BY ORDER OF THE COMMANDER
51ST FIGHTER WING

51ST FIGHTER WING INSTRUCTION
36-2809

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Personnel

CIVILIAN EMPLOYEE QUARTERLY/ ANNUAL RECOGNITION PROGRAM (PA)

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OPR: 51 FSS/FSMC

Certified by: 51 MSG/CC
(Col Luke E. Closson III)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes policies and procedures for nomination, selection, and award of outstanding civilian personnel of the 51st Fighter Wing (51 FW) and Team Osan Recognition Programs. It applies to all US/KN civilian employees assigned/attached or associated with 51 FW and/or Osan Air Base (AB). 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 847s from the field through Major Command (MAJCOM) publications/forms managers. 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/gcss-af61a/afrims/afrims**/.

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SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Revised to reflect conversion NSPS back to GS system for U.S. civilian employees. Deleted requirement for Civilian Personnel Office (CPO) to establish Staff Summary Sheet and certificates for the signature of 51 FW/CC. Added the Associate Unit Category in 51 Fighter Wing quarterly/annual awards.

1. Purpose: Recognizing individual superior performance is very important. These programs are not a substitute for other Air Force awards. Program purposes are as follows:

1.1. Recognize and reward civilian employees for outstanding accomplishments and performance.

1.2. Provide civilian employees with greater incentive for individual achievement.

1.3. Stimulate initiative, improve morale, and enhance esprit de corps.

2. Responsibilities:

2.1. Squadron commanders will establish procedures to select deserving US/KN civilian employees in each category, from those assigned/attached or associated with 51 FW and Osan AB, as nominees for quarterly/annual recognition programs for administrative purposes.

2.2. Wing staff/group/tenant commanders will be responsible for recognizing their respective winners as they deem appropriate. They should ensure that deserving US/KN individuals (no more than one per category) are submitted from their respective group/unit for further competition.

2.3. The office of secondary responsibility for conducting these programs is 51 FSS/FSMC. They will provide the following support:

2.3.1. Administer the recognition program. This includes making changes to the board procedures or composition as deemed appropriate by unique circumstances.

2.3.2. Set suspense dates for package submission. Ensure units are notified of all appropriate suspense dates.

2.3.3. Disseminate award criteria to units.

2.3.4. Schedule and advise board members of date, time, and location of selection board.

2.3.5. Accept nomination packages.

2.3.6. Forward board results to 51 FW/CCCEA for engraving of awards.

3. Selection Board:

3.1. Selection boards will be convened for 51 FW Quarterly and 51 FW Annual Awards.

3.2. 51 FSS/FSMC will notify group commanders to provide a board member on a rotating basis. Group commanders will provide 51 FSS/FSMC with the name, rank, organization/office symbol, and duty phone of each board member.

3.3. 51 FSS/FSMC will serve as staff advisor for the selection process and brief members on board procedures.

3.4. Boards for 51 FW Level will consist of the following:

3.4.1. One field grade officer (chairperson).

3.4.2. One senior NCO.

3.4.3. One US civilian employee, GS-09, or above.

3.4.4. One KN civilian employee, KGS-09 or above: Member is required to possess good command of English both verbally and in writing.

3.4.5. Each group/squadron may establish their own board makeup to select their own sq/group winner.

3.5. Scoring will be accomplished in accordance with the directions contained in the 51 FW Form 3, *Evaluation of Civilian Employee of the Quarter/Year Awards.*

3.6. Scoring Criteria:

3.6.1. Nominees will be evaluated using 51 FW Form 3.

3.6.2. The board members will score all areas. The maximum score available from each member is 100 points for a total of 400 possible points. The individual with the highest total score will be selected. The board chairperson will break ties.

4. Eligibility:

4.1. Award Categories:

4.1.1. Manager/Supervisor/Professional Category: The nominees must be either a GS-8, KGS-8, or NF-IV equivalent and above.

4.1.2. Administration/Technical Category: The nominees must be a GS-7, KGS-7, NF-III and below, and all NAF CC positions.

4.1.3. Trades/Crafts/Laborer Category: The nominees must be a WG, WL, WS, KWB, NA, NL, or NS (blue-collar employee)

4.1.4. Associate Units Category: The nominees are U.S. and KN civilian employees at all grades assigned to the associate units (not including 7 AF).

4.2. Individuals who won at the Wing level in any category the previous quarter are ineligible for submission the next quarter. For example, if an individual won for the 1st quarter of the year, he/she is not eligible for further competition until the third quarter of the year. This does not apply to annual award submissions or Group level winners.

4.3. Award Consideration Periods:

4.3.1. Quarterly:

4.3.1.1. 1st Quarter: January – March

4.3.1.2. 2nd Quarter: April – June

4.3.1.3. 3rd Quarter: July – September

4.3.1.4. 4th Quarter: October – December

4.3.2. Annual award runs on the calendar year, 1 January through 31 December.

5. Nominations:

5.1. 51 FW Quarterly/Annual:

5.1.1. Each squadron commander assigned to the 51 FW may nominate one individual for each category for competition at group level. The 51 FW staff and the 51 CPTS will combine to choose a single nomination in each category for final competition. Associate/Tenant units (not including 7 AF) may nominate one individual for the Associate Unit category for competition.

