

28 January 1998



Personnel

## WING ANNUAL AND QUARTERLY RECOGNITION PROGRAMS

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### COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.

**NOTICE:** This publication is available electronically. Contact the Master Reference Library, 81 CS/SCSP, for assistance.

This instruction implements AFPD 36-28, *Awards and Decorations Programs*, and establishes procedures, policy, and responsibilities for Wing recognition programs and applies to all squadrons, to include associate units, on Keesler Air Force Base.

#### SUMMARY OF REVISIONS

This instruction has been rewritten to change procedures in Wing Annual and Quarterly recognition programs.

**1. Quarterly and Annual Recognition Programs.** This instruction governs quarterly and annual submissions for Airman, Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), Outstanding Airman Honor Guard Performer, Outstanding Noncommissioned Officer Honor Guard Performer, General Schedule (GS), Federal Wage System (FWS), Nonappropriated Fund (NAF), and Army and Air Force Exchange Service personnel. The objective of competition is to enhance the morale and esprit de corps of assigned personnel and to recognize those whose accomplishments have been exceptional.

#### 2. Eligibility.

**2.1. Enlisted and Officer.** Nominees must have been permanently assigned to Keesler AFB or one of its subordinate units in a non-student capacity for a minimum of 6 months for annual awards and 6 weeks for quarterly awards prior to nomination. Nominees must appear personally or, if available, through electronic means before the board on the scheduled board date. Individuals are considered for the category based on their grade as of the last day of the quarter/year. The annual program is combined with the 12 Outstanding Airmen of the Year (12 OAY). The annual enlisted winners (AETC only) will represent Keesler AFB as the 12 OAY nominees in the 2 AF competition. Tenant units will submit their nominees for the 12 OAY directly to their parent major command. In instances where a member of a tenant unit is selected as Wing's annual winner, the first Wing runner-up will compete in the 2 AF competition.

**2.2. Civilian.** All GS/GM, FWS employees and supervisors serviced by the Civilian Personnel Flight. Competition for civilians is conducted according to the following pre-determined categories:

2.2.1. Nonsupervisory Employees. WG/WL (grades 1-8); WG/WL (grades 9 and up); GS (grades 1-8); and GS (grades 9-14).

2.2.2. Supervisors. WS (all grades); and GS/GM (all grades).

2.2.3. Supervisors and employees cannot compete together in same categories.

2.2.4. Nonappropriated Fund (NAF) Employees. NAF nonsupervisory employees serviced by the Human Resource Office (HRO) are also eligible. All NAF employees compete in the same category. NAF supervisors do not compete.

2.2.5. All civilian nominees must be currently employed at Keesler and serving on a permanent or term employment for at least six months immediately prior to nomination.

**2.3. AAFES.** All hourly pay plan (HPP) employees are eligible. Nominees must have been assigned to Keesler AFB for the majority of the nomination period.

**2.4. Honor Guard.** Any enlisted member of the Keesler Air Force Base Honor Guard that has honorably served in funeral or military ceremonies for the award period.

**3. Civilian and Military Nomination Packages.** Enlisted and officer quarterly nomination packages or negative replies are suspended to 81 MSS/DPMPE on the fifth duty day of the month following the end of the first three quarters. The fourth quarter packages are due on 8 January or the first duty day thereafter. The annual packages are due on 30 January or the first duty day thereafter. Civilian packages are due to the CPF, 81 MSS/DPCE, on the same dates. All nominations must exhibit proper spelling, grammar, punctuation, and format, etc., and are submitted on AF Form 1206, or they will be returned for correction, time permitting. Written negative replies are required. Nominations not received by the due date will not be considered by the board.

**3.1. Annual Enlisted Package Contents:**

3.1.1. Biography (Attachment 1) limited to one, single-spaced typewritten page.

3.1.2. General Information Sheet (Attachment 2) formatted as shown.

3.1.3. A write-up limited to two, single-spaced typewritten pages, using the AF Form 1206 (Attachment 3) for both pages. Nominations must include the following areas citing examples that occurred during the current calendar year only: Performance in Primary Duty (10 points); Leadership Qualities (social, cultural, and religious activities) (5 points); Significant Self-Improvement (5 points); Other Accomplishments (2 1/2 points); Articulate and Positive Representative of the Air Force (2 1/2 points). Narrative is worth a total of twenty five (25) points.

