

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934 AIRLIFT WING INSTRUCTION 36-2802**

**19 JUNE 2014**



**Personnel**

**WING QUARTERLY AWARDS PROGRAM**

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(Col Todd J. McCubbin)

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This publication implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Program. It establishes criteria for the Outstanding Wing Company Grade Officer, Senior Noncommissioned Officer, Noncommissioned Officer, Airman and Civilian of the Quarter. This instruction explains the eligibility, rules, nomination procedures and the selection criteria for each of the named awards. Only Air Force Reserve Command (AFRC) members of the 934th Airlift Wing (AW) and 934 AW civilians are eligible for these awards. This publication may be supplemented at any level, but all supplements must be routed to the Office of Primary Responsibility (OPR) listed above for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. 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 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). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**1. Overview.** The 934th Airlift Wing's most important resources are our Airmen and Civilians. Their distinctive achievements contribute to the overall success of the Air Force Reserve and the 934th Airlift Wing. This program provides commanders and supervisors with a means of recognizing our top performing individuals. The wing quarterly and annual awards programs can be an effective tool for enhancing unit morale, career motivation, and improving long-term

retention of Airmen, Noncommissioned Officers, Senior Noncommissioned Officers, Company Grade Officers, and civilians.

## 2. Roles and Responsibilities.

2.1. The Wing Commander (934 AW/CC) is responsible for ensuring overall compliance with the objectives of this instruction and approves all award winners.

2.2. The Vice Wing Commander (934 AW/CV) will:

2.2.1. Assume overall responsibility for managing the quarterly awards program.

2.2.2. Provide to Wing Commander's Administrator (934 AW/CCA) Office a Quarterly Awards schedule that includes nomination package suspense, tentative quarterly award board dates, and proposed quarterly award presentation dates.

2.2.3. Schedule date, time, and place for boards. Ensure all logistical arrangements are made to conduct selection boards in a timely and professional manner.

2.2.4. Ensure each board's composition is scheduled and convened IAW this AWI, **Table 2**.

2.2.5. Obtain and forward all award winners for the Wing Commander's review.

2.3. The 934 AW/CCA will:

2.3.1. Prepare base announcement, including the suspense date for submitting quarterly nomination packages (Normally 10 days prior to the UTA in which the wing quarterly awards board is held, see Table 1). Suspense dates will be added to the wing suspense tracker and the announcement will be distributed via workflow.

2.3.2. Collect 934th Air Wing Staff, 934th Operations Group, 934th Maintenance Group, 934th Mission Support Group and Aeromedical Staging Squadron quarterly awards board member nominees and verify their board participation prior to the board (Normally the close of business for the UTA after the award period quarter ends, see **Table 2**).

2.3.3. Receive quarterly award packages electronically via 934 AW workflow, from 934 AW Staff, 934 OG, 934 MXG, 934 MSG and ASTS. Ensure packages are properly completed and submitted in its entirety. CCA will then forward packages in six-part folders to board president.

2.3.4. Create certificate of appreciation for all awardees.

2.4. 934 AW Staff, 934 OG, 934 MXG, 934 MXG, and 934 ASTS will:

2.4.1. Ensure board members are nominated on time and participate in the quarterly awards board (per **Table 2**).

2.4.2. Appoint board members who can judge quarterly awards board packages in an objective, unbiased fashion.

2.5. Group and Squadron Commanders of quarterly award nominees will:

2.5.1. Ensure one deserving person in each category is submitted from their respective group or squadron, as appropriate for quarterly awards.

2.5.2. Establishing a point of contact in each group for the handling and delivery of nomination packages (AF Form 1206, per paragraph 5.2) to 934AW/CCA electronically via 934 AW workflow by the set suspense date and time.

2.5.3. Review nomination packages for quality and proper format according to the guidance provided in this instruction.

**3. Award Categories.** The 934 AW Quarterly Program is designed to recognize the 934th Airlift Wing's top achievers and performers in each of the following categories:

3.1. Airman (Amn): Enlisted members in the rank of airman basic (AB), airman (Amn), airman first class (A1C), or senior airman (SrA).

3.2. Noncommissioned Officer (NCO): Enlisted members in the rank of staff sergeant (SSgt) or technical sergeant (TSgt).

3.3. Senior Noncommissioned Officer (SNCO): Enlisted members in the rank of master sergeant (MSgt) or senior master sergeant (SMSgt).

3.4. Company Grade Officer (CGO): Commissioned officers in the grade of second lieutenant (2LT), first lieutenant (1LT), or captain (Capt).

3.5. Civilian (Civ) Non-supervisory and Civilian Supervisory categories.

**4. Eligibility Criteria for Quarterly Awards.** Personnel are eligible to compete in the category in which they held a grade for the longest period of time during the award cycle. For example, if a member was a SrA for 65 days of the quarter and an SSgt for only 25 days of the quarter; the member will compete in the Airman category. For these rank situations please add a note of explanation in a memorandum for record from the unit commander or Sr ART.

