

**30 April 1997**



**Personnel**

**AIRMAN, NCO, SENIOR NCO AND OFFICER  
RECOGNITION**

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This Instruction implements AFRPD 36-28, *Awards and Decorations*. It establishes the 512th Airlift Wing Airman, Non-commissioned, Senior Non-commissioned, and Junior Officer Program to recognize members for outstanding performance of duty, leadership, cooperation, reliability, character, judgment, military bearing and general appearance. It applies to all units assigned to the 512 AW. Those nominated for quarterly awards will compete for the yearly awards.

### **SUMMARY OF REVISIONS**

This revision deletes the requirement for annual award winners to be submitted as nominees AFRC Outstanding Junior Officer of the Year and 12 Outstanding Airman of the Year. This revision also changes the board schedule from a quarterly fiscal year schedule to a quarterly calendar year schedule. The AF Form 1206 write-up for quarterly nominees is limited to one single-spaced page.

**1. Eligibility.** Any airman or junior officer may be nominated and selected in the appropriate award category. Candidates affected by one or more of the following conditions are ineligible:

- 1.1. Pending disciplinary or other adverse administrative action.
- 1.2. Planning to separate within 2 years.
- 1.3. Pending reassignment.
- 1.4. On the Weight Management Program.

**2. Frequency and Category.** There are four quarterly awards and four annual awards:

- 2.1. Outstanding Airman: AB, Amn, A1C, and SRA.
- 2.2. Outstanding NCO: SSgt and TSgt.
- 2.3. Outstanding Senior NCO. MSgt, SMSgt and CMSgt.
- 2.4. Outstanding Junior Officer: 2nd Lt, 1st Lt, and Captain.

**3. Responsibilities.** Group Commanders are responsible for ensuring their assigned units actively participate and support the program. This authority may not be delegated.

3.1. Group Commander:

3.1.1. Reviews nominations received from assigned units.

3.1.2. Endorses nominations of individuals.

**4. Procedures.** The Wing Selection Board which convenes in January also selects the 512 Airlift Wing Airman, NCO, Senior NCO and Junior Officer of the Year based on the four quarterly calendar year winners. The schedule for the board is as follows:

<b>Period of Award</b>	<b>Board Meets Sunday</b>
	<b>A-Team</b>
1 JAN - 31 MAR (1 <sup>ST</sup> QTR)	APRIL
1 APR - 30 JUN (2 <sup>ND</sup> QTR)	JULY
1 JUL - 30 SEP (3 <sup>RD</sup> QTR)	OCTOBER
1 OCT - 31 DEC (4 <sup>TH</sup> QTR)	JANUARY

**5. Appearance.** Candidates do not appear before the board.

**6. Composition of Board.** The Selection Board is comprised of three field grade officers for the Junior Officer of the Quarter and three “top three” enlisted members for the Airman, NCO and Senior NCO categories. The enlisted board members must be equal to or in a higher grade than the most senior enlisted package meeting the Board. The rank requirements will be announced on the Saturday morning before the Board meets. Each group will nominate one field grade officer and one appropriate “top three” sergeant. The Wing Commander or designated representative will appoint the nominees as board members.

**7. Recognition.** The Wing Commander recognizes successful candidates for the Wing awards at the next scheduled Wing Commander's call. As a minimum, the following honors will be given:

7.1. Engraved plaque presented by the Wing Commander.

7.2. Personal letter of recognition from the Wing to the winners and family members, if appropriate.

7.3. Hometown news release to hometown newspaper.

7.4. Photograph and background information for use in base newspaper. The Wing Public Affairs office arranges an appointment with the base photography lab for photographs. It is the combined responsibility of the unit and the individual to ensure the individual is in compliance with dress and personal appearance standards at the time of the picture.

7.5. Other appropriate recognition to airman may be awarded when procured by the Senior Enlisted Advisor.

**8. Unit Recognition.** Unit commanders recognize their personnel in the appropriate manner. Procedures for recognizing personnel are at the discretion of unit commanders; however, a personal letter of recognition from the unit commander and recognition at unit commander's call are recommended.

**9. Nomination procedures.** Submit award nominations to 512 MSS/DPMPE NLT the Friday prior to the A-Team board meeting. Use the following procedures:

9.1. A write-up, limited to one, single-spaced typewritten page, containing no less than 5 but no more than 10 bullet items, using AF Form 1206, **Nomination for Award**. A nomination package must include the Group Commander's indorsement.

9.2. The nomination should contain bullet items that provide specific facts and examples of how the individual is exceptional and should distinguish them from their peers.

9.3. Nominations must cover the following areas, citing examples that occurred.

9.3.1. Leadership and Job Performance in Primary Duty.

9.3.2. Significant self-improvement.

9.3.3. Leadership Qualities (social, cultural and religious activities).

9.3.4. Other Accomplishments.

9.3.5. Air Force and/or Civilian Awards, Prizes, Titles, etc.

9.3.6. Articulate and Positive Representative of the Air Force.

MICHAEL J. QUARNACCIO, Brig Gen, USAFR  
Commander