

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 36-2802**

**6 AUGUST 2014**



**Personnel**

**NURSING RECOGNITION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. This instruction prescribes policies and procedures for implementing the Nurse and Aerospace Medical Technician Recognition Program. It explains the purpose, responsibilities, eligibility, selection criteria, board composition, and award procedures. It applies to all military and civilian personnel (not contractors) that are Registered Nurses (RN), Licensed Vocational Nurses (LVN), Licensed Practical Nurses (LPN), Aerospace Medical Service Technicians, Neurodiagnostic Technicians, Flight and Operational Medical Technicians, Independent Duty Medical Technicians, Paramedics and Surgical Service Specialists assigned to the 59th Medical Wing (MDW). This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

## ***SUMMARY OF CHANGES***

The publication has been revised. This rewrite of 59 MDWI 36-2802 includes revised award criteria and content.

### **1. Quarterly Award Nomination Requirements for Military and Civilian Nominees.**

#### 1.1. Award Periods:

- 1.1.1. January through 31 March (1st Quarter).
- 1.1.2. April through 30 June (2nd Quarter).
- 1.1.3. July through 30 September (3rd Quarter).
- 1.1.4. October through 31 December (4th Quarter).

1.2. Nominees should have made outstanding contributions to patient care and to the Air Force mission of the 59 MDW.

1.3. Criteria for Category Placement. Nominees are placed in categories based on the grade held for the majority of the award period.

1.4. Time on Station Requirement. Nominees must be assigned to the 59 MDW for at least 2/3 of the award period.

1.5. Military Member Eligibility Conditions. Military members are not eligible to compete for the awards listed if any of the following conditions existed during the award period:

- 1.5.1. Conviction by court-martial or civilian court.
- 1.5.2. Punishment pursuant to Uniform Code of Military Justice (UCMJ), Article 15.
- 1.5.3. Initiation of an unfavorable information file.
- 1.5.4. Placement on a control roster.
- 1.5.5. Has/had a failed physical training (PT) test.

1.6. Civilian nominees must be within good standing in their unit and not have any disciplinary action being held against them.

1.7. Contractors are not eligible to compete for awards.

### **2. Annual Award Nomination Requirements for Military and Civilian Nominees.**

2.1. Award Period. The award period is 1 January through 31 December of each year.

2.2. Nominees should have made outstanding contributions to patient care and to the Air Force mission of the 59 MDW.

2.3. Criteria for Category Placement. Nominees are placed in categories based on the grade held for the majority of the award period.

2.4. Time on Station Requirement. Nominees must be assigned to the 59 MDW for at least 2/3 of the award period.

2.5. Military Member Eligibility Conditions. Military members are not eligible to compete for the awards listed if any of the following conditions existed during the award period:

- 2.5.1. Conviction by court-martial or civilian court.
- 2.5.2. Punishment pursuant to UCMJ, Article 15.
- 2.5.3. Initiation of an unfavorable information file.
- 2.5.4. Placement on a control roster.
- 2.5.5. Military nominees who have won an annual award at the wing level are not eligible to compete in the same category the following year during their assignment to the 59 MDW.
- 2.5.6. Civilian nominees who have won an annual award at the wing level are not eligible to compete in the same category the following year during their assignment to the 59 MDW.
- 2.5.7. Has/had a failed PT test.
- 2.6. Annual nominations are not limited to prior 59 MDW quarterly award winners.
- 2.7. Deployed members are eligible to compete in all respective categories provided they are available at home station for at least 50% of the award period.
- 2.8. Civilian nominees must be within good standing in their unit and not have any disciplinary action being held against them.
- 2.9. Contractors are not eligible to compete for awards.

