

**BY ORDER OF THE COMMANDER
AIR FORCE RECRUITING SERVICE**

**AIR FORCE RECRUITING SERVICE
INSTRUCTION 36-2801**



24 OCTOBER 2012

Personnel

**AIR FORCE RECRUITING SERVICE
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFRS/RSOT

Certified by: AFRS/RSO
(Col T.J. Kenney)

Supersedes: AFRSI36-2801,
28 October 2009

Pages: 35

This instruction implements AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997, and AFI 36-2805, *Special Trophies and Awards*, 15 June 2001. It does not apply to Air Force Reserve Command or Air National Guard units. The purpose of this instruction is to acknowledge and encourage outstanding individual and team achievement and performance for active duty Air Force military and Department of Defense civilian personnel assigned to Air Force Recruiting Service (AFRS). It identifies responsibilities; establishes funding and accountability guidance; and describes nomination, eligibility, selection, and award recognition procedures for the AFRS Fiscal Year (FY) Awards Program, the AFRS Calendar Year (CY) Awards Program, and annual Air Force Specialty Code (AFSC)-based awards. It addresses the commander's special incentive programs and the Silver, Gold, Certified, Senior and Master Recruiter Badge programs that recognize outstanding production recruiters and Career Recruiter progression. Send recommendations for change or comments to this *supplement* using the AF Form 847, *Recommendation for Change of Publication*, to AFRS/RSOT. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the 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 1 for a glossary of references and supporting information

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. It updates and replaces guidance on the AFRS awards program (paragraphs 1 through 6.2.8); it also adds several new awards and describes changes to the Recruiter Badge and Blue Suit programs.

1.	Recruiter Badge.	2
2.	Responsibilities.	2
3.	Funding and Accountability:	5
4.	Commander's Special Incentive Programs.	5
5.	Recruiting Service FY Awards:	6
6.	AFRS CY Awards.	6
7.	General Information:	7
8.	Selection Process:	8
9.	Recognition.	8
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		9
Attachment 2—SAMPLE NOMINATION MEMORANDUM		11
Attachment 3—AUTHORIZED FISCAL YEAR QUARTERLY AND ANNUAL AWARDS		12
Attachment 4—SUGGESTED AWARD TYPE		17
Attachment 5—RECRUITER BADGE PROGRAMS		19
Attachment 6—HELPFUL HINTS FOR AWARDS PACKAGES		24
Attachment 7—CIVILIAN AWARDS		34

1. Recruiter Badge. The Recruiter Badge is awarded to individuals who complete the recruiter course. The badge is worn until their tour with AFRS is completed. Non-8R000s assigned to AFRS (staff officers, support, system administrators, etc.) also wear the basic recruiter badge during their tour of duty. See Attachment 5 for more detailed guidance on recruiter badges.

2. Responsibilities. Commanders and supervisors at all levels must ensure all awards programs are meaningful and cost effective.

2.1. AFRS Commander (AFRS/CC):

2.1.1. Has approval authority over board recommendations for all AFRS-level award recipients.

2.1.2. Presents awards at appropriate recognition ceremonies as schedule permits.

2.2. The AFRS Office of Public Affairs (HQ AFRS/PA). HQ AFRS/PA publishes quarterly and annual award winners in the Recruiter magazine, Behind the Badge.

2.3. The AFRS Command Standardization and Training Branch (HQ AFRS/RSOT). HQ AFRS/RSOT is the office of primary responsibility (OPR) for the Recruiting Service Fiscal Year Awards Program. HQ AFRS/RSOT will:

2.3.1. Provide the overall direction and management of the FY Recruiting awards program for personnel at all levels.

2.3.2. Coordinate the selection of board members through the Chief, Training Branch (HQ AFRS/RSOT). Board members may consist of headquarters (HQ), recruiting group (RCG), and/or recruiting squadron (RCS) personnel.

2.3.3. Instruct board members on selection process and grading.

2.3.4. Collect all AF IMTs 1206, *Nomination for Award*, from board members. (AF IMT 1206 is prescribed by AFI 36-2805, *Special Trophies and Awards*. Refer to that publication for guidance on completing the form.)

2.3.5. Forward names of recommended selections to AFRS/CC for review, approval, and announcement.

2.3.6. Procure and distribute FY awards as required.

2.4. **The AFRS Analysis Branch (HQ AFRS/RSOA).** HQ AFRS/RSOA tracks AFRS competition programs and provides results to HQ AFRS/RSOT as needed for award programs.

2.5. **The AFRS First Sergeant (HQ AFRS/CCF).** HQ AFRS/CCF serves as the OPR for the Recruiting Service Calendar Year Awards. HQ AFRS/CCF will:

2.5.1. Provide overall direction and management of the AFRS CY annual and quarterly award process.

2.5.2. Select board members:

2.5.2.1. **Military Board.** Military board will be comprised of: Airmen - three noncommissioned officers (NCO); NCO -three senior NCOs (SNCO); SNCO - three chief master sergeants (CMSgt); and company grade officers (CGO) – three field grade officers.

2.5.2.2. **Civilian Board.** Civilian board will be comprised of three members who are civilians with a higher grade than the category being scored and/or CGOs/FGOs. Remaining board members may come from HQ, group, and/or squadron.

2.5.3. Instruct board members on selection process and grading.

2.5.4. Collect all AF IMTs 1206 from board members.

2.5.5. Forward names of recommended selections to AFRS/CC for review, approval, and announcement.

2.5.6. Procure and distribute CY quarterly and annual awards as required.

2.6. **Recruiting Service Command (HQ AFRS/CSS).** HQ AFRS/CSS will coordinate all board activities to ensure selection of AFRS nominees in time to meet all higher headquarters suspense's. AFD 36-28, *Awards and Decorations Programs*, and AFI 36-2805, *Special Trophies and Awards*, provide specific guidance for selection and nomination for these awards. HQ AFRS/CSS will procure and distribute these awards as required. HQ AFRS/CSS is the OPR for the following AFSC-based awards:

2.6.1. Logistics NCO of the Year.

- 2.6.2. Personnel NCO of the Year.
- 2.6.3. Financial Manager NCO of the Year.
- 2.6.4. Gen. John P. Jumper Award for Excellence in War Fighting Integration
- 2.6.5. Information Dominance Award

2.7. The RCG Commander. The RCG commander will:

- 2.7.1. Monitor and review their awards programs to ensure compliance with this instruction.
- 2.7.2. Develop timely and cost-effective awards programs that reflect current FY priorities.
- 2.7.3. Help RCSs develop timely and cost-effective awards programs that support mission requirements.
- 2.7.4. Validate all production data and also submit AFRS award nominations by the designated date.
- 2.7.5. Publish a process for selecting their nominees to the AFRS board.
- 2.7.6. Submit nominations to HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT (as appropriate) by suspense date. Each nomination package will include an AF IMT 1206. CY and AFSC-based annual nominations must also include a records review report of individual personnel (RIP), biography, and any other award requirements detailed in AFI 36-2805, AFRS 36-28, or higher headquarters message.
- 2.7.7. Appoint an awards program manager.

