

**BY ORDER OF THE
97TH AIR MOBILITY WING (AETC)**



AIR FORCE INSTRUCTION 36-2805

**ALTUS AIR FORCE BASE
SUPPLEMENT**

23 MARCH 2015

Personnel

SPECIAL TROPHIES AND AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 97 AMW/CCC

Certified by: 97 AMW/CC
(Col William A. Spangenthal)

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Pages: 13

This instruction establishes policies and procedures relating to the 97th Air Mobility Wing's (97 AMW) annual, quarterly, special trophies and awards programs. It applies to all military members and civilian employees stationed or employed at Altus AFB to include tenant units. 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 Form 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

6. (Added) Overview.

6.1. (Added) Overview. These programs provide recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and effort to improve themselves, as well as, to enhance their unit's (to include deployed locations) efficiency and effectiveness.

6.2. (Added) Selection. Selection is based upon the whole person concept; hence the weighted criteria as designated by the different headings for each award. Outstanding duty performance is the cornerstone of being selected as an award winner. However, self-improvement and base/community involvement define the whole person concept and typically separate the winner from second place.

6.3. (Added) Development. Base organizations are encouraged to develop unit-level individual awards apart from the wing quarterly and annual awards to recognize excellence in areas such as duty accomplishments, physical fitness, etc., that may not be captured in a wing-level program.

7. (Added) Responsibilities.

7.1. (Added) The 97 AMW/CC will:

7.1.1. **(Added)** Have final approval authority over board recommendations for all 97 AMW military and civilian quarterly/annual award recipients.

7.1.2. **(Added)** Present awards during the recognition programs, if available.

7.2. (Added) The 97 AMW/CV will:

7.2.1. **(Added)** Serve as board president (or designate a representative) for the FGO, CGO and civilian boards.

7.2.2. **(Added)** Task each group commander (MSG, OG, MDG and MX) and the wing director of staff for their participation or the participation of their deputies as a board member for each FGO, CGO, and civilian quarterly/annual board. In addition, from those pools of selected board officers, the CV will assign one lead officer and one officer recorder duties for each board. The vice commander has the option of convening a pre-board to discuss rules of engagement with the selected board members.

7.2.3. **(Added)** Forward score sheets to the 97 AMW/CCC.

7.3. (Added) The 97 AMW/CCC will:

7.3.1. **(Added)** Serve as the overall 97th AMW Special Trophies and Awards Program Manager.

7.3.2. **(Added)** Establishes the wing quarterly and annual board schedule and provides suspense dates for all boards, via memorandum.

7.3.3. **(Added)** Work with Altus Top 3 to select primary and alternate quarterly award event POCs. This chair is held for a period of 1 year.

7.3.4. **(Added)** Task group and wing staff agencies for Annual Award's Banquet committee lead every July.

7.4. (Added) The 97 AMW/CCCE will:

7.4.1. **(Added)** Act as the designated representative of the 97 AMW/CCC on all matters pertaining to the program.

7.4.2. **(Added)** Notify board members of dates, times, and locations for convening boards.

7.4.3. **(Added)** Compile nomination packages electronically and email a score sheet, AF Form 1206, SURF, and PT history to the board presidents and members.

7.4.4. **(Added)** Serve as board recorder and enter all scores from board members onto master score sheet for SNCO, NCO, Airman, HGM, and First Sergeant packages.

7.4.5. **(Added)** Obtain awards for each wing level winner and obtain appropriate engraving.

7.4.6. **(Added)** Coordinate with committee representative to establish event dates and times.

7.4.7. **(Added)** Ensure photos are posted on the annual recognition boards throughout the base. This task can be delegated to a committee member such as the proffer.

7.5. (Added) 97 AMW/CCP will:

7.5.1. **(Added)** Extend invitations to civilian community distinguished visitors for the wing level quarterly and annual programs. Protocol also will coordinate RSVPs and the planning committee to ensure sufficient seating.

7.6. (Added) Public Affairs will:

7.6.1. **(Added)** Provide public affairs support as needed. This includes providing official photos and services to nominees and providing services at wing level events such as awards ceremonies and banquets.

7.7. (Added) The Annual Awards Committee will:

7.7.1. **(Added)** Coordinate with the Club Manager or the designated representative to establish the menu and pricing for events.

7.7.2. **(Added)** Prepare the script and program for each event. Provide final copy of each for the 97 AMW/CCC to review no later than 72 hours prior to the event.

7.7.3. **(Added)** Contact and confirm appropriate support from the Chapel, Honor Guard, Communication Squadron and Public Affairs for each event.

7.7.4. **(Added)** Work closely with 97 AMW/CCP to contact all on- and off-base organizations supporting the awards program, confirm their attendance/non-attendance, and help establish a seating plan and chart.