**Table 2.1. Quarterly/Annual Award Categories.**

<b>Nurse Recognition Categories</b>	<b>Criteria</b>
Nurse, Field Grade Officer (FGO)	Major, Lt Col (04-05)
Nurse, Company Grade Officer (CGO)	2nd Lt, 1st Lt, and Capt (01-03)
Nurse, Civilian, Registered Nurse	GS-9 or higher
<b>Medical Technician Categories</b>	<b>Criteria</b>
LVN/LPN/Paramedic	GS-4 - GS-9
SNCO - 4N0X1/B/C/F	MSgt – SMSgt (E7-E8)
NCO – 4N0X1/B/C/F	SSgt – TSgt (E5-E6)
AMN – 4N0X1/B/C/F	AB – SrA (E1-E4)
<b>Surgical Technician Categories</b>	<b>Criteria</b>
SNCO – 4N1X1/B/C/D	MSgt – SMSgt (E7-E8)
NCO – 4N1X1/ B/C/D	SSgt – TSgt (E5-E6)
AMN – 4N1X1/ B/C/D	AB – SrA (E1-E4)

**3. Responsibilities.**

- 3.1. The 59 MDW Chief Nurse (SGN) will:
  - 3.1.1. Exercise approval authority over board recommendations for all 59 MDW award recipients.
  - 3.1.2. Validate the board results in conjunction with the 59 MDW 4N Functional Manager (FM).
  - 3.1.3. Announce the winners and provide certificates to the Group SGN or 4N FM.

3.1.4. In the event of a tie in the nursing categories, the final decision will rest with the 59 MDW SGN.

3.2. The 59 MDW 4N FM will:

3.2.1. Act as office of primary responsibility for the 59 MDW Recognition Program.

3.2.2. Validate the board results in conjunction with the 59 MDW SGN.

3.2.3. In the event of a tie in the medical and surgical technician categories, the final decision will rest with the 59 MDW 4N FM.

3.3. The Group SGN, 4N FM, Superintendent and/or Senior 4N will:

3.3.1. Ensure outstanding performance and accomplishments of subordinates are recognized in an appropriate manner within each group with assigned military and civilian nurses, medical and surgical technicians.

3.3.2. Make every effort to submit at least one nominee for each category, as applicable.

3.3.3. Select only one nominee per category if there is more than one Group level nominee in a category.

3.3.4. Provide the Nursing Recognition Program Coordinator with nominee packages for the quarterly/annual boards by the deadline.

3.3.5. Ensure the winners are appropriately announced and recognized within the Group.

3.4. Nursing Recognition Program Coordinator will:

3.4.1. The Nursing Recognition Program Coordinator is the 59 MDW SGN Secretary, who will:

3.4.1.1. Schedule package due dates.

3.4.1.2. In consultation with the 59 MDW SGN and 4N FM, coordinate the boards by obtaining at least three board members to score nurse award packages and at least three board members to score technician award packages.

3.4.1.3. Provide nomination packages and score sheets to board members, allow at least two duty days for scoring and collect nomination packages.

3.4.1.4. Tabulate scoring results to determine winner. Ensure integrity of board results and verify results with the 59 MDW SGN and 4N FM.

3.4.1.5. Coordinate letters of recognition to non-selects, letters of congratulation to winners and certificates of recognition for winners for signature by the 59 MDW SGN and 4N FM. See Attachments 3, 4 and 5

3.4.1.6. Provide formatted email on behalf of the 59 MDW SGN and 4N FM congratulating the winners to be forwarded to the Group SGN, 4N FM and/or senior 4N.

3.4.1.7. Forward a request on behalf of the 59 MDW SGN to 59 MDW/PA to announce winners in the 59 MDW Daily Announcements.

3.4.1.8. Serve as subject matter expert for this program and field questions from personnel.

### 3.5. Board Members will:

3.5.1. Evaluate each nominee in a fair, equitable and impartial manner. Evaluation consists of the board member's review of the nomination package.

3.5.1.1. Evaluation of each package will be based upon accomplishments occurring only during the award period. The following areas should be evaluated: leadership and job performance in nursing practice, education and/or management, significant self improvement and base or community involvement.

3.5.1.2. Quarterly award packages will be scored: leadership and job performance in nursing practice, education and/or management (5 lines) 0-10 points, significant self improvement (2 lines) 0-5 points and base or community involvement (2 lines) 0-5 points.

3.5.1.3. Annual award packages will be scored: leadership and job performance in nursing practice, education and/or management (17 lines) 0-60 points, significant self improvement (5 lines) 0-20 points and base or community involvement (5 lines) 0-20 points.

3.5.2. Rank order candidates with 1 being the top ranking candidate and the largest number being the last ranking candidate.

