

**BY ORDER OF THE COMMANDER
RAF LAKENHEATH (USAFE)**

LAKENHEATH INSTRUCTION 36-2803

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Personnel



***LIBERTY WING QUARTERLY AND
ANNUAL AWARDS PROGRAM (PA)***

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It sets policies and procedures relating to the Royal Air Force (RAF) Lakenheath Quarterly and Annual Awards Recognition Program. It defines policies and procedures for each level associated with the Quarterly and Annual Awards Program. It applies to all units assigned to the 48th Fighter Wing (48 FW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, prescribed by AFI 11-215, *USAF Flight Manuals Program*; route AF Form 847s from the field through publications/forms managers. 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 Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

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SUMMARY OF CHANGES

Changes the eligibility of candidates, updates award categories, updates the Assistant to the Command Chief's responsibilities, changes board procedures, changes awards package

requirements, updates the suspense for packages and supporting documents, changes Honor Guard recognition program to annual versus quarterly, updates Twelve Outstanding Airmen of the Year and higher level award competition nomination procedures.

1. Objectives.

1.1. Recognize the professionalism, exceptional achievements, technical competence and self-improvement of the outstanding enlisted, officer and civilian personnel assigned to the Liberty Wing.

1.2. Reward individuals who strive for greater responsibility and make significant contributions to the mission, base and local community.

2. Award Periods.

2.1. Quarterly award periods:

2.1.1. First Quarter (1 January through 31 March).

2.1.2. Second Quarter (1 April through 30 June).

2.1.3. Third Quarter (1 July through 30 September).

2.1.4. Fourth Quarter (1 October through 31 December).

2.2. Annual award period (1 January through 31 December).

3. Quarterly and Annual Award Categories. Nominees are placed in categories based on grade held for the majority of the award period. Categories are listed in Table 1.

Table 1. Quarterly and Annual Award Categories.

Category	Criteria
Airman (AMN)	AB - SrA (E1-E4)
Noncommissioned Officer (NCO)	SSgt - TSgt (E5-E6)
Senior Noncommissioned Officers (SNCO)	MSgt - SMSgt (E7-E8)
Company Grade Officer (CGO)	2nd Lt - Capt (O1-O3)
Field Grade Officer (FGO)	Maj - Lt Col (O4-O5) Note: Commanders may not compete for quarterly or annual awards.
Civilian, Category I	GS/GG-1 through GS/GG-10; WG-1 through WG-10; NF I and NF II; and MOD Skill Zones 1 through 3 and Band E1 through E2.
Civilian, Category II	GS/GG-11 and above; WG-11 and above; WL-1 through WL-5; NF III and above; and MOD Skill Zone 4 and Bands B2, C1, C2, and D.
Volunteer	Any community volunteer (military or civilian)
Dormitory Room	Any dormitory resident (E1-E4) Note: Quarterly recognition, not annual.
Honor Guard Member	Any Honor Guard Member (E1-E8) Note: Annual recognition, not quarterly.
First Sergeant	Any First Sergeant (E7-E8) Note: Annual recognition, not quarterly.

4. Eligibility Criteria.

- 4.1. All personnel assigned to the Liberty Wing and its tenant units are eligible to compete for quarterly and annual awards.
- 4.2. Military members are not eligible to compete for the awards listed if any of the following conditions existed during the award period:
 - 4.2.1. Conviction by court-martial or civilian court.
 - 4.2.2. Punishment pursuant to Uniform Code of Military Justice (UCMJ), Article 15.
 - 4.2.3. Initiation of an Unfavorable Information File (UIF) or control roster.
 - 4.2.4. Failed to meet/pass physical training (PT) test standards.
- 4.3. Individuals promoted during the award period will compete in the category of the award that corresponds to the grade they held for the majority of the award period (i.e., if a SrA is promoted to SSgt in May, he or she will compete in the NCO category for the annual competition, same applies to civilian categories).
- 4.4. Nominees for the First Sergeant category must have held the 8F000 Air Force Specialty Code (AFSC) for at least six-months of the award period to be eligible.
- 4.5. Quarterly award winners are not eligible to compete during concurrent (back to back) quarters in the same category.
- 4.6. Individuals do not have to be a quarterly award winner to be submitted for the annual award.

