

**BY ORDER OF THE COMMANDER  
OKLAHOMA CITY AIR LOGISTICS  
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS  
COMPLEX MANUAL 36-2805**

**12 MARCH 2026**

**Personnel**

**AWARDS AND RECOGNITION**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements and extends the guidance of Department of Defense Instruction (DoDI) 1400.25, Volume 451 Department of the Air Force Instruction (DAFI) 36-1004, *Civilian Recognition Program* and Department of the Air Force Manual (DAFMAN) 36-2806, *Military Awards: Criteria and Procedures*. This publication applies to civilian and military personnel assigned to the Oklahoma City Air Logistics Complex (OC-ALC). This publication outlines procedures to recognize personnel for outstanding accomplishments and significant achievements. This manual may be supplemented at any level, but all supplements must be routed to the office of primary responsibility (OPR) listed above for coordination prior to certification and approval. Ensure that all records created as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed of IAW the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the OPR using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*; route DAF Forms 847 from the field through the appropriate chain of command to OC-ALC Management Operations (OC-ALC/OM) Staff Office. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by DoDI 5400.11, *DoD Privacy and Civil Liberties Program*. In accordance with the applicable System of Records Notices (SORNS) F036 AFPC V, *Awards and Decorations*, privacy information will be used to facilitate the award process and to obtain consent from the award candidate to release images/award related information.

***SUMMARY OF CHANGES***

This publication has been substantially revised and should be completely reviewed. This change revised the publication number. Changes include identifying publication references and titles; updating roles and responsibilities; eligibility criteria; forms for monetary awards, and procedural processes.

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## Chapter 1

### INTRODUCTION

**1.1. Program Overview. Note:** All references to Oklahoma City Air Logistics Complex (OC-ALC) may refer to the OC-ALC as the “Complex”. The OC-ALC Recognition Program handles both civilian and military awards, monetary and non-monetary, internal and external award solicitations.

1.1.1. OC-ALC Recognition Program. This publication establishes guidance and procedures for processing the OC-ALC’s Civilian and Military Awards. United States Air Force personnel and units within the OC-ALC must ensure compliance with this publication.

1.1.2. The OC-ALC Awards Program applies to both internal awards, designated as awards originating within the OC-ALC and external awards, i.e., those awards originating or solicited for by agencies outside of the OC-ALC, e.g., a DoD, U.S. Air Force, AFMC, or AFSC level award solicitation. The OC-ALC Awards Office is within the OC-ALC Management Operations Staff Office (OC-ALC/OM), in the Operations Support (OMO) Section.

#### **1.2. OC-ALC Recognition Program Responsibilities.**

1.2.1. The OC-ALC Commander (OC-ALC/CC) or delegate. Establish guidance for the OC-ALC recognition program.

1.2.1.1. Approves OC-ALC Award nominees (internal and external).

1.2.1.2. Approves OC-ALC Award winners of external awards before submissions are forwarded to the next level of competition.

1.2.2. OC-ALC Awards Program Managers will:

1.2.2.1. Provide oversight of the awards and recognition program for the OC-ALC.

1.2.2.2. Initiate, coordinate, and execute Complex-level awards presentations and ceremonies.

1.2.2.3. As necessary, coordinate recognition program efforts through other base agencies.

1.2.2.4. Maintain a list of awards for which OC-ALC organizations are eligible. The list should include projected time frames or actual suspense dates, criteria, and related information. In the event of a new award, update the list and notify group/staff office awards managers.

1.2.2.5. Task groups/staff offices to submit nominations.

1.2.2.6. Review nomination packages and return packages for rework/corrections.

1.2.2.7. Finalize nomination packages (via electronic Staff Summary Sheet [eSSS]), submitting nominations to the OC-ALC approving authority for review/signature/approval and after approval, submit the package to the OPR.

1.2.2.8. File closed awards suspense packages into designated electronic filing system.

1.2.2.9. Print internal awards certificates.

1.2.2.10. Order and provide internal quarterly and annual trophies.

- 1.2.2.11. Order and provide decorations, medals, and ribbons.
  - 1.2.2.12. For OC-ALC Staff Offices only, prints 10-Year Length of Service Certificates and provide pins.
  - 1.2.2.13. For all OC-ALC groups and staff offices, prints 20-Year and 30-Year Length of Service Certificates and provide pins.
  - 1.2.2.14. Process Complex-level monetary awards using the DAF Form 3670, *Monetary or Time-Off Incentive Award Nomination and Approval*. Review and monitor monetary awards submissions.
  - 1.2.2.15. Monitor and collaborate with resource manager/advisor for allocated awards budget.
  - 1.2.2.16. Review Group and Staff Office awards submissions.
  - 1.2.2.17. Provide results/feedback to group/staff office awards managers.
  - 1.2.2.18. Route the Request for Personnel Action (RPA) for monetary awards using the DAF Form 3670 and the Notable Achievement Award (NAA)/Special Act or Service Award (SASA) Excel Spreadsheet.
- 1.2.3. OC-ALC Group and Staff Office Commanders/Directors or their designated representative will:
- 1.2.3.1. In lieu of an appointment letter, send email with names of the designated primary and alternate awards monitor as unit-level manager and liaison to the OC-ALC (Complex) Awards Program Office.
  - 1.2.3.2. Coordinate on award responses to the OC-ALC Awards Office.
- 1.2.4. OC-ALC Group and Staff Office Awards Monitors will:
- 1.2.4.1. Maintain a list of awards for which the organization is eligible. The list should include projected time frames or actual suspense dates, criteria, and related information.
  - 1.2.4.2. Canvass their respective units for nominations.
  - 1.2.4.3. Quality check nomination packages, using the criteria provided with each award and in this manual, ensure packages are complete and in the proper format.
  - 1.2.4.4. Ensure nomination packages have financial validation: packages claiming cost avoidance/cost savings greater than \$1 million, must obtain OC-ALC Financial Management Office (OC-ALC/FM) validation.
    - 1.2.4.4.1. Send requests for validation to the OC-ALC/FM Workflow, ([76mxr.fm.workflow@us.af.mil](mailto:76mxr.fm.workflow@us.af.mil)). **Note:** Allow at least two workdays for a response.
    - 1.2.4.4.2. Ensure required validation is performed prior to submitting the final award package to the OC-ALC Awards Office.
    - 1.2.4.4.3. Return award packages that lack financial validation or need rework to the submitter.
  - 1.2.4.5. Monitor and collaborate with resource manager/advisor for allocated awards budget.

1.2.4.6. Ensure responses to the OC-ALC Awards Office will have group/staff office-level coordination (via eSSS or email approval). Responses without proper coordination will be returned.

1.2.4.7. Ensure all internal awards requiring a records check memorandum states the following: “(Supervisor’s Name) verified that the official records of (Nominee’s Name), during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.”

1.2.4.8. Ensure submittal nominations or a negative reply to the OC-ALC Awards Office on or before the suspense date. Nominations will be submitted electronically unless otherwise specified. Late nominations will not be accepted. Negative replies require group/staff office-level coordination (via eSSS or email approval).

1.2.4.9. Collaborate with the OC-ALC Awards Office for Complex-level awards presentations and ceremonies.

1.2.4.10. Initiate, coordinate, and execute unit-level awards presentations and ceremonies.

1.2.4.11. Prints 10-year Length of Service Certificates for their respective units and providing pins.

1.2.5. OC-ALC Financial Management Office (OC-ALC/FM) will:

1.2.5.1. As required, validate cost savings and cost avoidance for award packages.

1.2.5.2. Sign the Complex-level DAF Form 3670.

1.2.6. OC-ALC/OBM Office. Determines awards budget allocation by unit, award type, population, and personnel pay plan.

1.2.7. OC-ALC Awards Panel Members (Refer to **Table 5.1** for OC-ALC External Awards Panel Rotation Schedule).

1.2.7.1. Responsibilities. Panel members will score nominations based on the award(s) being submitted.

1.2.7.2. Scoring. Panel members will receive nomination packages from Awards Program Manager with a due date.

1.2.7.2.1. Panel members will score nomination package statements based on criteria identified in this instruction. Panel members will not score personnel from their organization.