7.7.5. **(Added)** Select two Master of Ceremonies for all quarterly awards ceremonies and, as requested, for the annual awards event.

7.7.6. **(Added)** Contact all nominees and coordinate uniform/dress requirements, rehearsal times, and general information for each event.

7.7.7. **(Added)** Responsible for the set-up, tear down and practices for each event, as necessary.

7.8. (Added) The Altus Air Force Base Blue Knights Honor Guard OIC or NCOIC will:

7.8.1. **(Added)** Follow all guidelines for Honor Guard awards established by the Force Support Squadron.

7.8.2. **(Added)** Coordinate with the Honor Guard member's First Sergeant and supervisor to ensure the member is in good standing and eligible for the award.

7.8.3. **(Added)** Support wing quarterly and annual awards ceremony as mission allows.

8. (Added) Nomination Criteria.

8.1. (Added) Assignment. Personnel must be assigned to a 97 AMW unit at the time of package submission and may not compete in multiple categories, wings or deployed units. Bottom line is the nominees are only eligible to compete in one category and one wing. Exception: Member may be nominated for simultaneous AOQ/AOY and Honor Guard awards. Nominees must be present for the majority of the period at the wing for Quarterly Awards. There is no minimum time on station requirements to be eligible for the Annual Award. Deployment status has no effect on eligibility for the Annual Award.

8.2. (Added) Fairness. All nominations will be made for deserving individuals. Although you are not forbidden from submitting the same individuals in consecutive quarters, please do so in a fair and equitable manner to all employees. There is no requirement for an annual nominee to have been a previous quarterly award winner, prior to nomination. See Attachment 2 for specific guidelines for quarterly and annual awards packages.

8.3. (Added) Quarterly Categories. Quarterly nominees will be nominated and compete in the category of the rank or grade they possessed for the majority of the quarter (minimum 46 days). Personnel with a promotion sequence number will compete with their respective peers in the rank they currently possess at the time of the nomination.

8.4. (Added) Annual Category. Annual nominees will be nominated and compete in the category of the rank or grade they possessed for the majority of the year (minimum 6 months and 1 day). Personnel with a promotion sequence number will compete with their respective peers in the rank they currently possess at the time of the nomination.

8.5. (Added) Military. Military nominees must present a professional military image. They must have a current, passing fitness score and they cannot have had a non-passing level anytime during the award period and not currently under investigation. Military nominees must not have had an open/active unfavorable information file (UIF), Article 15 or referral EPR or be on or had been on a control roster during the award period.

8.6. (Added) Civilian. Civilian Nominees cannot have received disciplinary action during the reporting period nor have any disciplinary action currently pending.

8.7. (Added) Organizations. Subordinate organizations may establish their own procedures, in addition to the above criteria, for determining their nominees.

8.8. (Added) Quality Force Indicators. When forwarding nominations to compete at the wing level, it is expected that the squadron commanders, agency chiefs, division chiefs or equivalents have scrutinized their nominee to ensure there are no quality force issues with the person.

8.9. (Added) Nomination Packages. All nomination packages flow from individual section/flight to the squadron or unit selection boards, then through group/wing staff level boards (where applicable), and finally through the 97 AMW/CCC workflow to the 97 AMW boards. A minimum of four members constitute a board.

8.10. (Added) Nomination Guideline. 97 AMW group commanders or equivalent and 97 AMW Wing Staff Agencies may nominate one individual for each category. See eligibility requirements listed in Table 8.1. See award periods listed in Table 8.2.

Table 8.1. (Added) Eligibility.

Category	Eligible Grade(s)/Rank(s)	Eligible for Quarterly Award	Eligible for Annual Award
Field Grade Officer (FGO)	O4 and above	X	X
Company Grade Officer (CGO)	O1 - O3	X	X
Senior Noncommissioned Officer (SNCO)	E7 - E9	X	X
Noncommissioned Officer (NCO)	E5 - E6	X	X
Airman	E1 - E4	X	X
Honor Guard (HG)	Force Support Squadron (97	X	X

Member	FSS/CCM) is the POC for this award.		
Junior Level Civilian (Non-supervisory)	GS-01 to GS-06, WG-01 to WG-09 and NAF employees NA-01 to NA-10, NL-01 to NL-05, pay banded individuals NF-01, NF-02, CY-01 and CY-02.	X	X
Mid Level Civilian (Non-supervisory)	GS-07 to GS-10, WG-10 to WG-11 and NAF employees NS-01 to NS-08 and pay banded individuals NF-03 or CY-03 and above.	X	X
Senior Level Civilian (Non-supervisory)	GS-11 to GS-12, WG-12 to WG-13 and all WLs.	X	X
Supervisory Civilian	All civilian supervisors.	X	X
97 AMW Spouse of the Year	Any civilian spouse of military personnel. See Note 2.		X
First Sergeant of the Year (FSOY)	See Note 1.		X
Honor Guard Program Manager of the Year	Force Support Squadron is the POC for this award.		X
Volunteer of the Year	Airman and Family Readiness Center (97 FSS/AFRC) is the POC for these awards.		X
Safety	Chief of Safety (97 AMW/SE) is the POC for these awards.	X	X