2.8. The RCS commander and (or) First Sergeant. These individuals will:

- 2.8.1. Monitor and review awards programs to ensure compliance with this instruction. Support and monitor flight incentive awards programs.
- 2.8.2. Ensure and maintain the integrity of the goal allocation process. Do not give or trade reservation credit from one recruiter or flight to another.
- 2.8.3. Review nomination packages for quality and format. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Include only those accomplishments completed during the award period. Education of a continuing nature carried into the quarter may be annotated.
- 2.8.4. Submit nominations to the respective group by the appropriate suspense date. Each nomination package will include as a minimum an AF IMT 1206. Annual CY and AFSC-based award nominations (for example, NCO of the Year, Personnel NCO of the Year) must also include a Records Review RIP, biography, and any other award requirements detailed in AFI 36-2805, AFRS 36-28, and by higher headquarters message.
- 2.8.5. Appoint an awards program manager.

2.9. Board Members. Board members will:

2.9.1. Perform board duties as directed by HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT. This will be a records review only.

2.9.2. Forward recommendations to HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT (as appropriate) for review and HQ AFRS/CC approval. This is privileged information, and the final results will be released by AFRS/CC or designated representative.

2.10. **The Awards Program Manager.** The program manager will:

2.10.1. Monitor the issuance of trophies and other awards.

2.10.2. Devise and maintain a local inventory listing of all awards. The listing must show the starting balance, nomenclature of the award, manufacturer's part number, balance, recipient, and why the award was presented.

3. Funding and Accountability:

3.1. Per AFRSI 65-601, *Air Force Recruiting Service (AFRS) Budget and Financial Management*, financial management, a function of command, is decentralized to the maximum extent possible. However, to ensure consistency in the quality and quantity of awards purchased throughout AFRS, the awards program must be managed closely to prevent excessive expenditures for awards. Make every effort to bulk-purchase awards through General Services Administration (GSA) suppliers. Do not use appropriated funds to purchase such items as going away and retirement plaques.

3.2. According to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, trophies, plaques, emblems, certificates, and similar items designed for display purposes are considered awards. Under the purview of this instruction and for production incentive awards only, HQ AFRS, groups, and squadrons may purchase merchandise in place of awards for quarterly and annual awards and any special incentive programs approved by commanders at all levels. **Note:** An individual may not receive two items at the same level for winning a particular award. For example, if a person wins Top Recruiter, he/she may not receive additional plaques or merchandise type awards (recruiting watch; briefcase; pen and pencil set; etc.) for the same accomplishment. However, awards may come from higher headquarters.

3.3. The recommended total budget for each RCS FY awards program should not exceed \$45 for each authorized person as of the first of the FY (for example, 1 October, 100 authorized (military and civilian personnel; total 100 x \$45 = \$4,500). The total budget for each RCG FY awards program should not exceed \$20 for each authorized person as of the first of the FY (for example, 1 October, 14 authorized (military and civilian) personnel at the RCG and 600 authorized (military and civilian) personnel from all RCSs within the RCG; total 614 x \$20 = \$12,280). Suggested cost ceilings for each award follow: annual - \$80; quarterly - \$60; and monthly - \$50. Track costs associated with enhancements (framing, engraving, and certificates), and include them as part of the individual awards recommended limitation. Keep documentation on all expenditures.

4. **Commander's Special Incentive Programs.** The AFRS/CC may initiate incentive programs throughout the year to support special needs of AFRS. Additionally, AFRS/CC (or designated representative) may recognize individuals or contributions to the success of the AFRS mission

with the award of the AFRS medallion or pewter plate. Individuals recognized may come from the Air Force, any government agency, or the civilian sector. RCG and RCS commanders may initiate similar programs at their discretion.

5. Recruiting Service FY Awards:

5.1. Attachment 3 lists the authorized FY annual awards for AFRS, RCG, and RCS. Commanders will ensure the award matches the level of accomplishment.

5.1.1. The RCS commander will limit the number of squadron-level awards issued at the annual banquet to the following: Top Enlisted Accessions Flight Chief; Top Recruiter; Top Enlisted Accessions (EA) Recruiter; Top Rookie Recruiter; Top Enlisted Accessions Flight; Top Recruiting Support Award; Spouse of the Year; Top Civilian; and the Commander's, Superintendent's, Production Superintendent's, and First Sergeant's Achievement Awards. **Note:** The Commander's, Superintendent's, Production Superintendent's, and First Sergeant's Achievement Awards are effort-based awards for any member or team in the squadron.

5.1.2. Awards may be procured locally; however, comparative pricing through a central location may offer cost savings. See Attachment 4 for suggested types of award. Present awards in the following order: RCS, RCG, and AFRS. Silver, Gold Recruiting Badge, and Olympiad Medals are considered AFRS-level awards. The Gold Recruiting Badge is the final award presented at the banquet (see Attachment 5).

5.1.3. Award the Top Flight Recruiter Award for each flight, quarterly awards, and other emphasis awards to include the Senior or Master Recruiter Badges at appropriate opportunities during annual training.

5.2. AFRS awards are presented to the command's top performers.

5.2.1. If a RCS commander gives a recruiter a letter of reprimand or takes disciplinary action of a greater degree, the recruiter is ineligible for any awards.

5.2.2. A commander should not bypass an individual being considered for an award (keep in mind that an individual is innocent until proven guilty). In such cases, the prudent track would be to delay making a decision on the award until the investigation is closed (if possible).

5.2.3. If a designated award winner comes under investigation for an allegation occurring during the period of award, the award will be withheld pending the results.

5.3. AFRS presents squadron, flight, branch, and individual awards. Attachment 3 lists all awards and criteria pertaining to each award.

6. AFRS CY Awards. In conjunction with AFRS 36-28 and AFI 36-2805, this instruction establishes the procedures for the AFRS Calendar Year Awards Program. It provides guidance for recognizing outstanding company grade officers, enlisted personnel, and civilian employees assigned to AFRS. This instruction applies to all personnel assigned to AFRS and subordinate units. The following AFRS awards are based on CY nominations: Company Grade Officer of the Year, SNCO of the Year, NCO of the Year, Airman of the Year, and Civilian of the Year (Categories I through III), and First Sergeant of the Year. For additional civilian award guidance, see [Attachment 7](#).

6.1. AFRS Quarterly Award Categories:

- 6.1.1. Company Grade Officer (CGO—second lieutenant through captain).
- 6.1.2. Senior Noncommissioned Officer (SNCO—master sergeant through chief master sergeant).
- 6.1.3. Noncommissioned Officer (NCO—staff sergeant and technical sergeant).
- 6.1.4. Airman (AMN—Airman Basic through Senior Airman).
- 6.1.5. Civilian Category I (Junior Level—GS-1 through GS-6).
- 6.1.6. Civilian Category II (Intermediate Level—GS-7 through GS-10).
- 6.1.7. Civilian Category III (Senior Level—GS-11 and above).

