

**BY ORDER OF THE COMMANDER  
12TH FLYING TRAINING WING (AETC)**

**12TH FLYING TRAINING WING  
INSTRUCTION 36-2801**



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Certified Current on 29 December 2014  
**Personnel**

**ANNUAL AND QUARTERLY RECOGNITION  
PROGRAMS\**

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This instruction implements AFD 36-28, Awards and Decorations Programs and AFI 36-2805, Special Trophies and Awards. It establishes policies and procedures relating to the 12th Flying Training Wing (12 FTW) Quarterly/Annual Awards Program. This program recognizes outstanding active duty Junior Enlisted Member (JEM), Noncommissioned Officers (NCO), Senior Noncommissioned Officers (SNCO), First Sergeants, Company Grade Officers (CGO), and civilian employees. This instruction also covers 12 FTW local awards for outstanding Field Grade Officer (FGO), Instructor Pilot (IP), Instructor Combat System Officer (ICSO), Flight Commander (Flt/CC), and Enlisted Instructor (EI). It specifies responsibilities and nomination/selection procedures. Read in conjunction with AFI 36-1001, Managing the Civilian Performance Program, AFI 36-1004, Managing the Civilian Recognition Program and AFD 36-10, Civilian Performance and Recognition. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route the AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857, System of Records Notice F900 AF MP A, Awards and Decorations, applies.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed. This publication was rewritten as a result of organizational realignment within Joint Base San Antonio-Randolph.

## Chapter 1

### PROGRAM OVERVIEW

#### 1.1. Objective.

1.1.1. Recognize outstanding personnel assigned to the 12 FTW.

1.1.2. Contribute to overall unit morale by recognizing the wing's outstanding performers.

#### 1.2. Organizations.

1.2.1. Each 12 FTW Group/Directorate/Wing Staff may submit one nominee per award category, as applicable.

#### 1.3. Award Categories.

1.3.1. JEM Quarter/Year: E-1 through E-4.

1.3.2. NCO Quarter/Year: E-5 through E-6.

1.3.3. SNCO Quarter/Year: E-7 through E-8.

1.3.4. First Sergeant of the Year: Possesses the 8F000 AFSC.

1.3.5. CGO Quarter/Year: O-1 through O-3.

1.3.6. Civilian of the Quarter/Year.

1.3.6.1. Civilian Non-Supervisory Categories:

**Table 1.1. Civilian Non-Supervisory Categories.**

Cat I - GS-1 through GS-06	Cat II - GS-7 through GS-10	Cat III - GS-11 and above
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1.3.6.2. Civilian Supervisory Categories:

**Table 1.2. Civilian Supervisor Categories.**

<u>Cat I</u>	<u>Cat II</u>
GS-1 through GS-10	GS-11 and above
WS (1-10)	WS (11 & above)

1.3.6.3. Civilian Wage Grade (WG).

1.3.6.3.1. WG and Work Leader (WL) at all grade levels.

1.3.7. Top Operations Squadron.

1.3.8. 12 FTW Safety Awards.

1.3.9. Cost Conscious Culture (C3).

1.3.10. Local Awards:

1.3.10.1. Enlisted Instructor (EI) Quarter/Year.

1.3.10.2. Field Grade Officer (FGO) Quarter/Year.

1.3.10.3. Flight Commander (Flt/CC) Quarter/Year.

1.3.10.4. Instructor Combat Systems Officer (ICSO) Quarter/Year.

1.3.10.5. Instructor Pilot (IP) Quarter/Year.

1.4. Eligibility Requirements.

1.4.1. Military:

1.4.1.1. Must be active duty assigned to the 12 FTW.

1.4.1.2. Must have not had an active Unfavorable Information File or have received punishment pursuant to the UCMJ, such as an Article 15, during the award period.

1.4.1.3. Must have not failed an Air Force Fitness Test during the award period.

1.4.1.4. Must have been assigned for a period greater than 45 days to compete for Quarterly Awards and a period greater than 6 months to compete for Annual Awards unless otherwise directed by HHQ.

1.4.1.5. Enlisted:

1.4.1.5.1. Must have possessed an Air Force specialty skill level commensurate with grade, or have demonstrated outstanding performance in an approved retraining program during the award period.

1.4.1.5.2. Will be considered in the category of competition for the grade they held for the majority of the award period (>45 days for quarterly awards, >6 months for annual awards) unless otherwise directed by HHQ.

1.4.1.6. Officer:

1.4.1.6.1. For the CGO category, individuals must be in the grade of Second Lieutenant through Captain as of the last day of the award period.

