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ROBINS AIR FORCE BASE**

**78TH AIR BASE WING INSTRUCTION
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Personnel



**INDIVIDUAL AND TEAM INNOVATION
AWARDS (I&TIA) PROGRAM**

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This publication implements Air Force Instruction (AFI) 36-2826, *Chief of Staff Team Excellence Award (CSTEA)* and establishes the requirement for a monthly, quarterly, and annual wing-level individual innovation award. It outlines requirements and procedures for establishing, documenting, nominating, and awarding individual and team and innovation awards for all 78th Air Base Wing (78 ABW) units and staff agencies. Please refer any recommended changes or questions concerning this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Additionally, 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/afirms/afirms/afirms/rims.cfm> See Attachment 2 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change clarifies and updates the award recognition material for monthly, quarterly and annual award winner(s).

Chapter 1

OVERVIEW

1.1. Purpose. The 78 ABW's Individual and Team Innovation Awards (I&TIA) Program recognizes outstanding individual and team innovation to highlight, perpetuate and recognize exceptional contributions that promote the basic tenets of Air Force Smart Operations for the 21st Century (AFSO21). The I&TIA program specifically recognizes outstanding achievements that enhance mission capability or a unit's operational effectiveness or morale by achieving sustained results that maximize efficiency.

1.2. Responsibilities. The 78 ABW/CVO office will administer and manage the I&TIA program for the 78 ABW Commander. Commanders and supervisors at all levels are responsible for nominating deserving personnel and teams for these awards and for the timely and accurate completion of all nomination packages.

1.3. Eligibility. These awards recognize individuals and teams that demonstrate outstanding AFSO21/Innovation results or contributions in their respective work areas. The nominee(s) may be supporting or representing any functional area or unit and may include civilian, military or non-appropriated fund employees. Nominees will be evaluated on their extraordinary innovation or commitment to the wing's mission and continuous process improvement initiatives. Teams may include contract personnel but, contract personnel can only be recognized within their respective employing organizations (see below).

Note: To ensure compliance with Federal Acquisition Regulation (FAR) and Public Laws regarding these areas and awards to Contractor employees, Time Off or Monetary Awards may not be granted to contractor personnel selected for the AFSO21/Innovation award.

1.4. Nomination Process. I&TIA nominations and submissions will be processed when suspended via suspense tracking system (STS) through the 78 ABW CAG. CVO will serve as program OPR for the wing and will manage all nominations and oversee the scoring of award packages. All nomination submissions will be sent and processed electronically—hard copies will not be accepted.

1.5. Selection Boards. I&TIA selection boards will be comprised of representatives from each group. It is strongly recommended that AFSO trained or full time core team members are selected to serve as award board members. All I&TIA selection boards will be chaired and lead by 78 ABW/CVO or a representative of that office. (See Sample Award Scoring Sheets at Attachments 2 and 3). After selections have been, CVO will forward the list of proposed winners to the ABW/CC for final selection and approval.

1.6. Award Presentations. Whenever possible, monthly, quarterly and annual I&TIA winners will be presented their awards at the 78 ABW's monthly promotion ceremony by either the Wing Commander or Vice Commander and the Command Chief.

1.6.1. Quarterly team award winners will each receive a coin and the overall team will receive a certificate and plaque for display in the appropriate work center.

1.6.2. Annual team award winners will also each receive a team memento and the overall team will receive a certificate and plaque for display in the appropriate work center.

1.6.3. Monthly individual innovation award winners will receive a memento or coin, a Certificate of Recognition, and either a one-day pass or an 8-hour time off award as appropriate.

1.6.4. DELETED

1.6.5. The wing's annual innovation award winner will receive a plaque and either a two-day pass or a 16 hour time off award as appropriate.

1.7. Best Practices. AF Best Practice candidates are unique, successful, proven processes or techniques processes or techniques should have Command- or AF-wide application. When warranted, deserving 78 ABW programs or processes recognized by this program should be submitted for AF Best Practice recognition through the WR-ALC and AFMC. Air Force Best Practice guidance is contained within AFH 38-210, *Air Force Best Practices Clearinghouse*, and is managed by the Air Force Manpower Agency. While HHQ staff assistance and major inspection teams may discover and/or validate Best Practices, the expectation is that units will submit Best Practice candidates themselves IAW AFH 38-210.

1.8. Lessons Learned (L2). The AF Lessons Learned Program exists to enhance readiness or improve combat capability by capitalizing on the experiences of all Airmen. Significant lessons learned or captured as a result the wing's continuous process improvement efforts or the I&TIA program should be considered for submission IAW AFI 90-1601, *Air Force Lessons Learned Program*. All Airmen are encouraged to enter observations that contain potential lessons into the AF's Joint Lessons Learned Information System (JLLIS) for coordination or inform their local chain of command as appropriate. Submit potential L2s on AF IMT Forms 4329 or 4330 or via <https://www.jllis.mil/USAF>.

