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**Personnel**

**RECOGNITION PROGRAM**

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(Col Gregory A. Eckfeld)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Award and Decorations Program*. It establishes quarterly and annual award procedures and guidelines for the 442 Fighter Wing (442 FW). This program is to recognize Airmen who have clearly distinguished themselves in their leadership and job performance, significant self-improvement actions and base and community involvement. This instruction applies to all 442 FW personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's 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) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This interim change revises FWI36-2803 by updating **Table 1**. Quarterly Cut Offs and Quarterly Award winner recognition. A margin bar indicates newly revised material.

**1. Program Responsibilities**

1.1. Recognition Program Responsibilities

1.1.1. The 442 FW Commander (FW/CC) is the overall award authority.

1.1.2. The 442 FW Command Chief (FW/CCC):

- 1.1.2.1. Serves as the OPR for the enlisted awards programs.
- 1.1.2.2. Establishes nomination suspense dates for the quarterly and annual awards program.
- 1.1.2.3. Establishes board dates for each awards board. Solicits personnel for the Airman (AMN)/Non Commissioned Officer (NCO)/Senior Non Commissioned Officer (SNCO)/First Sergeant (CCF) boards and forwards nomination packages for board members review.
- 1.1.2.4. Will act as the board chairperson or may appoint another person in the grade of E-9 within the wing in his/her absence.
- 1.1.2.5. The board chairperson will select a minimum of one member in the grade of E-9 from each of the 442 FW locations to participate as selection board members.
- 1.1.2.6. The board chairperson will hold the board electronically (Virtual Board).
- 1.1.2.7. The virtual board should meet the following Unit Training Assembly (UTA) of the selection month but no later than two weeks after UTA to review nominations.
- 1.1.2.8. In the event of a tie, the board chairperson will determine the winner.
- 1.1.2.9. The 442 FW/CCC will or will assign a designee to:
  - 1.1.2.9.1. Collect nominations for AMN/NCO/SNCO/CCF categories.
  - 1.1.2.9.2. Notify Public Affairs (PA) to take official photographs if available.

1.1.3. The 442 FW Vice Wing Commander (FW/CV):

- 1.1.3.1. Serves as the OPR for the Company Grade Officer awards programs.
- 1.1.3.2. Act as the CGO board chairperson or appoint a person in the grade of 0-5 or above as board chairperson.
- 1.1.3.3. The board chairperson will select a minimum of one member in the grade of 0-5 from each of the 442 FW locations to participate as selection board members.
- 1.1.3.4. The board chairperson will hold the board electronically (Virtual Board)
- 1.1.3.5. The board should meet the following UTA of the selection month, but no later than two weeks after UTA, to review nominations.
- 1.1.3.6. In the event of a tie, the board chairperson will determine the winner.
- 1.1.3.7. All selections will be approved by the 442 FW/CC.

## 2. Quarterly Awards.

### 2.1. General Policy

#### 2.1.1. Who may submit nominees:

- 2.1.1.1. Any 442 FW Group Commander (includes 442 Medical Squadron (MDS)), or Wing Staff Agency (WSA) Chief.
- 2.1.1.2. 495 Fighter Group Det 303 personnel will submit enlisted and office award nominations through active-duty channels and programs.

### 2.1.2. Who may be submitted as an award nominee:

2.1.2.1. Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if a quarterly nominee was a Senior Airman for two months and then promoted to Staff Sergeant, the member will compete in the Airman category.

### 2.1.3. Who may not be submitted as an enlisted nominee:

2.1.3.1. Individuals who have been subject to judicial or non-judicial punishment, unfavorable information file, control roster action, not having a current passing Fit-to-Fight test during the award period, or other administrative actions, etc., during any time of the award period.

### 2.1.4. Who may not be submitted as a CGO nominee:

2.1.4.1. CGO's selected for major before or during the award period.

2.1.4.2. Individuals who have been subject to judicial or non-judicial punishment, unfavorable information file, control roster action, not having a current passing Fit-to-Fight test during the award period, or other administrative actions, etc., during any time of the award period.

## 2.2. Nomination Packages

2.2.1. Nominations will be made on the current version of AF Form 1206, *Nomination for Award*, and will only address events that occurred within the recognition period.

2.2.2. Award justification will consist of 7 lines (size 12 font). Use bullet format with each main bullet double-spaced. Capitalize and bold each category heading. Headings will not be counted toward the 7 line limit. Leadership and Job Performance will consist of 4 lines, Significant Self-Improvement will be two lines and Base or Community Involvement will be one line.

### 2.2.3. Categories will be:

#### 2.2.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

2.2.3.1.1. Describe significant leadership 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 impacted the unit and/or the mission. Include results of Air Force, Major Command (MAJCOM), Numbered Air Force (NAF)-level inspections and/or evaluations. Include awards received; Squadron NCO of the Quarter, Outstanding rating on Fit-to-Fight test, and so forth.

#### 2.2.3.2. SIGNIFICANT SELF IMPROVEMENT:

2.2.3.2.1. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, Community College of the Air Force progress, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include any awards earned during in-residence attendance of professional military

education. Also 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 citizen.

#### 2.2.3.3. BASE OR COMMUNITY INVOLVMENT:

2.2.3.3.1. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, etc.

