

**BY ORDER OF THE COMMANDER  
AIR FORCE RESEARCH LABORATORY  
(AFRL)**

**AIR FORCE RESEARCH LABORATORY  
INSTRUCTION 36-2805**

**27 SEPTEMBER 2012**



**Personnel**

**AFRL MILITARY QUARTERLY/  
ANNUAL AWARDS PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*, AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)*, and AFMC Supplement to AFI 36-2805, *Special Trophies and Awards*. This instruction provides guidelines on nomination preparation for the Air Force Research Laboratory (AFRL) Airman, Noncommissioned Officer (NCO), Senior NCO (SNCO), Additional Duty First Sergeant of the Year, Company Grade Officer (CGO) of the Quarter or Year, Field Grade Officer (FGO) of the Quarter or Year, and the Individual Mobilization Augmentee (IMA) of the Year programs to include eligibility, responsibilities, nomination procedures, suspense, formats, board procedures, and recognition received. The authority to collect and maintain the data prescribed in this instruction is *Title 10, United States Code*, Section 8013. This instruction applies to all AFRL military members (active duty and IMA). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Ensure that all records created, as a result of processes prescribed in this publication, are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 Form 847 through the appropriate functional chain of command. This instruction requires collecting and maintaining information protected by the *Privacy Act of 1974* authorized by Title 10, United States Code, Section 8013. System of records notice F036 AF PC V applies.

## ***SUMMARY OF CHANGES***

The Military Quarterly/Annual Awards Monitor (AFRL/DPMD) will now administer the AFRL Military Quarterly/Annual Awards Program. The title of AFRLI 36-2805 changed from Airman/NCO/Senior NCO/CGO/FGO of the Quarter/Annual Awards Program to AFRL Military Quarterly/Annual Awards Program. Paragraph 4.1.3 reflects requirements of completion of their Community College of the Air Force (CCAF) Degree and Senior Noncommissioned Officer Academy (SNCOA). Team Wright-Patterson Quarterly/Annual Award winners of the AFRL-wide quarterly awards will automatically roll up to compete at the Team Wright-Patterson Quarterly/Annual Awards, if they are located at Wright-Patterson AFB (WPAFB). If the winner is not located at WPAFB, the next runner-up in that category, who is located at WPAFB, will be the Team Wright-Patterson nominee. Members assigned to other detachments may compete for their host base team awards if available. AFRL IMA annual award winner for each respective category will be determined through a records-only board process. This publication has been substantially revised and must be reviewed in its entirety.

**1. Overview.** AFRL/DPMD administers the AFRL Military Quarterly/Annual Awards Program. It applies to all enlisted personnel, CGOs, FGOs, and IMAs assigned to the AFRL, including those assigned to all AFRL detachments. Do not duplicate this awards program in either name or criteria.

### **2. Roles and Responsibilities.**

2.1. Directors/Deputy Directors may nominate only one eligible person in each category.

2.2. AFRL Military Quarterly/Annual Awards Monitor will:

2.2.1. Monitor and serve as the focal point for the AFRL quarterly or annual awards programs.

2.2.2. Publicize the AFRL quarterly or annual awards programs, as applicable, and establish timelines and suspenses.

2.2.3. Ensure each nomination package meets the guidelines established by this instruction.

2.2.4. Solicit volunteers to serve as board members.

2.2.5. Provide each board member a copy of the nomination packages with appropriate score sheets for review before the board convenes.

2.2.6. In coordination with the civilian awards program monitor, procure the engraved awards and establish an appropriate presentation ceremony for the annual award winners.

2.2.7. Prepare the congratulatory letters, including a 3-day pass from the AFRL Commander (AFRL/CC).

2.2.8. Participate as a member of the annual awards banquet committee to recognize the AFRL annual military award winners.

**3. Period of Consideration.** The periods for the quarterly programs are: 1 January through 31 March; 1 April through 30 June; 1 July through 30 September; and 1 October through 31 December. The period for the annual program is 1 January through 31 December.

**4. Eligibility.** All enlisted personnel, CGOs (O1-O3), FGOs (O4-O5), and IMAs meeting quality force factors that have served a majority of the award period assigned to AFRL are eligible for competition except those FGOs who are filling the role of unit commander. Members, who either have an Unfavorable Information File (UIF) or do not have a passing score on the AF fitness test, are ineligible for any of the award programs for the time period when there were negative quality force indicators.

