

**BY ORDER OF THE COMMANDER  
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION  
36-2801**



**8 AUGUST 2012**

**Personnel**

**WING QUARTERLY/ANNUAL AWARDS  
PROGRAM**

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OPR: 439 AW/CCE

Certified by: 439 AW/CV  
(Col John P. Healy)

Pages: 10

Supersedes: 439AWI36-2801,  
23 March 2010

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. The many successes at Westover Air Reserve Base, Massachusetts, are dependent upon the ability and dedication of assigned personnel. The Wing Quarterly Awards Program on Westover recognizes the distinctive duty performance and accomplishments that contribute to the overall success of the Air Force Reserve. This instruction establishes procedures for the local awards program and applies to all personnel assigned to the 439th Airlift Wing (439 AW) at Westover. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 AF Form 847 to 439 AW/CCE, 100 Lloyd, Street, Box 63, Westover ARB, MA 01022-1825.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include where nomination packages are to be submitted. It also revises the submission dates for annual awards. It eliminates CMSgts from being submitted in the SNCO category and eliminates the requirement to submit an unofficial photo for quarterly award packages. It adds additional requirements to annual award nominations being submitted for the 12 Outstanding Airmen of the Year (OAY). It identifies criteria for First Sergeant of the Year award

submissions and removes the organizational recognition and appreciation coins as these will be covered under AWI 36-2803, Coin Recognition Program.

**1. General.** The quarterly and annual awards are established for Airman (AB through SrA), Noncommissioned Officer (NCO) (SSgt through TSgt), Senior Noncommissioned Officer (SNCO) (MSgt through SMSgt), Company Grade Officer (CGO) (2Lt through Capt), Civilian (Civ) Non-supervisory and Civilian Supervisor. Annual awards are also established for First Sergeants.

## **2. Responsibilities.**

2.1. The Installation Commander (439 AW/CC) is the office of primary responsibility for the awards program which is delegated to the Command Chief Master Sergeant, 439 AW/CCC. The 439 AW/CCC will certify the results to the 439 AW/CC for final approval.

2.1.1. The Vice Wing Commander (439 AW/CV) will approve nominations for the Wing Staff which includes AW staff, 439 ASTS, and 439 AMDS for each category.

2.1.2. The Wing Executive Officer (439 AW/CCE) provides continuity for the quarterly awards program for actions necessary between unit training assemblies for which the 439 AW/CCC participates. The 439 AW/CCE ensures a selection committee is appointed and timely nominations are submitted and is responsible for notifying the award recipient's chain of command and advertising results. In addition, the 439 AW/CCE will notify the Public Affairs (PA) office for appropriate publicity as well as wing protocol for purchasing of award elements and appropriate award presentation.

2.2. Groups and wing staff may submit one nominee per category using the most current version of the AF IMT 1206, *Nomination for Award* (<http://www.e-publishing.af.mil>), along with the Airman's fitness score sheet to the 439 AW/AWARDS electronic mailbox ([439aw.cc@us.af.mil](mailto:439aw.cc@us.af.mil)). Group Commanders must approve nominations prior to submission and the 439 AW/CV will approve for the AW staff (AW staff, 439 AMDS and 439 ASTS).

2.3. A selection committee determines the winners of each award. The committee consists of a diverse group of two officers, two SNCOs and one civilian employee. The packages will be electronically sent to each member along with a score sheet. Each member will return the electronic score sheet to the 439 AW/AWARDS electronic mailbox ([439aw.cc@us.af.mil](mailto:439aw.cc@us.af.mil)) by COB the Tuesday following selection board date. The 439 AW/CCC serves as advisor to the committee and will certify results to the 439 AW/CC. In the event of a tie, the 439 AW/CV will be the vote to break the tie.

## **3. Eligibility.**

3.1. Nomination packages may not be submitted if the member is under investigation, pending disciplinary action or charges by military or civil authorities, applied or accepted for any program leading to a commission, either during the award period or the one year period following, pending other administrative action which may lead to elimination from the Air Force Reserve. Nominees must have a current and passing fitness score. Eligible Airmen for categories of awards are:

3.1.1. Airman: AB (E-1) through SrA (E-4)

3.1.2. NCO: SSgt (E-5) through TSgt (E-6)

- 3.1.3. SNCO: MSgt (E-7) through SMSgt (E-8)
- 3.1.4. Company Grade Officer: 2Lt (O-1) through Capt (O-3)
- 3.1.5. Civilian Non-supervisory
- 3.1.6. Civilian Supervisor
- 3.1.7. First Sergeant (annual)