Chapter 2

TEAM AWARDS

2.1. Team Awards. The 78 ABW's Team Award Program is modeled after the Chief of Staff Team Excellence Award (CSTEa), as outlined in AFI 36-2868, *Chief of Staff Team Excellence Award*. In support of AFI 36-2868, 78 ABW/CVO will ensure the wing's annual team award winner is submitted for annual CSTEa recognition through the WR-ALC. For the purpose of this award, a team is defined as a group of at least 2 but less than 20 personnel. Team's nominated for this award must have been chartered and together as a group for a minimum of 90 days but no more than 540 days (1.5 years).

2.2. Team Selection Criteria. Quarterly and annual team award winners will be recognized and nominated by CVO to the ABW/CC for final approval. CVO will monitor, evaluate, and recommend teams based on the team A3, formal event outbriefs, and follow-on 90, 180, and 365 day status updates with the ABW/CC. When forwarding ABW team winners to the ALC or HHQ for additional recognition, nomination packages must be prepared and will be limited to NLT one and NMT two pages, single-spaced, bullet format, on an AF Form 1206, *Nomination for Award*. Annual team nominations are restricted to two pages on a 1206 only. (See Attachment 2 for sample AF Form 1206 team award nomination format) One ABW Team Award will be presented each quarter and once annually. When appropriate, team award packages will be graded on the following three criteria:

2.2.1. **Process.** List the process title and the team description/charter. Describe the mission of the organization, how it links to the wing mission and if improvement process was self-initiated or directed by senior leadership. Identify your key customers. Include any innovative tools ideas and concepts used to develop the final solution. Note the comprehensive final solution and the impact to the key customers.

2.2.2. **Impact and Results.** List how the process affects the unit mission and to what degree. Identify the benefit to the Air Force, MAJCOM, and/or wing. Include costs to implement the process improvement, return on investment calculations and validation of the elimination of waste, associated resource savings, or cost avoidances.

2.2.3. **Sustainment and Standardization.** Identify the steps taken to sustain improvement and the steps taken to share improvement(s) throughout MAJCOM and/or the Air Force.

Chapter 3

INNOVATION AWARDS

3.1. Innovation Awards. Individual Innovation Awards have been established to recognize outstanding contributions of 78 ABW personnel that have led to a new, more creative, or better overall product, process, or work environment. The innovation can be associated with or relate to anything that affects the mission or quality of life of this Wing or Robins Air Force Base (RAFB). Examples of innovations worthy of nomination include the comfort, convenience, or efficiency of quality of life programs; a catalyst for growth that impacts or changes efficiency, productivity, quality or competitiveness; or, an innovation that directly impacts the mission or its goals and objectives. While there will only be one quarterly and annual innovation winner, there is no limit to the number of monthly awards that may be selected at the wing or group level.

3.2. Individual Innovation Award Criteria. Monthly and Quarterly individual innovation nomination packages will be limited to NMT ten lines, bullet format, on an AF Form 1206. (See Attachment 3 for sample AF Form 1206 individual innovation award nomination package) Quarterly winners will be chosen from that quarter's monthly winners. Annual innovation award packages will contain a minimum of ten lines but NMT one page of bullet statements. Packages will be graded on the following criteria

3.2.1. Innovation.

3.2.1.1. Description that captures the innovation, ingenuity, or rationale behind effort

3.2.1.2. Description of how innovation improved the mission, unit morale, or the environment

3.2.1.3. Explanation of how the innovation supports Organizational, Wing, or HHQ goals

3.2.1.4. Explanation of tools and/or methodology utilized

3.2.2. Impact and Results.

3.2.2.1. Explanation of how the innovation ties to the voice of the customer

3.2.2.2. Explanation of how customer's needs and expectations were meet or exceeded

3.2.2.3. Description of how effort improved the health and safety of the workforce

3.2.2.4. Description of improvement gains with quantifiable data (impact or how it adds value)

3.2.2.5. Explanation of the innovation's associated cost avoidances, savings, or resource leveraging efficiencies

3.2.2.6. Summary of sustainment execution to ensure improvements were institutionalized

3.2.2.7. Summary of how results of innovation were standardized or shared with others

MITCHEL H BUTIKOFER, Colonel, USAF
Commander, 78th Air Base Wing

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

AFI 36-2868, *Chief of Staff Team Excellence Award (CSTE A)*, 18 March 2009

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

AFH 38-210, *Air Force Best Practices Clearinghouse*, 9 April 2001

AFI 90-1601, *Air Force Lessons Learned Program*, 22 September 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

AF Form 4329, *AF Observation, Issue or Lessons Learned*

AF Form 4330, *After Action Summary Report*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFSO21—Air Force Smart Operations for the 21st Century