6.2. AFRS Annual Award Categories:

- 6.2.1. Company Grade Officer (CGO—second lieutenant through captain).
- 6.2.2. Senior Noncommissioned Officer (SNCO—master sergeant through chief master sergeant).
- 6.2.3. Noncommissioned Officer (NCO—staff sergeant and technical sergeant).
- 6.2.4. Airman (AMN—Airman Basic through Senior Airman).
- 6.2.5. First Sergeant (diamond-wearing first sergeants).
- 6.2.6. Civilian Category I (Junior Level—GS-1 through GS-6).
- 6.2.7. Civilian Category II (Intermediate Level—GS-7 through GS-10).
- 6.2.8. Civilian Category III (Senior Level—GS-11 and above).

7. General Information:

7.1. **Nominees.** All nominees must epitomize the whole-person and/or whole-career concept. Military nominees must not have negative quality force indicators, for example, reprimands, unfavorable information file entries, or control roster actions. Civilian nominees must not have current disciplinary action. **Note:** This list is not all inclusive; be sure to only nominate individuals deserving of an award.

7.2. **Category.** Each group and HQ AFRS may nominate one individual per category. All nominees must meet eligibility requirements in [paragraph 7.1](#) and [7.4](#).

7.3. Due Dates:

7.3.1. **Quarterly.** Each group and HQ AFRS will forward AFRS-level CY quarterly award nominations to HQ AFRS/CCF by the 25th day of the month, following the end of the quarter. 1st thru 3rd quarter FY awards will be forwarded to HQ AFRS/RSOT by the 25th of the month following the end of the quarter. The suspense for FY 4th quarter awards will be set by AFRS/RSOT each year in order to meet timelines for presentation of awards at annual training meetings.

7.3.2. **Annual.** The suspense for CY annual awards will be determined to meet higher headquarters deadlines. The suspense for FY annual awards will be set by AFRS/RSOT

each year in order to meet timelines for presentation of awards at annual training meetings.

7.3.3. **HQ AFRS-Only Awards.** Submission dates for the HQ AFRS-only selection boards will be determined as local Joint Base San Antonio – Randolph officials set the required dates for nomination submission.

7.4. **Eligibility:**

7.4.1. **Quarterly.** Award nominees must have been assigned to AFRS for a minimum of 60 days during the period for which they are nominated.

7.4.2. **Annual.** Individuals submitted for annual awards do not have to be quarterly award recipients. Nominees will compete in the category for which they held their grade the longest period (for example, a senior Airman promoted in October to staff sergeant would compete in the Airman of the Year category for that year). HQ AFRS and each recruiting group may submit one nomination in each category to compete for an annual award. Airman, NCO, and SNCO annual award winners will be AFRS nominees to HQ AETC for 12 Outstanding Airmen of the Year competition.

7.4.2.1. CY award nominees must have been assigned to AFRS for 6 months of the year for which they are being nominated.

7.4.2.2. FY award nominees must have been assigned to AFRS for 9 months of the FY for which they are nominated.

7.4.3. **First Sergeant of the Year.** Established by the Air Force, this award recognizes the important contributions and leadership qualities exhibited by Air Force members in their first sergeant career field. Nomination suspense timelines will be sent to the field each CY.

8. **Selection Process:**

8.1. All nominees will be evaluated by a records review. Attachment 6 provides additional guidance for completing the AF IMT 1206. Board members will score nominees using AFRS Form 8, *Military Award Board CGO/SNCO/NCO/JEM of the Quarter/Year Score Sheet*.

8.2. Competition will be conducted using award nomination input on the AF IMT 1206. Board members will individually score nomination packages using AFRS Form 8, and submit to HQ AFRS/CCF or HQ AFRS/RSOT, as appropriate, for review. AFRS/CC is the final approving authority for all AFRS-level awards.

9. Recognition. All award winners will be recognized at a formal recognition ceremony, if possible. As a minimum, the AFRS/CC or designated representative will forward each AFRS-level award category winner a congratulatory letter and an award memento purchased with appropriated funds.

BALAN R. AYYAR, Brigadier General, USAF
Commander

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

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

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

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

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

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005

AFRSI 65-601, *Air Force Recruiting Service (AFRS) Budget and Financial Management*, 30 June 2010

AFI 65-603, *Official Representation Funds-Guidance and Procedures*, 17 February 2004

Prescribed Forms

AFRS Form 8, *Military Award Board CGO/SNCO/NCO/JEM of the Quarter/Year Score Sheet*, 24 August 2007

AFRS Form 1323, *Silver Recruiter Badge Certificate*, 1 October 1996 (Under Revision)

AFRS Form 1324, *Gold Recruiter Badge Certificate*, 1 October 1996 (Under Revision)

Adopted Forms

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

AF IMT 1768, *Staff Summary Sheet*, 1 September 1984

Abbreviations and Acronyms

AFA—Air Force Association

AFSA—Air Force Sergeants Association

AFSC—Air Force Specialty Code

AMN—airman

CGO—company grade officer

CY—calendar year

DC—Dental Corps

DCHPSP—Dental Corps Health Professions Scholarship Program

EA—enlisted accessions

EAC—enlisted accession competition

EAD—extended active duty

ETP—exception to policy

FAP—Financial Assistance Program
FQ—fully qualified
FY—fiscal year
GSA—General Services Administration
HP—health professions
HPSP—Health Professions Scholarship Program
LO—line officer
MEPS—military entrance processing station
MC—Medical Corps
MCHPS—Medical Corps Health Professions Scholarship Program
NCO—noncommissioned officer
NET RES—net reservation
NSPS—National Security Personnel System
OPR—office of primary responsibility
PME—professional military education
RCG—recruiting group
RCS—recruiting squadron
RIP—report of individual personnel
SNCO—senior noncommissioned officer

Attachment 2

SAMPLE NOMINATION MEMORANDUM

MEMORANDUM FOR AFRS/CC

20 January 20XX

FROM: 3XX RCG/CC

SUBJECT: Nominations for Quarterly Awards (1 Oct XX–31 Dec XX)

1. Our nominees for last quarter's AFRS awards follow. These individuals meet the qualification criteria outlined in the AFRS Quarterly Awards Program.

2. I certify that each member's PIF contains no derogatory information.

AMN of the Qtr	Grade	Name
NCO of the Qtr	Grade	Name
SNCO of the Qtr	Grade	Name
CGO of the Qtr	Grade	Name
Civilian of the Qtr	Grade	Name

//signed//

MIKE A. SMITH, Colonel, USAF
Commander, 3XXth Recruiting Group

Attachments:

AF IMTs 1206, *Nomination for Award*

Attachment 3

AUTHORIZED FISCAL YEAR QUARTERLY AND ANNUAL AWARDS

A3.1. FY Quarterly and Annual Awards. Table A3.1 lists all FY, quarterly and annual awards authorized during the annual conference. All categories and criteria are listed. HQ AFRS/RSOT is the point of contact for all matters related to FY awards. Use the most current AF IMT 1206 for nominations. Awards requiring a nomination are identified. A panel of AFRS senior staff members will review each nomination package and recommend award winners to AFRS/CC. **Note:** For all awards, refer to the AFRS Competition System document for current fiscal year. The competition document aligns with the AFRS commanders priorities and will supersede this instruction when applicable.