4.1. Categories:

4.1.1. Any Airman (E1-E4) assigned to AFRL is eligible for nomination for the AFRL Airman of the Quarter or Year.

4.1.2. Any NCO (E5-E6) assigned to AFRL is eligible for nomination for the AFRL NCO of the Quarter or Year.

4.1.3. Any SNCO (E7-E8) assigned to AFRL is eligible for nomination for the AFRL SNCO of the Quarter or Year. Annual SNCO nomination requires completion of the CCAF Degree and SNCOA (in-residence or via correspondence).

4.1.4. All Additional Duty First Sergeants are eligible for nomination of AFRL Additional Duty First Sergeant of the Year. For consideration of this award, member must be on duty assignment for a minimum of six months.

4.1.5. Any CGO assigned to AFRL is eligible for nomination for the AFRL CGO of the Quarter or Year. CGOs promoted to Major should not be considered for CGO of the Year nomination the year of their promotion.

4.1.6. Any FGO (O4-O5) assigned to AFRL is eligible for the nomination for the AFRL FGO of the Quarter or Year except those who are filling the role of unit commander. FGOs promoted to Colonel should not be considered for FGO of the Year nomination the year of their promotion.

4.1.7. Any IMA enlisted member (E1-E8) or officer (O1-O5) is eligible for nomination as the AFRL IMA of the Year in each respective category. IMAs are also eligible for the appropriate quarterly award category to compete alongside their active duty counterparts.

4.1.8. Category of competition will be determined by the grade held the majority of the nomination period. Those serving an equal six months in both grades will compete at the higher grade.

4.1.9. Winners of the AFRL-wide Quarterly Awards will automatically roll up to compete at the Team Wright-Patterson Quarterly Awards level, if the duty location is at Wright-Patterson. If the winner's duty location is not at WPAFB, the next runner-up in that category whose duty location is WPAFB will be the Team Wright-Patterson nominee. Members assigned to other detachments may compete for their host-base team awards as available.

4.1.10. AFRL HQ will nominate and submit all candidates for AFMC annual awards in accordance with AFMC instructions.

**5. Special Procedures for AFRL Quarterly or Annual Awards Programs.**

5.1. The quarterly winner for each respective category will be determined through a records only board process. The board will consist of volunteers throughout AFRL who are of equal or higher rank to the nominees.

5.2. The annual winner for each respective category will be determined through a personal appearance board process, video teleconference, telecom, or records review at the discretion of the commander. If the board process is through a personal appearance board, those nominees who are unable to attend due to mission requirements, medical emergency, or confirmed family emergencies, their board score will be the average of all others competing in their respective category. AFRL IMA annual award winner for each respective category will be determined through a records review only board process.

**6. Nominations.** Nominations for the AFRL quarterly or annual awards program will be submitted as described in [Attachment 2](#). Nominations for the annual IMA Awards program will be submitted as described in [Attachment 2](#), paragraph [A2.6](#)

## **7. Selection Boards.**

7.1. Quarterly selection boards will be comprised as follows:

7.1.1. The Airmen board will consist of at least three NCOs (Technical Sergeant, (TSgt) select, or higher); the board president will be a Master Sergeant (MSgt) or higher.

7.1.2. The NCO board will consist of at least three SNCOs (MSgt selects or higher); the board president will be a MSgt or higher.

7.1.3. The SNCO board will consist of at least three SNCOs (MSgt or higher); the board president will be a Chief Master Sergeant (CMSgt) or Senior Master Sergeant (SMSgt).

7.1.4. The CGO board will consist of three officers (Colonel, Lieutenant Colonel, or Lieutenant Colonel select). The board president will be a Colonel.

7.1.5. The FGO board will consist of three officers (Colonel Selects or Colonels); the board president will be a Colonel.

7.2. Annual selection board will be comprised as follows:

7.2.1. The Airmen board will consist of at least three NCOs (TSgt or higher); the board president will be MSgt or higher.

7.2.2. The NCO board will consist of at least three SNCOs (MSgt or higher); the board president will be SMSgt or CMSgt.

7.2.3. The SNCO board will consist of at least three SNCOs (no more than one MSgt and higher); the board president will be SMSgt or CMSgt. In addition, this board will review nominations for the First Sergeant of the Year and Additional Duty First Sergeant of the Year.

