

BY ORDER OF THE BASE COMMANDER

GRAND FORKS AIR FORCE BASE

INSTRUCTION 36-104

1 FEBRUARY 2003

Personnel

CIVILIAN RECOGNITION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Grand Forks AFB instruction establishes and outlines the eligibility criteria for the selection and recognition of the civilian of the quarter and year for Grand Forks AFB, North Dakota. The provisions of this instruction apply to all civilian appropriated fund employees (**GS-01 or WG-01 and above**) assigned to Grand Forks AFB and to all employees serviced by the Grand Forks AFB Civilian Personnel Flight. The overall objective is to recognize outstanding performance and individual achievements on a continuing basis.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Section A—General

1. The intention of this awards program is to:
2. Enhance visibility of accomplishments of civilian employees assigned or attached to Grand Forks AFB.
3. Encourage supervisors to recognize accomplishments of their civilian employees on a frequent and timely basis.
4. Encourage civilian employees to strive for greater effectiveness and efficiency.

Section B—Description of Award

5. The awards for each category winner (referenced in paragraph 4.) consist of a certificate of achievement signed by the 319 ARW commander (or designated representative) and an engraved memento.

Quarterly award recipients also have the option of selecting a \$100 Notable Achievement Award (NAA) cash award or a 1-working day Time-Off Award (TOA). *Annual* award winners have the option of selecting a \$200 cash award or a 2-working day TOA.

Section C—Responsibilities

6. The Civilian Personnel Flight, Grand Forks AFB administers and controls the program.
7. The executive secretary (319 MSS/DPC) for the GFAFB Incentive Award Committee (IAC) will review award nominations to ensure compliance with this operating instruction.
8. The GFAFB IAC, a quorum consisting of three voting members for each category (to include one member from Local 1347, American Federation of Government Employees) empowered by the commander selects the quarterly and annual award winners. The GFAFB IAC chairperson or alternate chairperson will act as “tiebreaker” in the event of equal scores and approve the selections.
9. Each nominating group initiates and submits the AF Form 1768, Staff Summary Sheet, granting an NAA or TOA for their respective winners. Although it may be the winners’ prerogative to choose a TOA and determine when to use the time off, they must follow established leave requesting procedures.

Section D—Award Categories

10. This program includes three individual award categories:
11. Category 1—Program Specialist—includes all employees in grades GS-01 through 08 or WG-/WL-01 through 08.
12. Category 2—Program Manager—includes all employees in grades GS-09 through GS-12, WS-01 through 12, and WG-/WL-09 and above.
13. Category 3—Senior Program Manager—includes all employees in grades GS-/GM-/WS-13 and above.

Section E—Eligibility

14. All civilian employees, regardless of sex, color, creed, or citizenship, who have worked in a permanent, appropriated fund authorized position assigned to the Grand Forks AFB (to include those employees serviced by the 319 MSS/DPC) for at least 3 months are eligible to participate in the quarterly awards under this program. Each Group and Wing Staff may submit their quarterly award winners plus an additional person, meaning five people from each category may be submitted from each group and Wing Staff for the annual award. Civilians may be submitted more than once for the Wing quarterly award. The civilian must have worked in a permanent, appropriated fund position assigned to GFAFB (to include those employees serviced by the 319 MSS/DPC) for at least 3 months to participate in the wing quarterly awards program. The annual award winners in each respective category (who meet criteria in AMCI 36-2808) will be forwarded as the GFAFB nominees to HQ AMC to compete for the AMC Outstanding Civilian of the Year Awards.

Section F—Nomination Procedures and Format**15. Quarterly Award Nominations:**

15.1. Each group may nominate one individual in each category on AF Form 1206, Nomination for Award, to 319 MSS/DPC. In bullet format, justifications should be accurate and succinct and address the subjects and criteria outlined below. Do not exceed one page (front of the form). Each Group Commander or designated representative, initials his or her nominee's AF Form 1206 and forwards form to 319 MSS/DPC.

A: JOB DESCRIPTION:

In no more than seven lines, describe the nominee's primary job responsibilities and duties.

B: 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 your nominee improved operations; highlight any support he or she provided for any special projects; explain any other outstanding services the employee provided that benefited the mission, etc. This should include the employee's significant accomplishments for the nomination period only.

C: SELF-IMPROVEMENT EFFORTS:

Describe the nominee's self-improvement efforts, if applicable. This segment may include training and educational activities, additional duties, community and (or) civic activities, and family enhancement.

15.2. The nomination periods are January-March, April-June, July-September, and October-December. Nominations will be submitted by COB on the second Monday following the covered period (April, July, October, and January). No exceptions.

16. Annual Award Nominations: Using the same criteria, format, as that used for the quarterly nominations, each group and the DS&R may submit their quarterly award winners and one additional individual to compete in the annual program. Submit award nominees on the AF Form 1206, Nomination for Award, (not to exceed one page—front and back of the form) that encompasses the employee's significant achievements for the entire year (Jan-Dec) to 319 MSS/DPC.

Section G—Selection Process

17. The executive secretary for the GFAFB IAC forwards eligible quarterly and annual award nominations to selected committee members who independently vote for a winner based strictly on the information contained in the nominations. The executive secretary completes the action according to the members' votes.

Section H—Recognition

18. Recognition of quarterly and annual winners will take place at appropriate ceremonies that will coincide with the military quarterly and annual recognition program.

19. 319 MSS/DPC provides the names of winners to all executive officers for publication throughout Grand Forks AFB.

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Commander