Table A3.1. FY Quarterly and Annual Awards.

I T E M	A	B	C	D	E	F	G	H	I
	Award Type					Award Level			
	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria
1	General William R. Looney III Top Recruiter Award—All Programs		X	X				X	Note 1
2	Top Enlisted Accessions Recruiter	X	X	X		X	X	X	Note 2
3	Top Health Professions Recruiter	X	X	X			X	X	Note 2
4	Top Biomedical Science Corps Recruiter	X	X	X			X	X	Note 7
5	Top Biomedical Science Corps (HPSP) Recruiter	X	X	X			X	X	Note 7
6	Top Medical Service Corps Recruiter	X	X	X			X	X	Note 7
7	Top Medical Corps Recruiter (FQ)	X	X	X			X	X	Note 7
8	Top Medical Corps Recruiter (FAP)	X	X	X			X	X	Note 7
9	Top Medical Corps Recruiter (HPSP)	X	X	X			X	X	Note 7
10	Top Dental Corps Recruiter (FQ)	X	X	X			X	X	Note 7
11	Top Dental Corps Recruiter (FAP)	X	X	X			X	X	Note 7
12	Top Dental Corps (HPSP)	X	X	X			X	X	Note 7

I	A	B	C	D	E	F	G	H	I
T	Award Type					Award Level			
E	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria
13	Top Nurse Corps Recruiter (FQ)	X	X	X			X	X	Note 7
14	Top Nurse Corps Recruiter (HPSP)	X	X	X			X	X	Note 7
15	Top Recruiting Support Award	X	X	X		X	X	X	Note 2
16	Top Recruiting Support Award 8R000	X	X	X		X	X	X	Note 2
17	Top Line Officer Recruiter	X	X	X		X	X	X	Note 2
18	Commander's Achievement Award		X	X		X	X		Note 2
19	Superintendent's Achievement Award		X	X		X	X		Note 3 and 13
20	Production Superintendent's Achievement Award		X	X		X			Note 3 and 13
21	First Sergeant's Achievement Award		X	X		X			Note 4 and 13
22	Top Rookie Recruiter Award		X	X		X	X	X	Note 2
23	Top Civilian Award		X	X		X	X		Note 2
24	Spouse of the Year		X	X		X	X		Note 2
25	Top Enlisted Accessions Flight Chief	X	X	X		X	X	X	Note 2
26	Top Health Professions Flight Chief	X	X	X			X	X	Note 2
27	Langley Spirit Award		X	X				X	Note 2 and 13
28	Top Enlisted Accessions Flight	X	X		X	X	X	X	Notes 2, 5, and 6
29	Top Health Professions Flight	X	X		X		X	X	Notes 2, 5, and 6
30	Top Operations Flight Commander		X	X			X	X	Note 2 and 13
31	Top Squadron Operations Flight	X	X		X		X	X	Notes 2 and 5
	Top Marketing and	X	X		X		X	X	Notes 2

I	A	B	C	D	E	F	G	H	I
T	Award Type					Award Level			
	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria
32	Training Branch								and 5
33	Top Support Flight Commander		X	X			X	X	Note 2 and 13
34	Top Support Flight	X	X		X		X	X	Notes 2 and 5
35	Top Military Entrance Processing Station (MEPS)	X	X		X	X	X	X	Notes 5, 6, and 7
36	Top Squadron Enlisted Programs		X		X		X	X	Notes 5, 6 and 7
37	Top Squadron Safety Award		X		X			X	Notes 2, 5, and 8
38	Top Line Officer Squadron		X		X		X	X	Notes 5 and 7
39	Top Health Professions Squadron		X		X			X	Notes 5, 6, and 10
40	Bob Cantu Most Improved Squadron Award		X		X		X	X	Notes 5, 8, and 11
41	Top Squadron		X		X		X	X	Notes 5, 7, and 12
42	Squadron Standard of Excellence—Enlisted Programs		X		X			X	Notes 5 and 6
43	Squadron Standard of Excellence—Health Professions Programs		X		X			X	Notes 5, 6, and 10
44	MEPS Standard of Excellence Award		X		X			X	Notes 5 and 6
45	AFRS Commander's Award of Excellence		X		X			X	Notes 5, 8, and 9
46	Top Production Superintendent	X	X	X			X	X	Notes 2, 13 and 14

I	A	B	C	D	E	F	G	H	I
T	Award Type					Award Level			
E	Award	Qtr	Annual	Individual	Team	RCS	RCG	AFRS	Criteria
M									

NOTES:

1. Selected by the AFRS commander from Operation BLUE SUIT winners. Submit nomination on AF IMT 1206.
2. Selected by the commander with consideration but not limited to AFRS competition standings when applicable to the nominee. Submit nomination on AF IMT 1206.
3. Selected by the Superintendent/Production Superintendent. Submit nomination on AF IMT 1206. (See paragraph A.3.2.2)
4. Selected by the First Sergeant, civilians may be considered. Submit nomination on AF IMT 1206. (See paragraph A.3.2.2)
5. Team includes any squadron, flight, branch, or MEPS award.
6. Criteria changes yearly. Reference current AFRS Competition for criteria.
7. Based on AFRS competition standings in each category. In case of tiebreaker, AF IMT 1206 required.
8. Consider inspection and evaluation reports, mishap and prevention initiatives, military and civilian mishap experiences, and GSA vehicle mishaps.
9. Selected by the AFRS commander. Submit nomination on AF IMT 1206.
10. Refer to the current AFRS Competition System document.
11. Consideration to total points in both EAC and Line Officer Accessions, and overall improvement from previous FY, but not limited to winners of the EAC or Line Officer Accessions.
12. Consideration to total points in both EAC and Line Officer Accessions, but not limited to winners of the EAC or Line Officer Accessions.
13. Award is based on whole-person concept.
14. Eligible nominees are Production Superintendents, no production heading required on the AF IMT 1206.

A3.2. Additional Nomination Criteria. A recruiter who moves from one production program to another during the FY can only be nominated for one award category. For example, a unit may nominate a recruiter who moves from EA to HP for either Top EA or Top HP, but not both.

A3.2.1. Bob Cantu Most Improved Squadron. Nominees will be considered based on overall improvement from the previous FY. A combination of factors to consider should include but are not limited to: (1) significant improvement in AFRS competition standing, (2) increase in Group and AFRS level team and individual quarterly/annual recognition, (3) other relevant unit accomplishments of significant impact to the recruiting mission.

A3.2.2. Commander's, Superintendent's, and First Sergeant's Achievement Award. Nominees should be individuals (military or civilian) who have made significant contributions to the overall recruiting mission, or a team that has made significant contributions to the overall recruiting mission.

A3.2.3. Langley Spirit Award. Nominees should be considered for their contributions to others and their impact within the local community and the unit. Nominees should demonstrate the highest qualities of leadership and dedication. This award is based on the whole-person concept; military and civilian members are eligible to be nominated.