3.5.3. Submit score sheet to the Nursing Recognition Program Coordinator by the deadline. See Attachment 6.

## 4. Nomination Procedures.

4.1. Submit nominations on AF Form 1206. See Attachment 2.

4.2. Award headings: Leadership and Job Performance, Significant Self-Improvement and Base or Community Involvement.

4.3. Quarterly nominations are limited to 9 lines (excluding headings): Leadership and Job Performance in Nursing Practice, Education and/or Management, 5 lines; Significant Self-Improvement 2 lines; and Base or Community Involvement, 2 lines.

4.4. Annual nominations are limited to 27 lines (excluding headings): Leadership and Job Performance in Nursing Practice, Education and/or Management, 17 lines; Significant Self-Improvement, 5 lines; and Base or Community Involvement, 5 lines.

4.5. Leadership and Job Performance in Nursing Practice, Education and/or Management: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties as they relate to nursing practice, education and training and/or management. 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.

4.6. Significant Self-Improvement: Show how the member developed or improved skills related to primary nursing duties; e.g., formal training, certifications, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education; 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.

4.7. Base or Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Community Involvement may also include religious/faith-based organizations, charitable organizations (such as Habitat for Humanity, food banks, etc.), local school functions, and so forth.

GLENN A. YAP, Colonel, USAF, MSC  
Administrator, 59th Medical Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

59 MDWI 36-2801, *Recognition Program*, 26 July 2013

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**CGO**—Company Grade Officer **FGO**—Field Grade Officer

**FM**—Functional Manager

**GS**—General Schedule

**IAW**—In Accordance With

**LPN**—Licensed Practical Nurse **LVN**—Licensed Vocational Nurse **MDW**—Medical Wing

**NCO**—Noncommissioned Officer

**PT**—Physical Training

**RN**—Registered Nurse

**SNCO**—Senior Noncommissioned Officer

**UCMJ**—Uniform Code of Military Justice

## Attachment 2

## AF FORM 1206 NOMINATION

Figure A2.1. AF Form 1206, Nomination

NOMINATION FOR AWARD		
AWARD 59th Medical Wing Nursing Recognition Program	CATEGORY (If Applicable) CIV RN	AWARD PERIOD Jan-Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MR. JOHN D. DOE		MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE 4NXXX Registered Nurse, Urgent Care Clinic	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 554-XXXX, COMM 292-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 59 MDSP/XXXX 2200 BERGQUIST DRIVE JOINT BASE SAN ANTONIO LACKLAND AFB TEXAS		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) COLONEL JANE C. DOE, DSN 554-XXXX, Comm 292-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Top Section Entries:</p> <p>Award: 59th MEDICAL WING NURSING RECOGNITION PROGRAM            Category: Enter-AMN, NCO, SCNO, CIV LVN, LPN, or PARAMEDIC, FGO, CGO, CIV RN.            Award Period: Jan- Mar XX, Apr – June, Jul – Sep XX, Oct Dec XX, Jan – Dec XX. Replace XXs with the last two digits of the calendar year of that award period.            Rank/Name of Nominee: Enter items in all capital letters.            DAFSC/Duty Title: Enter items in all capital letters. Use 2 spaces instead of "/".            Unit/Office Symbol/Street address: Enter items in all capital letters. Use 2 spaces instead of "/" except where typing your "unit/office symbol".            Rank/Name of Unit Commander: The Group Commander will be used as the Unit Commander.            When sending files please label as following:            59 MDW_RANK/NAME_Category (ex. AMN or CIV RN)</p> <p>LEADERSHIP AND JOB PERFORMANCE IN NURSING PRACTICE, EDUCATION AND/OR MANAGEMENT:            Quarterly nominations are limited to 5 lines and annual nominations to 17 lines. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties as they relate to nursing practice, education and training and/or management. 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.</p> <p>SIGNIFICANT SELF-IMPROVEMENT:            Quarterly nominations are limited to 2 lines and annual nominations to 5 lines. Show how the member developed or improved skills related to primary nursing duties; e.g., formal training, certifications, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education; 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.</p> <p>BASE OR COMMUNITY INVOLVEMENT:            Quarterly nominations are limited to 2 lines and annual nominations to 5 lines. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Community Involvement may also include religious/faith-based organizations, charitable organizations (such as Habitat for Humanity, food banks, etc.), local school functions, and so forth.</p>		

