



Personnel

**WING OUTSTANDING SENIOR NCO, NCO
AND AIRMAN RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Supersedes 452 AMWI 36-2801, 30 Jan 98

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes guidelines for enlisted personnel who comprise an important segment of the United States Air Force. Many of them are outstanding in the military and technical performance, as well as in their civic environment. They perform key roles and have contributed significantly to the accomplishments of their unit, the 452d Air Mobility Wing, the Air Force Reserve Command, and the United States Air Force. These outstanding personnel must be recognized and honored for their sacrifices, accomplishments, and contributions.

SUMMARY OF REVISIONS

This revision changes and establishes the procedures of the nomination group officials (para 1.2.), the package contents of a nomination letter (para 1.2.3.) and RIP (para 1.3.2.1.) for quarterly nominations. It establishes the procedures to submit a complete nomination package in accordance with (IAW) AFI 36-2803, *The Air Force Awards and Decorations Program*, for quarterly winners (para 1.1.3.). The Awards Board replaces the responsibilities of the Wing Command Chief Master Sergeant (formerly Senior Enlisted Advisor)(para 1.4.), establishes the Board Chair (para 1.5.), states the responsibilities (para 1.5.1.), adds board questions and score sheets (para 1.5.2.), deletes paragraphs 1.4.1. through 1.4.7. Adds nominee selection procedures (para 1.6.4.). Adds Awards Nominees proceedings (para 1.7.). Deletes Junior Grade through Field Grade Officer from Awards Categories (para 2.4.). Deletes Narrative comments in the nomination letter (para. 5.1.2.), adds Annual Awards submissions requirements (para 5.2. and 5.2.1.). Deletes forms prescribed (para 8.). Changes Nominations Groups to Sample Nomination Letter (Attachment 1). Changes Board Schedule and Suspense from Attachment 4 to Attachment 2. Deletes Sample Nomination Letter for Junior and Field Grade Officer, Outstanding Airman, NCO, and Senior NCO of the Quarter Awards (Attachment 2). An (*) indicates revisions from the previous edition.

1. Responsibilities:

1.1. Unit commanders and supervisors will:

1.1.1. Continually screen their units for exceptional personnel to nominate for quarterly awards in the appropriate categories.

1.1.2. Submit nomination letters to their respective nomination group official for review and final submission.

*1.1.3. Submit a complete nomination package to include an AF Form 1206, **Nomination For Award**, for their members who are quarterly award winners IAW AFI 36-2803 and a bust shot photo. (Contact 452 AMW/PA for instructions in obtaining the bust shot photo.) These packages will be submitted to the 452 AMW Command Chief Master Sergeant no later than (NLT) the "B" UTA in April, July, and October and the "A" UTA in December.

1.2. Nomination group officials will:

1.2.1. Establish procedures for selecting nominees for award consideration.

*1.2.2. Nominate only one individual for each of the categories per quarter.

*1.2.3. Submit a nomination letter (Attachment 1) to 452 AMW/CCC, Command Chief Master Sergeant, by the established suspense date (Attachment 2).

1.3. The 452 AMW Command Chief Master Sergeant, upon receipt of the nomination letters, will:

1.3.1. Ensure the nominee meets all attendance and grade criteria for submission.

1.3.2. Review nomination packages for completeness. Each package will include:

*1.3.2.1. Senior NCO/NCO/Airman: Nomination Letter and RIP (available through unit PC III).

*1.3.3. Establish, select and appoint a selection board on the UTA prior to the board meeting dates. (Attachment 2).

*1.3.4. Prepare and present all certificates, plaques, etc., to the recipients in a timely manner.

*1.3.5. Convene an annual Awards Board for "Outstanding Senior NCO, NCO and Airman of the Year." The selections must come from the quarterly winners.

*1.4. The Awards Board shall be comprised of at least three appointed/selected members with equal or higher rank than the highest ranking nominee being considered and be chaired by a Chief Master Sergeant for Senior NCO, NCO and Airman.

*1.5. The Board Chair will:

*1.5.1. Notify nominees by letter to their home addresses, of the date, time, and location to appear before the 452 AMW Awards Board and forward all results of the Board to 452 AMW/CC/CV/CCE/CCC/PA and all units who submitted nominees.

*1.5.2. Prepare board questions and score sheets to be used by the board members.

1.6. The 452 AMW Awards Board members will:

1.6.1. Wear the Service Dress Uniform during the proceedings.

1.6.2. Convene quarterly to evaluate and select winners in each category. The Board will meet in the Wing Commander's Conference Room unless otherwise designated by the Board Chair. (Attachment 2).

1.6.3. Review each package, interview each nominee, and score responses on the score sheet.

*1.6.4. Nominees with the highest scores will be selected; the chairperson's scores will only be considered in the event of a tie.