#### 4. Nominations.

4.1. Nomination Procedures are as follows:

##### 4.1.1. Quarterly:

**Table 4.1. Nomination Package Schedule:**

<u>Award Period</u>	<u>Nomination Package Due</u>	<u>Selection Board</u>
1 OCT–31 DEC (1ST FY QTR)	JAN – 1st Tue after “B” UTA	FEB “A” UTA
1 JAN–31 MAR (2ND FY QTR)	APR – 1st Tue after “B” UTA	MAY “A” UTA
1 APR–30 JUN (3RD FY QTR)	JUL – 1st Tue after “B” UTA	AUG “A” UTA
1 JUL–30 SEP (4TH FY QTR)	OCT – 1st Tue after “B” UTA	NOV “A” UTA

4.1.1.1. The 439 AW sponsors a quarterly awards program. Each group and wing staff (AW staff, 439 ASTS, and 439 AMDS) may submit one nomination per category. Nominations are submitted on the AF IMT 1206, using the three evaluation factors specified. The text must be limited to a maximum of 15 single spaced lines, in bullet format (what, how, impact), total for the three evaluation factors, including the sub-headings for each evaluation factor. Accomplishments within the three evaluation factors must fall within the award period or be concluded during the period of the award. Evaluation factors and weightings are as follows:

4.1.1.1.1. Leadership and Job Performance (50% - seven lines including heading): Describe significant leadership or exceptional assertive followership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force (NAF)-Level Inspections and/or Evaluations.

4.1.1.1.2. Significant Self-Improvement (25% - four lines including heading): Show how the member developed or improved skills related to primary duties; e.g. Formal Training, Career Development Course enrollment or completion, On-the-Job Training, Certifications, Off-Duty Education related to primary duties, and so forth. Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member’s value as a military member or citizen.

4.1.1.1.3. Base or Community Involvement (25% - four lines including heading): Define the scope and impact of the member's positive leadership or exceptional assertive followership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; Top 3, Rising Six, member of Air Force Sergeants Association or Air Force Association, Sunday School Teacher, and so forth.

4.1.1.2. Please reference example AF IMT 1206, Attachment 2. The AF IMT 1206, a digital photo of the nominee in the work center and fitness score sheet will be submitted electronically from the Group Commander or Commander's representative to the 439 AW/AWARDS electronic mailbox ([439aw.cc@us.af.mil](mailto:439aw.cc@us.af.mil)).

4.1.1.2.1. Selection of quarterly award packages is based on the quality (not quantity). For quarterly awards, a non-selected individual may be re-nominated for future quarterly consideration.

4.1.2. **Annual:**

4.1.2.1. The 439 AW sponsors an annual awards program. Nominations are due as follows:

**Table 4.2. Nomination Package Schedule:**

<u>Award Period</u>	<u>Nomination Package Due</u>	<u>Selection Board</u>
1 JAN – 31 DEC (Annual)	NOV – 1st Tue after "B" UTA	DEC UTA

4.1.2.2. Groups and wing staff may submit one nomination per category for the annual award. Nominees need not be a quarterly winner. Commander's representative must contact Military Personnel Section (MPS) for nominees selected in this category to ensure compliance with higher headquarters guidance. Nominations are submitted electronically to the 439 AW/AWARDS organizational mailbox ([439aw.cc@us.af.mil](mailto:439aw.cc@us.af.mil)) by the Group Commander or Commander's representative.

4.1.2.3. Submissions in the CGO, civilian non-supervisory and civilian supervisor category are limited to 30 single-spaced lines in bullet format using the AF IMT 1206. Nominations will include the same evaluation factors as the quarterly award and cite examples that occurred only during the award period (1 Jan thru 31 Dec). Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers.

4.1.2.4. Submissions in the Airman, NCO and SNCO category have additional requirements. Those selected in the Airman, NCO and SNCO category will be the 439 AW nominees in further competition for the 12 OAY at NAF. Format and categories for 12 OAY found in AFI 36-2805, *Special Trophies and Awards*, must be adhered to for submission. Annual Award nomination packages for the Airman, NCO and SNCO must include the following:

4.1.2.4.1. Nomination letter signed by the unit commander. Limit to one single-spaced typewritten page.

4.1.2.4.2. Nominations are limited to 30 single-spaced lines in bullet format, using the AF IMT 1206. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations will include the same evaluation factors as the quarterly award and cite examples that occurred only during the award period (1 Jan thru 31 Dec).

