

**BY ORDER OF THE COMMANDER
635TH SUPPLY CHAIN OPERATIONS
WING**

**635TH SUPPLY CHAIN OPERATIONS WING
INSTRUCTION 36-2803**

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Personnel



RECOGNITION/AWARDS PROGRAM

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This instruction implements AFI 36-2803, *Air Force Awards and Decorations Program* and AFI 36-1004, *The Air Force Civilian Recognition Program*. It establishes guidance, procedures, and responsibilities to implement the 635th Supply Chain Operations Wing (SCOW) Awards and Recognition Program. This instruction applies to all personnel assigned to the 635 SCOW. Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. The applicable Privacy Act SORN(s) F036 AF PC C, *Military Personnel Records System*, is available at <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Major changes include the removal of the Scope of Charter lines from the team awards and updating the maximum bullets allowed.

Chapter 1

QUARTERLY AND ANNUAL AWARDS PROGRAM

1.1. Policy. The Quarterly and Annual Awards Program is a 635 SCOW Commander directed program. The OM staff administers this program. It applies to all assigned active duty Air Force, Air Force Reserve (AFRES), Air National Guard (ANG) members, and civilian employees paid through appropriated funds. Contractors are eligible as part of the team award competition only.

1.2. Objectives. Recognize outstanding personnel assigned to 635 SCOW units, contribute to morale, and clarify submission points and procedures for awards.

1.3. Award Periods.

- 1.3.1. First quarter is from 1 January through 31 March.
- 1.3.2. Second quarter is from 1 April through 30 June.
- 1.3.3. Third quarter is from 1 July through 30 September.
- 1.3.4. Fourth quarter is from 1 October through 31 December.
- 1.3.5. Annual award period is from 1 January through 31 December.

1.4. Award Categories.

- 1.4.1. Field Grade Officer (FGO) of the Quarter/Year: Major (O-4) and Lieutenant Colonel (O-5).
- 1.4.2. Company Grade Officer (CGO) of the Quarter/Year: Second Lieutenant (O-1), First Lieutenant (O-2), and Captain (O-3).
- 1.4.3. Senior Non-commissioned Officer (SNCO) of the Quarter/Year: Master Sergeant (E-7) and Senior Master Sergeant (E-8).
- 1.4.4. Non-commissioned Officer (NCO) of the Quarter/Year: Staff Sergeant (E-5) and Technical Sergeant (E-6).
- 1.4.5. Airman of the Quarter/Year: Airman Basic (E-1), Airman (E-2), Airman First Class (E-3), and Senior Airman (E-4).
- 1.4.6. Civilian Category I of the Quarter/Year: GS-01 through 08 and WG-/WL-01 through 08.
- 1.4.7. Civilian (Non-Supervisory), Category II of the Quarter/Year: GS-09 through 12 and WG-/WL-09 and above.
- 1.4.8. Civilian (Supervisory), Category II of the Quarter/Year: GS-09 through GS-12 and WL-/WS-09 and above.
- 1.4.9. Civilian Category III of the Quarter/Year: GS-13 and above.
- 1.4.10. Civilians are considered supervisory if the position record is officially coded (using the Department of Defense code) as a supervisor in the Defense Civilian Personnel Data System (DCPDS). (SLC 1, 2, or 3).

1.4.10.1. First Sergeant of the Year: SNCOs must hold the 8F000 Air Force Specialty Code (AFSC) to be eligible for the annual 635 SCOW and USAF First Sergeant of the Year Award IAW AFI-36-2805, *Special Trophies and Awards*.

1.4.11. Volunteer of the Quarter/Year: Employees at any grade level, series, or position assigned as an employee within the DoD (military or civilian).

1.4.12. Team of the Quarter/Year: Any team comprised of at least three and no more than 15 individuals.

1.5. Nomination Package Suspenses.

1.5.1. Exact suspense dates for quarterly awards will be set no later than 15 January each year for the entire calendar year. A schedule will be sent by 635 SCOW/OMA to each group awards monitor and a suspense for each will be forwarded approximately 30 days prior to submission due date via the Workflow Tracking Tool (WTT). Dates are subject to change pending holidays, family days, etc.