5.1.2. Each group, the 51 FW staff agencies, and tenants, may nominate one individual in each category and submit to 51 FSS/FSMC by the specified date.

5.1.3. Accomplishments must have occurred during the nomination period in which individual is being nominated.

5.1.4. Quarterly Awards: Nominations will be submitted on the current version of AF Form 1206, *Nomination for Award* (Attachment 2). The AF Form 1206 will be limited to 12 single-spaced lines of accomplishments, not including the headings, or 15 lines when counting the headings as the following:

5.1.4.1. Leadership and Job Performance in Primary Duty (8 line maximum).

5.1.4.2. Significant Self-Improvement (2 line maximum).

5.1.4.3. Base or Community Involvement (2 line maximum).

5.1.5. Annual Awards: Nominations will be submitted on the AF Form 1206. The AF Form 1206 will be limited to 30 lines of accomplishments, to include the headings per para 5.1.4.

5.1.6. 51 FW Quarterly/Annual awards formats are subject to modification based on higher headquarters requirements.

5.2. Team Osan – Quarterly Program: 7 AF is responsible for management of the 7 AF Quarterly Team Osan Awards Program for their 7 AF civilian employees.

5.2.1. Team Osan for 51 FW has been eliminated.

5.3. 7 AF Annual Awards Program

5.3.1. 7 AF will conduct an annual awards program that will include nominations from 7 AF, 8 FW, and 51 FW IAW 7 AFI 36-2802, *Quarterly and Annual Awards Program (PA)*. Nominees will be 7 AF annual award winners/Associate Unit annual award winners, 51 FW annual award winners, and 8 FW annual award winners.

5.3.2. 7 AF will distribute guidance to the above organizations along with any other requirements.

5.3.3. Nominations will be submitted on the AF Form 1206. The AF Form 1206 will be accomplished per guidance provided by HQ USAF and PACAF per the 12 Outstanding Airman of the Year and First Sergeant of the Year programs.

5.3.4. Submission requirements will be in accordance with para 5.1.

6. Recognition: Nominees will be recognized and the winners will be announced at base-wide quarterly award ceremony/luncheon and annual banquet.

6.1. The employees who are selected as Civilian Employees of the Quarter/Year will receive recognition and awards as appropriate during recognition ceremonies.

6.2. The Civilian Employees of the Quarter will receive an 8-hour Time-off Award. The Civilian Employees of the Year will receive a 16-hour Time-off Award.

7. Prescribed and Adopted Forms.

7.1. Prescribed Forms:

51 FW Form 3, *Evaluation of Civilian Employee of the Quarter/Year Awards.*

7.2. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*
AF Form 1206, *Nomination for Award.*

PATRICK C. MALACKOWSKI, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 33-332, *Privacy Act Program*, 29 January 2004

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

7 AFI 36-2802 *Quarterly and Annual Awards Program (PA)*, 17 July 2009

51 FWI 36-2805, *Quarterly and Annual Awards Program*, 19 September 2003

Abbreviations and Acronyms

51 FW—51st Fighter Wing

7 AF—7th Air Force

AB—Air Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

MAJCOM—Major Command

RDS—Records Disposition Schedule

OPR—Office of Primary Responsibility

PA—Privacy Act

Attachment 2

EXAMPLE NOMINATION FOR AWARD FORMATS

Figure A2.1. Example Nomination for Quarterly Award Format.

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
51st Fighter Wing Quarterly Award	Admin/Technical	1 Jan - 31 Mar

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	SSN *(Enter Last 4 Only)*	MAJCOM, FOA, OR DRU
JOHN Q/ PUBLIC	1234	PACAF

DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE *(DSN & Commercial)*
KGS-06/Human Resources Assistant	DSN: 784-XXXX/COMM: 82-661-XXXX

UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE
51 MSS/DPCE, Osan Air Base, APO AP 96278-2097

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*
Col John D. Maxwell, DSN: 784-XXXX/COMM: 82-661-XXXX

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (8 LINES)

- The nominee's leadership and job performance in primary duty, including the development of new techniques must contribute significantly to increase mission effectiveness during the award period

SIGNIFICANT SELF-IMPROVEMENT (2 LINES)

- The nominee should show improvement during the award period

i.e. Education/Training Achievements
Skill-Level Upgrade
Degree Awards

BASE OR COMMUNITY INVOLVEMENT (2 LINES)

- Accomplishments should show improvement during the award period

i.e. Volunteer Work
Letters of Appreciation
Medals Award

NOTE 1: The entire AF Form 1206 is limited to a maximum of 12 bullets, not to include the headings for quarterly nominations.

NOTE 2: 2nd page added to quarterly nomination packages. 2nd page WILL NOT be used by board members. Information on 2nd page will be used by POCs to capture information required for the Quarterly Awards Luncheon.

USE BOTTOM PORTION OF AF FORM 1206 AS GLOSSARY TO EXPLAIN ACRONYMS.