1.4.1.7. First Sergeant:

1.4.1.7.1. Must have held the 8F000 AFSC for a minimum of 6 months during the award period.

1.4.2. Civilian:

1.4.2.1. Must be assigned to the 12 FTW.

1.4.2.2. Must not have had disciplinary action(s) pending or taken during the award period.

1.4.2.3. Must have been assigned for a period greater than 45 days to compete for Quarterly Awards and a period greater than 6 months to compete for Annual Awards unless otherwise directed by HHQ.

1.4.2.4. Quarterly and annual nominees must have received an acceptable performance appraisal.

1.5. Recognition Periods.

1.5.1. 1 January through 31 March (1st Quarter).

1.5.2. 1 April through 30 June (2nd Quarter).

1.5.3. 1 July through 30 September (3rd Quarter).

1.5.4. 1 October through 31 December (4th Quarter).

1.5.5. 1 January through 31 December (Annual).

1.5.6. 1 October through 30 September (Safety Awards)

1.6. Recognition Boards.

1.6.1. Wing recognition boards will be nomination package only.

1.7. Quarterly Awards Recognition/Annual Awards Ceremony.

1.7.1. Quarterly recognition will be announced by the 12 FTW/CC.

1.7.2. Quarterly winners forward a 5x7 Official Photo to 12 FTW/CCCE NLT 10 duty days after

12 FTW/CC announcement.

1.7.3. Annual Awards Ceremonies: A ceremony will be held to announce and recognize wing winners. Ceremonies will be scheduled by wing POCs and 12 FTW/CCCE, in coordination with Groups/Directorate/Wing Staff agencies.

1.7.4. Safety Award recognition will occur during Wing Commander's Call. Group/Directorate Calls may be utilized, if required.

1.8. Awards.

1.8.1. Quarterly/Annual winners will be presented a 12 FTW Quarterly/Annual award.

1.8.2. Safety Well Done Awards winners will receive a coin.

1.8.3. 12 FTW Civilian Recognition for Quarterly and Annual Awards MFR is located on the 12 FTW Awards Program SharePoint site.

## Chapter 2

### RESPONSIBILITIES AND AUTHORITIES

#### 2.1. 12 FTW/CCC.

2.1.1. Manages the 12 FTW recognition program.

#### 2.2. 12 FTW/CCCE.

2.2.1. Administers the 12 FTW Recognition Program.

2.2.2. Serves as focal point for nomination package turn-in for all categories.

2.2.3. Publishes quarterly/annual awards suspense dates for the entire calendar year.

2.2.4. Coordinates board members.

2.2.5. Briefs board presidents on board process.

2.2.6. Budgets for the purchase and engraving of 12 FTW awards.

2.2.7. Compiles and distributes electronic packages for all board members. Ensures packages include all necessary material.

2.2.8. Establishes and maintains a historical file of all boards conducted.

#### 2.3. Unit Commanders.

2.3.1. Unit Commanders will ensure packages are forwarded by the established timelines.

#### 2.4. Group Executive Officers/Directorate Administrators.

2.4.1. Group Executive Officers/Directorate Administrator will submit board member names to 12FTW/CCCE. Name changes must be approved by Group execs/Directorate Administrator. Name changes after the board convenes require CV or CCC approval.

2.4.2. In coordination with First Sergeant/Additional Duty First Sergeant, submits nomination packages on time and in the prescribed format.

#### 2.5. First Sergeant/Additional Duty First Sergeant.

2.5.1. Establish unit recognition program to allow all eligible enlisted, officer and civilian personnel to take part in the 12 FTW Recognition Program.

2.5.2. In coordination with Group Executive Officers/Directorate Administrators, submits nomination packages on time and in the prescribed format.

2.5.3. Conduct quality force reviews on all nominees, i.e., unfavorable information files, control roster, dress and appearance and fitness standards.

## **Chapter 3**

### **QUARTERLY AND ANNUAL AWARDS PROGRAM**

#### **3.1. Quarterly Awards Nomination and Package Criteria.**

3.1.1. All packages will include the following:

3.1.1.1. AF IMT 1206 (limited to 13 lines including headings), see examples on 12 FTW Awards SharePoint site.

3.1.1.2. Fitness Score Sheet (N/A for Civilians).

3.1.1.3. Packages will be uploaded into the 12 FTW SharePoint site NLT 2000 CST on the established suspense date. Submissions failing to meet these requirements will not be considered without CV or CCC approval.

