

Administrative Changes to HILLAFBI36-2803

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**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE
INSTRUCTION 36-2803**



20 APRIL 2009

Personnel

HILL AIR FORCE BASE SPIRIT AWARD

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*. This instruction prescribes the procedures for nomination and awarding of the Hill Air Force Base (AFB) Spirit Award. It is applicable to all civilian employees and military members whose work location is Hill AFB, Utah Test and Training Range (UTTR), or Little Mountain, including members of participating associate units. This award provides for peer and supervisor nomination of individuals for their superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of government operations. The intent is to generate and maintain a spirit among all employees which fosters continuous improvement in support of the overall Hill AFB mission. The spirit is expected to begin with the lowest ranking employees before working its way up to the highest levels. 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendations for Change of Publication*.

SUMMARY OF CHANGES

This revision changes the procedures for purchasing spirit award jackets and pins. It also allows Wing organizational awards monitors access to the database for tracking award recipients and assigning inventory numbers. Contractor employees can no longer participate in the Spirit Award Program.

1. Scope. All employees whose work location is at Hill AFB, UTTR, or Little Mountain are eligible for this award. This includes military members, appropriated and non-appropriated civilian employees of participating units. Under special circumstances, off-station federal employees may be nominated for this award if they have made a *significant* contribution that *greatly* benefits Hill AFB.

2. Responsibilities. The Spirit Award Committee provides overall program guidance. Organizational award monitors prepare issue documents, maintain the database, file the source documents, and coordinate procurement of award items. First-level supervisors provide a quality check of the nomination and make recommendations. Directorate, wing, or group-level commanders have approval/disapproval authority and make presentations. Organizational awards monitors provide the final review for meeting the criteria and intent of the award, prepare certificates, and pick up award items. The Public Affairs Office (OO-ALC/PA) publicizes data provided on the award and award recipients as often as practical.

3. Criteria for Awards. Though the object is to have the award available for all employees, the contribution must be regarded in comparison to the individual's pay/grade and job responsibilities (i.e., more is required of a GS-12 employee or an officer than of a GS-05 employee or an airman). Supervisors must consider the significance of the contribution compared to normal responsibilities to ensure the employee has exceeded expectations. The employee's overall performance must not contain any disciplinary or adverse action information, or action that reflects unfavorably on the exemplary performance deserving recognition. Nominations may be submitted for either of the two options that follow:

3.1. Continual performance with excellence, integrity, and service before self, that results in contributions to the efficiency, economy, or other improvement of government operations. General examples follow but actual nominations should provide enough details/specifics to clearly convey actions and results.

3.1.1. Demonstrating outstanding leadership over a period of time which resulted in improved operations.

3.1.2. Eagerly taking on several tasks, challenges, and/or changes with outstanding results or during a difficult period while also maintaining regular work assignments.

3.1.3. Displaying consistently high standards and dedication resulting in continuous process improvements.

3.2. A non-recurring accomplishment that would otherwise meet the requirements of, and may be an alternative to, a notable achievement award or a time-off award. General examples follow but actual nominations should provide enough details/specifics to clearly convey actions and results.

3.2.1. A superior accomplishment that contributes to meeting or exceeding mission goals.

3.2.2. Doing an especially fine job on a difficult task that saved resources or resulted in improvements.

3.2.3. A contribution that resulted in a significant productivity gain.

3.2.4. Personal effort that significantly contributed to the efficiency, economy, or other improvement of government operations.

4. Submission and Format. Any employee may nominate another employee. Although supervisors may nominate their subordinate employees, the Spirit Award is primarily intended to provide an avenue for non-supervisors to recognize their peers. Supervisors are encouraged to utilize other award options for recognition. Nominations are submitted to the first-level supervisor or if the first level is nominating, to the second-level supervisor. Nominations must be submitted on HILLAFB Form 520, *Hill Air Force Base Spirit Award Nomination*, at <http://www.epublishing.af.mil/shared/media/epubs/HILLAFB520.XFD>.

5. Processing.

5.1. The recipient's supervisor (first or second-level supervisor in accordance with paragraph 4) ensures the reason for nomination meets the criteria and intent of this instruction; additional information may be requested and/or the supervisor may add to the justification. If the supervisor agrees with the nomination, he/she marks the appropriate block, signs the HILLAFB Form 520 and forwards it to the organizational awards monitor. Nominations for off-station federal employees will be processed in accordance with paragraph 5.7 as applicable. If not recommended, the supervisor informs the nominator and deletes/destroys the nomination.