3.1.4. Indorsement by group commander or equivalent via cover letter.

3.1.5. DPMPE will announce additional requirements, i.e., photos, retention statements, etc., after identification of annual winners.

**3.2. Quarterly Enlisted Package Contents:**

3.2.1. A write-up limited to one, single-spaced typewritten page, using the AF Form 1206 (Attachment 3). Nominations must include the following areas citing examples that occurred during the quarter being nominated only: Leadership and Job Performance in Primary Duty (10 points); Leadership Qualities (social, cultural, and religious activities) (5 points); Significant Self-Improvement (5 points); Other Accomplishments (2 1/2 points); Articulate and Positive Representative of the Air Force (2 1/2 points). Narrative is worth a total of twenty five (25) points.

**3.3. Annual/Quarterly Company Grade Officer Package Contents:**

3.3.1. A write-up limited to one (quarterly) two (annual), single-spaced typewritten page(s), using the AF Form 1206 (Attachment 4). Nominations must include the following areas citing examples that occurred during the nomination period only: Leadership and Job Performance in Primary Duty (15 points); Unit Contributions (5 points), and Community Involvement (5 points). Narrative is worth a total of twenty five (25) points.

**3.4. Civilian Annual/Quarterly Package Contents:**

3.4.1. All civilian nominations are submitted on AF Form 1206 (Attachment 5), eliminating need for narrative cover page. Packages are submitted under signature of the Group or equivalent level commander.

3.4.2. AF Form 1206: After completing the top portion of the form, prepare nomination using bullet format, limited to one typewritten page for quarter and two for annual. Nomination packages failing to meet this criteria could be disqualified.

3.4.3. Nomination packages should be written to cover the following four categories: Special Achievement/Significant Contributions, Overall Job Performance, Self-Improvement Initiatives, and Community Involvement. The CPF Wing Panel evaluates each nomination and assigns a range of points in each of the four categories to determine the winners, as follow:

	<b>Special Achievement/ Significant Contributions</b>	<b>Job Performance</b>	<b>Self Improvement</b>	<b>Community Involvement</b>
<b>POINT RANGE</b>	1 - 10	1 - 10	1 - 8	1 - 5

3.4.4. Competition Restrictions for Appropriated Fund Civilians

3.4.4.1. Quarterly Winners. If an employee has already won quarterly competition at Wing level, the nomination will not be considered in subsequent quarters within the same calendar year.

3.4.4.2. Annual Winners. If an employee wins the annual Wing competition, he/she cannot compete at Wing level again for a two-year period. This restriction is waived if the employee enters a new position (series), grade, and/or career field.

**3.5. Army & Air Force Exchange Service (AAFES).** Nomination packages are due to the awards committee no later than the fifth day of the month following the end of the quarter. Submit nominations using the following format:

3.5.1. Prepared on AAFES Form 1900-19 signed by the appropriate facility manager.

3.5.2. Winners are selected based on exceptional contributions toward efficiency, economy, or customer service.

**3.6. Honor Guard.**

3.6.1. Nominations packages are due to 81 SVS/SVXMG no later than the fifth day of the month following the end of the first three quarters. The fourth quarter packages are due on 8 January or the first duty day thereafter. The annual packages are due on 30 January or the first duty day thereafter. Copies of nomination packages are due to 81 TRW/CCC NLT one day after due date for review purposes only.

3.6.2. Annual/Quarterly Honor Guard Amn/NCO/SNCO Outstanding Performer Packages. A write-up limited to one, single-spaced typewritten page, using the AF Form 1206. Nominations must include the following areas citing examples that occurred during the nomination period only: Job Performance in Primary Duty, Leadership Qualities, Other Accomplishments.

3.6.3. Packages are to be written by the NCOIC of each flight, then forwarded to the NCOIC of the Honor Guard. Contact the First Sergeant of each nominee to determine if member has any pending action that would make member ineligible.

**4. Nomination Procedures:**

**4.1. Enlisted and Officer.** 81 SPTG/CC, 81 TRG/CC, 81 LG/CC, 81 MDG/CC, and 81 MSS/CCF (wing/tenant units) may nominate one candidate in each category for quarterly and annual boards. Wing quarterly winners are not automatically guaranteed a nomination for annual awards at the wing level.

