

**15 APRIL 2002**

**Personnel**



**TRAVIS AIR FORCE BASE AVIATION  
RESOURCE MANAGEMENT (ARM)  
QUARTERLY AWARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes uniform policy and procedures for nomination, selection and presentation of quarterly awards for outstanding Travis AFB personnel in AFSC 1C0X2. It applies to all personnel assigned or attached to Travis AFB in AFSC 1C0X2, including all tenant units, Appropriated Funds, Nonappropriated Funds (NAF) employees, 349 AMW tenant Air Force Reserve Command (AFRC) Civilian and Air Reserve Technician (ART) employees. This instruction requires maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C., *Chapter 857 Decorations and Awards, and E. O. 9397*. System of Records Notice F036 AF PC V, *Awards and Decorations*. Send comments and suggestions to the 60 OSS/OSM, 401 Burgan Blvd., Travis AFB CA 94535.

**1. General Information:**

- 1.1. Purpose of the Awards. The quarterly awards program is designed to recognize the significant accomplishments that Aviation Resource Managers contribute to the mission. The program is designed to build and maintain a high level of moral and esprit-de-corps by recognizing the outstanding achievements of Senior Noncommissioned Officers (SNCOs), NCOs, Airman and GS-grade civilians.
- 1.2. Home Town News Release. Selected personnel will be offered the opportunity to submit a DD Form 2266, **Hometown News Release**. DD Form 2266 must be coordinated through Public Affairs Office, 60 AMW/PA.
- 1.3. Disposition of Documentation. Dispose of board procedures, nomination packages, and other documentation in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**2. Eligibility:**

2.1. Nominees will not be submitted if they possess an Unfavorable Information File (UIF), placed on a control roster, entered into Phase I of the Weight Management Control Program, have refused to participate in Professional Military Education or upgrade training.

2.2. If not ineligible from restrictions listed in Paragraph 2.1, all personnel assigned or attached to Travis AFB in AFSC 1C0X2, including all Tenant Units, Appropriated Funds, Nonappropriated Funds (NAF) employees, 349 AMW, tenant Air Force Reserve Command (AFRC) civilian and Air Reserve Technician (ART) employees are eligible under the following categories:

2.2.1. Outstanding Aviation Resource Management Airman of the Quarter.

2.2.1.1. Nominee must be in the grade of Airman Basic through Senior Airman and possess a primary three-level or higher 1C0X2 AFSC in USAF.

2.2.1.2. The nominee must have been assigned to their present unit for the entire time period.

2.2.1.3. The nominee must be on active duty.

2.2.2. Outstanding Aviation Resource Management NCO of the Quarter.

2.2.2.1. Nominee must be a staff sergeant or technical sergeant and possess a primary three-level or higher 1C0X2 AFSC in USAF.

2.2.2.2. The nominee must have been assigned to their present unit for the entire time period. The nominee must be on active duty.

2.2.3. Outstanding Aviation Resource Management Senior NCO of the Quarter.

2.2.3.1. Nominee must be a Master or Senior Master Sergeant and possess a primary three-level or higher 1C0X2 AFSC in USAF.

2.2.3.2. The nominee must have been assigned to their present unit throughout the quarter. The nominee must be on active duty.

2.2.4. Outstanding Aviation Resource Management Reservist of the Quarter.

2.2.4.1. Nominee must be an AFRC active reservist in the grade of AB-CMSgt and possess a primary three-level or higher 1C0X2 AFSC. The nominee must have been assigned to their present unit throughout the quarter.

2.2.5. Outstanding Aviation Resource Management Civilian of the Quarter.

2.2.5.1. Nominee must be a GS-grade civilian or Air Reserve Technician (ART) and possess a primary three-level or higher 1C0X2 AFSC.

2.2.5.2. The nominee must have been assigned to their present unit throughout the quarter.

### 3. Nomination and Selection Procedures:

3.1. Nomination packages will cover the preceding calendar quarter. Each unit may nominate one Airman, NCO, Senior NCO, Reservist and/or Civilian (e.g., only one in each category).

3.2. Suspense. Send nomination packages to the 60 OSS/OSM, 401 Burgan Blvd, Travis AFB, CA 94535 no later than the 10th day in Jan, Apr, Jul, and Oct. If the 10th day falls on a weekend the package is due on Monday.

3.3. Nomination Folders. Label a 9 by 12-inch folder with the nominee's name, grade, and organization. Nomination folders must contain an original and three copies of the AF Form 1206. Complete the AF Form 1206 with the headings specified in [Attachment 2](#).

3.4. Selection Procedures. The 1C0X2 Awards Program Monitor or Functional Manager will appoint a Senior NCO and two additional individuals to evaluate and score the nomination packages using the score sheet in [Attachment 2](#). At least one of the three individuals will be an AFRES or ART individual.

3.5. Winners will be selected based on the information contained on the AF Form 1206.

3.6. Consideration will be given to the following areas: Leadership, job performance in primary duty, significant self-improvement, base, or community involvement.

3.7. Notification of Selection. 60 OSS 1C0X2 Functional Manager will announce the winners and will forward the information to the appropriate squadron commander.

#### **4. Individual Award Recognition:**

4.1. The award winners will receive a "Certificate of Achievement" signed by the 60 OG/CC, the 349 AMW/CC or the 615 AMOG/CC as appropriate. This certificate will be presented formally at a time and place appropriate to the unit. Commander congratulatory letters, compensatory time off and presentation of a unit coin are also highly encouraged.

#### **5. Board Procedures:**

5.1. Board members will evaluate and score packages using the score sheet in Attachment 3.

5.2. The board president will be the senior ranking member of the board and will review packages for fairness and submit the results to the 1C0X2 Awards Program Monitor or 1C0X2 Functional Manager. Once each board member has scored all nominees, the board president will collect the sheets and tally total scores for each nominee. Discussion may only occur if packages have a large score variance on one nominee among different board members indicating a possible misunderstanding of package content. In these rare cases the board may discuss and re-score at the discretion of the board president. The board president will also submit a score sheet for each nominee.

5.3. In the event a total score tally is tied for two or more nominees in one category, the board president will initiate a discussion and seek a unanimous decision. If the two other board members cannot mutually agree, the board president will make the deciding vote.

JEFFREY N. LEKNES, Lt Col, USAF  
Director of Wing Staff

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, Awards and Decorations Program

AFMAN 37-139, Records Disposition Schedule

