

**BY ORDER OF THE COMMANDER  
JOINT BASE MCGUIRE-DIX-  
LAKEHURST**

**JOINT BASE MCGUIRE-DIX-LAKEHURST  
INSTRUCTION 36-2801**

**21 MAY 2015**

**Personnel**

**RESOURCE ADVISOR AWARDS PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication establishes the Team McGuire Quarterly and Annual Resource Advisor Awards Program. It applies to organizations physically located on McGuire AFB, including all tenant units that are serviced by the 87th Comptroller Squadron (CPTS). It describes eligibility requirements, nomination procedures, and the selection process for recognizing outstanding group/squadron/wing staff agency resource advisors.

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**SUMMARY OF CHANGES**

The following paragraphs were updated: 3.1.2. changed from 3.5 inch disk to CD-RW, 3.2.2. changed from 3.5 inch disk to CD-RW, 4.2 (added personal and enduring competencies to the selection criteria); NOTE to include Attachment 2 (added definition of AF Functional Manager (FM) Competency Model).

**1. Purpose of Scope.** This program recognizes the outstanding performance of Resource Advisors (RA) from all functional areas serviced by the 87th Comptroller Squadron.

**2. Eligibility Requirements.**

2.1. Individuals must have served at least 45 days as a primary resource advisor to be eligible for the quarterly award and six months for the annual award. The group/squadron/unit commander or wing staff agency resource advisor appointment letter will determine the initial appointment date for eligibility purposes.

2.2. Individuals with two or more (for quarterly awards) and four or more (for annual awards) unexcused absences from financial working group meetings, closeout committee meetings, resource management system training sessions, or any other meeting called by the Comptroller or the Financial Analysis Flight Commander during the nominating period will be ineligible.

**3. Nomination Procedures.**

3.1. Quarterly Nominations:

3.1.1. Each group/squadron/unit commander or wing staff agency chief may submit one quarterly nomination to 87 CPTS/FMA no later than close of business on the 2nd Friday in January, April, July and October.

3.1.2. An AF Form 1206, Nomination for Award, maybe emailed to the Financial Analysis Flight Commander for award submission. See paragraph 4 for selection criteria. The AF Form 1206 must also be provided on a CD-RW.

3.1.3. Narrative must not exceed twenty lines plus the three headings listed in paragraph 4.

3.1.4. Narrative must be single space and in bullet format with 12-font size.

3.1.5. Nominees not meeting eligibility requirements as described in paragraph 2 will not be considered for quarterly competition.

3.1.6. Nominations not received by the deadline or not prepared according to this instruction will not be considered for quarterly competition.

3.2. Annual Nominations:

3.2.1. Each group/squadron/unit commander or wing staff agency chief may submit one annual nominee to 87 CPTS/FMA no later than 5 October.

3.2.2. An AF Form 1206, Nomination for Award, may be emailed to the Financial Analysis Flight Commander for award submission. See paragraph 4 for selection criteria. The AF Form 1206 must also be provided on a CD-RW.

3.2.3. Narrative is limited to one page.

3.2.4. Narrative must be single space and in bullet format with 12-font size.

3.2.5. Nominees not meeting eligibility requirements as described in paragraph 2 will not be considered for annual competition.

3.2.6. Nominations not received by the deadline or not prepared according to this instruction will not be considered for annual competition.

**4. Selection Criteria.** Members will be evaluated on the “whole-person” concept identified in the following mandatory areas:

4.1. Job Description: In paragraph format and no more than six lines (including the header), describe the nominee's primary job responsibilities and duties. This heading is for informational purposes only.

4.2. Leadership and Job Performance: Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of nominee's significant performance and achievements that warrant this recognition. Describe how well the nominee improved operations; highlight any support provided for special projects; explain any other outstanding services provided that benefited the organization and its mission, etc. Weight value for this category is 70%.

4.3. Other Significant Self-Improvement Efforts: Describe the nominee's Self-improvement efforts (training and education), if applicable. This section may also include additional duties, community and (or) civic activities, and family enhancement. Weight value for this category is 30%.

**5. Selection Process.**

5.1. Quarterly Competitions:

5.1.1. Selection panel will consist of at least 3 members (one must be a resource advisor not nominated during that quarter) and chaired by the Financial Analysis Flight Commander.

5.2. Annual Competitions:

5.2.1. Selection panel will consist of at least 4 members (2 must be resource advisors not nominated for the annual award) and chaired by the comptroller.

5.3. The annual award winner will be the McGuire Air Force Base's nominee for the Air Mobility Command's Resource Advisor of the Year Award.

5.4. Award Recognition: The chairperson of the Financial Management Board (FMB) will present the award to each award winner at the first FMB following their selection.

JAMES C. HODGES, Col, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 37-123, *Management of Records*

*Air Force Financial Management Competency Model*

AF Form 1206, *Nomination for Award*

**Prescribed forms:**

No Forms Prescribed.

**Adopted forms:**

AF IMT 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**FMB**—Financial Management Board

**RA**—Resource Advisor