Note:

1. Annual First Sergeant category: First Sergeants must have graduated from the USAF First Sergeant's Academy, been awarded the 8F000 AFSC for a minimum of six months and currently performing first sergeant duties.
2. The winner of the 97 AMW Spouse of the Year award will be forwarded to AETC for consideration of nomination for the AF Joan Orr Air Force Spouse of the Year Award.

Table 8.2. (Added) Award Periods.

Award Period	Inclusive Dates
1st Quarter (1st Qtr)	01 January to 31 March
2nd Quarter (2nd Qtr)	01 April to 30 June
3rd Quarter (3rd Qtr)	01 July to 30 September
4th Quarter (4th Qtr)	01 October to 31 December
Annual Award	01 January to 31 December

9. (Added) Quarterly and Annual Board Process.**9.1. (Added) Boards will consist of the following:**

9.1.1. **(Added)** FGO, CGO and Civilian Board: 97 AMW/CV (the board president), MSG/CC, OG/CC, MDG/CC and DS or their deputies, one of which will be the designated lead officer and one of which will be the designated recorder. The DOM or Deputy DOM

will sit on the civilian board as well. **Note:** CV may delegate board president role as needed.

9.1.2. **(Added)** SNCO Board: The 97 AMW/CCC (or delegated Group Superintendent) will be the board president with one SNCO (preferably a CMSgt/SMSgt) from each group sitting as a board member.

9.1.3. **(Added)** NCO Board: One Group Superintendent (or designated CMSgt) will be the board president with one SNCO from each group sitting as a board member.

9.1.4. **(Added)** Airman Board: One Group Superintendent (or designated CMSgt) will be the board president with one TSgt or above from each group sitting as a board member.

9.1.5. **(Added)** Spouse Board: Same as the SNCO board requirements.

9.1.6. **(Added)** First Sergeant of the Year Board: Same as the SNCO board requirements.

9.1.7. **(Added)** Honor Guard Member of the Year Board: 97 FSS/CEM will set these requirements.

9.2. (Added) Scores and Worksheets. Board members will use the worksheet provided by the 97 AMW/CCCE for board scoring. Each AF Form 1206 scored, will have a maximum of 100 points possible. Board presidents will develop a scoring system following the ratios listed on Attachment 2. Board members will provide their scored packages to the board president through the board recorder for ranking and tie breaking, if needed.

9.3. (Added) Selection. Award winner selection will be determined by the nominee who has the #1 ranking based upon the lowest cumulative scoring of each board member's total ranked nominees. All board award winners are only nominees until final approval of the 97 AMW/CC.

9.4. (Added) Wing Level Winners. The wing level winners will be announced at the 97 AMW Quarterly Awards Ceremony and 97 AMW Annual Awards Banquet.

10. (Added) Time-Off Award (TOA) Policy:

10.1. (Added) Policy. The TOA policy, below, provides commanders the ability to reward superior performers in a consistent manner.

10.2. (Added) Quarterly Award Winners may earn:

10.2.1. **(Added)** Civilian: 24 hours total (8 hours each for winning at the Sq/Gp/Wg level).

10.2.2. **(Added)** Military: 3 days total (1 day each for winning at the Sq/Gp/Wg level).

10.3. (Added) Annual Award Winners may earn:

10.3.1. **(Added)** Civilian: 40 hours total (8 hours for Sq, 16 hours for Gp, and 16 hours for Wg).

10.3.2. **(Added)** Military: 5 days total (1 day for Sq, 2 days for Gp, and 2 days for Wg).

10.4. (Added) Civilian TOAs. 97 FSS/FSMC is the OPR for initiating and processing civilian TOAs and will be taken IAW AFI 36-1004, *The Air Force Civilian Recognition Program*. Squadron and group commanders will send the names of their award winners and the number of hours they may be awarded to Altus Labor/Employee Relations at 97fss.fsmc.1@us.af.mil for action. 97 FSS/FSMC will process awards after the next level's winners have been announced.

10.5. (Added) Military TOAs. Ensure military personnel are taking time off IAW AFI 36-3003, *Military Leave Program*.

11. (Added) 12 Outstanding Airman of the Year (OAY).