**4.2. Civilian.** Group and associate commanders may submit one nominee to 81 MSS/DPCE in each of the following categories: (1) Employees: WG/WL (grades 1-8); WG/WL (grades 9 up); GS (grades 1-8); and GS (grades 9-14), and (2) Supervisors: WS (all grades); and GS/GM (all grades). The category in which one competes is determined by grade/title classification on which the nomination is based. Civilian employees should only be nominated for the category in which they are currently assigned and officially classified.

4.2.1. Winning past quarterly awards confers no entitlement to further competition, as civilian quarterly award winners are not automatically considered for the annual competition. In order to compete for the annual competition, previous quarterly winners must re-compete in the organization. The packages of past winners should be updated by the submitting organization to include accomplishments for the entire year. New nomination packages are encouraged but nominees must also compete along with others within the organization. After competition is concluded, one winner in each of the above categories is submitted to the CPF (81 MSS/DPCE) through the organization commander for the annual Wing competition.

4.2.2. The Services Committee will consider one nomination from each NAF activity to determine the base-wide winner. The HRO will submit a copy of all nominations to the CPF with the winner identified.

**4.3. AAFES.** Each facility manager may nominate one individual to the awards committee.

**4.4. Honor Guard.** The NCOIC of each flight may nominate no more than three members from their flight for consideration for Outstanding Airman Honor Guard Performer of the Quarter/Year and Outstanding NCO/SNCO Honor Guard Performer of the Quarter/Year.

**5. Board Composition.**

**5.1. Enlisted.** The quarterly and annual boards will consist of the Senior Enlisted Advisor (SEA) serving as board president. (the SEA can be substituted for if unavailable) and the following board members:

5.1.1. SNCO Board - Three CMSgts and SEA

5.1.2. NCO Board - Four SMSgts and SEA

5.1.3. Airman Board - Four MSgts and SEA

**5.2. Officer.** The quarterly and annual CGO boards will consist of three field grade officers and a colonel serving as president.

**5.3. Civilian.** The quarterly and annual civilian boards are comprised of panel members from the Base Incentive Awards Committee administered by the Civilian Personnel Flight. The personnel flight ensures no conflict of interest when selecting panel members, who may also serve on an ad hoc basis, as required.

**5.4. AAFES.** The AAFES Employee of the Quarter/Year is nominated by the AAFES Awards Committee and approved by the Exchange Manager.

**5.5. Honor Guard.** The quarterly and annual honor guard boards are comprised of three senior NCOs and at least the Commander or the NCOIC of the Honor Guard.

## **6. Responsibilities:**

### **6.1. 81 MSS/DPMPE will:**

- 6.1.1. Be the OPR for the enlisted/officer quarterly and annual recognition programs.
- 6.1.2. Obtain board members for the CGO boards.
- 6.1.3. Obtain necessary engraving.
- 6.1.4. Provide names of winners to: 81 TRW/PA, 81 SVS, 81 SPTG/AAFES, and Keesler Federal Credit Union.
- 6.1.5. Provide 81 TRW/CCC with engraved plaques, Services certificates, deposit shares from Keesler Federal Credit Union, and Base Exchange coupons for presentation.
- 6.1.6. Provide a recorder who will prepare board minutes. Recorder will serve as the OPR for coordination and approval of the board minutes.
- 6.1.7. Publicize the program.
- 6.1.8. Notify commanders/first sergeants of date, time, and location nominees are to appear before selection board in service dress uniform.

### **6.2. 81 MSS/DPC will:**

- 6.2.1. Serve as the Office of Collateral Responsibility for civilian matters.
- 6.2.2. Review civilian nomination packages for compliance and provide list of winners to DPMPE.
- 6.2.3. Select a panel from the Base Incentive Awards Committee to review civilian nominations and determine winners.
- 6.2.4. Provide procedural information and assistance regarding presentation ceremonies and publicity.
- 6.2.5. Work with organizations in their preparation of documents for awards recognition of Wing level winners.

### **6.3. 81 TRW/CCC will:**

- 6.3.1. Appoint a committee to arrange, coordinate, and determine date of presentation ceremony for all winners.
- 6.3.2. Appoint board members for the quarterly/annual enlisted boards.
- 6.3.3. Arrange and coordinate the annual awards banquet.