1.5.2. Annual package due dates will be set in accordance with higher headquarters suspense dates.

1.6 Program Responsibilities.

1.6.1. The 635 SCOW/CC is the awards authority for 635 SCOW-level quarterly and annual awards.

1.6.2. The 635 SCOW/OMA will:

1.6.2.1. Publish quarterly awards suspense dates no later than (NLT) 15 January each calendar year.

1.6.2.2. Solicit nominations via WTT and compile nomination packages for 635 SCOW-level quarterly/annual awards.

1.6.2.3. Maintain records of voting from 635 SCOW-level quarterly/annual boards. Provide signed final results to 635 SCOW/CC.

1.6.2.4. Obtain and forward 635 SCOW-level quarterly/annual award recipient mementos.

1.6.2.5. Provide 635 SCOW/CC Executive Officer/Secretary (CCE/S) names of winners for preparation of a congratulatory letter/e-mail from 635 SCOW/CC.

1.6.2.6. Widely publicize the quarterly and annual awards program to each 635 SCOW unit.

1.6.2.7. Convene virtual boards for 635 SCOW-level quarterly/annual awards.

1.6.2.8. Maintain the 635 SCOW Awards SharePoint site with relevant award information and historical winner information.

1.6.3. Individual units (squadron, group, and wing) will:

1.6.3.1. Develop procedures for selection and nomination of candidates, consistent with established criteria at each host-base and with this instruction.

1.6.3.2. Ensure individuals nominated for quarterly and/or annual awards meet the following requirements:

1.6.3.2.1. Held the grade of the nomination category for more than half of the nomination period.

1.6.3.2.2. Meet Air Force fitness standards (military only) during the nomination period.

1.6.3.2.3. Individual is free from any quality force action which resulted in administrative action or judicial punishment during the nomination period.

1.6.3.2.4. Quarterly nominees are not required to win a local award program (e.g., employee of the month) before competing for a quarterly award.

1.6.3.2.5. Annual nominees do not have to be a quarterly winner during that year.

1.6.3.2.6. Previous quarterly or annual winner is ineligible for competition in the same category the following quarter or year respectively.

1.6.3.2.7. Members must be at home station for 50% of the award period to be eligible for nomination. This includes, but not limited to, individuals that have deployed or went TDY. If a member is on man-days and serving in an active status, they may compete for either the annual or the quarterly awards.

1.6.3.3. Supervisors will ensure individuals located at geographically separated operating locations are included in the awards programs.

1.6.3.4. Develop mechanism to select quarterly/annual winners.

1.6.3.5. Procure and present mementos/certificates for quarterly/annual award winners.

1.6.4. The 635 SCOW-level Selection Boards.

1.6.4.1. Quarterly/annual selection boards will be comprised as follows:

1.6.4.1.1. All category boards will consist of at least three members. Units with nominees will be represented on the board.

1.6.4.1.2. Members of the board will be at least one rank/pay-grade above the highest-ranking nominee in any category.

1.6.4.1.3. Board members will use a score sheet similar to the score sheet found in [Attachment 2](#) to grade packages.

1.6.4.1.4. Award packages will be scored on a “whole person” concept. Each board member will review and break any ties on their individual scoring sheet.

1.6.4.2. All 635 SCOW-level winning selections must be approved by the 635 SCOW/CC; therefore, board members will not discuss board proceedings until after formal notifications of selections are made.

1.7. Quarterly/Annual Award Submission Requirements.

1.7.1. Submissions to host-base.

1.7.1.1. The 635 SCOW Staff and/or Group leadership must ensure personnel assigned to units throughout the 635 SCOW are included in their respective host-base awards programs where applicable.

1.7.1.1.1. Selectees should be submitted as their unit's nominee for their respective base quarterly/annual program (e.g., Team Hill, Team Langley Fort Eustis, Team Maxwell, and Team Wright-Patterson, etc.).

1.7.1.1.2. Ensure those personnel at detachments or operating locations are included in their assigned host-base(s) quarterly/annual program.

1.7.1.2. Quarterly/annual winning packages from the 635 SCOW staff, 635 SCOG, and 735 SCOG boards will be sent forward for competition at the 635 SCOW-level.