**Attachment 3**

**SAMPLE, LETTER OF RECOGNITION FOR NON-SELECTS**

MEMORANDUM FOR MSGT XXX XXX

FROM: 59 MDW/SGN

SUBJECT: 59 MDW Aerospace Medical Service SNCO of the 4th Qtr 2013 Nomination

1. On behalf of the members of the 59th Medical Wing, let us congratulate you on your nomination for the Aerospace Medical Service SNCO of the Quarter for 1 October – 31 December 2013. Just being nominated for this award is quite an honor; it underscores the appreciation of your supervisors for your commitment, and their desire to recognize you personally! Though you were not selected, we commend you for your hard work and dedicated service during this past quarter.
2. Thank you so much for stepping up to the plate and going above and beyond in support of the Air Force Mission. It is people like you that truly make the Air Force Medical Service a resounding success! Continue your hard work and dedication; you've definitely earned this recognition. We want you to know how proud we are to serve along side you. You are an Airman your peers should emulate.
3. Again, our congratulations to you for this significant achievement and we encourage you to keep up the good work!

XXXX, CMSgt, USAF  
4N Functional Manager  
59th Medical Wing

XXXX, Colonel, USAF, NC  
Chief Nurse  
59th Medical Wing

**Attachment 4****SAMPLE, LETTER OF RECOGNITION FOR SELECTS**

MEMORANDUM FOR MSGT XXXX XXXXX

FROM: 59 MDW/SGN

SUBJECT: 59th MDW, Aerospace Medical Service SNCO of the 4th Qtr, 2013

1. On behalf of the members of the 59th Medical Wing, it is our pleasure to congratulate you on your selection as the 59 MDW Aerospace Medical Service SNCO of the Quarter for 1 October – 31 December 2013. The submission prepared by your supervisors highlighted your superior accomplishments in every area of your nomination. The competition for this award was tough, and your selection as the 59th Medical Wing Aerospace Medical Service SNCO of the Quarter truly highlights your exceptional performance over the past quarter.
2. Thank you for stepping up to the challenge, and for going above and beyond in support of the Air Force mission. It is special medical professionals like you that make the Air Force Medical Service a resounding success, and ensures outstanding care within the 59th Medical Wing. Continue your hard work and dedication; the accolades you've earned are well-deserved. In recognition of your outstanding achievement, you are hereby authorized a **one day** pass. You may take your pass with the concurrence of your supervisor. If necessary, please review AFI 36-3003, *Military Leave Program*, for guidance on when the pass can be taken.
3. Again, congratulations on this significant achievement! Keep up the good work, and we look forward to your future successes.

XXXX, CMSgt, USAF  
4N Functional Manager  
59th Medical Wing

XXXX, Colonel, USAF, NC  
Chief Nurse  
59th Medical Wing

Attachment 5

SAMPLE, QUARTERLY RECOGNITION CERTIFICATE

Figure A5.1. NCO Recognition Certificate.



**59th MEDICAL WING**  
NURSING CERTIFICATE OF RECOGNITION



Presented To

**SSGT XXXX XXXXX**

**AEROSPACE MEDICAL SERVICE NCO OF THE QUARTER**  
**1 October 2013 – 31 December 2013**



XXXXXXXX XXXXXX, CMSgt, USAF  
4N Functional, 59 MDW

XXXXXXXX XXXXX, Colonel, USAF, NC  
Chief Nurse, 59 MDW

Figure A5.2. AMN Recognition Certificate.



**59th MEDICAL WING**  
**NURSING CERTIFICATE OF RECOGNITION**

**Presented To**

**AMN XXXXX XXXXX**



**SURGICAL SERVICE AIRMAN OF THE QUARTER**  
**1 October 2013 – 31 December 2013**



XXXXXXXXXXXXXXXXXXXX, CMSgt, USAF  
4N Functional, 59 MDW

XXXXXXXX XXXXXX, Colonel, USAF, NC  
Chief Nurse, 59 MDW

