steen Blvd, Grand Forks AFB ND 58205		
FULL NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Your G. Friend		
<p>SPECIFIC ACCOMPLISHMENTS (For Honor Guard, AEF, AEFW)</p> <p>Primary Duties: <i>State what the individual does in his/her primary job. A job description can be used as a guide.</i></p> <p>Honor Guard Responsibilities: <i>What are his/her responsibilities in the Honor Guard? For example, does the person perform Sabre Drill, Honors Flight duties... ?</i></p> <p>Significant Self-Improvement (Education, PME, etc.): <i>What has the person accomplished to better themselves? This could be off-duty education, professional military education, etc.</i></p> <p>Other Accomplishments: <i>What has the person accomplished in the local community or base community that speaks strongly of their commitment to the Air Force and Grand Forks AFB? What awards has the individual earned during this period? Has the person been recognized for any outstanding accomplishments?</i></p>		

ATTACHMENT 5

SAMPLE BIOGRAPHY

STANDARD BIOGRAPHY FORMAT

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Airey Dining Facility as a shift leader, Grand Forks AFB, North Dakota. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1972. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the Three Nineteenth Services Squadron, Grand Forks AFB, North Dakota, arriving in December 1990. Since arriving at Grand Forks AFB, he has served in a variety of positions, including storeroom clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends University of North Dakota in Grand Forks, North Dakota, and is working toward a Bachelor's Degree in Business Administration.

NOTE:

Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

ATTACHMENT 6

SAMPLE GENERAL INFORMATION SHEET

GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMEN OF THE YEAR PROGRAM

NAME OF AWARD: 12 OUTSTANDING AIRMEN OF THE YEAR, 2000
 FROM: AIR MOBILITY COMMAND
 INCLUSIVE DATES OF ACHIEVEMENT: 1 JANUARY 2000 - 31 DECEMBER 2000
 NOMINEE: JOHN Q. DOE, JR.
 GRADE: AIRMAN FIRST CLASS
 CATEGORY OF COMPETITION: (AIRMAN, NCO, or SENIOR NCO)
 SSAN: 123-45-6789
 PRESENT ORGANIZATION AND STATION: 123D SUPPORT GROUP
 1002 WEST PARR AVENUE
 JONES AFB, KENTUCKY 12345-6789
 PROJECTED ASSIGNMENT AND REPORTING DATE (IF APPLICABLE): 438THSUPPORT GROUP
 123 W. MAIN ST
 THOMAS AFB, NORTH CAROLINA 98765-4321
 RNLTD: 1 JUNE 1999
 PERMANENT HOME ADDRESS: 3502 S. LIMESTONE STREET
 LEXINGTON, KENTUCKY 40506-1234

NOMINATED FOR: 12 Outstanding Airman of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative services provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, 123d Support Group. Member has not had an open unfavorable information file (UIF) during the award period.

NOTE: Left margin must be one inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

ATTACHMENT 7

SAMPLE STATEMENT PAGE

MEMORANDUM TO WHOM IT MAY CONCERN

FROM: 123d Support Group (A1C John Q. Doe, Jr.)
1002 West Parr Avenue
Jones AFB, Texas 12345-6789

SUBJECT: Statement Page

1. I have not applied for a commissioning program and, if selected as a 12 Outstanding Airman of the Year (OAY), will not apply for a commissioning program at any time during my tenure as one of the 12 OAY.
2. I attest that the facts that I have provided for this nomination are true and correct to the best of my knowledge.
3. If I do not have retainability and if selected as one of the 12 Outstanding Airman of the Year, I will obtain the required retainability to compete at Air Force level.

JOHN Q. DOE, JR., A1C, USAF
FR123-45-6789

NOTE: The nominee should carefully read the proposed nomination package before signing this statement. All data must be factual. If any of the information is later found to be inaccurate, the nominee will be disqualified.

THIS STATEMENT IS FOR 12 OAY ONLY NOMINEES.

ATTACHMENT 8
ENLISTED SCORESHEET

ENLISTED NOMINEES

ENLISTED NOMINEES			
Leadership and Performance in Primary Duty	(0 – 20 points)		
Significant Self-Improvement	(0 – 20 points)		
Base or Community Involvement	(0-20 points)		
Nomination Package Total:	(60 points maximum)		
Board Member's Name:			

ATTACHMENT 9

HONOR GUARD SCORESHEET

HONOR GUARD NOMINEES

Primary Duties	(0 points)		
Honor Guard Responsibilities	(0 - 20 points)		
Significant Self-Improvement (Education, PME, etc.)	(0 - 20 points)		
Other Accomplishments	(0 - 20 points)		
Nomination Package Total:	(60 points maximum)		
Question 1	(0 - 5 points)		
Question 2	(0 - 5 points)		
Military Bearing and Behavior	(0 - 10 points)		
Personal Appearance and Military Image	(0 - 10 points)		
Communicative Skills	(0 - 10 points)		
Board Appearance Total:	(40 points maximum)		
		COMBINED TOTAL	

**ATTACHMENT 10
OFFICER SCORESHEET**

COMPANY GRADE OFFICER NOMINEES

Leadership and Performance in Primary Duty	(0 - 10 points)	
Significant Self-Improvement	(0 - 10 points)	
Social, Cultural, and Religious Activities	(0 - 10 points)	
Other Accomplishments	(0 - 10 points)	
Air Force or Civilian Awards, Prizes, Titles, Etc.	(0 - 10 points)	
Articulate and Positive Spokesperson for the Air Force (0 - 10 points)		
Nomination Package Total:	(60 points maximum)	
Board Member's Name:		