11.1. (Added) AETC Guidelines. AETC will release vital information pertaining to this award, including what constitutes a package, annually as a tasker. The wing level enlisted, FSOY and HG annual award winners will be submitted to AETC for the 12 OAY. AFI 36-2805 provides basic information about this award.

11.1.1. **(Added)** Group nominations will include ALL 12 AOY submission requirements. Photos must be taken but not required for the board.

11.2. (Added) Statement of Release. See Attachment 3 for Statement of Release memorandum for submittal by nominee as part of the 12 OAY package.

11.3. (Added) Statement of Intent. See Attachment 4 for Statement of Intent memorandum for submittal by nominee as part of the 12 OAY package.

WILLIAM A. SPANGENTHAL, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 05 June 2013

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 36-704, *Discipline and Adverse Actions*, 22 July 1994

AFI 36-1004, *Managing the Civilian Recognition Program*, 03 December 2009

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

AFI 36-3003, *Military Leave Program*, 26 October 2009

Prescribed Forms

None

Adopted Forms

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

12 OAY - 12 Outstanding Airman of the Year

CGO – Company Grade Officer

FGO – Field Grade Officer

GS – General Schedule

NCO – Noncommissioned Officer

SNCO – Senior Noncommissioned Officer

WG – Wage Grade

Attachment 2 (Added)
NOMINATION FORMAT

A2.1. Military and Civilian Award Nominations Format on AF Form 1206.

NOMINATION FOR AWARD		
AWARD <i>97th Air Mobility Wing Quarterly or Annual Award</i>	CATEGORY <i>See Table 5.1.</i>	AWARD PERIOD <i>See Table 5.2.</i>
RANK/NAME OF NOMINEE (First, Middle Initial, Last) <i>Self Explanatory</i>	SSN (Enter Last 4 Only) <i>Self Explanatory</i>	MAJCOM, FOA, OR DRU AETC <i>Self Explanatory</i>
DAFSC/DUTY TITLE <i>Self Explanatory</i>	NOMINEE'S TELEPHONE (DSN & Commercial) <i>Self Explanatory</i>	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE <i>Self Explanatory</i>		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) <i>Squadron Commander's Information</i>		

- Quarterly Awards:

- Justification will consist of no more than 10 lines, total.
- Required headings, identified below, does not count against line total.
- Consider 6/2/2 ratio as a balanced package for scoring purposes.
- All packages may contain an acronym legend and the legend does not count towards overall line total.
- Use bullet statement format only.

- Annual Awards:

- Justification will consist of no more than 27 lines, total.
- Required headings, identified below, does not count against line total.
- Consider 17/5/5 ratio as a balanced package for scoring purposes.
- Civilian and Officer packages may contain an acronym legend and does not count towards overall line total.
- Enlisted packages **may not** have an acronym legend because all winners are submitted to AETC for 12 OAY considerations.
- Use bullet statement format only.

- General info:

- Emphasis should be placed on accomplishment results/impact.
- Include only accomplishments that were completed during the period of the award.

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES:

(Quarterly - No more than 6 bullets in this section) (Annual - No more than 17 bullets in this section)

Describe significant leadership 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 initiative or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, NAF-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

SIGNIFICANT SELF IMPROVEMENT:

(Quarterly - No more than 2 bullets in this section) (Annual - No more than 5 bullets in this section)

Show how the member developed or improved skills related to the 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. Include completion of any 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 military citizen.

BASE OR COMMUNITY INVOLVEMENT:

(Quarterly - No more than 2 bullets in this section) (Annual - No more than 5 bullets in this section)

Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the Top 3, Enlisted Dining-Out Committee, Member of AFSA, or AFA, Sunday School Teacher, and so forth. (Being a member of an organization is not as strong as being in a leadership position (president, secretary, coach, team leader, head organizer, etc.).

Attachment 3 (Added)

12 OAY STATEMENT OF RELEASE MEMORANDUM

A3.1. 12 OAY Statement of Release Memorandum.

(WING LETTERHEAD)

(Date signed)

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: (nominee's rank, name, unit, and unit mailing address)

SUBJECT: Statement of Release

1. "I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act information or Personally Identifiable Information (PII) found in AFI 33-332, Air Force Privacy Program, Chapter 6, Disclosing Records to Third Parties. I understand those transmitting personal information via e-mail will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph's 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment."

2. DISCLOSURE STATEMENT: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competitions.

(signature)

(Nominee's signature block)

Attachment 4 (Added)

12 OAY STATEMENT OF INTENT MEMORANDUM

A4.1. 12 OAY Statement of Intent Memorandum.

(WING LETTERHEAD)

(Date signed)

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: (nominee's rank, name, unit, and unit mailing address)

SUBJECT: Statement of Intent

1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection."
2. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM/CC or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."
3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

(Signature)
(Nominee's signature block)