1.7.2. Submission Timeframe. The 735 SCOG must be aware of their host-base submission timeframe. Refer to paragraph 1.5 for specific 635 SCOW suspenses due to 635 SCOW SharePoint document library identified in the WTT tasker.

1.7.3. Submission Requirements. Submit only one person, or one team in each category for quarterly/annual awards at each level of competition. **Submission will include the most current version of AF Form 1206 and the nominee's fitness score sheet.** All submissions will use the award title "635 SCOW (Quarterly or Annual) Recognition Program." Packages forwarded for 635 SCOW consideration will be sent electronically to the SharePoint document library identified in the WTT tasker using the following criteria. This may differ from your host-base AF Form 1206 format, but it puts each nominee on a level playing field at the 635 SCOW-level.

1.7.3.1. Military *and* civilian *quarterly* award packages will contain a maximum of 15 lines (including category headings). Use eight lines for "Leadership and Job Performance in Primary Duty" heading, two lines for "Significant Self-Improvement," and two lines "Base or Community Involvement" heading. *An acronym list is allowed.*

1.7.3.1.1. Leadership and Job Performance in Primary Duty. 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/mission, higher headquarter inspections and/or evaluations results, and awards received; i.e., Airman/Civilian of the Quarter, Professional Performer of the Year, and so forth.

1.7.3.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; i.e., 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, and any off-duty education not directly related to primary duties; i.e., 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.

1.7.3.1.3. Base or Community Involvement. 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; i.e., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, or Air Force Association, Sunday school teacher, and so forth.

1.7.3.2. Civilian *annual* packages will be 30 lines (including category headings). An *acronym list is allowed on the second page*. Use 17 lines for "Leadership and Job Performance in Primary Duty" heading, five lines for "Significant Self-Improvement," and five lines "Base or Community Involvement" heading. No other documents are required.

1.7.3.3. Enlisted *annual* awards in all categories, to include First Sergeant of the Year, must meet additional requirements for submission of the 12 Outstanding Airmen of the Year Award IAW AFI 36-2805. Due to a very short suspense, these actions must begin immediately after the units have selected their annual enlisted winners. At a minimum, the winning member's organization (635 SCOW Staff and 635/735 Groups) will prepare the following and send to the SharePoint document library identified in the WTT tasker by close of business 31 January:

1.7.3.3.1. Annual enlisted AF Form 1206 will be 30 lines (including category headings which are the same as the quarterly awards). Use 17 lines for "Leadership and Job Performance in Primary Duty" heading, five lines for "Significant Self-Improvement," and five lines "Base or Community Involvement" heading. Acronym list allowed on front page only.

1.7.3.3.2. A biography, limited to one page and single-spaced. Submit electronically in word document format.

1.7.3.3.3. A statement of intent addressed to Headquarters Air Force Personnel center (HQ AFPC)/DPSIDR, signed, and dated by the nominee (in pen and ink). Submit scanned copy electronically. The statement of intent will read as described on the official message.

1.7.3.3.4. A statement of release, addressed to HQ AFPC/DPSIDR, signed and dated by the nominee (pen and ink). Submit scanned copy electronically (keep separate from statement of intent data). The statement will read as described on the official message.

1.7.3.3.5. An endorsement letter for signature by HQ Air Force Materiel Command Commander (AFMC/CC).

1.7.3.3.6. Photo requirements. HQ AFMC requires an official 8x10 photo of the nominee and five (5) other tasteful photos (on and off-duty) of the nominee's choosing. The 8x10 photo will suffice for the 635 SCOW requirement for awards board photo. All photos will be submitted electronically in a suitable digital format (.jpg, .gif, or .png) to the SharePoint document library identified in the WTT tasker. Schedule your nominee for a sitting immediately as the official photo will become difficult to obtain during awards season. **Note:** Required documents are subject to change.