*1.7. The Awards Nominees will meet the board on time and wear the Service Dress Uniform during the proceedings.

1.8. The Public Affairs Office will:

1.8.1. Publish the names of the winners in the Base Newspaper and obtain a photograph of the award winners. Forward photos to the Base Frame Shop for mounting and display on the Recognition Wall located in the Hap Arnold Club.

1.8.2. Ensure the 452 AMW Historian makes the appropriate historical recordings.

1.9. The 452 AMW Commander or Vice Commander will:

1.9.1. Present quarterly awards at unit commander's calls whenever possible.

1.9.2. Present annual awards at the 452 AMW Annual Awards Banquet.

2. Award Categories:

2.1. Outstanding Airman: Airman Basic (E-1) through Senior Airman (E-4).

2.2. Outstanding Noncommissioned Officer: Staff Sergeant (E-5) through Technical Sergeant (E-6).

2.3. Outstanding Senior Noncommissioned Officer: Master Sergeant (E-7) through Chief Master Sergeant (E-9).

3. Award Criteria:

3.1. Nominees must:

3.1.1. Be an active participant with no unexcused absences during the past year.

3.1.2. Have satisfactorily completed annual tour training for the preceding fiscal year.

3.1.3. Is current in all training requirements to include Professional Military Education (PME) and ancillary training.

3.1.4. Maintains all Air Force Standards IAW AFI 36-2903, *Dress and Personal Appearance* and AFI 40-502, *Weight Management and Fitness Program*.

3.1.5. Must not have an UIF, be under current investigation, pending disciplinary actions or charges pending by military or civilian authorities.

4. Nomination Factors:

4.1. The “whole person concept” should be considered when nominating individuals for these awards. The following factors should be considered:

4.1.1. Leadership and job performance in primary duties.

4.1.2. Leadership qualities (social, cultural and religious activities).

4.1.3. Significant self-improvement.

4.1.4. Articulate and positive representation of the Air Force.

5. Nomination Letter:

5.1. For quarterly awards, units must submit:

5.1.1. A nomination letter IAW Attachment 1 for each nominee. Narrative comments should include specific facts and examples that clearly demonstrate exceptional performance and accomplishments that distinguish the nominee from his or her peers. The letter must be typed on 8 ½ x 11 white bond paper, not exceed two pages in length, and be signed by the unit commander or designee.

*5.2. For annual awards, units must submit:

*5.2.1. An AF Form 1206, General Worksheet, and Biography IAW the directions and samples outlined in AFI 36-2803, and a bust shot photo.

6. Nomination Group Officials:

6.1. Mail or hand-carry nomination packages to the 452 AMW Command Chief Master Sergeant’s office to arrive in accordance with the schedule in Attachment 2.

6.2. In the event a commander does not wish to nominate a quarterly winner for the annual award, a justification letter must be submitted to the 452 AMW Command Chief Master

Sergeant. Otherwise, the twelve recipients of the quarterly awards will automatically become the nominees for the annual awards.

7. Numbered Air Force Annual Nomination Packages:

7.1. The nomination packages of annual award winners at the 452 AMW level will be forwarded to 452 AMW/CC for submission to 4AF/CCC for consideration in the Air Force's Twelve Outstanding Airmen of the Year awards. The 452 AMW Command Chief Master Sergeant will assist the respective units with the preparation of these nomination packages.

PETER T. BENTLEY, Colonel, USAFR
Commander

Attachment 1**SAMPLE NOMINATION LETTER**

MEMORANDUM FOR 452 AMW/CCC

(DATE)

FROM: (Unit Commander)

SUBJECT: Nomination for Outstanding (Senior NCO, NCO, Airman) of the Quarter

1. The following individual is nominated for Outstanding (Senior NCO, NCO, Airman) of the Quarter (state which quarter and year, i.e. 1st Qtr, CY 99):

(Name)

(Grade)

2. The following is pertinent information concerning the individual named for this award:

a. Inclusive Dates of Achievement _____

b. Individual's Job Title _____

c. Date of Assignment to Present Position _____

d. Date of Assignment to Unit and Squadron _____

3. (Nominator's narrative comments)

(Commander's Signature Block)

Attachment 2**BOARD SCHEDULE AND SUSPENSES**

QUARTER	DATES	NOMINATION DUE TO BY COB TO 452 AMW/CCC	BOARD MEETS
1st	1 Jan – 31 Mar	“B” UTA in Feb	“B” UTA in Mar
2nd	1 Apr – 30 Jun	“B” UTA in May	“A” UTA in Jun
3rd	1 Jul – 30 Sep	“B” UTA in Aug	“B” UTA in Sep
4th	1 Oct - 31 Dec	“B” UTA in Nov	“A” UTA in Dec
Annual			“B” UTA in Dec