#### **3.2. Annual Awards Nomination and Package Criteria.**

3.2.1. All packages will include the following:

3.2.1.1. AF IMT 1206 (limited to 30 lines including headings unless otherwise directed by HHQ). Local Awards are limited to 13 lines including headings, see examples on 12 FTW Awards SharePoint site.

3.2.1.2. Fitness Score Sheet (N/A for Civilians).

3.2.1.3. 5x7 Official Photo (all nominees).

3.2.1.4. No acronym lists allowed on annual AF Form 1206s.

3.2.1.5. Packages will be uploaded into the 12 FTW SharePoint site NLT 2000 CST of the established suspense date. Submissions failing to meet these requirements will not be considered without CV or CCC approval.

3.2.2. 12 FTW Annual winners feed to higher level annual awards (JBSA, AFA and AETC OAY/FSOY). 12 FTW/CCCE will identify requirements/timelines for higher level awards.

#### **3.3. Board Composition.**

3.3.1. The 12 FTW/DS and 12 FTW/CCC will determine board composition.

3.3.2. Board member name requests will be forwarded NLT 3 duty days prior to package suspense.

3.3.2.1. JEM board members will be NCO or GS-6/7. NCO board members will be SNCO or

GS-9 and above. SNCO board members will be SNCO, CGO or GS-11 and above. CGO board members will be O-4 and above or GS-11 and above. FGO board members will be O-4 and above or GS-12 Sup and above. Local award board members will be O-4/O-5 (SNCO, CGO or GS-11/12 for Enlisted Instructor).

3.3.3. Board convenes NLT 3 duty days after package suspense.

3.3.4. Board composition will consist of equal representation from each Group/Directorate/Wing Staff (exceptions require CV/CCC approval). The 12 FTW/CCC or designated representative will serve as president of enlisted boards; 12 FTW/CV, 12 FTW/DS, or designated representative will serve as president on officer and civilian boards.

3.3.5. Winners will be selected based on the information listed on the AF IMT 1206.

3.3.6. Board Presidents approve winners and break ties, if necessary.

### **3.4. Top Operations Squadron.**

3.4.1. Each Group will submit one squadron per category for Top Operations to 12 FTW/CCCE.

3.4.2. The 12 FTW/CV will board packages and select Wing winners.

3.4.3. Winners in each category will compete for the overall 12 FTW Top Operations Squadron.

3.4.4. The overall 12 FTW Top Operations squadron will possess a rotating trophy for that year.

3.4.5. 12 FTW winners in each category will be forwarded to compete at AETC.

### **3.5. Safety Awards.**

3.5.1. The 12 FTW/CV will board all Wing Safety awards.

3.5.2. Safety Awards follow guidance IAW AFI 36-2833, AETC Supplement.

### **3.6. Cost Conscious Culture (C3) Award.**

3.6.1. The 12 FTW Director, Innovation & C3 will board the Cost Conscious Culture (C3) Award.

3.6.2. Refer to the "Guidelines for the AETC C3 Awards" file located on the 12 FTW Recognition Program SharePoint site for submission requirements.

**3.7. 12 FTW Additional and Functional Awards.**

3.7.1. 12 FTW/CV/DS/CCC will board higher level Additional Awards/Functional Awards submissions where only one Wing nominee is allowed as applicable (exp. SARM NCO of the Year, Officer Instructor).

GERALD V. GOODFELLOW, Colonel, USAF  
Commander

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

AFPD 36-10, *Civilian Performance and Recognition*, 31 Oct 00  
AFPD 36-28, *Air Force Awards and Decorations Program*, 30 Jul 12  
AFI 36-1001, *Managing the Civilian Performance Program*, 1 Jul 99  
AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 Dec 09  
AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 11  
AFI 36-2805, *Special Trophies and Award*, 29 Jun 01  
AFI 36-2833, *Safety Awards*, 31 Oct 12  
AFI 65-601V1, *Budget Guidance and Procedures*, 16 Aug 12  
AFPAM 36-2241, *Professional Development Guide*, 1 Oct 11

***Adopted Forms***

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**JEM**—Junior Enlisted Member  
**C3**—Cost Conscious Culture  
**CGO**—Company Grade Officer  
**EI**—Enlisted Instructor  
**FGO**—Field Grade Officer  
**Flt/CC**—Flight Commander  
**ICSO**—Instructor Combat Systems Officer  
**IP**—Instructor Pilot  
**NCO**—Noncommissioned Officer  
**SNCO**—Senior Noncommissioned Officer  
**WG**—Wage Grade  
**WL**—Work Leader