

*Personnel*



**NOMINATION FOR AWARD OF AIRMAN, NONCOMMISSIONED  
OFFICER (NCO) AND SENIOR NCO OF THE QUARTER AND  
AIRMAN OF THE YEAR**

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**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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Supersedes 446 AWI 36-2801, 19 January 2000.

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This instruction implements AFPD 36-28, *Awards and Decorations Program*. It establishes guidance for recognizing, on a quarterly basis, enlisted personnel in the grades of Airman through Chief Master Sergeant for outstanding performance. Additionally, it provides the guidelines for the Airman of the Year Program within this organization. This instruction applies to all members assigned to the 446<sup>th</sup> Airlift Wing (446 AW).

***SUMMARY OF REVISIONS***

This revision changes the accomplishment time frame from calendar year to the within the preceding 12 months (para 2.3.); reduced nomination categories from six to three (para 3.1.); added a new category, Base or Community Involvement (para 3.1.3.); announcements of the date and time of the board will be disseminated at the wing commander's staff meeting (para 4.2.); announces that units may nominate again individuals not selected for subsequent period (para 4.4.); adds reference to the AFRC 12 Outstanding Airmen of the Year (para 6.1. and 6.2.); and announces that the panel will convene during the A UTA in January (para 6.4). An \* indicates revisions from the previous edition.

**1. Objective.** Enlisted personnel are an important part of the United States Air Force Reserve. As such, many individuals are outstanding in their military and technical performance, as well as in their civilian profession. Therefore, the objective of this program is to recognize and honor the outstanding Airman, Noncommissioned Officer (NCO) and Senior NCO. A secondary purpose is to build morale within the wing, provide career motivation, and improve retention. This instruction identifies the requirements necessary to recognize outstanding enlisted personnel. All Airmen, NCOs, and Senior NCOs are eligible. The enthusiasm of each commander and supervisor determines the success of this program.

**2. Nomination Process:**

2.1. There are three categories of competition: Airman (airman through senior airman); NCO (sergeant through technical sergeant); and Senior NCO (master sergeant through chief master sergeant).

\*2.1.1. Nominate individuals in the category of award that corresponds to the grade they held for the majority of the time. NOTE: If competing for the AFRC 12 Outstanding Airmen of the Year Award, then individual's grade at the time of submission is the category he and/or she must compete in.

2.1.2. Each commander and/or supervisor may nominate one Airman, NCO and Senior NCO each quarter (January-March, April-June, July-September, and October-December).

2.2. Use AF Form 1206, **Nomination for Award** (see attachment 1). It must be forwarded by the unit to the 446<sup>th</sup> Airlift Wing Command Chief Master Sergeant (446 AW/CCC) not later than 1600 on the last workday the months of March, June, September, and December.

\*2.3. Place emphasis on the most current achievements, however, significant events and/or accomplishments that have transpired within the preceding 12 months may be submitted (i.e., March, June, September, and December).

2.4. Eligibility Requirements:

2.4.1. No unexcused absences during the preceding 12 months.

2.4.2. Satisfactory completion of annual tour training requirements.

2.4.3. Completion of all mandatory training requirements, based on the discretion of the supervisor.

2.4.4. Not on any active disciplinary control rosters.

### **3. Package Submission:**

\*3.1. The nomination package will be submitted on an AF Form 1206, both sides of the form may be used. Nomination packages must be submitted in original plus five copies in accordance with Attachment 1. In addition, a cover letter (letter of recommendation) signed by the unit commander will accompany the submitted package. The form is broken down into three categories to be used in the nomination process:

3.1.1. Leadership and Job Performance in Primary Duty.

3.1.2. Significant Self-Improvement.

\*3.1.3. Base or Community Involvement.

#### **4. Selection Process:**

4.1. The 446 AW Command Chief Master Sergeant will convene a panel of qualified individuals to select the winners. This panel will consist of four to six enlisted personnel with a mix of ranks in the grades of Master Sergeant through Chief Master Sergeant that represents a cross-section of the entire 446 AW.