1.7.3.4. CGO of the Year Award. The 635 SCOW CGO of the Year moves forward to AFMC-wide competition. Nominees must have been assigned to AFMC units for the entire period of award and have served in their current duty assignments for at least 8 months during the period to be eligible, IAW AFMC Supplement to AFI 36-2805. Due to the short suspense, additional documentation must be staffed immediately after the 635 SCOW has selected the annual CGO winner. Annual package AF Form 1206 will be 30 lines (including category headings) with *acronym list allowed*.

1.7.3.5. FGO of the Year. AF Form 1206 will be 30 lines (including category headings) with *acronym list allowed*. No other documents are required.

1.7.3.6. Volunteer Award. This award recognizes individuals for their volunteer service throughout the base and community.

1.7.3.6.1. AF Form 1206 will consist of a maximum of 10 lines for quarterly submissions and 20 lines for annual submissions. No headers are required and an *acronym listing is allowed*.

1.7.3.7. Team Award. Any team comprised of at least three and no more than 15 individuals that have made significant contributions to war fighter support, improving supply chain management, or internal process improvement is eligible for this award. Teams will be formed at levels below squadron/division level and may include individuals from other organizations. However, the majority of team members must be assigned to the nominating organization.

1.7.3.7.1. Teams may have been formed at any time, but to be eligible for recognition the team's actions (e.g., helped improve aircraft availability) must have occurred during the nomination period. Nomination periods will coincide with normal quarterly/annual awards program time lines.

1.7.3.7.2. AF Form 1206 will be a maximum of 10 lines (to include category headings) for the quarterly award submission and a maximum of 15 lines (to include category headings) for the annual submission. *Acronym list allowed*.

1.8. Recognition.

1.8.1. Recognition of quarterly/annual winners takes place at appropriate ceremonies that ensure visibility throughout the unit of assignment.

1.8.2. Quarterly/annual winners at group and wing may receive a memento for winning at the highest level of competition based on fiscal year constraints and IAW AFI 36-1004.

1.8.3. Quarterly/annual military winners (excluding Team) at all levels are authorized time-off passes subject to the commander's or director's discretion. As a baseline, 635 SCOW military winners will receive a 1-day pass from the 635 SCOW/CC for quarterly awards and a 2-day pass for annual awards.

1.8.4. Quarterly/annual civilian winners at all levels are authorized a Time-Off Award (TOA) IAW AFI 36-1004. No monetary awards are authorized during this time. Only one Request for Personnel Action (RPA) will be processed for the TOA at highest level won upon completion of competition. Squadron CCs may approve TOAs not to equal or exceed amounts allowed at the Group level. **Note: Number of hours awarded will be based on an individual's typical daily work schedule (e.g., 1/2 day TOA for an employee working a**

compressed or alternate work schedule will equate to 4.5 hours). Time Off Awards will be based on current Office of Secretary of Defense (OSD) Guidance.

1.8.4.1. Quarterly TOA. Group level winners are allowed a 1/2 day and wing level winners are allowed 1 day.

1.8.4.2. Annual TOA. Group level winners are allowed 1 day, and wing level winners are allowed 2 days.

1.8.5. The 635 SCOW quarterly/annual military and civilian award winners will be required to obtain an official 5x7 color photo (unit of assignment funded) for display on the 635 SCOW awards board at Scott AFB. Team award winners may take an informal 5x7 Group picture. Send a high-resolution electronic copy to the SharePoint document library identified in the WTT tasker by the suspense date established through the WTT. **Note:** Air Reserve Technicians (ARTs) participating in a civilian category must submit an official photo in civilian clothing.

Chapter 2

SPECIAL TROPHIES AND AWARDS/FUNCTIONAL AWARDS

2.1. Policy. Special trophies and awards and functional awards (e.g., Lance P. Sijan Award, Joan Orr, Logistics Readiness Awards, etc.) will be tasked via WTT. The suspense will include detailed instructions to complete the entire package. The award OPR identified in the WTT will conduct ad hoc electronic selection boards as necessary.

2.2. Local Awards Programs. IAW AFI 36-2805, CCs/CLs at any level may establish special trophies and awards programs to recognize military and civilian members and units or organizations. However, CCs/CLs are prohibited from duplicating elements of existing formal award programs (e.g., providing time off awards/mementos in addition to what is issued by the award sponsor). **Note:** Recognizing an achievement or accomplishment in performance reports or a citation to accompany an award is not considered duplication or dual recognition. No monetary awards are authorized.