4.1. Personnel Requirements: Nominated reserve member/civilian must be in good standing. Each nominee's commander must only recommend individuals who have favorable records. Disqualifying items would include:

4.1.1. Individuals with an open unfavorable information file (UIF).

4.1.2. Nominees with any current incidents of a discreditable nature that would reflect poorly on the individual or the unit.

4.1.3. Nominees with pending disciplinary action or other administrative action which may lead to dismissal, resignation, discharge or release from reserve or active military status.

4.1.4. Nominees under investigation or charged by military/civilian authorities.

4.1.5. Nominees who have not satisfactorily completed their annual tour, or its equivalent, during the last fiscal year. Nominees must have attended or been excused for every UTA period during the current and previous calendar years.

4.1.6. Nominees not assigned to the 934 AW for the previous 6 months.

4.1.7. Nominees with an unsatisfactory rating on the most recent fitness assessment

4.2. Award Nomination Frequency Guidance.

4.2.1. One nominee per quarterly award category per organization (ASTS, OG, MXG, AW Staff).

4.2.2. Wing quarterly award winners cannot be nominated in the subsequent quarter (i.e. if individual won first quarter they cannot be nominated for the second quarter).

#### 4.3. Award Nomination Inclusion Period Guidance.

4.3.1. Traditional reservists who have not been on tour lengths longer than a sum total of 30 days may list significant events and/or accomplishments that have transpired within the preceding 12 months in the quarterly award cycle. For example, quarterly nominations for the 1st Qtr. could include information from 1 Apr (previous year) to 31 Mar (current year).

4.3.2. If a nominee is a full-time employee (ART, AGR, civilian) or on long-tour (greater than 30 total days in the quarter), the member must only list events/accomplishments from the award quarter. For reservists who have had more than 90 total days of orders in the preceding year, only 50% of the bullets can come from their long-tour orders period (using the 12 monthly look-back for a reservist).

**5. Quarterly Award Nomination Procedures.** The wing quarterly awards program is designed to be straightforward for commanders while providing sufficient information for the board to make an informed selection.

5.1. Quarterly awards will be managed on a calendar year cycle with the year divided into quarters as described in **Table 1**. Note the wing quarterly award boards will be the 2nd UTA after the end of the quarter allowing for each group to hold their own quarterly awards board. For example, 1st Qtr is Jan-Mar. Group quarterly awards board selects their recommendation during the Apr UTA. Wing quarterly award board held May UTA.

**Table 1. Nomination Schedule.**

<u>Award Period</u>	<u>Group/ASTS/AW Selection</u>	<u>Nomination Package Due</u>	<u>Selection Board</u>
1st QTR 1 JAN–31 MAR	APR-UTA	APR – 10 days prior to MAY UTA	MAY – UTA
2d QTR 1 APR–30 JUN	JUL-UTA	JUL – 10 days prior to AUG UTA	AUG – UTA
3d QTR 1 JUL–30 SEP	OCT-UTA	OCT – 10 days prior to NOV UTA	NOV – UTA
4th QTR 1 OCT–31 DEC	JAN-UTA	JAN – 10 days prior to FEB UTA	FEB – UTA

5.2. Quarterly Nomination packages will consist of the AF Form 1206 with the specified bullets and the grading criteria (see [attachment 2](#)). The quarterly award 1206 will consist of 15 lines total, in bullet format (including subject categories). AF 1206 20120926 with formatted score sheet can be found under: F:\Wing Communications Hub\TEMPLATES\1206\_Qtrly Awds Bd. Each category must be addressed with at least one bullet. The following rating criteria will be used to make the selections:

**5.2.1. Leadership and Job Performance in Duty Performance:** Describe significant 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 and/or the mission. Include results of Air Force, Major Command , and

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. **20 points**

**5.2.2. Significant Self Improvement:** 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. Incorporate the 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. Cite any other relevant training or activity that significantly enhanced the member's value as a citizen. **5 points.**

**5.2.3. Base/Community Involvement:** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Involvement in leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. **5 points.**

**5.2.4. Wing Quarterly Awards Board:** Consists of an O-6 board president selected by the vice wing commander. Voting members include: two Field Grade Officers (FGOs) (Maj or above) , two SNCOs (MSgts or above) and one civilian (ART/tradition civilian) from each group/staff (ASTS, OG, MSG, MXG, AW). See the schedule below (**Table 2**) for rotation of board members. The board president casts the deciding vote in the event of a tie.

