

BY ORDER OF THE COMMANDER

**AIR FORCE INSTRUCTION 36-2805
OFFUTT AFB SUPPLEMENT 1**

22 SEPTEMBER 2005

Personnel

SPECIAL TROPHIES AND AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-2805, 29 JUNE 2001, Special Trophies and *Publication Management Program* is supplement as follows: This supplement establishes the 55th Wing Outstanding Company Grade Officer, Enlisted, Civilian, Honor Guard, and Volunteer Personnel Quarterly and Annual Recognition Awards Program. It prescribes procedures for nomination and selection of these awards. This instruction applies to all applicable personnel assigned to the Wing including geographically separated units, and the Offutt AFB Honor Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (to be replaced by AFMAN 33-363), and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://afirms.amc.af.mil/>. Contact supporting records managers as required.

SUMMARY OF REVISIONS: This document is substantially revised and must be completely reviewed.

1.4.5. (Added) Recognition and Appreciation Award. The 55th Wing Commander presents the award to military and civilian personnel who, by their dedicated individual efforts, have facilitated the successful accomplishment of a particular program, function, or mission. This award provides the commander an informal means to show special recognition of, and appreciation for, a job well done. The recognition and appreciation award may be a coin, pin, or similar item.

CHAPTER 5 (Added)
55 WG Quarterly and Annual Recognition Program

5. (Added) General: This program recognizes the accomplishments of 55th Wing and Offutt Air Force Base Honor Guard, outstanding officer, enlisted, and civilian employees on a quarterly and yearly basis.

5.1. (Added) Objective: 55th Wing CGO, SNCO, NCO, Airman, First Sergeant, Honor Guard Airman, Honor Guard NCO, Honor Guard SNCO, Honor Guard CGO, Volunteer, and Civilian Employees of the Quarter/Annual Awards recognize personnel for their outstanding duty performance, leadership qualities, self-improvement efforts, and accomplishments to the Air Force and community. Awards are presented on a quarterly (January – March; April – June; July – September; and October – December) and yearly basis (January – December). First Sergeants and Honor Guard SNCO compete only on an annual basis.

5.2. (Added) Eligibility: Nominees will compete in their appropriate grade tier as outlined below. An individual's category of competition is based on the grade held during the majority of the nomination period. If the member is promoted at the 6-month point of the award cycle, the unit commander decides in which category to nominate the member for an annual award.

5.2.1. (Added) Officer Category:

5.2.1.1. (Added) Company Grade Officer: Second Lieutenant through Captain.

5.2.2. (Added) Enlisted Categories:

5.2.2.1. (Added) SNCO: Master Sergeant through Chief Master Sergeant.

5.2.2.2. (Added) NCO: Staff Sergeant through Technical Sergeant.

5.2.2.3. (Added) Airman: Airman Basic through Senior Airman.

5.2.2.4. (Added) First Sergeant (Annual award only).

5.2.3. (Added) Civilian Categories:

5.2.3.1. (Added) Senior Category: GS09 – GS12, WS – Wage Supervisors, and NAF Equivalent.

5.2.3.2. (Added) Junior Category: GS08 and below and NAF Equivalent.

5.2.3.3. (Added) Senior Craftsman Category: (WG-08 employees and above, and all Wage Leaders)

5.2.3.4. (Added) Junior Craftsman Category: (WG-07 employees and below)

5.2.4. (Added) Offutt Air Force Base Honor Guard Categories:

5.2.4.1. (Added) Honor Guard Company Grade Officer: Second Lieutenant through Captain.

5.2.4.2. (Added) Honor Guard SNCO (Annual award only): Master Sergeant through Chief Master Sergeant

5.2.4.3. (Added) Honor Guard NCO: Staff Sergeant through Technical Sergeant.

5.2.4.4. (Added) Honor Guard Airman: Airman Basic through Senior Airman.

5.2.5. (Added) Volunteer Category:

5.2.5.1. (Added) Any individual contributing to the 55th Wing and Offutt Air Force Base is eligible to compete.

5.3. (Added) Quarterly and Annual Nomination procedures.

5.3.1. (Added) Each group commander and the director of staff may submit one nominee per grade tier to the applicable wing board. The four quarterly award winners are not automatic annual nomination submissions. Each group is free to submit whomever they feel is their best annual nominee.

5.3.2. (Added) Submit quarterly award package to the appropriate board by close of business on the 15th of April, July, October, and January. Nomination will be submitted electronically using the AF IMT 1206, Nomination for Award (current version). Late nominations will not be accepted.

5.3.3. (Added) For Quarterly Awards: The AF IMT 1206 is limited to 15 lines (not including subject headings) using bullet format. Subject headings will stand alone; don't include any other information on the subject heading line. Include accomplishments for the award period only. There are no restrictions on the number of bullets in each separate subject area. Note: See paragraph 5.4.5. for the Honor Guard and Volunteer nomination instructions.

5.3.3.1. (Added) Air Force Specialty acronyms may be used; however, they will be defined at the bottom of the AF IMT 1206. A blank line will separate the last bullet from the list of defined acronyms.

