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Personnel



RESOURCE ADVISOR AWARDS PROGRAM

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This publication establishes the Team McGuire Quarterly and Annual Resource Advisor Awards Program. It applies to organizations physically located on McGuire AFB, including all tenant units that are serviced by the 305th Comptroller Squadron. It describes eligibility requirements, nomination procedures, and the selection process for recognizing outstanding group/squadron/unit commander or wing staff agency resource advisors.

SUMMARY OF REVISIONS

The following paragraphs were updated: **2.1.**, **3.1.1.** and **3.2.1.** (added the unit commander); **3.1.2.** (adds requirement for disk); **3.1.3.** (sets maximum number of lines and required headings); **3.1.4.** and **3.2.4.** (sets required font size); and **3.2.3.** 9 (sets page limit). Deleted job knowledge and duty performance as mandatory area under selection criteria. **A bar (|) indicates a change since the last edition.**

1. Purpose of Scope. This program recognizes the outstanding performance of resource advisors (RA) from all functional areas serviced by the 305th Comptroller Squadron.

2. Eligibility Requirements.

2.1. Individuals must have served at least 45 days as a primary resource advisor to be eligible for the quarterly award and 6 months for the annual award. The group/squadron/unit commander or wing staff agency chief resource advisor appointment letter will determine the initial appointment date for eligibility purposes.

2.2. Individuals with two or more (quarterly awards) and four or more (for annual awards) unexcused absences from financial working group meetings, closeout committee meetings, resource management system training sessions, or any other meeting called by the Comptroller or the Financial Analysis Flight Commander during the nominating period will be ineligible.

3. Nomination Procedures.

3.1. Quarterly Nominations:

3.1.1. Each group/squadron/unit commander or wing staff agency chief may submit one quarterly nomination to 305 CPTS/FMA no later than close of business on the second Friday in January, April, July and October.

3.1.2. An AF Form 1206, **Nomination for Award**, in original and five copies will be used for award submission. See paragraph 4. for selection criteria. The AF Form 1206 must also be provided on a 3.5-inch disk.

3.1.3. Narrative must not exceed 20 lines plus the three headings listed in paragraph 4.

3.1.4. Narrative must be single space and in bullet format with 12-font size.

3.1.5. Nominees not meeting eligibility requirements as described in paragraph 2. will not be considered for quarterly competition.

3.1.6. Nominations not received by the deadline or not prepared according to this instruction will not be considered for quarterly competition.

3.2. Annual Nominations:

3.2.1. Each group/squadron/unit commander or wing staff agency chief may submit one annual nominee to 305 CPTS/FMA no later than 5 October.

3.2.2. An AF Form 1206, in original and five copies, will be used for award submission. See paragraph 4. for selection criteria. The AF Form 1206 must also be provided on a 3.5-inch disk.

3.2.3. Narrative is limited to one page.

3.2.4. Narrative must be single space and in bullet format with 12-font size.

3.2.5. Nominees not meeting eligibility requirements as described in paragraph 2. will not be considered for annual competition.

3.2.6. Nominations not received by the deadline or not prepared according to this instruction will not be considered for annual competition.

4. Selection Criteria. Members will be evaluated on the “whole-person” concept identified in the following mandatory areas:

4.1. Outstanding Achievements: Describe what the nominee accomplished, how he or she accomplished it, why he or she undertook the project, its impact, and the nominee’s specific role. Consider the nominee’s scope of responsibilities and other job related factors. Also consider how the nominee demonstrated effective management of resources. Include dollar or time savings, productivity increases, long-range implications, and general applicability to other sections or organizations. Where possible, use quantitative data to substantiate narrative statements, indicating the basis for all estimates and projections.

4.2. Leadership and Management Traits: Provide brief examples of how the nominee’s knowledge and use of leadership and management traits supported the mission and people. Include examples of integrity, commitment, and professionalism.

4.3. Professional Accomplishments: Describe what the nominee has done above the normal expected in areas such as self-improvement, college, seminars, additional job-related education, professional military education, and community service.

5. Selection Process.

5.1. Quarterly Competitions:

5.1.1. Selection panel will consist of at least three members (one must be a resource advisor not nominated during that quarter) and chaired by the Financial Analysis Flight Commander.

5.2. Annual Competitions:

5.2.1. Selection panel will consist of at least four members (two must be resource advisors not nominated for the annual award) and chaired by the comptroller.

5.3. The annual award winner will be the McGuire Air Force Base's nominee for the Air Mobility Command's Resource Advisor of the Year Award.

5.4. Award Recognition: The chairperson of the Financial Management Board (FMB) will present a plaque to each award winner at the first FMB following their selection.

JIMMIE C. JACKSON, JR., Col, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

FMB—Financial Management Board

RA—Resource Advisor