**Table 2. Awards Board.**

Board Members (Board Member nomination due)	Q1 1 Jan-31 Mar (COB Apr UTA)	Q2 1 Apr.-30 Jun (COB Jul UTA)	Q3 1 Jul.-30 Sep (COB Oct UTA)	Q4 1 Oct.-31 Dec (COB Jan UTA)
FGO	ASTS	AW	MSG	MXG
FGO	OG	OG	AW	MSG
MSgt or above	MXG	ASTS	OG	AW
MSgt or above	MSG	MXG	ASTS	OG
Civilian	AW	MSG	MXG	ASTS

**6. Award Presentation.** Quarterly awards will be presented to the winners of the Amn, NCO, SNCO, CGO, Civilian Non-supervisory and Civilian Supervisor of the Quarter during the next

scheduled Wing Commanders Call. CCE will ensure that all presentations are coordinated through Wing PA.

TODD J. MCCUBBIN, Colonel, USAFR  
Commander

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

AFPD 36-28, Awards and Decorations Programs, 30 July 2012

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

AF 1206 with Score Sheet, F:\Wing Communications Hub\TEMPLATES\1206\_Qtrly Awds Bd

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**934 AWI**—934th Airlift Wing Instruction

**AB**—Airman Basic

**AFPD**—Air Force Policy Directive

**AMN**—Airman

**A1C**—Airman First Class

**ART**—Air Reserve Technician

**AW**—Airlift Wing

**CGO**—Company Grade Officer

**CMSGT**—Chief Master Sergeant

**MAJCOM**—Major Command

**MSGT**—Master Sergeant

**NCO**—Non-commissioned Officer

**SMSGT**—Senior Master Sergeant

**SNCO**—Senior Non-Commissioned Officer

**SRA**—Senior Airman

**SSGT**—Staff Sergeant

**TSGT**—Technical Sergeant

**UIF**—Unfavorable Information File

**USAFR**—United States Air Force Reserve

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Attachment 2

EXAMPLE AF FORM 1206 QUARTERLY AWARD

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First Middle Initial Last)		MAJCOM, FQA, OR DRU
		934 AW (AMC)
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSV & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First Middle Initial Last) /COMMANDER'S TELEPHONE (DSV & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES</b> - Bullet one - Bullet two - Bullet three - Bullet four - Bullet five  <b>SIGNIFICANT SELF IMPROVEMENT</b> - Bullet one - Bullet two  <b>BASE OR COMMUNITY INVOLVEMENT</b> - Bullet one - Bullet two		
934th Airlift Wing – Quarterly Awards Board                      Score Sheet  Board Member (Circle):      FGO-1                      FGO-2                      SNCO-1      SNCO-2      CIV  SCORING = 7.0 to 10.0 (Leadership) or 2.0 to 5.0 (Self/Community)      (½ -point increments)		
<b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> 1. Rate 1206 statements: for impact & result.                      7.0—7.5—8.0—8.5—9.0—9.5—10 2. Rate 1206 statements: for leadership.                      7.0—7.5—8.0—8.5—9.0—9.5—10 Comments: <hr/> <hr/>		
<b>SIGNIFICANT SELF IMPROVEMENT</b> Rate for self improvement: professional/personal                      2.0—2.5—3.0—3.5—4.0—4.5—5 Comments: <hr/> <hr/>		
<b>BASE OR COMMUNITY INVOLVEMENT</b> Rate 1206 statements: for commitment and impact                      2.0—2.5—3.0—3.5—4.0—4.5—5 Comments: <hr/> <hr/>		

**Attachment 3**  
**BOARD GUIDANCE**

**A3.1. BOARD PRESIDENT:**

A3.1.1. Be familiar with AWI36-2805 and ensure strict adherence to this instruction.

A3.1.2. Oversee board operations; also serve as a scoring board member for tiebreakers only.

A3.1.3. Upon board completion, immediately return completed score sheets to 934 AW/CCE or designee.

**A3.2. BOARD MEMBER:**

A3.2.1. Review the score sheet.

A3.2.2. Note the fact that all accomplishments must have been accomplished during the period of the award

A3.2.3. Ensure each bullet is in the proper category.

A3.2.4. Objectively review each package in detail.

A3.2.5. Judge how important each bullet is, based on your own intellect, experience, and common sense. Don't bring in your own knowledge of the person. Judge solely on the facts contained on the AF Form 1206, appearance, ability to answer questions and military bearing.

A3.2.6. Grade each nomination package individually.

**A3.3. 1206 Package:**

A3.3.1. Look at the member's ability to lead and all aspects of his or her job performance. Include the member's development of new techniques and focus on how each bullet (on the AF Form 1206) contributes significantly to increased mission effectiveness during the quarter.

A3.3.2. The member must show self-improvement through on- and off-duty education, achievements in professional or cultural societies or associations, and (or) development of creative abilities during the quarter. Consider the member's grade and status. (Was the member completing CDCs or PME during this period? Was he or she TDY for a contingency operation?)

A3.3.3. The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade. The member must have shown tangible demonstrated ability as an articulate and positive member of the Air Force during the quarter/year. Look for facts, not just quality statements.