1.2.7.2.2. Rank nominees using the methodology identified on the scoresheet.

1.2.7.2.3. Return scoresheets to the OC-ALC Awards Office Workflow ([ocalc.dsa.awardsworkflow@us.af.mil](mailto:ocalc.dsa.awardsworkflow@us.af.mil)) by the due date.

## Chapter 2

### OC-ALC CIVILIAN QUARTERLY AWARDS

**2.1. OC-ALC Employee and Team of the Quarter Awards.** The Employee and Team of the Quarter programs allow supervision to recognize and reward deserving individuals and teams who have sustained superior performance throughout the quarter.

2.1.1. Each quarterly winner (individual and team member) will receive a monetary NAA, certificate, and a small token (e.g., trophy).

2.1.2. Military members are not eligible for the individual Civilian Employee of the Quarter category; however, they are eligible as part of a team category. Refer to [Chapter 8](#) for further information about military quarterly awards.

2.1.3. The OC-ALC/OM Office will incur all NAA costs for awarded employees/teams. Quarterly winners are eligible to compete for the OC-ALC Employee and Team of the Year.

**2.2. Eligibility.** All OC-ALC civilian employees are eligible for Employee and Team of the Quarter.

2.2.1. For individual awards, accomplishments must have been performed predominantly by the nominee.

2.2.2. If more than 50 percent of the award includes shared accomplishments, consider writing a team award.

2.2.3. Nominees will compete at the grade they held for the majority of the award period and must have been assigned to OC-ALC for at least 50 percent of the award period.

2.2.4. Civilian quarterly award recipients are not eligible to compete during consecutive (back-to-back) quarters of the same calendar year.

2.2.5. Recognition is based on the calendar year (i.e., January-March; April-June; July-September; and October-December) and shall include achievements that occurred in the current quarter.

**2.3. Team.** A team will consist of at least two members, but no more than 20. No additional names may be added after the suspense date.

**2.4. Criteria.** Each group or staff office may submit one nomination per category (See [Table 2.1](#)).

**Table 2.1. Employee and Team of the Quarter/Year Award Categories.**

| OC-ALC Category   | Category Ranges  |
|-------------------|--|
| <b>Category 1</b> | GS-01 to GS-08; WG-1 to WG-9; WL-6 to WL-7; WS-1 to WS-5   |
| <b>Category 2</b> | WG-10  |
| <b>Category 3</b> | GS-09 to GS-11; WG-11 to WG-14; WL-8 to WL-10 WS-06; NH-01 to NH-02; NJ-01 to NJ-03; NK-01 to NK-01 to NK-03 |
| <b>Category 4</b> | GS-12; WL-11 to WL-14; WS-7 to WS-14; NH-03 (non-Supervisory); NJ-04   |

|                   |  |
|-------------------|--|
| <b>Category 5</b> | GS-13 to GS-14; WG-15; WL-15; WS 15-16; NH-03 (Supervisory); NH-04   |
| <b>Category 6</b> | Rookie of the Year (Any civilian employee with two or less years of federal service, including prior military/agency)        |
| <b>Category 7</b> | Production Team [Maintenance Groups] (20 members or less)  |
| <b>Category 8</b> | Production Support Team [includes support from both OC-ALC Staff Offices and Group-level Staff Offices] (20 members or less) |

**2.5. Format.** Nominations must be submitted using the most current DAF e-Publishing Website version of the DAF Form 1206, *Nomination for Award*.

2.5.1. Use Performance Statement format.

2.5.2. A Performance Statement is a stand-alone sentence and cannot exceed two lines of text; it includes:

2.5.3. An action line.

2.5.4. At least one of the following: impact or results/outcome.

2.5.5. Begin each Performance Statement on a new line with a dash (-) followed by a space. (See [Attachment 2](#), Figure [A2.2-A2.4](#) for performance statement templates).

2.5.6. The nomination must be single-spaced, size 12-point, and Times New Roman font style.

2.5.7. Use double-spaces between sections.

2.5.8. A list of commonly used Department of the Air Force acronyms is located at the following site: <https://www.afpc.af.mil/Career-Management/Acronyms/> online.

**2.6. Submittal Process.** Group/staff office awards managers will submit nominations electronically to the OC-ALC Awards Program Manager by the suspense date, typically two weeks preceding the end of the quarter.

**2.7. Tasking Notifications.** The OC-ALC Awards Program Manager will send a tasking each quarter with the nomination due date.

**2.8. OC-ALC Employee of the Quarter Elements (See Chapter 8 for military awards).** The OC-ALC Employee of the Quarter award recognizes exceptional individuals. Employees who achieve superior accomplishments that contribute to the quality, efficiency or economy of government operations should be nominated for this award. The DAF Form 1206 for Employee of the Quarter nominations must address the following elements: Leadership and Job Performance in Primary Duty and Whole Airman Concept.

2.8.1. Leadership and Job Performance in Primary Duty. Allows up to 5 Performance Statements excluding header (See [Paragraph 2.5.1](#) and [Attachment 2, Figure A2.2](#)). Describe significant accomplishments and how well the member performed primary and additional duties. Define the scope of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that had a positive impact. Show how the member developed improved skills related to primary duty. Include results of inspections or evaluations and awards received. If impact includes applicable “cost savings” or “cost avoidance” then ensure requirements of Paragraphs [1.2.4.4](#) through [1.2.4.4.3](#) have been met.

2.8.1.1. Scoring Leadership and Job Performance in Primary Duty. OC-ALC Awards Panel will score nomination packages using a 70-point scoring criteria (See [Table 2.2](#)) for this element.

**Table 2.2. Leadership and Job Performance in Primary Duty Scoring (70 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| 0-20          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| 21-50         | Some impact - Described action but lacked in describing their outcome. Narrative provided some description but lacked impact.                                |
| 51-70         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

2.8.2. Whole Airman Concept. Allows up to 2 Performance Statements excluding header (See [Paragraph 2.5.1](#) and [Attachment 2, Figure A2.2](#)). Define the scope and impact of the member's efforts to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and community involvement. Cite any relevant training or activity (advisor councils, professional organizations, education, etc.) that significantly enhanced the member's value as a DoD civilian employee.

2.8.2.1. Scoring Whole Airman Concept. OC-ALC Awards Panel will score nomination packages using the following point scoring criteria (See [Table 2.3](#)).

**Table 2.3. Whole Airman Concept Scoring (30 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| 0-10          | Vague impact - did not provide a detailed example; Narrative was disorganized, too vague, or truncated.  |
| 11-20         | Some impact - Described action but lacked in describing their outcome. Narrative provided some description but lacked impact.                                |
| 21-30         | In Depth impact - Thoroughly described an example that included their action and the outcome. Narrative provided a detailed description with a clear impact. |

**2.9. OC-ALC Team of the Quarter Award Elements.** The OC-ALC Team of the Quarter Award recognizes exceptional production (maintenance groups) and production support teams (staff offices). One production team and one production support team can be nominated for this award. Military members are eligible to be part of a team nomination. Nominated teams shall be shown as exceptional in comparison to other teams and shall have shown outstanding achievements and or improvements in support of the mission.