5. Nomination Procedures.

- 5.1. The nomination process requires Supervisor, First Sergeant, Superintendent and Commander involvement. The groups and wing staff agency (WSA) may submit one nominee per category. Nominations should include specific facts, achievements and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Quality reviews are necessary to provide the selection board a clear and accurate picture of the individual's outstanding performance and achievements.
- 5.2. All quarterly and annual packages flow from the squadron or agency, through the respective group or WSA, to the 48th Fighter Wing Assistant to the Command Chief (48 FW/CCCA).
- 5.3. Forward all packages to the 48 FW/CCCA organizational e-mail box (48FW.CCCA@lakenheath.af.mil) NLT 1200 hrs on the date due. The estimated package suspense dates are listed below (**DATES ARE TENTATIVE AND WILL BE ADJUSTED AS NECESSARY**).
 - 5.3.1. First Quarter – 10 April.
 - 5.3.2. Second Quarter – 10 July.
 - 5.3.3. Third Quarter – 10 October.
 - 5.3.4. Fourth Quarter – 10 January.
 - 5.3.5. Annual – 15 January.

5.4. Submit specific accomplishments for the award period on the most current version of the AF Form 1206, *Nomination for Award*, prescribed by AFI 36-2805, *Special Trophies and Awards*. Quarterly nominations are limited to a total of 15 lines (including headings) on the AF Form 1206. Annual nominations are limited to 30 lines (including headings) on the AF Form 1206.

5.4.1. Nominations for military nominations must include the following areas and cite examples that occurred **only during the award period**.

5.4.1.1. **Leadership and Job Performance in Primary Duty.** 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 initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, Major Command (MAJCOM) and Numbered Air Force (NAF) inspections and/or evaluations. Include awards received; i.e., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

5.4.1.2. **Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; i.e., 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 professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; i.e., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced member's value as a military citizen.

5.4.1.3. **Base or Community Involvement.** 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; i.e., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday School teacher, and so forth.

5.4.2. Nominations for civilian nominations must include the following areas and cite examples that occurred **only during the award period**.

5.4.2.1. **Leadership and Job Performance in Primary Duty.** 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 initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM and NAF-level inspections and/or evaluations.

5.4.2.2. **Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; i.e., formal training, On-the-Job Training, Office of Personnel Management courses, local training courses, independent study, non-credit courses and so forth. Include any off-duty education not directly related to

primary duties; i.e., class, course, degree enrollment and/or completion, grade point average.

5.4.2.3. **Base or Community Involvement.** 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 organizations, associations and events. Community involvement may also include religious or faith-based organizations, charitable organizations, local school functions, and so forth.

5.4.3. Use bullet statements under each major heading. Sub-bullets or wrap around bullets count against the total number of lines. Consider whole person attributes as a factor; be judicious over distribution of the lines between the three headings paying attention to which area is weighed heaviest.

5.4.4. A description of all acronyms will be listed beginning three spaces following the last bullet.

5.5. The 48 FW AMN, NCO and SNCO annual winners will be submitted for USAFE consideration under the 12 Outstanding Airmen of the Year (12 OAY) program.

5.6. The 48 FW First Sergeant annual winner will compete for the USAFE First Sergeant of the Year Award.

5.7. The 48 FW CGO annual winner will compete for the USAFE CGO of the Year Award.

5.8. The 48 FW Civilian Category I and II annual winners will compete for the USAFE Civilian Category I and II of the Year Awards.

6. Board Composition and Scoring.

6.1. Enlisted Categories.

6.1.1. The AMN board will consist of five Staff or Technical Sergeants and a Chief Master Sergeant as the president.

6.1.2. The NCO board will consist of five Master or Senior Master Sergeants and a Chief Master Sergeant as the president.

6.1.3. The SNCO board will consist of four Chief Master Sergeants and the 48th Fighter Wing Command Chief (48 FW/CCC) as the president.