2.2.4. Group Commanders (includes 442 MDS) and WSA Chiefs will submit one nominee from each category (AMN/NCO/SNCO/CCF/CGO) to the 442 FSS/FSMPM for collection to compete at the wing level. Only electronic versions of the AF Form 1206 will be accepted. They will be sent via e-mail from commanders (or representatives) listed in **2.1.1.1**.

2.2.4.1. When more than one WSA applicant's package is received per category the 442 FW/CV will determine which package will compete for quarterly award consideration.

**Table 1. Quarterly Cut Offs.**

1st Quarter 1600 Saturday Apr UTA
2nd Quarter 1600 Saturday Jul UTA
3rd Quarter 1600 Saturday Oct UTA
4th Quarter Sunday Dec UTA

2.2.5. Submit award nominations to [442FSS.FSMPM@US.AF.MIL](mailto:442FSS.FSMPM@US.AF.MIL)

2.2.6. Quarterly award winners will be announced and recognized at the first commander's call following award selections.

2.2.7. Non-standard acronyms will be placed at the bottom of the AF Form 1206.

### 3. Annual Awards.

#### 3.1. General Policy

##### 3.1.1. Who may submit nominees:

3.1.1.1. Any 442 FW Group Commander (includes 442 MDS), or WSA Chief.

##### 3.1.2. Who may be submitted as a nominee:

3.1.2.1. AMN (E-1 to E-4), NCO (E-5 to E-6), SNCO (E-7 to E-9), First Sergeants, and CGO (0-1 to 0-3).

3.1.2.2. Nominate enlisted individuals in a category by the rank they held for the majority of the period covered. For example, if individual was a Senior Airman for five months then promoted to Staff Sergeant for the last seven months of the year, the member will compete in the NCO category.

3.1.3. Who May Not Be Submitted as a nominee:

3.1.3.1. CGOs selected for major before or during the award period.

3.1.3.2. Individuals who have been subject to judicial or non-judicial punishment, unfavorable information file, control roster action, not passed or not having a current passing Fit-to-Fight during the award period, or other administrative actions, etc., during any time of the award period.

3.2. Nomination Packages

3.2.1. Nominations will be made on the current version of AF Form 1206 and will only address events that occurred within the recognition year. Since nominees are representatives of the Air Force, they must also stand the test of a "whole life/whole career" scrutiny, although the observation period for the award is one year.

3.2.2. Award justification will consist of 27 lines (size 12 font). Use bullet format with each main category. Headings will not be counted toward the 27 line limit. Leadership and Job Performance with consist of 19 lines, Significant Self-Improvement and Base or Community Involvement will each consist of four lines.

3.2.3. Categories will be:

3.2.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.

3.2.3.1.1. Describe significant leadership 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 impacted the unit and/or the mission. Include results of Air Force, MAJCOM, NAF-level inspections and/or evaluations. Include awards received; Squadron NCO of the Quarter, Outstanding rating on Fit-to-Fight test, and so forth.

3.2.3.2. SIGNIFICANT SELF IMPROVEMENT.

3.2.3.2.1. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, Community College of the Air Force progress, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include any awards earned during in-residence attendance of professional military education. Also 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 citizen.

3.2.3.3. BASE OR COMMUNITY INVOLVEMENT.

3.2.3.3.1. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership,

membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, etc.

3.2.4. Group Commanders (includes 442 MDS) and WSA Chiefs will submit one nominee from each category (AMN/NCO/SNCO/CCF/CGO) to the 442 FSS/FSMPM for collection to compete at the wing level. Only electronic versions of the AF Form 1206 will be accepted. They will be sent via e-mail from commanders (or representatives) listed in **3.1.1.1**.

3.2.4.1. DELETED.

3.2.4.2. When more than one WSA applicant's package is received per category the 442 FW/CV will determine which package will compete for annual award consideration.

3.2.4.3. Annual Awards must be submitted by 31 December of the nomination year.

3.2.4.4. Submit award nominations to: [442fss.fsmpm@us.af.mil](mailto:442fss.fsmpm@us.af.mil)

3.2.5. Annual award winners will be announced during the Annual Awards Banquet.

ERIC S. OVERTURF, Brig Gen, USAFR  
Commander

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

AFPD 36-28, *Awards and Decorations Program*, 30 July 2012

AFI 36-2803, *The Air Force Awards and Decoration Program*, 15 June 2001

AFMAN 33-363, *Management of Records*, 1 March 2008

***Adopted Forms***

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

AF Form 1206, *Nomination for Award*, 26 September 2012

***Abbreviations and Acronyms***

**442 FW**—442d Fighter Wing

**442 FW/CC**—442d Fighter Wing Commander

**442 FW/CCC**—442d Fighter Wing Command Chief

**442 FW/CV**—442d Fighter Wing Vice Wing Commander

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AMN**—Airman

**CCF**—First Sergeant

**CGO**—Company Grade Officer

**FWI**—Fighter Wing Instruction

**IG**—Inspector General

**MAJCOM**—Major Command

**MDS**—Medical Squadron

**NAF**—Numbered Air Force

**NCO**—Non Commissioned Officer

**OPR**—Office of Primary Responsibility

**PA**—Public Affairs

**RDS**—Records Disposition Schedule

**SNCO**—Senior Non Commissioned Officer

**UTA**—Unit Training Assembly

**WSA**—Wing Staff Agency