2.9.1. The two elements that must appear on the DAF Form 1206 are Sustained Job Performance and Innovation.

2.9.1.1. Sustained Job Performance. Allows up to 5 Performance Statements excluding header (See [Paragraph 2.5.1](#) and [Attachment 2, Figure A2.3](#)). Emphasize work that has been exceptional and above and beyond that of other teams, outstanding achievements and/or improvements in support of the mission, sustained job performance, mission cost

savings (if impact includes “cost savings” or “cost avoidance” then ensure requirements of Paragraphs 1.2.4.4 through 1.2.4.4.3 have been met), team recognition, team awards, leadership/command initiative and contributions to organization’s morale, etc.

2.9.1.2. Scoring Sustained Job Performance. OC-ALC Awards Panel will score nomination packages using the following point scoring criteria:

**Table 2.4. Sustained Job Performance Scoring (70 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| 0-20          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| 21-50         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| 51-70         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

2.9.2. Innovation. Allows up to 2 Performance Statements excluding header (See Paragraph 2.5.1 and Attachment 2, Figure A2.3.). Emphasize how team members used initiative and ingenuity in their job efficiency. Emphasize team members’ knowledge that improved their ability to perform duties. Emphasize adverse conditions or other considerations overcome by team members.

2.9.2.1. OC-ALC Awards Panel will score nomination packages using the following point scoring criteria:

**Table 2.5. Innovation Scoring (30 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| 0-10          | Vague impact - did not provide a detailed example; Narrative was disorganized, too vague, or truncated.  |
| 11-20         | Some impact - Described action but lacked in describing their outcome. Narrative provided some description but lacked impact.                                |
| 21-30         | In Depth impact - Thoroughly described an example that included their action and the outcome. Narrative provided a detailed description with a clear impact. |

## **2.10. OC-ALC Employee and Team of the Quarter/Year Selection Panel.**

2.10.1. Composition. The selection panel will consist of OC-ALC Staff Office Directors, Group Commanders/Directors, Group Deputy Directors or their designated Supervisory NH-03 or above representative from each group or staff office.

2.10.2. Nomination packages will be distributed evenly amongst panel members.

2.10.3. Scoring criteria will be as follows:

2.10.3.1. Leadership and Job Performance in Primary Duty (70 points).

**Table 2.6. Leadership and Job Performance in Primary Duty Scoring (70 points).**

| Scoring Range | Scoring Criteria |
|---------------|------------------|
|---------------|------------------|

|              |  |
|--------------|--|
| <b>0-20</b>  | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| <b>21-50</b> | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| <b>51-70</b> | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

2.10.3.2. Whole Airman Concept (30 points).

**Table 2.7. Whole Airman Concept Scoring (30 points).**

| <b>Scoring Range</b> | <b>Scoring Criteria</b>  |
|----------------------|--|
| <b>0-10</b>          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| <b>11-20</b>         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| <b>21-30</b>         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

### 2.11. Team of the Quarter.

2.11.1. Sustained Job Performance (70 points).

**Table 2.8. Sustained Job Performance Scoring (70 points).**

| <b>Scoring Range</b> | <b>Scoring Criteria</b>  |
|----------------------|--|
| <b>0-20</b>          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| <b>21-50</b>         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| <b>51-70</b>         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

2.11.2. Innovation (30 points).

**Table 2.9. Innovation Scoring (30 points).**

| <b>Scoring Range</b> | <b>Scoring Criteria</b>  |
|----------------------|--|
| <b>0-10</b>          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| <b>11-20</b>         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| <b>21-30</b>         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

**2.12. Processing.** The OC-ALC Awards Program Manager will compile the scores following the due date. Winners will be selected using scoresheets received by the time of compilation.

Extensions will not be granted. In case of a tie, packages will be sent to the Senior Enlisted Leader (SEL) using a fresh scoresheet. All results will be coordinated through the OC-ALC Management Operations Director (OC-ALC/OM) for the OC-ALC/DD for approval.

**2.13. Records.** Documents created for this award will be kept until superseded, obsolete, or no longer needed, whichever is sooner according to the Records Disposition Scheduled T 33 – 45 R 09.00, dated 24 April 2018, in the OC-ALC Awards Manager's files in Electronic Records Management System (ERMS), IAW AFI 33-322, *Records Management and Information Governance Program*, dated 22 March 2020.

## Chapter 3

### OC-ALC CIVILIAN EMPLOYEE AND TEAM OF THE YEAR AWARDS

**3.1. General Information.** The OC-ALC Employee and Team of the Year program allows supervisors and fellow employees to recognize and reward deserving individuals and teams who have sustained superior performance throughout the year. Recognition is based on the calendar year (January through December). The Employee and Team of the Year Panel will select one winner per category for Employee and Team of the Year. Each winner (individual and team members) will receive a monetary NAA, a certificate, and a small token. Military members are not eligible for an NAA, if part of a winning team of the year, however they will receive a 3-day pass. The individual category winners (Category I, Category II, Category III, Category IV, Category V, Category VI, Category VII, Category VIII) will be considered for further competition at the Air Force Sustainment Center (AFSC) and Air Force Materiel Command (AFMC) levels. Where OC-ALC and AFSC categories overlap, the OC-ALC Panel Members will be used to select those going forward for next level competition.

3.1.1. Eligibility. All OC-ALC civilian employees are eligible for Employee and Team of the Year. Annual award nominees do not have to be quarterly award recipients or nominees to compete.

3.1.1.1. For individual awards, accomplishments must have been performed predominantly by the nominee.

3.1.1.2. If more than 50 percent of the award includes shared accomplishments, consider writing a team award.

3.1.1.3. Nominees will compete at the grade they held for the majority of the award period and must have been assigned to OC-ALC for at least 50 percent of the award period. Exceptions may be granted by OC-ALC Deputy Commander (OC-ALC/CD).

3.1.2. Team. A team will consist of at least two members, but no more than 20. No additional names may be added after the suspense date.

3.1.3. Criteria. Each group/staff office may submit one nomination per category (See [Table 2.1](#)). Previous quarterly nominations (individual or team) may be expanded to include accomplishments for the remainder of the year and submitted for Employee and Team of the Year consideration. If the nominee(s) of the year were previously a quarterly winner(s) 50 percent of the performance statements must be new.

3.1.4. Format. Nominations must be submitted using the most current e-publishing version of the DAF Form 1206.

3.1.4.1. Use Performance Statement format.

3.1.4.1.1. A Performance Statement is a stand-alone sentence and cannot exceed two lines of text; it includes:

3.1.4.1.2. An action line.

3.1.4.1.3. At least one of the following: impact or results/outcome.

- 3.1.4.1.4. Begin each Performance Statement on a new line with a dash (-) followed by a space (See [Attachment 2, Figure A2.2.](#)).
- 3.1.4.2. The nominations must not exceed total lines allowed and must be single-spaced, 12-point font size, and Times New Roman style font.
- 3.1.4.3. Use double-space between sections.
- 3.1.4.4. Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, 123 ABW, etc.), otherwise acronyms will not be used and must be spelled out. The use of an acronym list is not permitted.
- 3.1.4.5. The DAF Form 1206, page 2, will be used to collect a list of team members.
- 3.1.5. Approval. All nominations require group commander/director or staff office director level coordination. Approval may be delegated to the Production Operation Branch Chief (MXDS). Group and staff office awards managers will submit nominations electronically to the OC-ALC Awards Program Manager by the suspense date, typically four weeks preceding the end of the fourth quarter.

**3.2. OC-ALC Employee of the Year Award Elements.** The OC-ALC Employee of the Year award recognizes exceptional individuals. The DAF Form 1206 must address the following elements: Leadership and Job Performance in Primary Duty, Whole Airman Concept, and Ceremony Script Excerpt.

