

**BY ORDER OF THE COMMANDER
914TH AIRLIFT WING**

**914TH AIRLIFT WING INSTRUCTION
36-2801**



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Personnel

**SEMI-ANNUAL AND ANNUAL CIVILIAN
AWARDS PROGRAM**

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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 and selection of outstanding civilian personnel. This instruction applies to all 914 Airlift Wing (AW) personnel and provides for personal recognition and appreciation by representatives associated with the 914 AW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF Form) 847, *Recommendation for Change for Publication*; route AF Form's 847 and route to MSG/DPC. Ensure that 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 the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

Changes have been made in the criteria that will be evaluated when scoring the nominations. Award submissions are now permitted for work performed in significant additional duties. Requirement has been added that when using acronyms they must be explained on a separate sheet of bond paper and submitted with the AF 1206. This will help those voting on the award package to better understand the meaning of each bullet. Nominations cannot contain accomplishments that were performed in strictly a military status. Makes use of headings on the AF 1206 optional.

1. General. The success or failure of any recognition program depends on the enthusiasm and personal support provided by commanders and supervisors. The prestige and honor associated with an individual's selection are major contributing factors to this success. With high levels of competition and resultant quality selection, this program can be an effective tool for enhancing morale.

2. Responsibilities.

2.1. Unit commanders will establish procedures to select deserving 914th Airlift Wing civilian employees in each category as nominees for semi-annual/annual recognition programs.

2.2. Wing/group/unit commanders will be responsible for recognizing their respective winners as they deem appropriate. They should ensure that deserving 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 914 FSS/FSMC. They will provide the following support:

2.3.1. Administer the recognition program. This includes making changes to 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. Prepare selection board meeting minutes for 914 AW/CC approval and achievement certificates for 914 AW/CC signatures.

2.3.7. Provide the names of all semi-annual/annual winners to the Public Affairs Office so they can arrange for the engraving of awards and can publicize the semi-annual and annual award nominees/ceremonies in all applicable medium.

2.3.8. Convene the Civilian Selection Board and brief members on board procedures.

3. Selection Board.

3.1. Separate selection boards will be convened for semi-annual awards. The board for the annual awards will be held in conjunction with the 2nd half semi-annual awards board.

3.2. 914 FSS/FSMC will notify group commanders to provide a board member. Group commanders will provide 914 FSS/FSMC with the name, organization/office symbol, and duty phone of each board member.

3.3. 914 FSS/FSMC will serve as staff advisor for the selection process and will convene the civilian selection board and brief members on board procedures.

3.4. Boards will consist of the following:

3.4.1. The Chief of the Board will be appointed by the Wing Commander. Only in the event of a tie the Chief of the Board will become a voting member.

3.4.2. Commander appointed senior civilian

3.4.3. One senior ART.

3.4.4. One civilian employee, GS-09 or above.

3.4.5. One civilian employee, WS.

3.4.6. Each of the above (paragraphs 3.4.3, 3.4.4 and 3.4.5) will be from a different Group in order to provide fair/equal rotational representation

3.5. Scoring Criteria:

3.5.1. Nominees will be evaluated using the following criteria:

3.5.2. Job Performance in Primary Duty and/or Significant Additional Duties

3.5.3. Significant Self-Improvement

3.5.4. Base and/or Community Involvement

3.6. Scoring Scale.

Table 1. Scoring Scale.

Absolutely Superior	10	Outstanding
Outstanding	9.5	Outstanding
Few Could Be Better	9	Outstanding
Strong Record	8.5	Above Average
Slightly Higher Than Average	8	Above Average
Average	7.5	Average
Slightly Below Average	7	Below Average
Well Below Average	6.5	Below Average
Lowest in Potential	6	Below Average

Note: All packages will be scored utilizing this scoring scale based on the categories contained on the AF IMT 1206 (Sample at **Attachment 5**).

3.7. Whole Person Concept:

3.7.1. PRIMARY FACTORS TO CONSIDER:

3.7.1.1. Performance

3.7.1.2. Professional Competence

3.7.1.3. Specific Achievements

3.7.1.4. Mission and/or Morale Impact

3.7.2. SECONDARY FACTORS TO CONSIDER:

3.7.2.1. Awards

3.7.2.2. Professional Development

3.7.2.3. Extracurricular Activities

3.7.3. Each board member will score all areas on the score sheet ([Attachment 3](#)) with a rating of 6 - 10. The board chairperson will break ties by becoming a voting member.

4. Eligibility.

4.1. Award Categories:

4.1.1. Trades/Crafts/Laborer Category: The nominees must be in a Federal Wage System (FWS) position.

4.1.2. Administrative/Technical Category.

4.1.3. Manager/Supervisor/Professional Category.

4.2. Individuals who won in any category during a previous semi-annual period are ineligible for submission for the subsequent semi-annual period in the same year. They will be eligible to compete for the annual award.