6.1.4. The annual First Sergeant board will consist of four Chief Master Sergeants and the 48 FW/CCC as the president.

6.1.5. Quarterly and annual boards will consist of a representative from each group and the wing staff.

6.1.6. Units will provide name, rank, duty section, phone number and date of rank of board members in each category to the 48 FW/CCCA organizational box one week prior to package suspense date.

6.1.7. Quarterly boards will be records review boards only. Annual boards will be face-to-face boards.

6.1.8. The 48 FW/CCC can alter board make-up as necessary.

6.2. **Officer Categories.**

6.2.1. The CGO and FGO quarterly and annual board president is the 48th Fighter Wing Commander (48 FW/CC) or designated representative. The remaining board members consist of Group Commanders (or Deputies) and a field grade officer assigned to the WSA. Exceptions of variations can be made by the board president.

6.3. **Civilian Categories.** The Civilian Category I and II quarterly and annual board president is the 48 FW/CC or designated representative. The remaining board members consist of Group Commanders (or Deputies) and a field grade officer assigned to the WSA. Exceptions or variations can be made by the board president.

6.4. **Honor Guard Categories.** The Honor Guard Member of the Year nomination and board process will be conducted by the 48th Force Support Squadron (48 FSS), Honor Guard Program, Officer in Charge (OIC), Non-commissioned Officer in Charge (NCOIC), and council of members. The 48 FW/CCC will oversee the board process.

6.5. **Volunteer.** The volunteer quarterly and annual nomination and board process will be conducted by the 48 FSS, Airman and Family Readiness Center (A&FRC).

6.6. **Outstanding Dormitory Room.**

6.6.1. The Outstanding Dormitory Room quarterly nomination and board process will be conducted by the 48 FW/CCC. The 48 FW/CC and 48 FW/CCC will inspect all rooms nominated for Outstanding Dormitory Room of the Quarter and select the winner.

6.6.2. The winner of the Outstanding Dormitory Room of the Quarter will receive a three-day pass and an award plaque.

6.7. **First Sergeant.** The First Sergeant of the Year nomination and board process will be conducted by the 48 FW/CCC.

6.8. **Board Scoring Procedures.** All quarterly and annual military and civilian boards will score the AF Form 1206 in the same manner using the following procedures:

6.8.1. Ensure each AF Form 1206 includes the appropriate headings.

6.8.1.1. Leadership and Job Performance in Primary Duty.

6.8.1.2. Significant Self-Improvement.

6.8.1.3. Base or Community Involvement.

6.8.2. Ensure the 48 FW Board Score Sheet (Attachment 2) is utilized.

6.8.2.1. Board members will score nomination packages using a 6.5 through 10 point scale and the merit rank order of 1 through 5. When developing scores, primary consideration should be given to mission accomplishment, including level of task difficulty and level of responsibility. Secondary consideration should be given to community service and personal growth as mission accomplishment often hinders participation in these otherwise vital areas.

6.8.2.2. Board members will assign a score to all nominations. The board president will compile the scores from each board member's sheet. Once the scores are compiled, the board president will screen for split scores (a difference of two or more

whole points). Significant disagreements are discussed among the members who are in disagreement to seek resolution. The Board president's vote will not be used unless required to break a tie. They will provide final recommendations to the 48 FW/CCC.

6.9. Face-to-Face Board. The military enlisted annual board will be a presentation or face-to-face board.

6.9.1. If a military enlisted nominee cannot attend the board due to unforeseen circumstances (contingency deployment, TDY, emergency leave, hospitalization), the 48 FW/CCC or designated representative will determine if the member will receive the average board score of those members who met the presentation board (Example: if there are three candidates and only two candidates met the board and one member scored an eight and the other score a ten, nine is an average board score). The areas scored by the board include: Bearing and Behavior, Dress and Appearance, and Communication. Regular leave is not an unforeseen circumstance unless the member will incur a personal loss and/or the leave is unrecoverable (cannot be taken at another time).

6.9.2. Board questions.

6.9.2.1. The board members will ask opinionated questions. The questions will cover general military knowledge and current events.

6.9.2.2. The board president is a non-voting member and the president's score will only be used in the event of a tie.

7. Quarterly/Annual Award Ceremonies.

7.1. Appropriate recognition will be given to Liberty Wing award winners. Awards will be presented at a breakfast, luncheon or other appropriate ceremony. The First Sergeants Council will manage these events.