A3.2.4. **AFRS Pewter Plate.** The AFRS Pewter Plate may be awarded upon retirement to AFRS HQ personnel and Master Recruiters by the AFRS/CC for sustained superior performance and/or lifetime achievement.

A3.3. AFRS Olympiad Award. This three-tiered program uses bronze, silver, and gold Olympic-type medals to recognize recruiters who bring 40 or more enlisted applicants onto active duty during the FY. The RCG or the Recruiting Service Operations Division Chief (HQ AFRS/RSO) validates and forwards a list of winners to HQ AFRS/RSOT no later than 5 duty days after the end of the FY.

A3.3.1. **Bronze Medal.** Recruiters who bring 40 to 49 enlisted applicants on extended active duty (EAD) during the FY.

A3.3.2. **Silver Medal.** Recruiters who bring 50 to 59 enlisted applicants on EAD duty during the FY.

A3.3.3. **Gold Medal.** Recruiters who bring 60 or more enlisted applicants on EAD during the FY.

A3.4. Operation BLUE SUIT. This is the AFRS/CC's premier incentive program. Criteria for this award will be established annually by the AFRS/CC based on current priorities. HQ AFRS will board the Blue Suit winners to determine the General William R. Looney III Top AFRS Recruiter. HQ AFRS/RSOT will announce specific timelines and AF IMT 1206 requirements for submission. For planning purposes, submissions are normally due in December each year.

Attachment 4

SUGGESTED AWARD TYPE

A4.1. Award Types. Table A4.1 provides a list of the suggested awards by category.

Table A4.1. Award Type Categories and Suggested Award Mementoes.

I T E M	A	B
	Award Category	Suggested Award Mementoes
1	Top Recruiter (each flight)	Plaque, Trophy, Watch
2	Top Enlisted Accessions Recruiter	Plaque, Trophy, Watch
3	Top Bio Medical Science Corps Recruiter	Plaque, Trophy, Watch
4	Top Medical Service Corps Recruiter	Plaque, Trophy, Watch
5	Top Medical Corps Recruiter	Plaque, Trophy, Watch
6	Top Recruiting Support Award	Plaque, Trophy
7	Top Recruiting Support Award	Plaque, Trophy
8	Top Nurse Corps Recruiter	Plaque, Trophy, Watch
9	Top Dental Corps Recruiter	Plaque, Trophy, Watch
10	Top Line Officer Recruiter	Plaque, Trophy, Watch
11	Top Dental Corps HPSP Recruiter	Plaque, Trophy, Watch
12	Top Medical Corps HPSP Recruiter	Plaque, Trophy, Watch
13	Commander's Achievement Award	Selected at the discretion of the CC
14	Superintendent's Achievement Award	Selected at the discretion of the CCU
15	Production Superintendent's Achievement Award	Selected at the discretion of the CCY
16	First Sergeant's Achievement Award	Selected at the discretion of the CCF
17	Top Rookie Recruiter	Plaque, Trophy, Watch
18	Top Civilian	Plaque
19	Spouse of the Year	Plaque
20	Top Enlisted Accessions Flight Chief	Plaque, Trophy
21	Top HP Accession Flight Chief	Plaque, Trophy
22	Langley Spirit	Plaque, Trophy
23	Top Enlisted Accessions Flight	Plaque
24	Top Health Professions Flight	Plaque
25	Top Superintendent	Plaque, Trophy
26	Top Operations Flight Commander	Plaque, Trophy
27	Top Squadron Operations Flight	Plaque, Trophy
28	Top Marketing and Training Branch	Plaque
29	Top Support Flight Commander	Plaque, Trophy
30	Top Support Flight	Plaque
31	Top Military Entrance Processing Station	Plaque
32	Top Squadron Enlisted Program	Plaque
33	Top Squadron Safety	Plaque
34	Top Line Officer Squadron	Plaque

35	Top Health Professions Squadron	Plaque
36	Bob Cantu Most Improved Squadron	Plaque
37	Top Squadron	Plaque
38	Squadron Standard of Excellence-Enlisted Programs	Plaque
39	HP Squadron Standard of Excellence	Plaque
40	MEPS Standard of Excellence	Plaque
41	AFRS Commanders Award of Excellence	Plaque
42	AFRS Blue Suit Winners	Plaque, Awards & Mementos
43	AFRS Blue Suit Winners Spouses	Awards & Mementoes

Attachment 5

RECRUITER BADGE PROGRAMS

A5.1. Recognition. The recruiter badge programs recognize production recruiters and supervisors of production programs whose outstanding production have enhanced the AFRS mission. These badges are for specified production achievement. Nominees will have no pending or substantiated integrity violation investigations in the competition year.

A5.2. Silver Recruiter Badge Criteria and Wear Instructions:**A5.2.1. Eligibility:**

A5.2.1.1. In-Cycle Silver Recruiter Badge. All EA, LO, and HP recruiters and flight chiefs must meet the following criteria:

Table A5.1. In-Cycle Silver Badge Criteria.

RULE	EA RIC	LO RIC	HP RIC	EA F/C	HP F/C
On goal for 12 full, consecutive months, beginning 1 October	X	X	X	X	X
Achieve at least 115 percent of their NEC goal and at least 100 percent in each goaled program	X			X	
Achieve at least 115 percent of their overall goal and at least 100 percent in each goaled program		X	X		X
Pure cancellation rate not to exceed 12 percent at end of eligibility period (if higher than 12 percent for EA/FC Lvl, no more than 2 pure cancellations for EA RIC).	X			X	
All badge-eligible RICs must be at least 100 percent in each of their goaled programs				X	X
Current passing Fitness Exam	X	X	X	X	X

A5.2.1.2. Silver Recruiter Ring. Recruiters earning their fifth Silver Recruiter Badge will also be awarded a Silver Recruiter ring.

A5.2.1.3. . If a production flight chief supervised more than one flight during the competition year, each flight must meet the eligibility criteria during the respective periods of supervision.

A5.2.1.4. Out-of-Cycle Silver Recruiter Badge. All EA, LO, and HP recruiters and flight chiefs on an initial tour of duty are authorized the award (out-of-cycle), if otherwise eligible as per the table above when they complete 12 months in Recruiting Service. For Rookie EA recruiters, include all recruiter transition program (RTP) production and the next nine months for a total of 12 months.

A5.2.1.5. For an out-of-cycle recruiter to earn a subsequent year Silver Recruiter Badge, if otherwise eligible, he or she must have 21 months of consecutive production goals at the end of his/her first full competition year.

A5.2.1.6. The following is an example of a recruiter with less than 21 months on full goal at the completion of his or her first full competition year (not eligible for a second year badge):

Table A5.2. Out-of-Cycle Silver Badge Criteria, Less Than 21 Months.

<u>Date Assigned Goal</u>	<u>Production</u>	<u>Status</u>
1 Feb 11 – 31 Jan 12 (12 months)	115 percent or better	Earns Silver Recruiter Badge (out-of-cycle)
1 Feb 11 - 30 Sep 12 (20 months)	115 percent or better	Not eligible for subsequent year badge due to less than 21 months on production

A5.2.1.7. The following is an example of a recruiter with 21 months on full goal at the completion of his/her first full competition year (eligible for a second year badge):

Table A5.3. Out-of-Cycle Silver Badge Criteria, 21 Months or More.