### **6.4. 81 TRW/PA will:**

- 6.4.1. Publish article and photographs of the annual award winners.
- 6.4.2. List quarterly winners.
- 6.4.3. Forward Hometown News Releases on all military winners.

### **6.5. 81 TRW/XP will:**

- 6.5.1. Budget for military and civilian plaques, trophies, etc., by submitting/processing appropriate paperwork for each year.
- 6.5.2. Assist all offices in arranging and planning Wing ceremonies and related events, as necessary.

### **6.6. Organizational Commanders will:**

- 6.6.1. Ensure military nominees meet the requirements of AFI 40-502, *USAF Weight Control Program*.
- 6.6.2. Establish an aggressive, equitable program in their units.
- 6.6.3. Select nominees who will compete at base level.
- 6.6.4. Furnish board members when requested.
- 6.6.5. Provide nominees with the information required in accordance with paragraph 6.1.8.
- 6.6.6. Approve all civilian nominations packages and ensure compliance with this directive before submission to the Civilian Personnel Flight. Ensure program integrity by enforcing accountability and responsibility among supervisors and their competing employees.
- 6.6.7. Ensure all paperwork is immediately forwarded to the CPF to recognize Wing winners. Provide required paperwork when winners at group and/or squadron levels are being recognized.

**6.7. The Board President will:**

6.7.1. Review all questions for appropriateness. Amn/NCO questions will cover the following categories: Current Events, Customs and Courtesies, Air Force History, and General Air Force Knowledge. All questions, with the exception of Current Events, are taken from Air Force Pamphlet 36-2241, Volume 1 (General Air Force Knowledge questions will come from chapters 5, 8, and 10). All SNCO/CGO questions will come from the following categories: Current Events, Standards of Conduct, and Leadership/Management scenarios. Each category will have two (2) questions. Subjective and objective questions will be asked. Each correct answer is worth seven (7) total points; fifteen (15) total points if both questions are answered correctly. For SNCO, Standards of Conduct questions will be taken from Air Force Pamphlet 36-2241, Volume 1. AF Form 3132 is used to evaluate all categories (Attachments 6 and 7). 81 MSS/DPMPE will dispose of the form in accordance with AFMAN 37-139, Table 36-33, Rule 17.

6.7.2. Introduce nominees to the board members and generally put the nominees at ease.

6.7.3. Select winners in the event of a tie.

**6.8. 81 SVS/SVH will:**

6.8.1. Solicit nomination packages from Nonappropriated Fund (NAF) Instrumentality's.

6.8.2. Determine NAF winner(s).

6.8.3. Forward winning packages to 81 MSS/DPCE.

6.8.4. Ensure nominees/winners are informed of award ceremonies.

**7. Military Awards.** The following are awarded to first place military winners.

**7.1.** Raters and endorsers are encouraged to enter appropriate comments in next EPR/OPR/appraisal.

**7.2.** Hometown News Release.

**7.3.** Newspaper articles and photographs for annual winners. Quarterly winners are also listed.

**7.4.** Plaques and/or trophies.

**7.5.** Services certificates for use at Services facilities as authorized per Air Force guidance on the use of Special Services (enlisted and officers only).

**7.6.** Quarterly base winners will receive a \$50 AAFES merchandise gift certificate and a coupon book. Annual winners will receive a \$100 AAFES merchandise gift certificate, a coupon book, and an assortment of AAFES-brand merchandise (enlisted only).

**7.7.** Enlisted and officer quarterly winners receive a \$25 share deposit from the Keesler Federal Credit Union.

**7.8.** Enlisted and officer annual winners receive a \$100 share deposit from the Keesler Federal Credit Union.

**8. Civilian Awards.**

**8.1.** Due to other types of award recognition given and to comply with HQs directives precluding dual recognition for the same act or period of service, Notable Achievement Awards are not authorized under this program. Notable Achievement Awards continue to be authorized when submitted for other periods of achievement or unrelated achievements. Appropriated Fund civilian winners receive trophies and/or plaques as determined by the Wing Awards Committee. Quarterly winners also receive a 1-day Time Off Award. Annual winners receive a 2-day Time Off Award. Monetary awards of \$25 share deposit for quarterly award winners and \$100 for the annual winners normally provided from the Keesler Federal Credit Union.