4.1.2.4.3. A biography, limited to one, single-spaced typewritten page (refer to AFI 36-2805, Attachment 2). Listing of awards and decorations is optional on this document.

4.1.2.4.4. Latest fitness score sheet.

4.1.2.4.5. Record Review RIP.

4.1.2.4.5.1. Ensure member has a current decoration on file.

4.1.2.4.6. An official photo as described in AFI 36-2805.

4.1.2.4.7. Color “screen shot” of nominees “ribbon rack” from the awards and decorations page in Virtual MPF.

4.1.2.4.8. Data verification brief from Virtual MPF (Individual is the only one who can obtain).

4.1.2.4.9. Ensure member has two years retainability from current fiscal year.

4.1.2.5. Annual awards are also established for first sergeants in line with NAF/AFRC requirements. First Sergeant, IAW AFI 36-2805 paragraph 3.3., nominees must serve in the position of first sergeant and must have held the 8F000 AFSC, First Sergeant, for at least 6 months of the award period in the rank of MSgt through SMSgt to be eligible. Winners of this award will go on to compete for the USAF First Sergeant of the Year Award. Commander’s representative must contact Military Personnel Section (MPS) for nominees selected in this category to ensure compliance with higher headquarters guidance.

## **5. Award Presentation.**

5.1. Quarterly awards will be presented to the winners of the Airman, NCO, SNCO, CGO, Civilian Non-supervisory and Civilian Supervisor of the Quarter in the manner commensurate with the honor bestowed. Winners receive a framed certificate, wing commander’s coin, and have their name displayed on the hall of fame in the wing headquarters building. The 439 AW/CCE will ensure that all presentations are coordinated through wing protocol.

5.2. Annual awards are presented in the manner commensurate with the honor bestowed. Winners receive an engraved plaque and other honors as authorized by 439 AW/CC.

STEVEN D. VAUTRAIN, Colonel, USAFR  
Commander

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

AFPD 36-28; *Awards and Decorations Program*, 1 Aug 1997

AFMAN33-363; *Management of Record*, 1 Mar 2008

AFI36-2805; *Special Trophies and Awards*, 29 June 2001

***Forms Adopted***

AF IMT 1206, *Nomination for Award*, 1 Jul 2000

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

***Abbreviations and Acronyms***

**12 OAY**—Twelve Outstanding Airmen of the Year

**CIV**—Civilian

**CGO**—Company Grade Office

**MAJCOM**—Major Command

**NAF**—Numbered Air Force

**NCO**—Noncommissioned Officer

**RIP**—Report of Individual Personnel

**SNCO**—Senior Noncommissioned Officer

**Attachment 2**

**EXAMPLE AF 1206 QUARTERLY AWARD**

**Figure A2.1. EXAMPLE AF 1206 Quarterly Award.**

NOMINATION FOR AWARD		
AWARD 439 AW 1st/2nd/3rd/4th Quarter Award	CATEGORY (If Applicable) Amn/NCO/SNCO/CGO/Civ/Ci	AWARD PERIOD Dy Mon Yr - Dy Mo Yr
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First M. Last	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU Air Force Reserve Command
DAFSC/DUTY TITLE XXXXX/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 589-XXXX; Comm: 413-557-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 439 XXX/XXXX/Westover ARB MA 01022		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Rank/First M. Last/DSN: 589-XXXX/Comm: 413-557-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b></p> <ul style="list-style-type: none"> <li>- #1 of 12 SNCOs; flawlessly led 28 Airmen in mvmt of 548 tons hazardous cargo on 753 acft--zero msn delays</li> <li>- Agile program leader; instrumental in the reduction of base's cellular bill--saved government \$900 per month</li> <li>- Inventoried &amp; transferred 700+ pieces of ADPE equipment for FY09--tech refreshed 33% of base IT assets</li> <li>- Implemented flt monthly recognition prgm for AB-SSgt; procured trophy/submission guideline--boosted morale</li> <li>- Revitalized section Master Training Plan; streamlined 30 task qualification standards--cut trng timelines &gt;45%</li> <li>- Devised plan to offload outsized cargo; utilized rollerized trailer in absence of 60K loader--saved \$360K+</li> <li>- Recovered stagnate Unit Climate Assessment Prgm; completed 10 surveys in 5 UTAs--essential info for CCs</li> <li>- Conducted superb network admin; 99% syst in-commission rate--NAF Lt Gen Grant comm. info team award!</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>- War-ready; mastered Expeditionary Combat Skills in 20-hr intense trng--prep'd for non-trad'l roles/hostile ops</li> <li>- Aggressively pursuing Bachelor's degree in Bus Mgmt at University of Phoenix--earned 6 credit hrs; 3.9 GPA</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT</b></p> <ul style="list-style-type: none"> <li>- Unit CFC Rep; provided briefing to over 100 personnel--received over SIK donations; ensured 100% contact</li> <li>- AF Ball committee member; recruited/led decoration crew--successful event enjoyed by over 750 participants</li> </ul>		

