

**BY ORDER OF THE COMMANDER
446TH AIRLIFT WING**

**446TH AIRLIFT WING INSTRUCTION
36-2802**



24 AUGUST 2012

Certified Current on 9 September 2016
Personnel

**OFFICER OF THE QUARTER/YEAR
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 446 AW/CCE

Certified by: 446 AW/CC
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Supersedes: 446AWI36-2802, 29 May 2003

Pages: 5

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. This instruction extends the guidance of Air Force Instruction (AFI) 36-2803, *Air Force Awards and Decorations Program*. It provides guidance for recognizing the outstanding officer of the quarter and of the year. It applies to all officers assigned to the 446th Airlift Wing (446 AW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, *Recommendation for Change of Publication*. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This simplifies the nomination process by limiting nominations to one page using the AF Form 1206, Nomination for Award, (para 2.2); allows commanders to consider elements when writing package (para 2.4.); changes when the panel will convene from the B Unit Training Assembly (UTA) to the Primary UTA (para 4.2); and the nomination process (para 2).

1. Objective. Officers are the commissioned leaders of the United States Air Force Reserve. Many are outstanding in their military and technical performance, as well as in their civilian profession. The objective of this program is to recognize and honor these outstanding officers below the grade of colonel who are not commanders. A secondary purpose is to build morale within the wing, provide career motivation, and improve retention. This instruction identifies the

procedures necessary to recognize outstanding officers. The enthusiasm of each commander and supervisor will determine the success of this program.

2. Nomination Process. Prepare nomination packages as described below:

2.1. Each Group Commander (AMDS, ASTS and Headquarters (HQ) Staff are considered a group for this process) may nominate one field grade and one Company Grade Officer each quarter (January-March, April-June, July-September, and October-December).

2.2. The commander will state in his own words why the nominee should be selected. The nomination will be typed using AF Form 1206. Officer Performance Reports (OPR) rules and style of writing apply. The Air Force Form 1206 will be limited to a maximum of nine lines in the category of leadership/job performance and six lines for other accomplishments/significant improvement. In addition, a copy of their current fitness assessment must be attached.

2.3. The commander may consider achievements and/or significant events of the current quarter and the previous quarter when nominating an officer.

2.4. The commander's justification should consider, but is not limited to the following elements:

2.4.1. Leadership/ Job Performance in Primary Duty.

2.4.2. Other Accomplishments/Significant Improvements

2.5. Eligibility Requirements:

2.5.1. No unexcused absences during the preceding 12 months.

2.5.2. Current for all mandatory training requirements (i.e., no overdue requirements).

2.5.3. Not on any active disciplinary control rosters or currently on an active Unfavorable Information File (UIF).

2.5.4. Fitness Assessment must be current with a passing score at the date of the selection board.

3. Submission. The nomination documents must be emailed to the 446th Airlift Wing Executive Officer (446 AW/CCE) no later than the Friday prior to the primary UTA following the quarter for which the nominee is being considered (i.e., April, July, October, January).

4. Selection Process:

4.1. The 446th Airlift Wing Vice Commander (446 AW/CV) will convene a panel of officers consisting of the 446th Operations Group Commander (446 OG/CC), 446th Maintenance Group Commander (446 MXG/CC), 446th Mission Support Group Commander (446 MSG/CC), and an additional officer in the wing serving in the grade of Colonel. A Group Commander, if unable to attend, is responsible for selecting a field grade representative (group deputy commander or squadron commander) to attend in their place.

4.2. The panel of officers will convene on Sunday during the primary UTA in the month which follows the quarter under consideration (i.e., April, July, October, January) at 1300 in the Vice Commander's office.

4.3. During the January UTA, in addition to selecting the quarterly award winner from the previous quarter, the board will select the Officer of the Year. The Officer of the Year selectee will be one of the Officer of the Quarter winners. As clarification, the nominations submitted for this last board of the year will include accomplishments for the same period of time as prescribed in paragraph 2.3 above, to ensure all quarterly winners compete equally for the annual award.

4.4. Winning nominations will be retained by the 446th Air Wing Executive Officer for a period of one year. These nominations will be made available to commanders as examples.

5. Recognition and Award for Quarterly Winners:

5.1. The winning officer will be honored and presented a plaque.

5.2. The 446th Air Wing Public Affairs Officer (446 AW/PA) will draft appropriate news releases to recognize each winner.

5.3. Each quarterly winner will be invited to attend and be recognized at the annual awards banquet.

5.4. The Officer of the Year will be announced and recognized at the annual awards banquet.

BRUCE A. BOWERS, JR., Colonel, USAFR
Commander

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

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

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*;

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

ADT—Active Duty Training

AES—Aeromedical Evacuation Squadron

AFPD—Air Force Policy Directive

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTP—Additional Flight Training Period

AMDS—Aerospace Medicine Squadron

ART—Air Reserve Technician

ASTS—Aeromedical Staging Squadron

AW—Airlift Wing

CC—Commander

CCE—Executive Officer

CV—Vice Commander

HQ—Headquarters

MAJCOM—Major Command

MSG—Mission Support Group

MXG—Maintenance Group

OG—Operations Group

OPR—Office of Primary Responsibility

OPR—Officer Performance Reports

PA—Public Affairs

POC—Point of Contact

UIF—Unfavorable Information File

UTA—Unit Training Assembly