7.2.4. The CGO board will consist of at least three officers (Lieutenant Colonel or Colonel); the board president will be a Colonel.

7.2.5. The FGO board will consist of at least three officers (Colonel Select or Colonel); the board president will be a Colonel.

7.2.6. The IMA board will consist of at least three officers (Lieutenant Colonel or Colonel).

7.2.7. For personal appearance boards, the nominees will be asked two opinionated questions by each board member. Questions are limited to issues affecting the AF. Each board member will provide written feedback on the content of nomination packages to improve the submission for competition at higher headquarters. The board president will compile the written feedback and return it to the AFRL Military Awards Monitor.

7.3. All board members are voting members. However, the presidents will base their personal interview scores on the nominee's presentation to the other board members rather than asking questions themselves.

7.4. Uniform for nominees and board members is service dress.

7.5. Selections must be approved by AFRL/CC; therefore, board members will not discuss board proceedings until after the formal notifications are made.

## **8. Awards and Honors.**

8.1. AFRL/CC, or designated representative, presents awards to the AFRL quarterly or annual recognition program selectees.

8.2. The AFRL quarterly or annual awards selectees receive a 3-day pass and a memento.

WILLIAM N. McCASLAND  
Major General, USAF  
Commander

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

AFPD 36-28, *Awards and Decoration Programs*, 1 August 1997

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)*, 1 October 1998

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

AFMC Supplement to AFI 36-2805, *Special Trophies and Awards*, 19 November 2008

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 1 July 2000

## Attachment 2

### NOMINATION REQUIREMENTS FOR QUARTERLY AND ANNUAL AWARDS

**A2.1.** Nominations for the AFRL quarterly awards will be submitted on AF Form 1206, **Figure A2.1**, in bullet format. Nominations for quarterly awards are limited to 15 lines divided in these categories: 9 lines for leadership and job performance in primary duties and 6 lines divided in any way between significant self-improvement and base and community involvement. Nominations should include specific facts and achievements that occurred during the nomination period and will not contain classified information. Quarterly nominations will be submitted to AFRL/DPMD no later than the 10th of each month following the end of the quarter (Jan, Apr, Jul, and Oct) or the last duty day prior to the 10th. Submission dates are subject to change. The categories for nomination are listed in paragraphs **A2.2.1** through **A2.2.3**.

**A2.2.** Annual award nominations will be submitted on AF Form 1206, **Figure A2.1**, in bullet format, limited to 30 lines including the three headers (the distribution of lines per header will be at the discretion of the writer). One page (front side only), single-spaced, 12 pitch, Times New Roman font; and MUST provide an alphabetized acronym/abbreviation list either on the bottom of page 1 or in its entirety on page two. Annual awards will be submitted to AFRL/DPMD no later than close of business the duty day specified within the call of nominations for the AFRL annual awards and will not contain classified information. The categories for nomination are listed in paragraphs **A2.2.1** through **A2.2.3**. Submission dates are subject to change.

A2.2.1. Leadership and Job Performance in Primary Duty. The member's leadership and job performance in their primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the nomination period.

A2.2.2. Significant Self-Improvement. The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc., during the nomination period.

A2.2.3. Base and Community Involvement. The member must contribute to the military and civilian community's welfare, morale, or status and demonstrate their ability as an articulate and positive member through community service during the nomination period.

**A2.3.** In addition to the AF Form 1206, enlisted nomination packages for the annual awards will contain the following:

A2.3.1. Commander's nomination memorandum. Refer to **Figure A2.2**

A2.3.2. Initiator's UIF verification memorandum. Refer to **Figure A2.3**

A2.3.3. Biography guidelines will be limited to two single-spaced typewritten pages. Refer to AFI 36-2805, **Attachment 2**.

A2.3.4. Statement of Intent. Format will be sent out with request for nominations.

A2.3.5. Statement of Release. Format will be sent out with request for nominations.

A2.3.6. Citation. Refer to AFI 36-2805, **Attachment 3**. (Include phonetic spelling of name beside name.)

A2.3.7. Individual Single Unit Retrieval Format (SURF).

