

Personnel



**NOMINATION FOR AWARD OF COMPANY AND
FIELD GRADE OFFICER OF THE QUARTER AND
OFFICER OF THE YEAR**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 446 AW/CV (Col Mitch Mitchell)

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Pages: 5

Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes guidance for recognizing, on a quarterly basis, company and field grade officers for outstanding performance. Additionally, it provides the guidelines for the Outstanding Company and Field Grade Officer of the Year Program within this organization. This instruction applies to all officers assigned to the 446th Airlift Wing.

SUMMARY OF REVISIONS

This revision mandates the use of the revised AF Form 1206 (paragraph 3.1. and Atch 1); places a weighted value on each of the three categories (paragraphs 3.1.1., 3.1.2., 3.1.3.). An * indicates revisions from the previous edition.

1. Objective. Officers are the commissioned leaders 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 our outstanding officers. 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 officers within the 446 Airlift Wing. All officers are eligible. The enthusiasm of each commander and supervisor will determine the success of this program.

2. Nomination Process:

2.1. There are two categories of competition: O-1 through O-3, and O-4 through O-6.

2.1.1. Nominate individuals in the category of award that corresponds to the grade they held for the majority of the nomination period.

2.1.2. Each commander may nominate one company grade and one field grade officer each quarter (January-March, April-June, July-September, and October-December).

2.2. Use AF Form 1206, **Nomination for Award** (see attachment 1). The AF Form 1206 must be forwarded by the unit commander to the 446th Airlift Wing Vice-Commander (446 AW/CV) no later than the last calendar day of the quarter.

2.3. Only achievements and/or significant events of the current quarter may be considered for quarterly competition. Selection of 446 AW Company and Field Grade Officer of the Year will come from the winners of the quarterly awards. NLT than the 31 December, commanders of previous quarterly award winners will submit an AF Form 1206 that covers that officer's achievements for the entire calendar year. Nominees for the fourth quarter will require two AF Form 1206's--the first for use in the quarterly selection process. The second, will be used in the event the officer wins the quarterly award and will automatically be forwarded to compete in the selection process for the Company and Field Grade Officer of the Year.

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.

2.4.4. Not on any active disciplinary control rosters or currently on an active Unfavorable Information File (UIF).

2.4.5. Not on the Weight Management Program (WMP).

3. Package Submission:

*3.1. The nomination package will be submitted on an AF Form 1206, limit inputs to one side. Nomination packages must be submitted in original plus five copies in accordance with Attachment 1. The form is broken down into three categories to be used in the nomination process and submittal letter. The categories are weighted in accordance with the percentages indicated in parentheses.

*3.1.1. Leadership and Job Performance in Primary Duty. (50%)

*3.1.3. Significant Self-Improvement. (30%)

*3.1.4. Other Accomplishments. (20%)

4. Selection Process:

4.1. The 446 Airlift Wing Vice Commander (446 AW/CV) will convene a panel of officers consisting of the Operations Group Commander, Logistics Group Commander, Support Group Commander, and an additional officer in this wing serving in the grade of Colonel. Commanders are responsible for selection of their representative in their absence.

4.2. The panel of five (5) will convene during each B UTA following the ending of the quarter (i.e., January, April, July, and October). The meeting will take place in the Wing's Conference Room on the respective Sunday mornings at 0800.

4.3. The winning nomination packages will be retained by the 446 AW Executive officer for a period of one year. These packages will be made available to commanders for purposes of preparing AF Form 1206 for candidates competing for 446 AW Company and Field Grade Officer of the Year.

4.4. The packages on the individuals not selected will be returned to their respective unit commanders. Commanders are asked to encourage candidates not selected to compete in subsequent periods.

5. Recognition and Award:

5.1. The selected company and field grade officers along with the Airman, NCO and Senior NCO of the Quarter will be honored at the monthly Squadron Commander's Call or the annual 446 AW Award Ceremony. A certificate or plaque of recognition will be presented during the ceremony.

5.2. A 5 X 7 photograph will be taken of selected individuals for display in the wing head-quarters building. Individuals will be notified of the procedure to be followed for photograph.

5.3. The 446 AW Public Affairs Office (446 AW/PA) will forward the appropriate news releases and/or picture to the reservist's hometown newspaper and publish recognition in the "Associate Press."

5.4. Individual units are encouraged to provide additional internal recognition to winners.

6. Company and Field grade officers of the Year Program:

6.1. The suspense to 446 AW/CV for the Outstanding Company and Field Grade Officers of the Year is 31 December. Any other suspense will be announced by the 446th Mission Support Squadron, Career Enhancement Section (446 MSS/DPMSCE), and at 446 AW staff meetings.

6.2. All quarterly award winners will automatically compete for officer the year.

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

Attachment

Sample AF Form 1206, **Nomination for Award**

NOMINATION FOR AWARD		
AWARD COMPANY GRADE/FIELD GRADE OFFICER OF THE	CATEGORY (If Applicable) Company/Field Grade	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN	MAJCOM, FOA, OR DRU
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)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (50%)</p> <ul style="list-style-type: none"> - The member's leadership and job performance in primary duty - Must contribute significantly to increased mission effectiveness during the quarter <p>SIGNIFICANT SELF-IMPROVEMENT: (30%)</p> <ul style="list-style-type: none"> - 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 quarter <p>OTHER ACCOMPLISHMENTS: (20%)</p> <ul style="list-style-type: none"> - The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade <p>GENERAL INFORMATION:</p> <ul style="list-style-type: none"> - Use bullet statements - Limit the narrative to one, single-spaced, typewritten page - Do not sign the narrative - Nominations should include specific facts and examples showing that the individual is exceptional for the particular quarter/year - Achievements should distinguish the officer from their peers - Nomination package must be submitted in original plus five copies - 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 - 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 		