4.3. Award Consideration Periods:

4.3.1. Semi-annual:

4.3.1.1. 1st semi-annual period: January – June

4.3.1.2. 2nd semi-annual period: July – December

4.3.2. Annual awards run per the calendar year, 1 January through 31 December.

5. Nominations.

5.1. 914 AW Semi-annual/Annual:

5.1.1. Each Unit Commander assigned to the 914 AW may nominate one individual for each category for competition at group level. Nominations are sent to the Group Commander who will select which individual he/she wants to nominate for competition at the Group level.

5.1.2. Each Group may nominate one individual in each category and submit to 914 FSS/FSMC for final competition.

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

5.1.4. Semi-annual Awards: Nominations will be submitted on the current IMT version of AF IMT 1206, Nomination for Award ([Attachment 5](#)). The AF IMT 1206 will be limited to 10 bullets (single-spaced lines of accomplishments), not counting the headings (headings are optional). Headings may be listed as:

- 5.1.4.1. Job Performance in Primary Duty and/or Significant Additional Duties.
- 5.1.4.2. Significant Self-Improvement.
- 5.1.4.3. Base and/or Community Involvement.
- 5.1.5. Annual Awards: Nominations will be submitted on the AF IMT 1206. The AF IMT 1206 will be limited to 30 bullets (single spaced lines of accomplishments), not counting the headings (headings are optional).

6. Recognition.

6.1. Nominees will be recognized and the winners will be announced during Civilian Commander's Calls and via Base-wide email.

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

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

ALLAN L. SWARTZMILLER, Colonel, USAFR
Commander

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

AFPD 36-28, *Awards and Decorations Programs*, 01 Aug 1997

AFMAN 33-363, *Management of Records*, 01 Mar 2009

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Air Force Form 1206, *Nomination for Award*

Abbreviations and Acronym

AF—Air Force

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AW—Airlift Wing

ART—Air Reserve Technician

IAW—In Accordance With

FWS—Federal Wage System

GS—General Schedule

OPR—Office of Primary Responsibility

MAJCOM—Major Command

WS—Wage Supervisor

Attachment 2

SCORING PROCEDURES FOR SELECTION BOARD MEMBERS

A2.1. When scoring, please review the entire nomination package to ensure you get a whole-package view.

A2.2. Score the candidate's package using the 6.0 to 10 point scale. You will compute the final score by taking an average of each scored area listed in paragraphs **3.7.1** and **3.7.2**. Use of increments of .5 is highly encouraged (i.e. 6.5, 7.5, 8.5) (**Attachment 3**). Document your score for that candidate on the "score" line of your score worksheet (**Attachment 3**).

A2.3. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "merit rank order" column of your score worksheet. Your score will be transferred to the master score worksheet (**Attachment 4**) used by the board president to rack-n-stack candidates' standings in merit rank order.

A2.4. Scoring Guide.

A2.4.1. Each board member must sign their individual score sheet and the board president must sign the Master Score Sheet indicating verification of board results.

A2.4.2. All score sheets will be returned to the 914 FSS/FSMC upon completion of board.

A2.4.3. Board members will not discuss or disclose results of the board outside of the selection boardroom until after the recognition ceremony.

A2.4.4. Score is based on three Categories:

A2.4.5. Job Performance in Primary Duty and/or Significant Additional Duties

A2.4.6. Significant Self-Improvement

A2.4.7. Base and/or Community Involvement

A2.4.8. Scoring Scale is explained at **paragraph 3.6**

Attachment 3

SAMPLE BOARD MEMBER SCORE SHEET

A3.1. Scoring Guide: Scoring Guide is based on three categories:

- A3.1.1. Job Performance in Primary Duty and/or Significant Additional Duties
- A3.1.2. Significant Self-Improvement
- A3.1.3. Base and/or Community Involvement

Table A3.1. Individual Score Sheet.

<u>Whole Person Concept Scoring</u>	
<u>Nominee</u>	
PRIMARY AREA	SCORE (6 – 10 using .5 increments)
1. Performance	
2. Professional Competence	
3. Specific Achievements	
4. Impact on Morale and/or Mission	
SECONDARY AREAS	
5. Awards	
6. Professional Development	
7. Extracurricular Activities	
FINAL SCORE*:	
*FINAL SCORE: To come up with a final score add up all the numbers and divide by 7.	

A3.2. Scoring Scale:

- A3.2.1. Absolutely Superior (10 points)
- A3.2.2. Outstanding (9.5 points)
- A3.2.3. Few Could Be Better (9 points)
- A3.2.4. Strong Record (8.5 points)
- A3.2.5. Slightly Higher Than Average (8 points)
- A3.2.6. Average (7.5 points)
- A3.2.7. Slightly Below Average (7 points)
- A3.2.8. Well Below Average (6.5 points)
- A3.2.9. Lowest in Potential (6 points)

Attachment 4**SAMPLE MASTER SCORE SHEET FOR CIVILIAN EMPLOYEE OF THE
HALF/YEAR COMPOSITE SCORING PROCESS**

A4.1. After each board member has individually scored and merit ranked the nominee, the board president will transfer the merit ranking to the master score sheet. The rankings will be totaled up and the lowest score is the winner (see the sample below).

A4.2. The board president only submits a merit ranking in the event of a tie. The board president must sign the master score sheet indicating all is true and correct.

Table A4.1. Sample Master Score Sheet.