5.3.4. (Added) For Annual Awards: The AF IMT 1206 may not exceed one (1) page. Include accomplishments for the award period only. Annual submissions must comply with the format required for the 12 Outstanding Airmen of the Year and USAF First Sergeant of the Year award competition governed by AFI 36-2805, *Special Trophies and Awards*.

5.3.5. (Added) A one-page biography is required for annual award submissions along with a one page SURF. See AFI 36-2805, Attachment 2, for format.

5.3.6. (Added) Supervisors, First Sergeants, and Commanders will review quality force factors and ensure nominees meet standards before submitting them for this recognition. Examples of quality force factors include: must not have had an open Unfavorable Information File (UIF) during the period; must meet fitness and military image/appearance standards IAW AFI 10-248, *Fitness Program*; must not have received any adverse administrative, non-judicial, or judicial action during the nomination period; must be making satisfactory progress in upgrade training.

5.4. (Added) Package Content. Civilian, CGO, and Enlisted packages will address the following areas during the award period:

5.4.1. (Added) 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 Numbered Air Force level inspections and/or evaluations. Include awards received; e.g., CGO/NCO of the Quarter, Maintenance Professional of the Year, and so forth.

5.4.2. (Added) Self-Improvement Efforts: Show how the member developed or improved skills related to duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, advance education (CGOs), 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 related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average, and so forth. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.4.3. (Added) 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: e.g., President of CGO, Top 3, dining-out committee, member of the Air Force Sergeants Association, Sunday school teacher, and so forth.

5.4.4. (Added) Scoring: All packages will be scored using the whole person concept. A 6-10 point grading system will be used according to Table 5.4. You may use whole and decimal point increments in your grading. After cumulative scores are tabulated, rank order the nominees. Any ties on your score sheet must be broken prior to submitting the results to the board president.

Table 5.4. 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
7.5	Average
7.0	Slightly Below Average
6.5	Well Below Average
6.0	Lowest in Potential

5.4.5. (Added) Honor Guard and Volunteer award packages will contain accomplishments that apply to the specified award during the award period. The AF IMT 1206 is limited to 15 lines (no subject headings) using bullet format. Scoring will be accomplished in the same manner as listed in 5.4.4.

5.5. (Added) Board Selection: The board members for each grade tier will meet at a date established and published by 55 WG/CCC, usually the 20th of the month or first duty day if the 20th falls on a weekend, following the end of each calendar quarter to review the packages. The board will select one winner per grade tier, based on sustained superior performance for the specified quarter, in addition to all the criteria mentioned in the nomination package.

5.5.1. (Added) Board Composition.

5.5.1.1. (Added) Company Grade Officer: 55 WG/CCC will establish the board, which will be comprised of each, Group Commander or deputy, and the Wing Director of Staff or deputy. The Wing Vice Commander will be the board president, and score the packages only in the event of a tie. Board members will not score the packages from their respective groups.

5.7.1. (Added) Selection board will meet on a date established by 55 WG/CCC. Board composition will be established in accordance with 5.5.1., except the annual Airman, NCO, and SNCO boards will be comprised of the respective group superintendent. The First Sergeant of the Year board will be comprised of three senior First Sergeants and 55 WG/CCC (or representative) as the president.

5.7.2. (Added) Winners will be recognized at the 55th Wing Annual Awards Banquet. Airman, NCO, Senior NCO, and First Sergeant winners will be automatic nominees to 8 AF to compete further in the 12 Outstanding Airmen and First Sergeant of the Year programs. Two of the civilian winners (Junior and Senior categories in either GS or Craftsman only) chosen by Civilian Personnel, and the CGO winner will also compete at 8 AF. The Airman will be the wing's nominee for the Air Force Sergeants Association First Term Airman of the Year program. The Airman, NCO, SNCO, CGO, and one of the civilian winners (chosen by Civilian Personnel) will be the wing's nominees for the local Air Force Association chapter's Arthur C. Storz, Sr., Awards.

5.8. (Added) Responsibilities:

5.8.1. (Added) 55 WG/CC will ensure this program is implemented. 55 WG/CCC will coordinate luncheon/banquet dates for the quarterly and annual program.

5.8.2. (Added) 55 WG/CCC will receive board results from 55 WG/CCE, 55 MSS/CPO, 55 MSS/DPF, and 55 SVS/CC, and notify 55 WG/PA of all quarterly and annual winners.

5.8.2.1. (Added) 55 WG/CCC will reserve the club for the quarterly and annual awards luncheon/dinner.

5.8.2.2. (Added) 55 WG/CCC will ensure quarterly nominees' commanders, first sergeants, supervisors, and others are invited to attend the quarterly/annual awards luncheon/banquet.

5.8.2.3. (Added) 55 WG/CCC will procure engraved plaques for presentation and schedule photography support for ceremonies.

5.8.3. (Added) 55th Wing Public Affairs Office will handle all media coverage associated with the program after notification of award winners by 55 WG/CCC.

5.8.4. (Added) 55 CS/SCSV will provide photo, graphic, and computer presentation support as required for the awards program IAW AFI 33-117.

OFFICIAL

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