3.2.1. Leadership and Job Performance in Primary Duty. Allows up to 9 Performance Statements excluding header (See [Paragraph 3.1.4](#) and [Attachment 2, Figure A2.4.](#)). Describe significant accomplishments and how well the member performed primary and additional duties. Define the scope of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that had a positive impact. Show how the member developed improved skills related to primary duty. Include results of inspections or evaluations and awards received.

**Table 3.1. Leadership and Job Performance in Primary Duty Scoring (70 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| <b>0-20</b>   | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| <b>21-50</b>  | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| <b>51-70</b>  | In Depth impact - Thoroughly described an example that included their action and the outcome. Narrative provided a detailed description with a clear impact. |

3.2.2. Whole Airman Concept. Allows up to 3 Performance Statements excluding header (See [Paragraph 3.1.4](#) and [Attachment 2, Figure A2.4.](#)). Define the scope and impact of the members’ efforts to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and community involvement. Cite any relevant training or activity (advisor councils, professional organizations, education, etc.) that significantly enhanced the member’s value as a military citizen.

**Table 3.2. Whole Airman Concept Scoring (30 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| 0-10          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| 11-20         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| 21-30         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

3.2.3. Ceremony Script Excerpt. (0 points). To be used for ceremony announcement presentation. Provide up to four lines not including header; use a narrative summary of the nominee's best/foremost accomplishments on page 2 of the DAF Form 1206.

**3.3. OC-ALC Team of the Year Award.** The OC-ALC Team of the Year award recognizes one production team (maintenance groups) and one production support team (staff offices). Nominated teams shall have been exceptional as compared to other teams and shall have shown outstanding achievements and/or improvements in support of the mission. The DAF Form 1206 must address the following elements: Sustained Job Performance, Innovation, and Ceremony Script Excerpt.

3.3.1. Sustained Job Performance. Allows up to 5 Performance Statements excluding header (See [paragraph 3.1.4](#) and [Attachment 2, Figure A2.3](#)). Emphasize work that has been exceptional and above and beyond that of other teams, outstanding achievements and/or improvements in support of the mission, sustained job performance, mission cost savings (if impact includes "cost savings" or "cost avoidance" then ensure requirements of paragraphs [1.2.4.4](#) through [1.2.4.4.3](#) have been met), team recognition, team awards, leadership/command initiative and contributions to organization's morale, etc.

**Table 3.3. Sustained Job Performance Scoring (70 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| 0-20          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| 21-50         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| 51-70         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

3.3.2. Innovation. Allows up to 2 Performance Statements excluding header (See [paragraph 3.1.4](#) and [Attachment 2, Figure A2.3](#)). Emphasize how team members used initiative and ingenuity in their job efficiency. Emphasize team members' knowledge that improved their ability to perform duties. Emphasize adverse conditions or other considerations overcome by team members.

**Table 3.4. Innovation Scoring (30 points).**

| Scoring Range | Scoring Criteria |
|---------------|------------------|
|---------------|------------------|

|              |  |
|--------------|--|
| <b>0-10</b>  | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| <b>11-20</b> | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| <b>21-30</b> | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

3.3.3. Ceremony Script Excerpt (0 points). To be used for ceremony announcement presentation. Provide up to four lines not including header; use a narrative summary of the nominee's best/foremost accomplishments on page 2 of the DAF Form 1206.

### **3.4. OC-ALC Employee and Team of the Year Selection Panel.**

3.4.1. Selection of one winner per category for Employee and Team of the Year will be performed in accordance with [paragraph 2.10.1](#) of this manual.

3.4.2. Records. Documents created for this award will be maintained until superseded, obsolete, or no longer needed, whichever is sooner according to the Records Disposition Scheduled T 33 – 45 R 09.00, dated 24 April 2018, in the OC-ALC Awards Program Manager's files in Electronic Records Management System (ERMS) IAW the AFMAN 33-322 dated 22 March 2020.

## Chapter 4

### OC-ALC COMMANDER'S EXCELLENCE IN ACTION AWARD (CEIAA)

**4.1. General Information.** The OC-ALC Commander's Excellence in Action Award is distributed quarterly and recognizes personnel who have exhibited "above and beyond" attitude and performance. Nominations must cover achievements that occurred during the quarter and are based on calendar quarters (e.g., January-March, April-June, July-September and October-December). Individuals of any rank or grade are eligible for selection. Team nominations are not permitted. OC-ALC Groups are limited (but not required) to recognize the target number of employees in [Table 4.1](#). OC-ALC Staff Offices are limited (but not required) to recognize the target number of employees in [Table 4.2](#).

**Table 4.1. OC-ALC Targets for Commander's Excellence in Action Award (Large Units).**

| Group/Large Staff Office | Quarterly Target |
|--------------------------|------------------|
| AMXG                     | 7                |
| CMXG                     | 4                |
| PMXG                     | 4                |
| MXSG                     | 2                |
| OB                       | 2                |
| QA                       | 2                |

**Table 4.2. OC-ALC Targets for Commander's Excellence in Action Award (Small Units).**

| Small Staff Office | Annual Target | Submission Quarter |   |   |   |
|--------------------|---------------|--------------------|---|---|---|
|                    |               | 1                  | 2 | 3 | 4 |
| AS                 | 1             |                    |   |   | X |
| EN                 | 1             |                    | X |   |   |
| FM                 | 2             |                    | X |   | X |
| IG                 | 1             |                    |   | X |   |
| OM                 | 2             | X                  |   | X |   |
| SE                 | 2             | X                  |   | X |   |

**4.2. Format.** Use OC-ALC Form 76, *OC-ALC Commander's Excellence in Action Quarterly Award*. (See [Attachment 2, Figure A2.1](#)).

4.2.1. Submit nomination(s) to the OC-ALC awards managers via the OC-ALC Awards Workflow ([ocalc.dsa.awardsworkflow@us.af.mil](mailto:ocalc.dsa.awardsworkflow@us.af.mil)) by the suspense date, typically two weeks preceding the end of the quarter (March, June, September, and December).

4.2.2. A tasking will be sent each quarter with the exact date nominations are due.

4.2.3. Nominations must be in narrative performance statement format using Times New Roman style font, size 10 font, and must not exceed 10 lines, justified.

**4.3. Process.** The OC-ALC Awards Program Manager will prepare certificates for Complex-level signature and coordinate dates and times for presentations. Award recipients will receive a monetary NAA and a certificate. Military members are not eligible for a monetary NAA and will receive a one-day pass, (See **Chapter 8** military awards).

**4.4. Records.** Documents created for this award will be used for quality control and will be maintained for two years in the OC-ALC awards manager's files IAW AFI 33-322, *Records Management and Information Governance Program*, dated 22 March 2020.

## Chapter 5

### OC-ALC EXTERNAL AWARDS

**5.1. General Information.** For this document, “external awards” refers to requests for award nominations that are received from sources external to OC-ALC. Requests for nominees are received by OC-ALC awards managers via the award’s source of origin. Awards managers then send a request for nominees to OC-ALC groups/staff offices via email. Nominations will meet eligibility and format requirements provided with each award. When multiple nominations are received, an awards panel will select the OC-ALC winning nominee.

#### 5.2. OC-ALC External Awards Selection Panel.

5.2.1. The selection panel for external awards will consist of one NH-03 Supervisory or above vetted by the commander/director of each OC-ALC organization. Panel member selectees will be rotated using **Table 5.1**.