2.3. Special Trophies and Awards and Host Base Awards.

2.3.1. The 635 SCOW units are highly encouraged to participate in local awards programs such as host-base Logistics Officer Association, Airlift-Tanker Association, Air Force Sergeants Association, Top-3 Association, and other local programs as available.

2.3.2. Additional opportunities for various Special Trophies and Awards, such as Joan Orr Spouse of the Year, NCOA Vanguard Award, and others, will always be sent as a suspense via WTT for each unit to submit their nominees.

LINDA S. HURRY, Colonel, USAF
Commander

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

AFI 36-2803, *Air Force Awards and Decorations Program*, 18 December 2013

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFMC Supplement 36-2805, *Special Trophies and Awards*, 5 February 2013

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Acronyms and Abbreviations

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFSC—Air Force Sustainment Center

ART—Air Reserve Technicians

CCE—Commander's Executive

CCS—Commander's Secretary

CGO—Company Grade Officer

DCPDS—Defense Civilian Personnel Data System

FGO—Field Grade Officer

HQ—Headquarters

NCO—Non-Commissioned Officer

OMA—Organizational Manager of Awards

OPR—Office of Primary Responsibility

OYA—Outstanding Airmen of the Year Award

PA—Privacy Act

RDS—Records Disposition Schedule

SCOW—Supply Chains Operations Wing

SNCO—Senior Non-Commissioned Officer

WTT—Workflow Tracking Tool

Attachment 2

635 SCOW BOARD SCORE SHEETS

Table A2.1. Category: Airman/NCO/SNCO

Nominee Name	Leadership and Job Performance *Qtrly: max 24 pts *Annual: max 51 pts *3 pts per bullet	Significant Self-Improvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Base/Community Involvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Total	Rank
BOARD MEMBER SIGNATURE: _____					

Table A2.2. Category: Field Grade Officer

Nominee Name	Leadership and Job Performance *Qtrly: max 24 pts *Annual: max 51 pts *3 pts per bullet	Significant Self-Improvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Base/Community Involvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Total	Rank
BOARD MEMBER SIGNATURE: _____					

Table A2.3. Category: Company Grade Officer

Nominee Name	Leadership and Job Performance *Qtrly: max 24 pts *Annual: max 51 pts *3 pts per bullet	Significant Self-Improvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Base/Community Involvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Total	Rank
BOARD MEMBER SIGNATURE: _____					

Table A2.4. Category: TEAM

Nominee Name	Total	Rank
BOARD MEMBER SIGNATURE: _____		

Table A2.5. Category: Volunteer

Nominee Name	Total	Rank
BOARD MEMBER SIGNATURE: _____		

Table A2.6. Category: Civilian—Category I

Nominee Name	Leadership and Job Performance <small>*Qtrly: max 24 pts *Annual: max 51 pts *3 pts per bullet</small>	Significant Self- Improvement <small>*Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet</small>	Base/Community Involvement <small>*Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet</small>	Total	Rank
BOARD MEMBER SIGNATURE: _____					

Table A2.7. Category: Civilian—Category II (Non-Supervisory)

Nominee Name	Leadership and Job Performance *Qtrly: max 24 pts *Annual: max 51 pts *3 pts per bullet	Significant Self-Improvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Base/Community Involvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Total	Rank
BOARD MEMBER SIGNATURE: _____					

Table A2.8. Category: Civilian—Category II (Supervisory)

Nominee Name	Leadership and Job Performance *Qtrly: max 24 pts *Annual: max 51 pts *3 pts per bullet	Significant Self-Improvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Base/Community Involvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Total	Rank
BOARD MEMBER SIGNATURE: _____					

Table A2.9. Category: Civilian—Category III

Nominee Name	Leadership and Job Performance *Qtrly: max 24 pts *Annual: max 51 pts *3 pts per bullet	Significant Self-Improvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Base/Community Involvement *Qtrly: max 6 pts *Annual: max 15 pts *3 pts per bullet	Total	Rank
BOARD MEMBER SIGNATURE: _____					