

10 September 1999

Personnel

**COMPANY GRADE OFFICER OF THE YEAR
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-28, *Air Force Awards and Decorations Programs*, and establishes the 507th Air Refueling Wing (ARW) procedures for the Company Grade Officer of the Year (CGOY) Award Program. This program recognizes outstanding young officers within the 507 ARW.

SUMMARY OF REVISIONS

This revision updates and streamlines previous guidance.

1. Responsibilities:

1.1. The Base Company Grade Officer's Council (CGOC) is responsible for the management of this program. The program will select one Company Grade Officer of the Year. The base CGOC program manager will provide each major organization's command section the necessary information and program dates (suspenses). The annual awards dates will be released NLT 31 July.

2. Wing Responsibilities:

2.1. Each 507 ARW squadron will submit nominees to DPM/DPMPE office NLT the December UTA. Nominations will be submitted on AF Form 1206, **Nomination for Award**, in bullet format. A board (chaired by Wing/CC/CV with OG/LG/SPTG/ MDS/CC representatives) will convene during the January UTA to select the 507 ARW Representative. The 507 ARW CGOY will represent the wing at the base CGOY board which will convene in February. The base board consists of 5 members and an O-5/6 president. Selection will be based on the nomination package, interview, dress and appearance.

3. Presentations:

3.1. Each major organization will present their winner with their organizational award (not to exceed \$50 in value) at the base ceremony. The award must be delivered to the CGOC Director of Base and Community Relations no later than close of business the day prior to the award ceremony (March).

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Commander