\*4.2. The panel usually is held during the A UTA following the ending of the quarter (i.e., April, July, October, and January). The time and location of the board will be announced at the wing commander's staff meeting (normally held on Friday's prior to the UTA).

4.3. The 446 AW Command Chief Master Sergeant will retain all the selected nomination packages along with the evaluation sheets for one year.

\*4.4. The packages on the individuals not selected will be returned to their respective units. Units may nominate again individuals not selected for subsequent periods.

#### **5. Recognition and Award:**

5.1. The selected 446 AW Airman, NCO and Senior NCO of the Quarter will be honored at a 446 AW Award Ceremony and/or Squadron Commander's Call. A certificate or plaque of recognition will be presented during the ceremony.

5.2. The 446 AW Public Affairs Office (446 AW/PA) will forward the appropriate news release and/or picture to the relative's hometown newspaper and publish recognition in the 446<sup>th</sup> Airlift Wing's "Associate Press".

5.3. Individual units are highly encouraged to provide additional internal recognition to winners.

#### **6. Airman of the Year Program:**

\*6.1. The suspense to 446 AW/CCC for the Air Force Reserve Command (AFRC) 12 Outstanding Airmen of the Year is 31 December. All other suspenses will be announced by the 446<sup>th</sup> Mission Support Squadron, Customer Service Section (446 MSS/DPMSCC).

\*6.2. The 446 AW will select one Airman, NCO and Senior NCO each year that becomes the wing nominees for the AFRC 12 Outstanding Airmen of the Year (in accordance with AFI 36-2805, *Special Trophies and Awards*).

6.3. All quarterly award winners will automatically be considered. Other exceptional individuals who were not given quarterly consideration and meet the eligibility requirements may be nominated.

\*6.4. The 446 AW Command Chief Master Sergeant will convene a selection panel of four to six members (MSgt through CMSgts), that represents a cross-section of the 446 AW to evaluate all nominations. This panel will meet during the A UTA in January. All nomination packages and evaluation sheets are given to the 446 AW/CC, indicating the panel selections.

\*6.5. The three packages 446 AW (Airman, NCO, and Senior NCO) of the Year will be submitted to 446 MSS/DPMSCC (located in Bldg 1205) by the suspense date established by the Customer Service Section for the AFRC 12 Outstanding Airmen of the Year. The unit commanders will be notified of the three winners and instructed on how to complete the winning package in the proper format.

THOMAS M. GISLER, JR., Colonel, USAFR  
Commander

Attachment  
Sample AF Form 1206, Nomination for Award

<b>NOMINATION FOR AWARD</b>		
AWARD <b>AIRMAN/NCO/SNCO OF THE QUARTER</b>	CATEGORY <i>(If Applicable)</i> <b>AMN/NCO/SNCO</b>	AWARD PERIOD
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i>	SSN	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE <i>(DSN &amp; Commercial)</i>	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i>		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- The member's leadership and job performance in primary duty</li> <li>- Must contribute significantly to increased mission effectiveness during the quarter</li> </ul>		
<p><b>SIGNIFICANT SELF-IMPROVEMENT:</b></p> <ul style="list-style-type: none"> <li>- The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the current quarter</li> </ul>		
<p><b>BASE OR COMMUNITY INVOLVEMENT:</b></p> <ul style="list-style-type: none"> <li>- How did the member contribute tangibly or intangibly to the military or civilian communities welfare, morale, or status during the current calendar year</li> </ul>		
<p><b>GENERAL INFORMATION ON COMPLETING THIS FORM:</b></p> <ul style="list-style-type: none"> <li>- Use bullet statements</li> <li>- Limit the narrative to two, single-spaced, typewritten pages</li> <li>- Do not sign the narrative</li> <li>- Nominations should include specific facts and examples showing that the individual is exceptional for the particular quarter/year</li> <li>- Achievements should distinguish the airmen from their peers</li> <li>- Nomination package must be submitted in original and five copies</li> <li>- Fasten the nomination package with paperclips and place in a kraft folder or similar protective covering. Do not use staples or punch holes in the package</li> <li>- Nominate individuals in the category of competition that corresponds to the grade he or she held for the majority of the award period unless otherwise stated</li> </ul>		