7.2. Quarterly Recognition Ceremonies. Military nominees will wear the service dress uniform unless otherwise directed. Civilian nominees will wear business casual attire. Quarterly award photos will be taken during the ceremony.

7.3. Annual Recognition Ceremony:

7.3.1. The annual awards banquet will be held no later than February.

7.3.2. Military nominees will wear the mess dress or semi-formal uniform unless otherwise directed. Civilian nominees will wear formal attire or business suit.

8. Responsibilities.

8.1. The 48 FW Commander (CC) will:

8.1.1. Have final approval authority over all wing and base level award categories prior to announcement.

8.1.2. Serves as board president for the quarterly and annual officer and civilian boards.

8.1.3. Approve the purchase of quarterly and annual recognition plaques/mementos.

8.2. The 48 FW Director of Staff (DS) will:

8.2.1. Oversee the officer and civilian quarterly and annual recognition program.

8.2.2. Select members for the officer and civilian boards and notify the 48 FW/CCC.

8.2.3. Submit wing nominations to HQ USAFE for the “USAFE Outstanding Civilian of the Year” and “USAFE Outstanding Company Grade Officer of the Year”.

8.3. The 48 FW Command Chief (CCC) will:

8.3.1. Oversee the enlisted quarterly and annual recognition program.

8.3.2. Oversee the First Sergeant and Honor Guard annual nomination and board process.

8.3.3. Establish timeline and suspense schedule for quarterly and annual awards.

8.3.4. Serve as the turn-in point for all quarterly and annual awards packages.

8.3.5. Ensure award package submissions are disseminated to the office of primary responsibility for each award area.

8.3.6. Appoint or act as chairperson and appoint board members for enlisted selection boards.

8.3.7. Act as focal point for the quarterly awards ceremonies and the annual awards banquet.

8.3.8. Provide oversight to the First Sergeants Council in planning and executing the quarterly and annual recognition ceremonies.

8.3.9. Submit wing nominations to HQ USAFE for the “12 Outstanding Airmen of the Year”, “USAFE First Sergeant of the Year” and “USAFE Honor Guard Member of the Year”.

8.4. The 48 FW Assistant to the Command Chief (CCCA) will:

8.4.1. Administer the wing recognition program.

8.4.2. Provide a quarterly and annual schedule of the wing boards to all participating organizations by the suspense date.

8.4.3. Maintain a list of nominees and award nomination packages on the winners for one year from the board date.

8.4.4. Prepare and distribute award nomination packages to the board members no later than one duty day prior to the board date.

8.4.5. Send invitations and collect RSVPs for sponsors of the wing recognition program.

8.4.6. Ensure appropriate award elements are prepared (i.e., plaques, mementos, etc).

8.4.7. Coordinate with the First Sergeants’ Council to ensure recognition events are accomplished.

8.4.8. Oversee the rotation of enlisted board presidents from the chief roster for each enlisted awards board.

8.4.9. Select board dates and notify members.

8.4.10. Forward the complete recommendation package to the 48 FW/CCC and 48 FW/CC for approval.

8.5. The 48 FW Public Affairs (PA) office will:

- 8.5.1. Publicize the Liberty Wing Quarterly and Annual Awards Ceremonies in all applicable mediums.
- 8.5.2. Provide appropriate media coverage for award winners and associated programs.
- 8.5.3. Assist recipients with hometown news release.

8.6. The 48 FSS Commander (CC) will:

- 8.6.1. Administer the Liberty Wing Honor Guard annual selection board in accordance with this instruction. Convene the Honor Guard selection board and forward board results to the 48 FW/CCC.
- 8.6.2. Administer the Liberty Wing Volunteer of the quarter and annual selection board in accordance with this instruction. Convene the volunteer selection boards through the A&FRC and forward board results to the 48 FW/CCC.