5.2. The recommended nomination is forwarded to the organizational awards monitor. The awards monitor within the recipient's home office ensures all blocks are completed and that the nomination meets the criteria and intent of the award before coordinating. If the nomination has missing data or does not meet the criteria and intent, discuss it with the supervisor and/or nominator; make appropriate recommendations or changes; update the center awards database and assign an inventory control number. The purpose of the database is to ensure that only first-time award recipients receive jackets (additional awards are pins only, which are redesigned each year). Prepare a Spirit Award Certificate and forward it with recommended Spirit Award Nomination to the resource advisor.

5.3. The organizational resource advisor ensures funds are available, completes blocks 20-22 and forwards the package to appropriate directorate, wing, or group commander for approval. If funds are not available, it may be necessary to hold the nomination until funds become available, or to confer with directorate wing, or group commander and possibly with financial management. **NOTE:** If another organization has benefited from an employee's contributions, they may opt to fund the award, which requires completion of paragraphs 5.4, 5.6, and 5.7.

5.4. The recipient's directorate, wing, or group commander approves or disapproves the award and signs the nomination and certificate (if disapproved, treats the same as not recommended, see paragraph 5.1.). The approved nomination and certificate are forwarded to organizational awards monitor.

5.5. The organizational awards monitor will provide the package to the organizational resource advisor who will arrange for the award merchandise to be picked up.

5.6. The awards monitor prepares a congratulatory letter with the applicable information if a jacket is being awarded (recipient's first award only). This letter explains how employees can exchange the jacket for another size and provides a control number for tracking/identification purposes. Exchanges should take place within one week after presentation and the jacket may not be altered in any way. The organizational awards

monitor provides the award recipient with a tracking number to be placed, with permanent marker, inside the left breast of the jacket for security purposes. Placement of the number inside the jacket is optional, at the employee's discretion, but is intended to assist in identifying the jacket if it becomes lost or stolen.

5.7. The recipient's directorate, wing, or group commander should present the award in the employee's work area, with maximum participation by the recipient's peers and the nominator. If another organization is funding the award, invite the director, commander, or other representative as appropriate. The reason for the award should be communicated to the recipient and the audience.

6. Publicity. The Spirit Award Committee prepares articles and advertisements on the award to encourage participation.

7. Funding. Units are assessed funds based on participation. Each time an award is given, unit supply funds are charged for the cost of the merchandise (not to exceed \$50 per award item). Nominations for off-station federal employees will be funded by the nominating organization.

7.1. Nominations for *off-station federal employees* will be completed and processed similarly to Hill AFB nominations with the following exceptions:

7.1.1. The nominating organizations' award monitor will contact the employee's supervisor for his/her recommendation. A copy of the nomination will be faxed to the supervisor to obtain a signature and have any missing data completed. A return fax of the completed Hill AFB Form 520 containing the signature will be attached to/or replace the original nomination package for further processing. If not recommended, the supervisor informs the nominator and destroys the nomination.

7.1.2. The nominating organization completes the steps in paragraphs 5.2. through 5.5. of this Instruction. The monitor will arrange for the jacket, pin, and certificate to be sent to the employee's home office for presentation in accordance with paragraph 5.8. Whenever possible, the nominator should be present for the presentation.

7.2. Lost, stolen, or damaged/worn award items may be purchased for replacement by award recipients. The cost will be slightly higher due to low-volume orders and shipping costs. The award recipient prepares a written request, indicating their name and telephone number, which items need to be replaced and the reason. Upon verification of a previous award, the recipient will be contacted with instructions for issuing a check and pickup. OO-ALC/DPCEE forwards checks and orders to the supplier, and receives the award items for replacement.

8. Limitations. There should be no limitation or quota put on the number of awards as the primary purpose of this award is to foster continuous improvement of government operations by all employees.

9. Internal Procedures. Items purchased by the committee will be selected for their quality, desirability by the work force, and will not exceed \$50 in value. Award items must display the Hill AFB Spirit logo which clearly identifies its significance to the Hill AFB mission. The Spirit Award Committee selects award items with input from a cross section of base personnel. New pins will be designed each year and will incorporate ideas and suggestions from employees (normally in the form of a contest during the month of September).

10. Award. The primary award is a lightweight, casual jacket that is dark blue in color with an embroidered logo over the left chest area. A small lapel pin will be awarded with the jacket and for each subsequent award.

11. Prescribed and Adopted Forms.

11.1. Prescribed Forms:

HILLAFB Form 520, *Hill Air Force Base Spirit Award Nomination*

PATRICK C. HIGBY, Colonel, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFMAN 33-363, *Management of Records*, Incorporating Through Change 2, 12 July 2007

Acronyms

AFB— Air Force Base

AFMAN— Air Force Manual

OO—ALC/DPCEE – Civilian Personnel Flight

OO—ALC/PA – Public Affairs

RDS— Records Disposition Schedule