Candidates Name	Merit Ranking from Board Chairperson	Merit Ranking from Board Mbr 1	Merit Ranking from Board Mbr 2	Merit Ranking from Board Mbr 3	Merit Ranking from Board Mbr 4	Total Merit Rank
Bob	Ranks only if a tie	1	2	2	2	7
Jane	Ranks only if a tie	2	1	3	3	9
Tim	Ranks only if a tie	3	3	3	2	11
<p>Composite Scoring Process:</p> <p>After each board member has individually scored and merit ranked the candidate, transfer the merit ranking to this sheet. Add the columns and the candidate with the lowest score is the winner. The Board Chairperson only merit ranks in the case of a tie.</p> <p>Board President Signature: _____</p>						

- Scoring Process:**
1. When scoring, please review the entire nomination package to ensure you get a Whole Person view. Score all 7 areas (Ref para 3.7.1 and 3.7.2) then divide the total by 7 to determine an average score.
 2. Score the candidate's package using the 6.0 to 10 point scale. Use of .5 increments is highly encouraged.
 3. Document your score for that candidate on the "Score" line of your score worksheet.
 4. Merit Rank Order your candidates. The individual with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "Merit Rank Order" column of your score worksheet. Your score will be transferred to the overall score worksheet by the board president to rack n stack the candidates.

Attachment 5

EXAMPLE AF FORM 1206, NOMINATION FOR AWARD FORMAT

NOMINATION FOR AWARD		
AWARD 914 AW Semi-Annual/Annual Civilian Employee Award	CATEGORY <i>(If Applicable)</i> REF PARA 4.1	AWARD PERIOD REF PARA 4.3
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> JOHN J. DOE	SSN <i>(Enter Last 4 Only)</i> 1234	MAJCOM, FOA, OR DRU USAFR
DAFSC/DUTY TITLE Self-Explanatory	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> Self Explanatory	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Self Explanatory		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Self Explanatory		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> <p>JOB PERFORMANCE IN PRIMARY DUTY AND/OR SIGNIFICANT ADDITIONAL DUTIES (including the heading is optional) The nominee's job performance in primary duty and/or significant additional duties, including the development of new techniques. Should contribute significantly to increase mission effectiveness or employee morale during the award period. (You do not have to include the heading, that is optional. If heading is included it does not count in the number of lines allowed.)</p> <p style="text-align: center;">AND/OR</p> <p>SIGNIFICANT SELF-IMPROVEMENT (including the heading is optional) The nominee should show improvement during the award period, i.e., Education, Achievements, Degree, Awards</p> <p style="text-align: center;">AND/OR</p> <p>BASE AND/OR COMMUNITY INVOLVEMENT (including the heading is optional) Accomplishments should show improvement during the award period, i.e., Volunteer Work, Special Olympics, Letters of Appreciation, Medals, Awards, Blood Drives, Youth Centers</p> <p>NOTES: FOR SEMI-ANNUAL NOMINATIONS: This section of the AF Form 1206 is limited to a maximum of 10 bullets, not counting the headings. FOR ANNUAL NOMINATIONS: This section AF form 1206 is limited to a maximum of 30 bullets, not counting the headings.</p>		
Attachment 5		

Attachment 6

SAMPLE NOMINATION COVER LETTER

MEMORANDUM FOR GROUP CC

Date:

FROM: UNIT COMMANDER

SUBJECT: Civilian Employee of the Half/Year Nomination

The following individuals are nominated for the Civilian Employee of the Half for the period of 1 Jan through 30 Jun.

CATEGORY (<i>Refer to para 4.1</i>)	NAME	UNIT ADDRESS	ORGANIZATION
Adiminstrative/Technical (GS)	Jane Woods	2300 Ent Dr	914 MXS
Trades/Crafts/Laborer (WG)	Bob Jones	2300 Ent Dr	914 MXS
Manager/Supervisor (WS)	John Doe	2300 Ent Dr	914 MXS

JOHNNY B. GOOD, Colonel, USAFR

Unit Commander

Nominations Attached

Attachment 7

PACKAGE SUBMISSION DUE DATE AND BOARD DATES

Table A7.1. 914 AW SEMI-ANNUAL/ANNUAL DATES.

Half	Packages Due	Board Date	Ceremony Date
1 st Half, 1 Jan – 30 Jun	3 rd Tues in Jul	4 th Tues in Jul	TBA
2 nd Half, 1 Jul – 31 Dec	3 rd Tues in Jan	4 th Tues in Jan	TBA
Annual *	Packages Due	Board Date	Ceremony Date
Annual, 1 Jan – 31 Dec	3 rd Tues in Jan	4 th Tues in Jan	TBA

A7.1. Annual.

A7.1.1. Annual Award packages will be due the 3rd Tuesday in January and will be voted on during the 2nd Half Board. Individuals, who are being submitted as nominees of the Half, may also be submitted as Annual award nominees. The write-up for the Annual nominee must cover the entire period of 1 Jan – 31 Dec therefore you cannot use the same write-up that was submitted for the Award of the Half to nominate someone for the Annual award.

NOTE: All dates are tentative and subject to change due to mission requirements.