8.7. The Group and Squadron-level Commander (CC) will:

- 8.7.1. Provide board members as requested by 48 FW/CCCA.
- 8.7.2. Provide replacement board members if selected members become unavailable.
- 8.7.3. Establish nomination procedures to select deserving personnel assigned.
- 8.7.4. Ensure all nominees are notified of their selection.
- 8.7.5. Ensure military nominees meet the requirements of AFI 36-2905, *Fitness Program*. Member must have a composite score of 75 or greater. Member must not have an UIF, be on a control roster, and must maintain proper dress and appearance standards during the nomination period.
- 8.7.6. Submit nominations to the 48 FW/CCCA by the suspense date.

8.8. The Awards Board Presidents will:

- 8.8.1. Convene their appropriate board.
- 8.8.2. Compile the scores from each board member's sheet (Attachment 2). Once the scores are compiled, the board president will screen for split scores (a difference of two or more whole points). Significant disagreements are discussed among the members who are in disagreement to seek resolution.
- 8.8.3. Brief board members on their duties and responsibilities prior to the board convening.
- 8.8.4. Ensure board members understand and know how to effectively score award packages.
- 8.8.5. Brief board members on the confidentiality of the board proceedings.
- 8.8.6. Resolves any concerns between board members on scores and rankings before turning in completed board results.
- 8.8.7. Act as a voting member in the event of a tie.

8.8.8. For annual face-to-face boards, assign areas to the board members so they may ask opinionated questions.

8.8.9. Convene and conduct boards on the prescribed day at the predetermined location and time.

8.9. The Awards Board Members will:

8.9.1. Meet and participate in boards on the prescribed day at the predetermined location.

8.9.2. Complete the score sheet (Attachment 2) prior to the board meeting. Score nomination packages using a 6.5 through 10 point scale and the merit rank order of 1 through 5. Board members will assign a score to all nominations.

8.9.3. During the board, members will discuss the package scoring and address any concerns prior to the final computation of scores.

8.9.4. Maintain confidentiality of the board proceedings.

JOHN T. QUINTAS, Colonel, USAF
Commander, 48th Fighter Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008

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

AFI 36-2905, *Fitness Program*, 1 July 2010

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

AFMAN 36-2125V3, *Mechanized Personnel Procedures Central Site*, 1 January 1992

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

Prescribed Forms

None

Adopted Forms

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

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

Abbreviations and Acronyms

12 OAY—Twelve Outstanding Airmen of the Year

A&FRC—Airmen and Family Readiness Center

AFSC—Air Force Specialty Code

AMN—Airman

CGO—Company Grade Officer

FGO—Field Grade Officer

MAJCOM—Major Command

NAF—Numbered Air Force

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

OIC—Officer in Charge

OPR—Office of Primary Responsibility

PME—Professional Military Education

PT—Physical Training

RAF—Royal Air Force

SNCO—Senior Noncommissioned Officer

TDY—Temporary Duty

UCMJ— Uniform Code of Military Justice

UIF—Unfavorable Information File

WSA—Wing Staff Agency

Attachment 2

48TH FIGHTER WING QUARTERLY AND ANNUAL BOARD SCORE SHEET

CATEGORY:	Airman OF THE QUARTER		BOARD MEMBER:					
QUARTER:	1ST QTR (1 JAN - 31 MAR 11)		DATE:					
GROUP	CANDIDATE'S RANK/NAME	BOARD MEMBERS SCORE					SCORE	MERIT RANK ORDER
		OG	MXG	MSG	MDG	WSA		
OG								
MXG								
MSG								
MDG								
WSA								

Scoring Scale:

10 -- Absolutely Tops

9.5 -- Outstanding Record

9.0 -- Few could be better

8.5 -- Strong Record

8.0 -- Slightly Higher than average

7.0 -- Slightly below average

6.5 -- Well below average

Scoring Process: * NOTE: NO TWO NOMINEES CAN RECEIVE THE SAME SCORE *

- When scoring, please review the entire nomination package to ensure you get a **whole-package** view.
- Score the candidate's package using the **6.5 to 10 point scale**. Use of tenths is highly encouraged (i.e. 6.5, 6.6, 6.7), **therefore as a board member, distinguish between nominees; no two nominees should receive the same score.** Document your score for that candidate under your group's "score" column above.
- Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "merit rank order" column above.