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NOMINATION FOR AWARD *(Continued)*

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*

JOHN Q. PUBLIC

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

NAME: Mr. John Q. Public
HOMETOWN: Knobnoster, MO
DUTY TITLE/JOB: Human Resources Assistant
WHERE I WENT TO SCHOOL: If nominee graduated or is currently enrolled in college courses
WHAT: Pursuing CCAF, B.A., Masters Degree in Mgmt/HR or Received B.A in some subject

3 STRONGEST BULLETS BY SQUADRON OR GROUPS, INFO USED TO PREPARE:
51 FW/CC CLOSING REMARKS:
POC: 51 FW, Public Affairs

- Spearheaded highest recorded output of critically needed widgets--best production AF-wide in 30 plus years
- Managed.....
- Involved.....

NOTE: INFORMATION WILL BE USED BY POCs FOR QUARTERLY AWARDS LUNCHEON PREPARATION

AF IMT 1206, 20000701 V5

Figure A2.2. Example Nomination for Annual Award Format

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
FIGHTER WING ANNUAL AWARD	Admin/Technical	1 Jan - 31 Dec

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	SSN *(Enter Last 4 Only)*	MAJCOM, FOA, OR DRU
KGS-5/John Q. Public	1234	PACAF

DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE *(DSN & Commercial)*
Human Resources Assistant	DSN: 315-784-XXXX Commercial: 011-82-31-XXX-XXXX

UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE
51 MSS/DPCE, OSAN AIR BASE, APO AP 96278-2097

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*
Col John D. Anyone, DSN: 784-XXXX/COMM: 82-661-XXXX

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

(SEE NOTES 3, 4 and 5)

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (17 lines):
- Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities & 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, Numbered Air Force-Level inspections and/or evaluations.
  -- Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year and so forth.

SIGNIFICANT SELF-IMPROVEMENT (5 lines):
- 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 completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance.
  -- Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion, grade point average and so forth.
  -- Cite any other relevant training or activity that has significantly enhanced that member's value as a military citizen.

BASE OR COMMUNITY INVOLVEMENT (5 lines):
- 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/civilian organizations, associations and events.

NOTES:

1. The AF IMT 1206 is to be limited to, no more than 27 lines not counting the heaings for annual awards.
2. Cite only those accomplishments that occurred during that award period.

*There are no specific points assessed to any category, but Leadership and Job Performance in Primary Duty will count 60% of score and the other two categories will each be worth 20 % of score.

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Figure A2.3. Example Format for Mini Bios for Annual Award Format

Sample Format for Mini Bio

Address each item (see sample below).

Grade, name, current position

Place/date of birth

Graduated where/when and entered duty (Month Year)

How long at current base (Month Year).

Previous assignments – limit to bases not jobs

Degree info

Decorations

Martial status/kids (If single: "Mr. Doe is single with no children." or "- two sons, ..." whichever is appropriate.)

Sample Mini Bio:

Mr. Jane E. Doe is the Human Resources Assistant to the Civilian Personnel Flight, 51 MSS/DPCE, Osan AFB, Korea. She was born in Columbus, Ohio, on 5 Mar 1970. She graduated from Columbus High School, Columbus, Ohio in 1988 and assumed this position in the Air Force in June 1989. Ms. Doe has been assigned to Osan AB since June 2006. Previous duty stations include Keesler AFB, MS, Tyndall AFB, FL, and Kadena AB, Japan. She holds two Associate Degrees, in Aerospace Equipment Management and Business Administration Management. Her civilian decorations include the Meritorious Civilian Service Awards and the Exemplary Civilian Service Awards. Ms. Doe is married to SMSgt John Doe. They have two sons: John Jr., 8, and Christopher, 6.

JOHN Q. PUBLIC

KGS-0201-05, Human Resources Assistant

Mr. John Q. Public is assigned to the Civilian Personnel Flight, 51 Mission Support Squadron as a Human Resources Assistant, Osan Air Base, Korea. He is 27 years old. Mr. Public was born in Lexington, Kentucky, on 1 Mar 1980. He attended Central High School, graduating as class salutatorian in May 1997. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Mr. Public was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. Since arriving at Osan AB, he has served in a variety of positions, including store room clerk and his current assignment. Mr. Public is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His civilian awards include the Meritorious Service Medal and the Exemplary Service Award. He attends University of Oklahoma, and is working toward a Bachelor's Degree in Business Administration. Mr. Public is married to Ms. Doe A. Public. They have one son; John Jr, 3.

Figure A2.4. Example Format for 51FW Form 3, Evaluation of Civilian Employee of the Quarter/Year Awards

EVALUATION OF CIVILIAN EMPLOYEE OF THE QUARTER/YEAR AWARDS		
FULL NAME OF EMPLOYEE: JOHN Q. PUBLIC	ORGANIZATION/OFFICE SYMBOL: 51 FSS/FSMC	AWARD CATEGORY: Admin/Technical
EVALUATION CRITERIA		POINTS
1. Leadership and Job Performance in Primary Duty (1-60 points)		
2. Significant Self-Improvement (1-20 points)		
3. Base or Community Involvement (1-20 points)		
SIGNATURE OF EVALUATOR:	DATE:	TOTAL POINTS:

SAMPLE

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