<u>Date Assigned Goal</u>	<u>Production</u>	<u>Status</u>
1 Jan 11 - 31 Dec 11 (12 months)	115 percent or better	Earns Silver Recruiter Badge (out-of-cycle)
1 Jan 12 - 30 Sep 12 (21 months)	115 percent or better	Earns second year Silver Recruiter Badge

A5.2.2. **Ineligibility.** Recruiting personnel not specifically mentioned in paragraphs [A5.2.1](#) through [A5.2.1.6](#) are ineligible for the Silver Recruiter Badge.

A5.2.3. **Silver Recruiter Badge Exceptions.** On occasion, production recruiters or supervisors may not have met the requirements for the award. RCS commanders may request an exception for deserving individuals by sending a memorandum of justification to HQ AFRS/RSOT. Due dates will vary based on the start date of the annual cycle. RCG/CC concurrence is required before sending request to HQ AFRS/RSOT. HQ AFRS/RSO has the authority to approve/disapprove all exceptions. Include all goals and accessions (for HP recruiters, include quarterly application expectations and accomplishments). Requests for exceptions should also include any extenuating circumstances.

A5.3. Gold Recruiter Badge:

A5.3.1. Each RCG commander is authorized to approve the award of the Gold Recruiter Badge based on criteria in this paragraph.

A5.3.1.1. Each RCG commander will approve the award of the Gold Recruiter Badge to one EA Flight Chief based on the criteria set in A5.2.1.1. The RCG commanders will submit their top HP Flight Chief for consideration for the Gold Recruiter Badge to HQ AFRS/RSOT based upon the criteria set in

A5.3.1.2. The RCG commander also approves the award of the Gold Recruiter Badge to one EA, HP or LO recruiter per squadron, based on the recommendation of the RCS commanders.

A5.3.1.3. Only recruiters awarded Silver Recruiter Badges during the FY are eligible to receive the Gold Recruiter Badge.

A5.3.1.4. Squadrons will establish selection criteria for the EA, HP and LO Gold Recruiter Badges in the squadron awards directive, and will conform to the minimum requirements of this instruction.

A5.3.2. If the Gold Recruiter Badge is the last badge earned prior to a recruiter moving to a support position, the recruiter will wear the Gold Recruiter Badge to the end of the current FY and then revert to the appropriate badge.

A5.3.3. **Gold Recruiter Ring.** All initial Gold Recruiter Badge winners will be awarded a Gold Recruiter ring.

A5.3.4. Individuals awarded the Silver or Gold Recruiter Badge will also receive a *Silver Recruiter Badge Certificate* or *Gold Recruiter Badge Certificate* as appropriate. Each group operations will forward a validated, completed list to HQ AFRS/RSOT within 5 duty days of the end of the FY with full name, grade, squadron, and number of badges earned for their nominees. Present certificates and badges at the same time. Present out-of-cycle certificates and badges at an appropriate ceremony within 90 days of the recruiter earning the badge.

A5.4. Recruiter Badges: Criteria and Wear Instructions. Recruiters will return damaged badges to squadron operations for replacement on a one-for-one basis. Squadron operations will coordinate with RCG training for replacements. Refer to AFI36-2903 *Dress and Personal Appearance of Air Force Personnel* for proper wear of duty badges.

A5.4.1. **Basic Recruiter Badge.** This badge is awarded to recruiters upon successful completion of the Air Force Recruiter basic course at Joint Base San Antonio-Lackland, TX. This badge is also worn by all other members assigned to AFRS in non-8R000 support and leadership positions.

A5.4.2. **Certified Recruiter Badge.** This badge is surrounded by a blue ring that denotes certification. The badge is awarded upon completion of EA recruiter training and certification by the Production Superintendent. The badge will be worn until the recruiter earns a Silver or Gold Recruiter Badge. Recruiters will revert to the Certified Recruiter Badge once assigned to a non-production job and the fiscal year they were last authorized to wear the Silver/Gold Badge has expired. Additionally, recruiters still in a production position will revert to wearing the Certified Recruiter Badge at the beginning of the new fiscal year if they have not earned a Silver Badge the previous fiscal year.

A5.4.2.1. Example: A recruiter wears a silver badge earned in FY11 through FY12. At the end of FY12, if the recruiter did not earn a subsequent Silver Badge (for FY12 production) they will begin wearing the Certified Recruiter Badge beginning 1 October 2012 for FY13.

A5.4.3. **Senior Recruiter Badge.** This badge will have a numbered star in the upper portion of the badge. Numbering on the Senior Recruiter Badge is cumulative and reflects the total number of times an individual has earned the Silver Recruiter Badge during their recruiting

career. The Senior Recruiter Badge is awarded through a nominative process to individuals in Tier 3 and a select few who have completed certification or at least 1 year in Tier 2 recruiting positions. Squadron commanders will nominate individuals with the recommendation of the Production Superintendent and Flight Chief as applicable. Nominations will be forwarded via memorandum to the RCG Superintendent for review and final approval by the RCG Commander. For Tier 2 and Tier 3 recruiters assigned to RCG and AFRS positions, nominations will come from the respective branch chief or superintendent for approval by the group commander or division chief as applicable. Forward approved nominations to AFRS/RSOT to request the Senior Recruiter test. For recruiters assigned outside of AFRS squadron, group, or headquarters positions, their respective supervisors nominate them through AFRS/RSOT to AFRS/RSO for approval.

A5.4.3.1. Senior Recruiter Test. The Senior Recruiter Test is composed of multiple choice and true/false questions from various AFRS references including but not limited to; AFRSI 36-2001, AFRSI36-2801 and AFRSI36-2201 as well as Professional Sales Skills and Coaching. The Senior Recruiter test will be sent by AFRS/RSOT to the Squadron Superintendent or Production Superintendent who will assign a test administrator or administer the test themselves. Recommended test administrators other than the CCY/CCU include: squadron First Sergeant, Operations or Support Flight commander, Senior Trainer, or Operations Flight Chief. The test is considered controlled material and no extra copies shall be made or distributed. The test will be administered in a controlled environment (no smart phones, laptops or notes) and test material returned to the test administrator. Completed tests will be scanned and e-mailed by the administrator to AFRS/RSOT for scoring and recording (destroy/delete test material when completed). A minimum score of 80% is required to pass the Senior Recruiter test; anyone failing the test may retest in 1 year. Test scores will be recorded and group training will be sent the names and test results. Badges should be awarded within 90 days in an appropriate ceremony.

A5.4.4. Master Recruiter Badge. The Master Recruiter Badge has a distinctive wreath atop the badge with a 3D nautical star set in a blue background. This Badge may be awarded to a certified flight chief or above through the nomination process and testing. Having a Master Recruiter Badge is a prerequisite to being placed on the Production Superintendent list, therefore individuals who do not yet demonstrate the *potential* for this level of leadership should not be nominated. Upon receipt of approved nominations, AFRS/RSOT will assist with administering the Master Recruiter Test. A minimum score of 80% is required to pass the test; anyone failing the Master Recruiter test may retest in 1 year. Completed tests will be forwarded to AFRS/RSOT for scoring and recording. Once individuals are notified of selection, the Master Recruiter Badge should be awarded within 90 days in an appropriate ceremony.