**8.2.** Nonappropriated Fund and other agencies may make presentations as appropriate.

**8.3.** \$100 cash award for AAFES employees only.

**9. Squadron/Group Civilian Recognition.**

**9.1.** Squadrons and Groups must be careful in their selection of the various forms of recognition accorded to their appropriated fund winners. Subordinate level awards must be less in value than the awards presented by the next higher level,

including the Wing, for the same period and accomplishment. In making this determination, consider that at Wing level the winners also receive trophies and other compensation that is not given at subordinate levels.

**9.2. Appropriated Fund:** Notable Achievement Awards are not authorized under this awards program. If a nominee does not win at Wing level, the groups and squadrons (or equivalent levels) may recognize their winners through Letters of Commendation, Time Off Awards, etc., as determined appropriate. At group level, Time Off Awards cannot exceed 1 day for quarterly winners and 2 days for annual winners. At squadron level, Time Off Awards cannot exceed 1/2 day for quarterly winners and 1 day for annual winners. If the nominee wins at a higher level, subordinate levels are not authorized to give Time Off Awards. Recognition may be made by Letters of Appreciation and/or Commendation.

**10. Form Prescribed.** Keesler AFB Form 14.

JOHN M. SPEIGEL, Brigadier General, USAF  
Commander, 81st Training Wing

Attachments

1. Sample, Biography for 81st Training Wing Annual Awards Program
2. Sample, General Information Sheet for 81st Training Wing Annual Awards Program
3. Sample, AF Form 1206, Nomination for Enlisted Award
4. Sample, AF Form 1206, Nomination for Officer Award
5. Sample, AF Form 1206, Nomination for Civilian Award
6. Sample, AF Form 3132, Enlisted Board Score Sheet
7. Sample, AF Form 3132, Officer Board Score Sheet

**Sample, Biography for 81st Training Wing Annual Awards Program**

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. 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 First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner this past year to feed the homeless. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, 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.**

**Sample, General Information Sheet For 81st Training Wing Annual Awards Program**

NAME OF AWARD: \_\_\_\_\_ OF THE YEAR FOR 19\_\_

FROM: APPROPRIATE GROUP

INCLUSIVE DATES OF ACHIEVEMENT: 1 JANUARY - 31 MARCH 1996

NOMINEE: JOHN Q. DOE

GRADE: AIRMAN FIRST CLASS

CATEGORY OF COMPETITION: (AMN, NCO, OR SNCO)

SSAN: 123-45-6789

PRESENT ORGANIZATION AND STATION: 81st SUPPORT GROUP  
123 WILDCAT WAY, STE 123  
LEXINGTON AFB KY 12345-0000

PROJECTED ASSIGNMENT AND REPORTING DATE: NONE

PERMANENT HOME ADDRESS: 23 GRAND CENTRAL BLVD  
SOMERSET KY 40506

NOMINATED FOR: Outstanding (Airman, Noncommissioned Officer, or Senior Noncommissioned Officer) of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as an administrative journeyman in support of the administrative services provided to the Deputy Chief of Staff for Personnel, 81st Support Group. Member has not had an open unfavorable information file (UIF) during this award period.

**NOTE:** Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other items.







**Sample, AF Form 1206, Nomination for Civilian Award**

NOMINATION FOR AWARD		
AWARD Outstanding Civilian Employee of the Quarter	CATEGORY WS-1 Up	AWARD PERIOD 1 Oct 97 - 31 Dec 97
RANK/NAME OF NOMINEE (Last, First, Middle Initial) McCarthy, Betty J. , WS-6907-4		SSN 321-45-9876
DAYS/DUTY TITLE Material Handler Foreman		
MAJ/COM AETC	UNIT/OFFICE SYMBOL/STREET ADDRESS 81 LG/LGS	
BASE/STATE/ZIP CODE Keesler AFB MS 39534	TELEPHONE (DSN & Commercial) 7-2333	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Lt Col Johnson, Donald C.		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced bullet format) <b>SPECIAL ACHIEVEMENT/SIGNIFICANT CONTRIBUTIONS:</b>		
<p><b>JOB PERFORMANCE:</b></p>		
<p><b>SELF-IMPROVEMENT:</b></p>		
<p><b>COMMUNITY INVOLVEMENT:</b></p>		