**Table 5.1. OC-ALC External Awards Annual Rotation Schedule.**

| Rotation Schedule for OC-ALC External Awards Panel   |              |                  |                    |
|--|--------------|------------------|--------------------|
| January - March  | April - June | July - September | October - December |
| PMXG   | AMXG         | PMXG             | AMXG               |
| MXSG   | CMXG         | MXSG             | CMXG               |
| OM   | AS           | OM               | SE                 |
| EN   | OB           | EN               | OB                 |
| FM   | QA           | IG               | QA                 |
| Note: Units submitting award nominees for an external award in their rotation quarter will be substituted. |              |                  |                    |

5.2.2. Units submitting award nominees for an external award in their rotation quarter will be substituted.

5.2.3. Panel members will receive nomination packages and scoring criteria from the OC-ALC Awards Program Manager with a suspense date.

5.2.4. Panel members will score/rank nominations using criteria identified in each award.

5.2.5. Panel members will return selected nominations with related documentation (scoresheets, templates, etc.) to the OC-ALC Awards Workflow ([ocalc.dsa.awardsworkflow@us.af.mil](mailto:ocalc.dsa.awardsworkflow@us.af.mil)) by the suspense date.

5.2.6. In the event ranking and scores result in a tie, the Senior Enlisted Leader (SEL) will determine the tie breaker.

**5.3. AFSC/EN External Awards.** The quarterly and annual AFSC/EN external award(s) suspense(s) will be accomplished in accordance with AFSCI 36-2806, *Employee Recognition Program*, and panels are assembled by the OC-ALC/EN Staff Office.

5.3.1. The OC-ALC Awards Office will:

5.3.2. Compile scores.

5.3.3. Coordinate results through the OC-ALC/OM Director and if necessary to the OC-ALC Command Staff member identified in the suspense for approval.

## Chapter 6

### OC-ALC MONETARY AWARDS

**6.1. General Information.** Monetary awards [Notable Achievement Awards (NAAs) and Special Act or Service Awards (SASAs)] require submission on the DAF Form 3670. A completed DAF Form 3670 is submitted by OC-ALC Awards Program Manager to OC-ALC/OBM to process a Request for Personnel Action (RPA) to complete award payment. Only one monetary award can be given for an accomplishment (e.g., same accomplishment will not be rewarded twice). Monetary awards will not be given as a substitute for or supplement to performance measurement (appraisals) awards.

6.1.1. The DAF Form 3670 is used to process both monetary and time-off awards, the OC-ALC Awards Office Program Managers use the form to process monetary awards only, the office is not the point of contact nor process-owner for time-off awards.

6.1.2. Time-Off Awards of any amount will only be approved on a case-by-case basis by the OC-ALC Deputy Director (OC-ALC/DD).

**6.2. Individual and Team.** For individual and team monetary awards, the supervisor will complete parts I, II, III and VI of the DAF Form 3670 (**Note:** Military members are not eligible for individual or team monetary awards but can be nominated as part of a team).

6.2.1. The supervisor/nominating official will ensure a records verification has been performed in part III and that the following statement is certified on each DAF Form 3670: "Official records have been verified for the inclusive dates of the proposed award and they do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition."

6.2.1.1. The supervisor/nominating official will complete the accompanying NAA/SASA spreadsheet for the nominations.

6.2.1.2. The respective organization's CC, CL, CD, DD, O-5, or NH-04 signs for approval in Part IV of the DAF Form 3670.

6.2.1.3. The unit's Resource Advisor/Manager will approve Part V.

6.2.1.4. The OC-ALC Awards Program Manager will quality check monetary incentive award packages to ensure data is accurate, format is accurate and required fields are complete, including employee name, justification statement, required statement(s), award code, dollar amount and signature, then submit for RPA processing.

## Chapter 7

### HONORARY CIVILIAN AWARDS

**7.1. Letters of Commendation (LOC), Letters of Appreciation (LOA) and similar recognitions may be received from organizations internal or external to the OC-ALC.** These are non-monetary awards and there will be no RPA or DAF Form 3670 processed.

7.1.1. The OC-ALC Awards Office will:

7.1.1.1. Quality check documents for completeness, format and accuracy.

7.1.1.2. Prepare an endorsement letter in accordance with nomination instructions.

7.1.1.3. Forward the documents with endorsements (if applicable) to the OC-ALC Command Staff for signature.

7.1.1.4. Return signed documents to the group/staff office which initiated the Honorary Civilian Award.

**7.2. Length of Service Awards.** Length of Service Awards recognize federal service in 10-year increments beginning at year 10. Eligible employees receive a signed service certificate and a lapel pin.

7.2.1. The OC-ALC Awards Office.

7.2.1.1. Receives report of employees eligible for length of service recognition. Provides the list of 10-year recipients to group awards monitors.

7.2.1.2. Prints 10, 20, and 30-year certificates for OC-ALC Commander's signature and distribute signed certificates and pins to staff office awards monitors. Award monitors are notified via email when certificates and pins are ready for pick-up. **Note:** The respective groups' awards monitors print the 10-year Length of Service Certificates. The OC-ALC Award Office prints 10-year certificates for the OC-ALC Staff Offices only.

7.2.1.3. Prints 20 and 30-year certificates for OC-ALC Commander's signature and distribute signed certificates and pins to group awards monitors. Award monitors are notified via email when certificates and pins are ready for pick-up.

7.2.1.4. For information on ordering pins and certificates for the Air Force Length of Service Recognition, refer to DODI1400.25V451\_DAFI36-1004 *Department of the Air Force Civilian Recognition Program*.

7.2.1.5. The 40, 50, and 60-year pins and certificates are sent from AFMC to AFSC then to OC-ALC. The AFSC/CC and OC-ALC/CC both prepare congratulatory memos which are to be included in the presentation package. Distribute the 40, 50 and 60-year certificates and pins to the group/staff office awards managers upon receipt. **Note:** A records check may be requested by the AFSC Awards Manager to accompany any Length of Service Recognition of 40 or more years.

7.2.1.6. Employees with 40 or more years of service may choose to have their certificate/pin presented from a representative at AFSC Command level. Employees with 20 or more years of service may choose to have their certificate/pin presented by a representative at OC-ALC Command level.

7.2.1.7. Presentations to employees with 10 years of service will be managed by their group/staff office.

7.2.1.8. Replacement of lost service certificates and pins. Replacement awards require justification and must be approved at squadron level (or equivalent) and above. Approved justifications will be submitted to the OC-ALC Awards Program Manager via the OC-ALC Awards Workflow ([ocalc.dsa.awardsworkflow@us.af.mil](mailto:ocalc.dsa.awardsworkflow@us.af.mil)).

7.2.1.9. Overdue certificates will only be endorsed at command-level if they were issued during the current commander assigned. Any replacement or lost certificates will be signed at OC-ALC Staff Office/Group-level.

### **7.3. Group/Staff Office Awards Monitors.**

7.3.1. Receive a monthly report listing of employees eligible for length of service recognition. Prints 10-year certificates for commander's/director's signature and distributes to supervisors. **Note:** The respective groups' awards monitors print the 10-year Length of Service Certificates. The OC-ALC Awards Office prints 10-year certificates for the OC-ALC Staff Offices only.

7.3.1.1. Purchase and maintain a supply of 10-year service certificates and lapel button pins. For information on ordering pins and certificates for the Air Force Length of Service Recognition refer to DODI1400.25V451\_DAFI36-1004, *Department of the Air Force Civilian Recognition Program*.

7.3.1.2. Submit any requests for Complex-level presentations of length of service awards to the OC-ALC Command Support Staff. For staff offices serviced by OC ALC/OM, requests will come from a three-digit chief position or higher.

7.3.1.3. Submit requests for lost or damaged service certificates and pins for 20 or more years, to the OC-ALC Awards Manager. Requests require justification and must be approved at squadron level (or equivalent) and above.

## Chapter 8

### OC-ALC MILITARY RECOGNITION PROGRAM

#### 8.1. Roles and Responsibilities.

##### 8.1.1. The OC-ALC Commander (OC-ALC/CC).

8.1.1.1. Establishes guidance for the OC-ALC recognition program.

8.1.1.2. Ensures OC-ALC Command-level approval of all OC-ALC award winners before submissions are forwarded to the next level of competition.