A5.4.5. Command Master Recruiters. Ten Master Recruiters are selected to serve as Command Master Recruiters. This leadership council represents the senior most level of recruiting experience and expertise and serves as the primary advisory body to the AFRS/CC on all recruiting matters (See AFRS supplement to AFI-2117). Command Master Recruiters will be designated with a gold star on the Master Recruiter Badge.

A5.5. Requests for Badges and Rings:

A5.5.1. Each RCG will order projected requirements for Silver Recruiter Badges, Gold Recruiter Badges, and numbered stars through their appropriate supplier. **Note:** Order rings through HQ AFRS/RSOT and present to recipients as soon as possible after receipt.

A5.5.2. The RCS commander will send written requests for badges to the RCG commander after the end of the FY or at the end of the initial 12 months for out of cycle requests. The FY suspense date will vary based on the start date of the annual cycle. Each operations branch will validate production data based on AFRS criteria and will forward badges to the requesting squadron. Commanders have disapproval-for-cause authority when, in their opinion, awarding a badge would discredit the Air Force or AFRS.

Attachment 6

HELPFUL HINTS FOR AWARDS PACKAGES

A6.1. AF IMT 1206. Complete the AF IMT 1206. List only items that started or ended during the award period, with the exception of continuing education as indicated.

A6.2. Accomplishments. Concentrate on the individual's accomplishments with mission-impact results.

A6.3. Identify. Identify why the nominee is the best person from the organization. What was done to set the nominee apart from others?

A6.4. Impact. What impact did the nominee have on the community, squadron, group, and headquarters?

A6.5. Membership. List memberships in professional organizations (for example, AFSA, Noncommissioned Officers Association, TOP 3, AFA, etc.). Find out if the nominee is on the advisory council, holding an officer position or on a fundraising committee. If so, what has the nominee done, how much has the nominee raised, etc?

A6.6. Education. List completed professional military education (PME) (with date). If currently enrolled in PME through correspondence, list current status towards completion; for example, enrolled in SNCO Academy by correspondence and has completed Volume II.

A6.7. Self-Improvement. List off-duty educational accomplishments; for example, "is pursuing a master's degree and completed 9 hours with 3.5 GPA." **Note:** Do not use "In pursuit of ..." without any facts. Educational involvement is listed under Significant Self-Improvement.

A6.8. Results. Bullet statements need to show results. For example, "designed and built a training program that streamlined the entire training process." What were the results? Did it reduce training time, save money, etc?

A6.9. Format. All nominations must be single-spaced, and in bullet format.

A6.9.1. Military CY quarterly nominations will be 15 lines maximum including the mandatory headings: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY, SIGNIFICANT SELF-IMPROVEMENT, and BASE OR COMMUNITY INVOLVEMENT. Annual nominations will be 30 lines maximum including mandatory headings. See Figure A6.1.

Figure A6.1. AF IMT 1206, *Nomination for Award*, (NCO, SNCO, and CGO Category).

NOMINATION FOR AWARD		
AWARD AFRS Recognition Program	CATEGORY <i>(If Applicable)</i> NCO, SNCO, and CGO	AWARD PERIOD Jan - Mar XX
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> TSgt/Jane E. Doe	SSN <i>(Enter Last 4 Only)</i> 1111	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 8R000/Recruiter	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> 487-1111, (210) 652-1110	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE XXX RECRUITING SQUADRON, 123 MAIN STREET, SAN ANTONIO, TX, 78150		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> LT COL DUDLEY WRIGHT, DSN 123-4567 COMM. (888) 123-4567		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> Mandatory headings for the AMN, NCO, SNCO, 1st Sgt, AD 1st Sgt, and CGO categories. Do not deviate! LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: - The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar quarter/year, as applicable SIGNIFICANT SELF-IMPROVEMENT: - The member must show this improvement through on- and off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the current calendar quarter/year, as applicable BASE OR COMMUNITY INVOLVEMENT: - The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade NOTES: 1. Quarterly award writeups are limited to 15 lines. Annual award writeups are limited to 30 lines. Both include the mandatory headings listed above. 2. Use bullet format only--do not use a flowing narrative format. 3. Do not sign writeups.		

A6.9.2. Civilian CY quarterly nominations will be 15 lines maximum including the mandatory headings: **JOB PERFORMANCE IN PRIMARY DUTY**, **LEADERSHIP QUALITIES**, and **OTHER ACCOMPLISHMENTS**. Annual nominations will be 30 lines maximum including mandatory headings. See Figure A6.2.

Figure A6.2. AF IMT 1206, *Nomination for Award* (Civ Cat I, II, or III).

NOMINATION FOR AWARD		
AWARD AFRS Recognition Program	CATEGORY <i>(If Applicable)</i> Civ Cat I, II, or III	AWARD PERIOD Jan - Mar XX
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> GS-5/Jane E. Doe	SSN <i>(Enter Last 4 Only)</i> 0001	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE AFRS Customer Service	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: 487-1111 COMM: (210) 652-1110	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE XXX RECRUITING SQUADRON, 123 MAIN STREET, SAN ANTONIO, TX 78150		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> LT COL DUDLEY D. WRIGHT / DSN 123-4567 COMM: (888) 123-4567		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> Mandatory headings for CIV CAT I, II, or III categories. Do not deviate! JOB PERFORMANCE IN PRIMARY DUTY: - The individual's job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during current calendar quarter/year, as applicable NOTE: Only document how well the individual performed the duties in his/her official position description. LEADERSHIP QUALITIES: - These qualities could be evidenced by supervisors or leaders, or by non-supervisory personnel through management of a project associated with the individual's primary duty. Include the development of new techniques contributing to increased mission effectiveness OTHER ACCOMPLISHMENTS: - Recognize contributions to the mission, such as volunteering for on-duty projects in other work centers or units. For example, a secretary volunteers to help produce a report for a visiting inspection team; a budget analyst shares his/her expertise with a peer in another unit to resolve a complex problem - You may also include any significant self-improvement through off duty education, training or achievements in professional associations directly related to official duties. For example, a LAN administrator takes off-duty computer courses and receives a certification; a secretary takes courses leading to certification as a professional secretary; an engineer joins a professional association which has a goal of keeping members abreast of current developments in their career field NOTE: Also include recognition of duty performance earned at the unit, installation, command, Air Force or DoD levels. NOTES: 1. Quarterly write-ups are limited to 15 lines including headers. Annual award write-ups are limited to 30 lines. Both include mandatory headings listed above. 2. Use bullet format only--do not use a flowing narrative format; do not sign write-ups Civ I, GS-1 through GS-6 Civ II, GS-7 through GS-10 Civ III, GS-11 and above		

A6.9.3. All FY quarterly and annual nominations will be a maximum of 15 lines with no headings other than PRODUCTION ACCOMPLISHMENTS when applicable. Production heading examples are described in paragraph A6.10 and *do not* count against the 15 line maximum. See Figure A6.3 for additional format information. Additional production headings are not authorized; any additional production accomplishments relative to the nominee should be documented in the bullet narrative.

