

**15 JULY 2004**



**Personnel**

**JUNIOR OFFICER OF THE YEAR**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 445 AW/CCE (Major E. Kelly)

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(Brig Gen Robert E. Duignan)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes procedures and assigns responsibilities for selection of the Junior Officer of the Year for the 445th Airlift Wing. This program provides individual recognition on a calendar year basis for exceptional performance and/or achievements by lieutenants and captains assigned to the 445th Airlift Wing.

**1. Responsibilities.** The wing commander appoints three (3) members for each selection board. The board will consist of one Colonel, one Lieutenant Colonel, and one Major. The selection board interviews nominees and selects the Junior Officer of the Year based on the interview results and nomination packages.

1.1. The wing executive officer provides administrative support for this program.

1.2. The Public Affairs Office (PA) publishes the name(s) of the selectee(s) in the Buckeye Flyer and provides a Home Town News Releases to the selectee(s)' local newspapers.

1.3. Unit Commanders may submit only one nomination per unit.

**2. Eligibility.** Unit members in the pay grade of O-1 through O-3 are eligible for the Junior Officer of the Year Award. Promotion after nomination will not affect eligibility.

**3. Frequency of Award and Period Covered.** Annually, 1 January to 31 December.

**4. Nominations.** The nomination package must be submitted by the unit commander and indorsed by the appropriate group commander. Nomination packages submitted by the Medical Squadron and ASTS will be indorsed by the wing commander. Packages submitted by the group or wing commanders do not need

an endorsement. Nominations are due no later than COB on Sunday of the second UTA in January. Nominations received after the deadline will not be considered.

4.1. Nomination packages should include a cover letter and a one-page fact sheet.

4.1.1. The cover letter should include the following information: name, rank, unit of assignment, home address and phone number, and daytime phone number. Endorsement by the appropriate group commander (as applicable). (**Attachment 1**)

4.1.2. The fact sheet should be in the form of bullet statements, and include the following information: name, rank, date of rank, duty title, DAFSC/PAFSC, facts and specific achievements, leadership and management skills, significant self improvement, education, awards, and other comments. (**Attachment 2**)

4.1.2.1. The nominee will sign and date the bottom of the fact sheet. This signature will serve as notification to the nominee that they have been recommended, and provide an opportunity for them to verify the data.

**5. Selection Board.** The selection board, consisting of three field grade officers, will convene on Sunday of the Scarlet UTA in February. The Colonel will serve as the President of the board, and will ensure the integrity of this instruction is upheld.

5.1. Board members may wear the uniform of the day of their respective unit, however, service dress is strongly recommended.

5.2. Nominees must appear before the board at their scheduled time in order to retain eligibility for the award. Uniform of the day of their respective unit is acceptable attire.

**6. Selection Criteria.** Consideration is based on total performance for the preceding calendar year, using the following criteria:

6.1. Specific accomplishments in their functional area

6.2. Procedures or ideas that resulted in benefits to reservists, the wing, or AFRC

6.3. Attendance record, personal performance, and attitude.

6.4. Educational achievements (mission oriented) and other self-improvement efforts.

6.5. Leadership, professionalism, cultural, and social activities that reflect favorably on the unit, wing, or AFRC.

**7. Announcement.** Nominees will receive written notice of the board's selection for Junior Officer of the Year. Public announcement will be made at an appropriate function, i.e. Wing Commander's Call or Annual Dining Out.

ROBERT E. DUIGNAN, Brig Gen, USAFR  
Commander

**Attachment 1**

**NOMINATION COVER LETTER**

MEMORANDUM FOR (Your Group Commander) Date

FROM: (Your Unit)

(Address)

SUBJECT: Nomination for the 445th Airlift Wing's Junior Officer of the Year

The attached nomination on (Nominee Name and Rank) is submitted for the 445th Airlift Wing Junior Officer of the Year.

Name:

Rank:

Unit of Assignment:

Home address:

Home phone:

Daytime phone number.

NAME, Rank, USAFR

Commander

**Attachment 2**

**NOMINEE FACT SHEET**

Name / Rank:

Date of Rank / Duty Title / DAFSC and PAFSC:

Facts and Specific Achievements: (within the consideration year)

Leadership and Management Skills: (within the consideration year)

Significant Self Improvement: (within the consideration year)

Education: (can include dates/degrees outside the consideration year)

Awards: (can include dates/degrees outside the consideration year)

Other Comments:

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Nominee's Signature / Date