##### 8.1.2. The OC-ALC Senior Enlisted Leader (OC-ALC/SEL).

8.1.2.1. Provides oversight of the OC-ALC enlisted quarterly and annual military recognition programs.

8.1.2.2. Coordinates recognition program efforts through other base agencies as needed.

8.1.2.3. Performs quality review of submitted enlisted packages.

8.1.2.4. Establishes and chairs the enlisted awards panels and determines pool of panel members to select award recipients.

8.1.2.5. Provides electronic packages once compiled and advises panel members of the panel due date.

8.1.2.6. Submits panel results to the OC-ALC Awards Office Workflow email address [ocalc.dsa.awardsworkflow@us.af.mil](mailto:ocalc.dsa.awardsworkflow@us.af.mil).

##### 8.1.3. The OC-ALC/CCE (Executive Officer).

8.1.3.1. Performs quality review of submitted officer packages.

8.1.3.2. Submits officer packages to the OC-ALC/CD for final approval.

##### 8.1.4. The OC-ALC Awards Program Manager/Office.

8.1.4.1. Serves as the OPR for OC-ALC military quarterly, annual, and external award programs.

8.1.4.2. Forwards notifications to group/staff offices for nomination suspense dates for the military quarterly, annual, and external awards program.

8.1.4.3. Collects nomination packages sent to OC-ALC Awards Workflow ([ocalc.dsa.awardsworkflow@us.af.mil](mailto:ocalc.dsa.awardsworkflow@us.af.mil)).

8.1.4.4. Performs administrative reviews (duty title, spelling, and package requirements) of all group/staff office nominations.

8.1.4.5. Establishes officer quarterly and annual panels; determines panel members to select quarterly and annual award recipients.

8.1.4.6. Provides OC-ALC/CCE panel results for quality review.

8.1.4.7. Notifies award nominees and appropriate leadership of the time and location of ceremonies, e.g., OC-ALC quarterly and annual awards ceremonies.

- 8.1.4.8. Forwards complete nomination packages to the applicable agency.
- 8.1.5. OC-ALC Group Commanders/Directors and Staff Office Directors.
- 8.1.5.1. Establishes and operates a recognition program that aligns with the procedures set forth in this and higher-level guidance.
- 8.1.5.2. Ensures all nominees are notified of their selection.
- 8.1.5.3. Upon request, submits appropriate unit personnel as panel members.
- 8.1.6. OC-ALC Group and Staff Awards Monitors.
- 8.1.6.1. Canvases the respective units for nominations.
- 8.1.6.2. Uses criteria provided with each award and this manual to quality check nomination packages and ensure packages are complete and in the proper format.
- 8.1.6.3. Ensures nomination packages have financial validation: packages claiming cost avoidance/cost savings greater than \$1 million, shall obtain OC-ALC Financial Management Office (OC-ALC/FM) validation.
- 8.1.6.3.1. Sends requests for validation to the OC-ALC/FM Workflow ([76mxr.fm.workflow@us.af.mil](mailto:76mxr.fm.workflow@us.af.mil)). **Note:** Allow at least two workdays for a response.
- 8.1.6.3.2. Ensure required validation is performed **prior to** submitting the final award package to the OC-ALC Awards Office.
- 8.1.6.4. Returns award packages that lack financial validation or need rework to the submitter.
- 8.1.6.5. Ensures submissions have group/staff office-level coordination.
- 8.1.6.6. Submits nominations or a negative reply no later than suspense date. Late nominations will not be accepted. Submit nominations electronically unless otherwise specified.

## 8.2. OC-ALC Quarterly and Annual Military Award Categories.

**Table 8.1. OC-ALC Military Award Categories, Grade Eligibility, Frequency and Recognition.**

| Category  | Grade           | Frequency       |
|---|-----------------|-----------------|
| Field Grade Officer (FGO)   | O-4 through O-6 | Annual          |
| Company Grade Officer (CGO)   | O-1 through O-3 | Quarter/ Annual |
| Senior Noncommissioned Officer (SNCO)   | E-7 through E-9 | Quarter/ Annual |
| Noncommissioned Officer (NCO)   | E-5 through E-6 | Quarter/ Annual |
| Airman (Amn)  | E-1 through E-4 | Quarter/ Annual |
| Individual Mobilization Assistant (IMA) Officer FGO   | O-4 through O-6 | Quarter/ Annual |
| Individual Mobilization Assistant Officer CGO   | O-1 through O-3 | Quarter/ Annual |
| Individual Mobilization Assistant SNCO  | E-7 through E-9 | Quarter/ Annual |
| Individual Mobilization Assistant NCO   | E-5 through E-6 | Quarter/ Annual |
| <b>Note:</b> Enlisted, CGO Quarterly Award recipients will be recognized with a certificate, 1-day pass and memento (i.e., trophy). |                 |                 |

**Note:** \*Passes and mementos are subject to change to comply with current fiscal year financial regulations and guidance.

#### 8.2.1. Military Awards Period and Nomination Package Suspenses.

8.2.1.1. Recognition is based on calendar year quarters (January-March; April-June; July-September; October-December) and shall include achievements that occurred during that quarter.

8.2.1.2. Annual recognition is based on calendar year January-December and shall include achievements that occurred during that year.

8.2.1.3. All nominations require group/staff office level coordination. Group/staff office awards monitors will submit nominations electronically for each quarter by the due dates.

### 8.3. Military Nominee Eligibility.

8.3.1. Individuals will compete in the grade they held for the majority of the award period. Members must have been assigned to the OC-ALC for at least 50 percent of the award period to compete. Exceptions may be granted by OC-ALC/CD.

8.3.1.1. Members who hold the position of First Sergeant. (First Sergeant of the Year nomination criteria are IAW AFSCI 36-2801, *Awards and Recognition*).

8.3.1.2. Nominees cannot have any negative quality force indicators that would bring discredit to the Department of the Air Force during the award period.

8.3.1.3. Nominees must meet the requirements of DAFI 36-2905, *Physical Fitness Program*. Members must achieve a minimum score in each component as well as an overall composite score of 75 or greater.

8.3.1.4. Member must not have an unfavorable information file or be on a control roster and must have maintained proper dress and appearance standards during the nomination period.

8.3.1.5. Civilian duty performance for IMA nominations is not acceptable. Information provided on the DAF Form 1206 must be from duty performed in Inactive Duty Training (IDT) or Active Duty for Training (ADT) status.

8.3.1.6. The awards program intent is for leadership to nominate multiple candidates where feasible versus repeat candidates, however, quarterly award recipients may compete during consecutive quarters of the same calendar year. **Note:** Military candidates only.

8.3.1.7. Annual award nominees do not have to be quarterly award recipients or nominees to compete.

### 8.4. OC-ALC Quarterly and Annual Military Award Nomination Procedures.

8.4.1. Personnel are nominated by their respective group/staff office.

8.4.2. Nominations must be submitted using the most current e-Publishing version of the DAF Form 1206.

8.4.3. Use Performance Statement format.

8.4.3.1. A Performance Statement is a stand-alone sentence and cannot exceed two lines of text; it includes:

8.4.3.2. An action line.

8.4.3.3. At least one of the following: impact or results/outcome.

8.4.3.4. Begin each Performance Statement on a new line with a dash (-) followed by a space (Refer to [Attachment 2, Figure A2.2](#) for performance statement template).

8.4.3.5. The nomination must be single-spaced, size 12-point, and Times New Roman font style.

8.4.3.6. Use double-spaces between sections.

8.4.3.7. A list of commonly used Department of the Air Force acronyms is located at the following site: <https://www.afpc.af.mil/Career-Management/Acronyms/>.

