

28 June 1996



Personnel

**YEARLY INFORMATION MANAGEMENT
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 36-28, *Awards and Decorations Programs*. It establishes the 512 Airlift Wing's Yearly Information Management Recognition Program. It explains eligibility rules, nomination procedures, and selection criteria. This instruction is applicable to all 512 AW units and staff agencies.

SUMMARY OF REVISIONS

This instruction has been revised to reflect the new Air Force numbering system.

1. Purpose :

- 1.1. To enhance the overall visibility of the 512 Airlift Wing's information managers and their accomplishments.
- 1.2. To recognize and acknowledge outstanding achievements by individual officers, airmen, and civilians for their contributions to information management in the 512 AW.
- 1.3. To encourage individuals in information management to strive for greater effectiveness and efficiency.
- 1.4. To enhance the morale of information managers and recognize those whose accomplishments have been exceptional.

2. Eligibility. All individuals, military or civilian, performing those information management duties regularly associated with Air Force Specialty Code (AFSC) 3A0X1 are eligible. There is no limit to the number of nominations as long as the eligibility criteria are met.

3. Award Categories.

3.1. Senior Information Manager: Technical Sergeant through Chief Master Sergeant; civilians (GS-6 through GS-8).

3.2. Information Manager: Airman through Staff Sergeant; civilians (GS-1 through GS-5 and WG-1).

4. Nomination Procedures.

4.1. The recognition period is one calendar year, 1 January through 31 December.

4.2. Nominations must arrive at 512 MSS/IM not later than 1 November of the year nominated. The 512 MSS/IM will return late and incorrectly formatted packages without action.

4.3. Prepare nomination packages according to Attachment 1. The package will consist of a cover sheet with personal information on the nominee and a separate narrative summary of individual accomplishments.

4.4. Winners will be selected in each category based on individual achievements. The package must address the following information using these headers in the order indicated.

4.4.1. Adaptation to unusual job assignments or difficult situations, with corresponding significant accomplishments.

4.4.2. Sustained improvements that had a major mission impact, either self-constructed or directed.

4.4.3. Exhibition of leadership qualities in work-related activities.

4.4.4. Contributions to management goals, information management training programs, etc., and improvement in areas of management and administration.

5. Selection Procedures.

5.1. An Awards Board will be convened to select the winners in each category. The Board will be convened by the Chief, Information Management, and be composed of individuals who are functionally qualified in information management.

5.2. The Board will consist of an odd number of individuals. The ranking member assumes the presidency. Civilian representation on the Board is desirable.

5.3. The Board will consider only that information contained in the nomination packages. It will not consider any matter which is not directly associated with the pursuit of information management excellence.

5.4. Nominees are required to appear before the selection board.

6. Responsibilities.

6.1. Chief, Information Management. The Chief, Information Management, is the OPR for administration of this program.

6.1.1. Ensures presentation of engraved plaque and Certificate of Achievement, at an appropriate ceremony, coordinates the time, place, and date of presentation with the selectee's section and organization commander.

6.1.2. Obtains necessary engraving of plaque.

6.1.3. Provides a copy of the nomination letter to 512AW Public Affairs (512 AW/PA) and requests appropriate publicity.

6.2. 512 AW Public Affairs Officer. The 512AW Public Affairs Officer will arrange for appropriate publicity, to include a possible news story and photographs, for publication in the *Liberty Press* and *Hometown News Release*.

6.3. Reporting Officials. Reporting officials are encouraged to include appropriate comments concerning selection as Outstanding Information Manager of the Year in the selectee's OPR, EPR, or JPAS.

MICHAEL J. QUARNACCIO, Brig Gen, USAFR
Commander

Attachment 1**NOMINATION FORMAT**

MEMORANDUM FOR (Unit Commander)

512 MSS/IM

IN TURN

FROM: (Nominee's Supervisor)

SUBJECT: Outstanding Annual (Award Category) for (Period of Nomination)

1. The following identifying data pertaining to subject award is provided below*:

- a. Grade and full name:
- b. SSN:
- c. Duty AFSC (military) or GS or WG series (civilian):
- d. Present duty position and description: (Write simply but descriptively what the job consists of. Stress highlights, local peculiarities, and special or uncommon tasks.
- e. Academic or Professional Military Education, formal training: (Include all education and training which the nominator believes has enhanced the nominee.)

(Signed by Nominee's Supervisor)

NOTES:

* Limit data and information to one page.

** (1) Use separate page(s) for specific achievements. Consider personal accomplishments only, not those of a group or a function. Where a nomination is based primarily on management or leadership, describe nominee's impact on the performance of the group or entire function, and his/her effect on lower echelons. Without subtitling, write clearly what was done, how it was done, and the beneficial outcome. Abbreviations and acronyms, except those which are generally known such as rank, USAFR, AFB, etc., are not permitted in the nomination.

- (2) Use separate page for "Nomination Talking Paper" format.
- (3) Limit narrative to two single-spaced pages on bond paper in this format, per AFH37-137.
- (4) Each bullet should be short and specific.
- (5) Double-space between each point, per AFH 37-137.
- (6) This talking paper does not have an OPR line or a signature block.