CSTE A—Chief of Staff Team Excellence Award

FAR—Federal Acquisition Regulation

I&TIA—Individual and Team Innovation Awards

JLLIS—Joint Lessons Learned Information System

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

RAFB—Robins Air Force Base

STS—Suspense Tracking System

Attachment 2

TEAM EXCELLENCE AWARD SCORE SHEET

Table A2.1. Team Excellence Award Score Sheet

CRITERIA	COMMENTS	SCORE
PROCESS (20 points)		
Process title and description (2 points)		
Mission of the organization, how it links to the wing (or equivalent) mission and if improvement process was self-initiated or directed by senior leadership. (4 points)		
Key customers (4 points)		
Innovative tools, ideas and concepts used to develop final solution. (5 points)		
Comprehensive final solution and impact to key customers. (5 points)		
IMPACT AND RESULTS (50 points)		
How process affects unit mission and to what degree. (10 points)		
Benefit to the Air Force, MAJCOM, or wing (15 points)		
Costs to implement the process improvement (5 points)		
Return on investment calculations (10 points)		
Validation of resource savings (10 points)		
SUSTAINMENT AND STANDARDIZATION (30 points)		
Steps taken to sustain improvement (15 points)		
Steps taken to share improvement(s) throughout MAJCOM and/or Air Force (15 points)		
100 POSSIBLE POINTS	TOTAL	

Scoring criteria reference: AFI 36-2868, Attachment 3.

Attachment 3
INNOVATION AWARD SCORE SHEET

Table A3.1. Innovation Award Score Sheet

CRITERIA	COMMENTS	SCORE
INNOVATION (15 maximum points)		
The creativity surrounding the innovation itself or the ingenuity or rationale behind the initiative		
How innovation supports organizational goals and objectives		
Use of tools and/or methodology utilized to support		
IMPACT AND RESULTS (35 maximum points)		
How the innovation supports the voice of the customer		
How innovation improved mission, morale, or installation's quality of life programs		
How innovation meet/exceeded customers expectations		
How innovation improved health, safety, or environment		
Evaluate improvement gains with quantifiable data/info.		
Describe and/or validate the innovation's overall effectiveness (execution)		
Validate any efforts or evidence of sustainment to ensure improvements are institutionalized		
Evaluate how results of innovation were standardized or shared with others		
50 POSSIBLE POINTS	TOTAL	

Attachment 4

SAMPLE TEAM AWARD (AF FORM 1206)

Figure A4.1. Sample Team Award (AF Form 1206)

NOMINATION FOR AWARD		
AWARD 78th Air Base Wing AFISO Awards	CATEGORY (If Applicable) Team (quarterly/annual)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <ul style="list-style-type: none"> - Team nomination packages will be limited to NLT one and NMT two pages, single-spaced, bullet format - Each group may nominate one team per quarter and up to two teams for the annual award - Teams are comprised of NLT 2 and NMT 20 personnel - Teams must have been chartered and in existence for NLT 90 and NMT 540 days (1.5 years) - Team nominations will be graded on the following three criteria (Ref: AFI 36-2868) <p>PROCESS (20 points maximum)</p> <ul style="list-style-type: none"> - List the process title and the team description and/or charter (2 points) - Discuss mission or organization, how it links to the Wing and HHQ and if improvement process was self-initiated or directed by Senior Leadership (4 points) - Discuss/capture your key/voice of your customers (4 points) - Discuss innovative tools, ideas and concepts used to develop final solution (5 points) <p>IMPACT AND RESULTS (50 points maximum)</p> <ul style="list-style-type: none"> - How process affects unit mission and to what degree (10 points) - Benefit to the AF, MAJCOM, Wing, and/or Unit (15 points) - Costs to implement the process improvement (5 points) - Return on investment calculations (10 points) - Validation of resource savings (10 points) <p>SUSTAINMENT AND STANDARDIZATION (30 points maximum)</p> <ul style="list-style-type: none"> - Steps taken to sustain improvement (15 points) - Steps taken to share improvement(s) throughout wing, MAJCOM and/or AF (15 points) 		

Attachment 5

SAMPLE INNOVATION AWARD (AF FORM 1206)

Figure A5.1. Sample Innovation Award (AF Form 1206)

NOMINATION FOR AWARD		
AWARD 78th Air Base Wing AFSC/CPI Awards	CATEGORY (If Applicable) Innovation (Mon/Quart/Ann)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<ul style="list-style-type: none"> - Individual and Quarterly Innovation award nomination packages will be limited to NMT 10 single-spaced bullets - There is no limit to the number of individual award nominees from each group - Innovation must have occurred within the past 90 days for monthly, 180 days for quarterly, and 365 days for annual awards - Innovation nomination packages will be graded on the following two major criteria: 		
INNOVATION (15 maximum points)		
<ul style="list-style-type: none"> - Description that captures the innovation, ingenuity, or rationale behind effort - Description of how innovation improved the mission, unit morale, or the environment - Explanation of how the innovation supports Organizational, Wing, or HHQ goals 		
IMPACT AND RESULTS (35 maximum points)		
<ul style="list-style-type: none"> - Explanation of tools and/or methodology utilized - Explanation of how the innovation ties to the voice of the customer - Explanation of how customer's needs and expectations were meet or exceeded - Description of how effort improved the health and safety of the workforce - Description of improvement gains with quantifiable data (impact) - Explanation of the innovation's associated cost avoidances, savings, or resource leveraging efficiencies - Validate any efforts or evidence of sustainment to ensure improvements are institutionalized - Evaluate how results of innovation were standardized or shared with others 		