**Attachment 3**

**EXAMPLE AF 1206 ANNUAL AWARD**

**Figure A3.1. EXAMPLE AF 1206 Annual Award.**

NOMINATION FOR AWARD		
AWARD 439 AW Annual Award	CATEGORY (If Applicable) Amn/NCO/SNCO/CGO/Civ/Ci	AWARD PERIOD Dy Mon Yr - Dy Mo Yr
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First M. Last	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU Air Force Reserve Command
DAFSC/DUTY TITLE XXXXX/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 589-XXXX; Comm: 413-557-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 439 XXX/XXXX/Westover ARB MA 01022		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Rank/First M. Last/DSN: 589-XXXX/Comm: 413-557-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b></p> <ul style="list-style-type: none"> <li>- #1 of 12 SNCOs; flawlessly led 28 Airmen in mvmt of 548 tons hazardous cargo on 753 acft--zero msn delays</li> <li>- Agile program leader; instrumental in the reduction of base's cellular bill--saved government \$900 per month</li> <li>- Inventoried &amp; transferred 700+ pieces of ADPE equipment for FY09--tech refreshed 33% of base IT assets</li> <li>- Implemented flt monthly recognition prgm for AB-SSgt; procured trophy/submission guideline--boosted morale</li> <li>- Revitalized section Master Training Plan; streamlined 30 task qualification standards--out trng timelines &gt;45%</li> <li>- Devised plan to offload outsized cargo; utilized rollerized trailer in absence of 60K loader--saved \$360K</li> <li>- Recovered stagnate Unit Climate Assessment Prgm; completed 10 surveys in 5 UTAs--essential info for CCs</li> <li>- Established superb network admin; 99% syst in-commission rate--NAF Lt Gen Grant comm. info team award!</li> <li>- Conducted review of Sq delegation letters; identified shortfalls--allowed leadership to correct discrepancies</li> <li>- Enhanced ERM; reviewed CSS files, verified disposition, 200+ docs discarded--afforded productive setting</li> <li>- Led training for eight Airmen; tracked/scheduled/managed career field training--enabled 100% CDC pass-rate</li> <li>- Skillfully managed real property assets; drove four new facility initiatives--\$22.3M projects on-time/target</li> <li>- Elevated readiness; meticulously dissected 350 mobility folders--1st scrub since '07; global mobility ensured</li> <li>- Organized 10 intense, hands-on SABC classes--288 mobility Airmen now prepared to assist as combat medics</li> <li>- Tediously managed ancillary training tracking; tracked over 80 personnel--ensured compliance and readiness</li> <li>- Proactive training style influenced unit's 98% sortie generation--Sq named Best Maintenance Reliability unit</li> <li>- Provided job expertise for Wg's local flt trng rqmnts--500 aircrew meals delivered; 50 local trainers certified</li> <li>- Engineered storage &amp; accountability procedures for unit's "real world" chem gear--assets ready when required</li> <li>- Recovery pro; aggressively reclaimed hundreds of unused airline tickets--\$168K reimbursed to O&amp;M funds</li> <li>- Developed CSS AT schedule to accommodate prep for UTAs--consolidated required trng/tasks for 80 Airmen</li> <li>- Initiated focused media stories for 200 Amn transiting from war--influenced 400,000+ in MA, CT, NH, NY</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>- War-ready; mastered Expeditionary Combat Skills in 20-hr intense trng--prep'd for non-trad'l roles/hostile ops</li> <li>- Aggressively pursuing Bachelor's degree in Bus Mgmt at University of Phoenix--earned 6 credit hrs; 3.9 GPA</li> <li>- Focused and determined; completed seven finance CBT modules--enhanced knowledge base, model for Amn</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT</b></p> <ul style="list-style-type: none"> <li>- Unit CFC Rep; provided briefing to over 100 personnel--received over \$1K donations; ensured 100% contact</li> <li>- AF Ball committee member; recruited/led decoration crew--successful event enjoyed by over 750 participants</li> <li>- Unselfishly volunteered assistance to Toys for Tots program--brought smiles to children throughout community</li> </ul>		