### **8.5. OC-ALC Quarterly and Annual Military Award Elements.**

8.5.1. The DAF Form 1206 for Enlisted Member of the Quarter and Annual must address the following elements for enlisted members: Leadership and Job Performance in Primary Duty and Whole Airman Concept.

8.5.2. The DAF Form 1206 for Officer of the Quarter and Annual must address the following elements: Leadership and Job Performance in Primary Duty and Innovation.

8.5.3. The headers will be as shown below and no other information may be included in the header lines.

### **8.6. An OC-ALC Awards Panel will score nomination packages using the following point scoring criteria:**

8.6.1. Leadership and Job Performance in Primary Duty (70 points; both officers and enlisted). Describe significant accomplishments and how well the member performed primary and additional duties. Define the scope of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that had a positive impact. Show how the member developed improved skills related to primary duty. Include results of inspections or evaluations and awards received. If impact includes “cost savings” or “cost avoidance” then ensure requirements of paragraphs [1.2.4.4](#) through [1.2.4.4.3](#) have been met.

8.6.1.1. Quarterly package: Allows up to 5 Performance Statements excluding header (See [paragraph 8.4.3](#) and [Attachment 2, Figure A2.2](#)).

8.6.1.2. Annual package: Allows up to 9 Performance Statements excluding header (See [paragraph 8.4.3](#) and [Attachment 2, Figure A2.4](#)).

**Table 8.2. Leadership and Job Performance in Primary Duty (70 points).**

| <b>Scoring Range</b> | <b>Scoring Criteria</b>   |
|----------------------|---|
| <b>0-20</b>          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.                       |
| <b>21-50</b>         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact. |

|       |  |
|-------|--|
| 51-70 | In Depth impact - Thoroughly described an example that included their action and the outcome. Narrative provided a detailed description with a clear impact. |
|-------|--|

8.6.2. Whole Airman Concept (30 points). **Note:** Enlisted Only. Demonstrate the fulfillment of Air Force Core Values for both personal and professional development. Describe improvement of self, work center, unit, etc. through education and community relations. Show how the member developed or improved skills related to primary duties (e.g., formal training, Career Development Course (CDC) enrollment or completion, on-the-job training, certifications, etc.). Include completion of in-residence Professional Military Education (PME). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

8.6.2.1. Quarterly package: Allows up to 2 Performance Statements excluding header (See [paragraph 8.4.3](#) and [Attachment 2, Figure A2.2.](#)).

8.6.2.2. Annual package: Allows up to 3 Performance Statements excluding header (See [paragraph 8.4.3](#) and [Attachment 2, Figure A2.4.](#)).

8.6.2.3. OC-ALC Awards Panel will score nomination packages using the following point scoring criteria:

**Table 8.3. Whole Airman Concept Scoring (30 points).**

| Scoring Range | Scoring Criteria   |
|---------------|--|
| 0-10          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated.  |
| 11-20         | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| 21-30         | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

8.6.3. Innovation. (**Note:** Officers only). Demonstrate how the member showed creativity in developing a new product, process or service to meet new/current mission requirements or customer needs. The innovation shall directly result in tangible mission impacts such as cost savings/avoidance (if impact includes "cost savings" or "cost avoidance" then ensure requirements of paragraphs [1.2.4.4](#) through [1.2.4.4.3](#) have been met), improved readiness or mission effectiveness and/or reduced workload, as examples.

8.6.3.1. Quarterly package: Allows up to 2 Performance Statements excluding header (See [paragraph 8.4.3](#) and [Attachment 2, Figure A2.2.](#)).

8.6.3.2. Annual package: Allows up to 3 Performance Statements excluding header (See [paragraph 8.4.3](#) and [Attachment 2, Figure A2.4.](#)).

**Table 8.4. Innovation Scoring (30 points).**

| Scoring Range | Scoring Criteria  |
|---------------|---|
| 0-10          | Vague impact - did not provide a detailed example; narrative was disorganized, too vague, or truncated. |

|       |  |
|-------|--|
| 11-20 | Some impact - Described action but lacked in describing their outcome; narrative provided some description but lacked impact.                                |
| 21-30 | In Depth impact - Thoroughly described an example that included their action and the outcome; narrative provided a detailed description with a clear impact. |

**8.7. Annual Award Winners.** The OC-ALC Officer and Enlisted Annual Award Winners will compete for the AFSC Annual Excellence Award (AEA). Winners from the AFSC level will be forwarded to compete for the AFMC Annual Excellence Award and the 12 Outstanding Airmen of the Year Award.

8.7.1. For all quarterly and annual award nominees, respective groups must submit:

8.7.1.1. Member's current Report of Individual Fitness.

8.7.1.2. Completed documents per AFSC instructions.

8.7.2. Awards Selection Panel Procedures.

8.7.2.1. Panel Member Appointment. The OC-ALC Awards Office and OC-ALC/SEL will gather panel members with the assistance of all units and ensure the panel composition is reflective of all units, as much as possible. Typically, no more than one representative from any single group/staff office, depending upon competition level, may serve on the same panel during a given quarter.

8.7.2.2. All panels will consist of odd number panel members with at least three members and each panel member will be at least equivalent or one rank above the highest-ranking nominee in any category. Selection Panel make-up will resemble the following grades, at a minimum. (**Note:** Higher grades can be used as panel members if appropriate).

8.7.2.2.1. AMN: SMSgt Panel President; three other members in ranks of SSgt through SMSgt.

8.7.2.2.2. NCO: SMSgt Panel President; three other senior NCOs.

8.7.2.2.3. SNCO: SMSgt Panel President; three other members being CGOs.

8.7.2.2.4. CGO: Lieutenant Colonel/Major Panel President; three other Lieutenant Colonels/Majors.

8.7.2.2.5. FGO (annual): Colonel Panel President; three other Colonels.

8.7.2.2.6. All IMA packages will be reviewed, vetted and quality checked, and paneled by the OC-ALC/CD and or available ranking IMA.

8.7.3. Selection Panel Process.

8.7.3.1. Upon determining panel members, the OC-ALC Awards Program Manager or OC-ALC/SEL will e-mail nomination forms, score sheets and a tally sheet to the panel members. The panel president will be the only person to use the tally sheet.

8.7.3.2. The panel president, along with other panel members, will score nominees. The panel president's scores will only count in the event of a tie.

8.7.3.3. Evaluating nomination packages: The "Whole Airman Concept" will be used to evaluate the quality and performance of all eligible and to align them in relative order

within each category. Panel members will assess an individual's award selection potential by making an evaluation of each nominee's complete package.

8.7.3.4. Converting Overall Score to Rank Order Score: Panel members will rank order the nominees by converting total nominee points to a nominee rank order standing. For example, one panel member's overall scores for the three nominees who met the panel were 27, 23 and 25. That panel member would then rank order their respective nominees as follows: 1, 3, and 2. There shall be no ties once nominee packages are rank ordered.

8.7.3.5. The panel president will return all score sheets, including their own and the tally sheet to the OC-ALC Awards Program Manager or OC-ALC/SEL the same day as the panel is completed, along with the Panel Member Information Sheet.

