



Personnel

WING QUARTERLY AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program*. The many successes at Westover Air Reserve Base, MA are dependent upon the ability and dedication of assigned personnel. The Wing Quarterly Awards Program on Westover recognizes the distinctive duty performance and accomplishments that contribute to the overall success of the Air Force Reserve. This instruction establishes procedures for the local awards program and applies to all personnel assigned to the 439th Airlift Wing at Westover ARB and Geographically Separated Units.

SUMMARY OF REVISIONS

This revision deletes the option for subordinate organizations to create their own awards programs and includes civilian awards categories (paragraph 1); requires the wing executive officer (CCE) to notify winners and ensure awards are prepared (paragraph 2.1); changes the composition of the awards board (paragraph 2.3); identifies Company Grade Officer of the Year award (paragraph 4.2); completely changes the award criteria (paragraph 5); and adds note concerning dual awards (Note). A * indicates revisions from the previous edition.

***1. General.** The quarterly and annual awards for Outstanding Airman (AB through SrA), Outstanding Non Commissioned Officer (NCO) (SSgt through TSgt), Outstanding Senior NCO (MSgt through CMSgt), and Company Grade Officer (2Lt through Capt) are established. In addition, civilian categories for Outstanding Employee and Outstanding Supervisor are included.

2. Responsibilities.

*2.1. The Installation Commander (439 AW/CC) is the office of primary responsibility for the Quarterly Awards Program. CCE is the office of central responsibility for the Quarterly Awards Program. CCE ensures selection board convenes and timely nominations are submitted from subordinate commanders. CCE will be responsible for notifying the winners and ensuring the awards for recognition are prepared. Public Affairs will also be notified so that appropriate publicity is provided.

2.2. Unit commanders submit one individual for each category to either the appropriate group commander using AF Form 1206, **Nomination for Award**, or directly to CCE.

2.3. A selection board determines the winners of each award. The board consists of the CCE as chairperson and Westover ARB representatives consisting of the Command Chief Master Sergeant (a First Sergeant, a senior NCO, a member of the Base Advisory Council, a civilian employee, and a civilian supervisor).

3. Award Presentation.

3. 1. Awards are normally presented to the winners of wing Airman, NCO, Senior NCO, and Company Grade Officer of the Quarter during the A and B Unit Training Assembly (UTA) of the third month of a given fiscal year quarter (December, March, June, September). Winners receive a certificate of appreciation, gift certificates and have their name engraved on the wing awards plaque at the wing headquarters. Savings bonds from the Westover Chief's Council will be given to all enlisted award winners; the Reserve Officer's Association will award a savings bond to the Company Grade Officer selectee. Winners of the civilian categories will be recognized during the commander's staff meeting during the award month. In addition to the certificate of appreciation and gift certificate, each civilian selectee will be given a time-off award.

3.2. Annual awards are presented in October or November in the manner commensurate with the honor bestowed. Winners receive an engraved plaque and other awards and honors as authorized by CCE.

4. Selection Board.

4.1. Quarterly Awards. The unit will prepare and submit nominations the first month of each quarter (Oct-Jan-Apr-Jul). The awards board will meet on the A UTA of the second month of the quarter (Nov-Feb-May-Aug), and the selectees will be notified/recognized on the third month of the quarter (Dec-Mar-Jun-Sep).

*4.2. Annual Awards. The selection board for the annual awards will meet on the A UTA in September to select the annual winner for each award category. An appropriate recognition forum with the Installation Commander will be determined. The Company Grade Officer of the Year will be given the opportunity to attend the Leadership and Development Seminar and ROA Mid-Winter Conference held each January.

***5. Award Criteria.** The following rating criteria will be used to make the selections:

5.1. Job Knowledge/Outstanding Duty Performance: duty performance, leadership, judgment, reliability, character, self-improvement.

5.2. Significant Achievements: special acts or accomplishments, contributions that significantly affected mission accomplishments or affected employee moral and welfare.

5.3. Base/Community Service: works to enhance or improve community relations; makes improvement in Air Force programs, procedures or work methods.

5.4. Supervisory/Management Skills: (when applicable) provides advice and direction to subordinates to effectively resolve work issues and prioritize work load for timely and successful completion; participates with employees in developing performance plans offering guidance and continuous feedback for an accurate and fair performance appraisal; discharges security, safety, health, and equal employment opportunity (EEO) responsibilities; and applies EEO concepts and requirements to maintain an appropriate working environment.

6. Submission of Nomination. The Annual Awards Program is designed to make submission of nominations easy for commanders while providing sufficient information to enable the selection board to make an informed selection. Nominations reflecting individual achievements can be for any period in the last 12 months to include the fiscal year quarter the committee meets for the selection process. Limit each nomination to one AF Form 1206 to include unit commander's signature block. Use bullet statements and refrain from excessive use of acronyms. Nominations must be received by CCE prior to the A UTA of the second month of the recognition quarter (November, February, May, August).

Note: Previously selected quarterly winners of the current fiscal year are not qualified for nomination a second time during the same fiscal year. Do not recognize the same accomplishment or contribution in different categories; avoid dual awards. For example, a commander may have a reservist who is an air reserve technician (ART) or a civilian on the base. An ART should never be submitted for a civilian award in one quarter and a military (NCO) award in another quarter for the same accomplishments. However, as an example, a reservist in finance has a civilian job in contracting. They may be put in for NCO of the Quarter for their contributions to their unit, and they could also be submitted for Outstanding Employee in their contracting job during the same fiscal year but for different accomplishments.

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Commander