A2.3.8. Fitness Report from Air Force Fitness Management System.

A2.3.9. One 5" x 7" official color photo; head and shoulders; service dress uniform without headgear; blue background with US flag in .jpeg format.

A2.3.10. Additional requirements as identified in the official 12 Outstanding Airmen of the Year message.

A2.3.11. All documents should be submitted via email to AFRL/DPMD in the specified format identified IAW the call for nominations.

**A2.4.** In addition to AF Form 1206, CGO and FGO nomination packages for the annual awards will contain the following:

A2.4.1. Commander's nomination memorandum. Refer to **Figure A2.2**

A2.4.2. Initiator's UIF verification memorandum. Refer to **Figure A2.3**

A2.4.3. Biography guidelines, limited to two single-spaced typewritten pages. Refer to AFI 36-2805, **Attachment 2**.

A2.4.4. Statement of Release. Format will be sent out with request for nominations.

A2.4.5. One 5" x 7" official color photo; head and shoulders; service dress uniform without headgear; blue background with US flag in .jpeg format.

A2.4.6. Base-level report of individual personnel (RIP) (records review) ordered from Military Personnel Data System (MilPDS)).

A2.4.7. Additional requirements as identified in the AFMC Distinguished CGO of the Year Award message.

A2.4.8. All documents should be submitted via email to AFRL/DPMD in the specified format identified IAW the call for nominations.

**A2.5.** Additional items required for the annual awards only. Informal (digital if possible) photos of the nominee, both family and significant others (if applicable). These photos should include five photos of the nominee in their work environment and five photos of the nominee in their off-duty activities.

**A2.6.** Nominations for the IMA of the Year award will be submitted to the AFRL Reserve Program workflow and can be emailed to: [afrl.res.prgm@wpafb.af.mil](mailto:afrl.res.prgm@wpafb.af.mil). In addition to the AF Form 1206, the nomination packages will consist of the following:

A2.6.1. Biography guidelines, limited to two single-spaced typewritten pages. Refer to AFI 36-2805, **Attachment 2**.

A2.6.2. UIF Verification. Nominating supervisors should coordinate nomination with appropriate commanders to ensure that no unfavorable information on the nominee exists prior to submission. Refer to **Figure A2.3**

A2.6.3. Electronic Color Photograph. Scan at 300 dpi; hard copies will not be accepted. One 5x7 official head and shoulder color photograph of nominee in military service dress uniform without headgear; blue background with US flag as backdrop. Must be taken within 12 months of package submission.

A2.6.4. Publicity Release Statement. Must be signed by member and Do/Do Not circled. Format will be sent out with request for nominations.

A2.6.5. Last three OPRs for officer and the last two EPRs for enlisted.

A2.6.6. Commander's Nomination Memorandum (separate from AF Form 1206). Refer to [Figure A2.2](#)

A2.6.7. Readiness checklist (member can provide from Air Reserve Component Network (ARCNet)).



Figure A2.2. Sample Memorandum for Commander's Nomination

	<p>DEPARTMENT OF THE AIR FORCE <b>AIR FORCE RESEARCH LABORATORY</b> WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433</p>
	<p>Date</p>
<p>MEMORANDUM FOR AFRL/CC</p>	
<p>FROM: AFRL/XX</p>	
<p>SUBJECT: Nomination for AFRL 12 OAY (SNCO Category) – MSgt Good</p>	
<p>I nominate MSgt Johnny B. Good for the 12 Outstanding Airmen of the Year competition, SNCO category.</p>	
	<p>Appropriate Signature Block Commander/Two-letter Directorate</p>

**Figure A2.3. Sample Initiator's Unfavorable Information File Verification Memorandum**

	<p>DEPARTMENT OF THE AIR FORCE <b>AIR FORCE RESEARCH LABORATORY</b> WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433</p>
	<p>Date</p>
<p>MEMORANDUM FOR AFRL/CC</p>	
<p>FROM: AFRL/XX</p>	
<p>SUBJECT: Initiator's Unfavorable Information File Verification - MSgt Good</p>	
<p>I, (Commander, Section Commander or First Sergeant), verify that MSgt Johnny B. Good did not have an active Unfavorable Information File or any unfavorable information in a PIF during the nomination period of this award.</p>	
<p>Appropriate Signature Block</p>	