LINDSAY C. DROZ  
Brigadier General, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDI 1400.25V451\_DAFI 36-1004, *Department of the Air Force Civilian Recognition Program*, 18 December 2023

DoD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 26 October 2022

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 20 April 2022

DAFI 26-2803, *Military Decorations and Awards Program*, 2 May 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFMCI 36-2808, *Science, Engineering, and Technical Management Awards*, 4 April 2024

AFMCI 36-2817, *AFMC Depot Maintenance Management (DMM) of the Year Awards*, 13 February 2023

AFSCI 36-2801, *Awards and Recognition*, 28 June 2023

AFSCI 36-2806, *Employee Recognition Program*, 10 December 2023

DAFH 33-337, *Tongue and Quill*, 26 May 2015

***Prescribed Forms***

OC-ALC Form 76, *Commander's Excellence in Action Award Quarterly Award*

***Adopted Forms***

DAF Form 847, *Recommendations for Change of Product*

DAF Form 1206, *Nomination for Award*

DAF Form 3670, *Monetary or Time-Off Incentive Award Nomination and Approval*

***Abbreviations and Acronyms***

**ADT**—Active Duty for Training

**AFI**—Air Force Instruction

**AFMC**—Air Force Materiel Command

**AFRIMS**—Air Force Records Information Management System

**AFSC**—Air Force Sustainment Center

**AMN**—Airman

**CC**—Commander

**CCE**—Executive Officer

**CCX**—Commander’s Action Group  
**CD**—Deputy Commander  
**CDC**—Career Development Course  
**CGO**—Company Grade Officer  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DD**—Deputy Director  
**ERMS**—Electronic Records Management System  
**FGO**—Field Grade Officer  
**FM**—Financial Management  
**IAW**—In Accordance With  
**IDT**—Inactive Duty Training  
**IMA**—Individual Mobilization Augmentee  
**LOA**—Letters of Appreciation  
**LOC**—Letters of Commendation  
**Lt Col**—Lieutenant Colonel  
**MA**—Mobilization Assistant  
**Maj**—Major  
**MSgt**—Master Sergeant  
**NAA**—Notable Achievement Award  
**NCO**—Noncommissioned Officer  
**OC-ALC**—Oklahoma City Air Logistics Complex  
**OM**—Management Operations Office  
**OMO**—Management Support Section  
**OPR**—Office of Primary Responsibility  
**PME**—Professional Military Education  
**RDS**—Records Disposition Schedule  
**RPA**—Request for Personnel Action  
**SEL**—Senior Enlisted Leader  
**SMSgt**—Senior Master Sergeant  
**SNCO**—Senior Noncommissioned Officer  
**SASA**—Special Act or Service Award

**SURF**—Single Uniform Request Format

*Terms*

**Panel**—Assembled military or civilian members who review, rate, and choose the top award candidate from package submittals.

**Data Call**—Process of soliciting for award candidate nominations and award package information.

Attachment 2

SAMPLE FORMS FOR AWARD SUBMITTALS

Figure A2.1. Sample OC-ALC Form 76, *Commander's Excellence in Action Award*.

**OC-ALC COMMANDER'S EXCELLENCE IN ACTION  
QUARTERLY AWARD**

CY / QTR:

**EMPLOYEE NAME & ORGANIZATION:**

Name (Go-By Name):

Work Title:

Organization (Bldg #, Door #, Room #, Post Location):

**RECOGNITION NARRATIVE:**  
*(Narrative is to be no more than 10 lines long in Times New Roman 10 Format, justified)*

ORGANIZATION:

APPROVED BY:

*Group/Staff Office or Deputy (only)*

Figure A2.2. Sample DAF Form 1206, *Nomination for Award*.

| NOMINATION FOR AWARD   |  |              |
|--|--|--------------|
| AWARD<br>OC-ALC Employee of the Quarter (Civilian or Military)   | CATEGORY (If Applicable)               | AWARD PERIOD |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)   | MAJCOM, FLDCOM, FOA OR DRU<br>AFMC     |              |
| DAFSC/DUTY TITLE   | NOMINEE'S TELEPHONE (DSN & Commercial) |              |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE  |  |              |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)                       |  |              |
| SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)   |  |              |
| LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (Header plus 5 Performance Statements allowed)                           |  |              |
| - Statement 1....a stand alone sentence includes action and at least one of the following: 1) impact 2) results/outcome. |  |              |
| .....  |  |              |
| - Statement 2....  |  |              |
| .....  |  |              |
| - Statement 3....  |  |              |
| .....  |  |              |
| - Statement 4....  |  |              |
| .....  |  |              |
| - Statement 5....  |  |              |
| .....  |  |              |
| WHOLE AIRMAN CONCEPT: (includes Civilian and Enlisted) (Header plus 2 Performance Statements)                            |  |              |
| - Statement 1....  |  |              |
| .....  |  |              |
| - Statement 2....  |  |              |
| .....  |  |              |
| INNOVATION: (OFFICERS ONLY for Quarterly) (Header plus 2 Performance Statements allowed)                                 |  |              |
| - Statement 1....  |  |              |
| .....  |  |              |
| - Statement 2....  |  |              |
| .....  |  |              |

Figure A2.3. Sample DAF Form 1206, *Nomination for Award*.

| NOMINATION FOR AWARD   |  |              |
|--|--|--------------|
| AWARD<br>Team of the Quarter (enter team lead and names on back)   | CATEGORY (if Applicable)<br>07 or 08   | AWARD PERIOD |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)   | MAJCOM, FLDCOM, FOA OR DRU<br>AFMC     |              |
| DAFSC/DUTY TITLE   | NOMINEE'S TELEPHONE (DSN & Commercial) |              |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE  |  |              |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)                       |  |              |
| SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)   |  |              |
| SUSTAINED JOB PERFORMANCE: (Header plus 5 Performance Statements allowed)  |  |              |
| - Statement 1....a stand alone sentence includes action and at least one of the following: 1) impact 2) results/outcome. |  |              |
| .....  |  |              |
| - Statement 2....  |  |              |
| .....  |  |              |
| - Statement 3....  |  |              |
| .....  |  |              |
| - Statement 4....  |  |              |
| .....  |  |              |
| - Statement 5....  |  |              |
| .....  |  |              |
| INNOVATION: (Header plus 2 Performance Statements allowed)   |  |              |
| - Statement 1....  |  |              |
| .....  |  |              |
| - Statement 2....  |  |              |
| .....  |  |              |

Figure A2.4. Sample DAF 1206, *Nomination for Award, (Employee of the Year).*

| NOMINATION FOR AWARD  |  |   |
|---|--|---|
| AWARD<br><b>OC-ALC Employee of the Year (Civilian and Military)</b>   | CATEGORY (if Applicable)               | AWARD PERIOD                              |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)  |  | MAJCOM, FLDCOM, FOA OR DRU<br><b>AFMC</b> |
| DAFSC/DUTY TITLE  | NOMINEE'S TELEPHONE (DSN & Commercial) |   |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE   |  |   |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)                                |  |   |
| SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)  |  |   |
| <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (Header plus 9 Performance Statements allowed)</b>                             |  |   |
| - Statement 1....a stand alone sentence includes action and at least one of the following: 1) impact 2) results/outcome.<br>..... |  |   |
| - Statement 2....<br>.....  |  |   |
| - Statement 3....<br>.....  |  |   |
| - Statement 4....<br>.....  |  |   |
| - Statement 5....<br>.....  |  |   |
| - Statement 6....<br>.....  |  |   |
| - Statement 7....<br>.....  |  |   |
| - Statement 8....<br>.....  |  |   |
| - Statement 9....<br>.....  |  |   |
| <b>WHOLE AIRMAN CONCEPT: (Civilian and Enlisted) (Header plus 3 Performance Statements)</b>                                       |  |   |
| - Statement 1....<br>.....  |  |   |
| - Statement 2....<br>.....  |  |   |
| - Statement 3....<br>.....  |  |   |
| <b>INNOVATION: (OFFICERS ONLY) (Header plus 3 Performance Statements)</b>   |  |   |
| - Statement 1....<br>.....  |  |   |
| - Statement 2....<br>.....  |  |   |
| - Statement 3....<br>.....  |  |   |