Figure A6.3. AF IMT 1206, *Nomination for Award* (Individual Category).

NOMINATION FOR AWARD											
AWARD *NOTE 1	CATEGORY <i>(If Applicable)</i> INDIVIDUAL	AWARD PERIOD *NOTE 2									
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> *NOTE 3	SSN <i>(Enter Last 4 Only)</i> 0000	MAJCOM, FOA, OR DRU AETC									
DAFSC/DUTY TITLE *NOTE 3	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN XXX-XXXX, COMM: (XXX) XXX-XXXX										
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE *NOTE 3											
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> *NOTE 3											
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> (PRODUCTION STATISTICS: List all goals, accessions and percentages for the fiscal year.) This does not count against the 15 line maximum. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 25%;">PROGRAM:</th> <th style="text-align: left; width: 25%;">GOAL</th> <th style="text-align: left; width: 25%;">ACCESSIONS</th> <th style="text-align: left; width: 25%;">PERCENTAGE</th> </tr> </thead> <tbody> <tr> <td>NEC</td> <td>XX</td> <td>XX</td> <td>XXX%</td> </tr> </tbody> </table> - Use bullet format only--do not use a flowing narrative format - Bullets are limited to your 15 best lines. Include any accomplishments on or off duty that you feel make the nominee more competitive - Do not sign the write-up *Notes: 1. Enter category; Top Recruiter, Top Rookie Recruiter, Top Operations Flight etc. 2. Enter award period such as, Jan 12 - Mar 12. 3. Use a single space instead of the "/" except where typing in unit and office symbols (i.e.: 317 RCS/FO) and use commas where indicated.				PROGRAM:	GOAL	ACCESSIONS	PERCENTAGE	NEC	XX	XX	XXX%
PROGRAM:	GOAL	ACCESSIONS	PERCENTAGE								
NEC	XX	XX	XXX%								

Table A6.1. Specific Production Accomplishments.

PRODUCTION ACCOMPLISHMENTS:			
PROGRAM	GOAL	ACCESSION	PERCENTAGE
EA	XX	XX	XXX%
NC	XX	XX	XXX%
LO	XX	XX	XXX%
<p>Production headers <i>do not</i> count against allotment of 15 lines. If goaled against multiple programs, list each program's production data on an individual line (see example above).</p> <p>Note: For HP quarterly submissions use Application Expectations, Selects, Commissions, and EADs for the quarter as applicable headings.</p>			

Attachment 7

CIVILIAN AWARDS

A7.1. General Information. AFRS civilian employees are an indispensable part of the Air Force recruiting team, providing critical continuity for our geographically dispersed organization. Recognition for their outstanding contributions, support and dedication is essential. In conjunction with AFI 36-1004, *Managing the Civilian Recognition Program*, this attachment addresses specific awards for supervisor consideration. Nominees should be exceptional performers who represent AFRS and the Air Force well both on and off the job and must not have current disciplinary action for the period being nominated.

A7.2. Quarterly/Annual Awards. AFRS HQ and group and squadron commanders will implement the following calendar year (CY) quarterly and annual civilian award program. Category II for geographically separated units competition begins at the group level and forward.

A7.2.1. Award Categories:

A7.2.1.1. **Category I.** Junior Level - GS-1 through GS-6.

A7.2.1.2. **Category II.** Intermediate Level - GS-7 through GS-10.

A7.2.1.3. **Category III.** Senior Level – GS-11 and above. **Note:** National Security Personnel System (NSPS) grades will compete in their applicable GS categories.

A7.2.2. Eligibility:

A7.2.2.1. **CY Quarterly Awards.** Nominees must have been assigned to AFRS for a minimum of 60 days during the period for which they are nominated.

A7.2.2.2. **CY Annual Awards.** Nominees must have been assigned to AFRS for a minimum of 6 months of the award period.

A7.2.3. CY Award Recognition:

A7.2.3.1. HQ AFRS CY quarterly award winners will be recognized by presentation of an 8-hour time-off award and a plaque. Squadron and group quarterly award winners will be recognized by presentation of an 8-hour time-off award and a plaque. Category II for geographically separated units competition begins at the group level and forward.

A7.2.3.2. HQ AFRS annual award winners will be recognized by presentation of a 16-hour time-off award and plaque.

A7.2.3.3. Squadron annual award, Category I winners will receive 16 hours time-off award and plaque.

A7.2.3.4. Group annual award, Category I winners will receive 8 hours time-off award and plaque; Category II winners will receive 16 hours time off award and plaque.

A7.2.3.5. Squadron and group civilians receiving any higher level recognition will receive an additional 8-hour time-off award for each level of advancement.

A7.3. AFRS-wide Calendar Year (CY) Awards. HQ AFRS and each group may nominate one individual per applicable category.

A7.3.1. Award Categories:

A7.3.1.1. **Category I.** Junior Level - GS-1 through GS-6.

A7.3.1.2. **Category II.** Intermediate Level - GS-7 through GS-10.

A7.3.1.3. **Category III.** Senior Level – GS-11 and above. (**Exception:** If Category III does not exist in the field, HQ AFRS cannot have a submission.) **Note:** NSPS grades will compete in their applicable GS categories.

A7.3.2. CY Award Eligibility:

A7.3.2.1. **CY Quarterly Awards.** Nominees must have been assigned to AFRS for a minimum of 60 days during the period for which they are nominated.

A7.3.2.2. **CY Annual Awards.** Nominees must have been assigned to AFRS for a minimum of 9 months of the award period.

A7.3.3. AFRS-wide CY Award Recognition:

A7.3.3.1. Quarterly award winners will be recognized by presentation of an 8-hour time-off award.

A7.3.3.2. Annual award winners will be recognized by presentation of an 8-hour time-off award and plaque.

A7.4. Time-off Incentive Awards. Time-off awards grant time off from duty without loss of pay or charge to annual leave. Awards may be submitted for superior accomplishments that contribute to the quality, efficiency, or economy of the organization or government operations. They are an alternate means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards. Time-off awards will not be granted to create the effect of a holiday or treated as administrative excusals or leave in conjunction with a military “down” or “goal” day or the like which would grant the entire, or a majority of, civilian employee population an award day to be used on a specified day.

A7.4.1. Time-off awards are limited to a maximum of 80 hours *per employee* during any civilian leave year. Award requests must be supported with appropriate written justification and meet AFI 36-1004, Chapter 3, paragraph 3.4, requirements.

A7.4.2. Time-off award requests (to include AF IMT 1768, *Staff Summary Sheet*, for squadron and group CY award winners) will be submitted to HQ AFRS/RSXPC for review before coordination with AFRS/CC/CV for approval and/or disapproval determination. HQ AFRS/RSXPC will forward approved time-off requests to the civilian personnel flight for processing.