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**Personnel**

**AIRMAN, NCO, AND SNCO RECOGNITION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 36-28. It describes the Airman, Non Commissioned and Senior Non Commissioned Officer Recognition Program at this location. It establishes the nomination and selection procedures to be followed. This recognition is not intended to replace awards and decorations programs that are designed to honor sustained superior performance, acts of heroism or single acts of noteworthy achievement. Rather, it is an enhancement to maintain a high level of morale, and provide visible high profile recognition of those individuals who clearly demonstrate contributions in excess of that normally anticipated for a person of equal grade, experience or level of responsibility. It is under the direction of the Commander, 913th Airlift Wing, and is applicable to all units and personnel assigned to the wing.

**SUMMARY OF REVISIONS**

The revision adds a new base form in the program. It aligns with the new numbering system and update procedures used in the program.

**1. History :**

- 1.1. Enlisted personnel comprise an important part of the Air Force Reserve. Many are highly skilled and educated in their military specialties, superior in their technical knowledge and motivated to excel in each aspect of their assignment, as well as those they encounter in their civilian careers.
- 1.2. It has been a long standing tradition, in the Air Force, to recognize the significant contributions and outstanding achievements of our Airmen, Non Commissioned Officers (NCOs) and Senior Non Commissioned Officers (SNCOs).
- 1.3. The primary purpose of this program is to focus on these accomplishments and to recognize and honor those judged to be outstanding.

1.4. The enthusiasm of each group and unit commander, first sergeant, supervisor and members of the top three enlisted corps determines the degree of success of this program.

## **2. General Responsibilities, Eligibility and Procedures :**

### **2.1. Responsibilities:**

2.1.1. The Senior Enlisted Advisor (SEA) has the overall responsibility for monitoring the activities associated with this program and acts to ensure compliance with the intent and scope established by the Wing Commander.

2.1.2. The SEA, or designated representative, will serve as the Review Board Chairperson. The chairperson will determine the number of board members required to effectively ensure fair and impartial consideration of candidates for recognition. The chairperson selects the board president, vice president, and members; briefs them on this recognition process and then turns the proceedings over to the selected board president.

2.1.3. Unit commanders and first sergeants will ensure this program is vigorously supported at all levels within their unit and that all deserving members are considered as candidates for recognition. Each unit will be allowed to nominate one person in each category of Airman, NCO and SNCO to be submitted to the Wing board.

2.1.4. Board members from all units within the Wing will serve when requested by the SEA and share in the responsibility for assuring that a fair and impartial judgment will be given to the merits and accomplishments of each nominee.

2.1.5. The DPMPE will provide logistical and personnel support as required. All supporting documentation, 913 AW Form 10, will be maintained by SEA. All proceedings and recording files, score sheets shall be validated and checked for accuracy and authenticity by the SEA and board president before the results are finalized and winners announced to the Wing Commander. The winner's names shall be held in confidence by all board members until the Wing Commander makes the appropriate announcement.

2.1.6. The Public Affairs Office (PAO) will ensure that appropriate news releases and pictures are supplied to the hometown newspapers of recognized personnel and attention is focused on these achievements in the "Alerter" as well as other periodicals dealing with the Air Force community.

### **2.2. Eligibility. The minimum criteria for nomination and consideration is:**

2.2.1. No unexcused absences during the 12 months preceding nomination.

2.2.2. Satisfactory completion of an annual tour (or its equivalent) during the last fiscal year.

2.2.3. Must not be on the Weight Management Program.

2.2.4. Must not be facing disciplinary action (Article 15, etc.) nor have been the subject of disciplinary punishment, adverse administrative action or reprimand during the previous 12 months.

### **2.3. Procedures:**

2.3.1. Groups and units may nominate one deserving individual per category in the Airman, NCO and SNCO areas for a maximum of three submissions per unit level.

2.3.2. Nominations for the first half of the calendar year will be submitted not later than (NLT) 12 noon on Saturday of the June Unit Training Assembly (UTA), and NLT 12 noon, Saturday of the

December UTA for the second half to the SEA. Late packages will not be considered for board review.

2.3.2.1. If there are any questions on a particular package, the SEA will notify the respective units and resolve any problems by the close of business of the June and December UTAs.

2.3.2.2. All nominations must be in the proper format and constraints using the AF Form 1206, **Nomination for Award**. Completion of this form is self-explanatory, however, for the Specific Accomplishments Block, a 50 word or less paragraph or four bullet statements, describing why this person deserves to be nominated shall be completed. Forms will be available electronically. The statements on this form account for very little in this process. How well the person presents her/himself at the board holds most of the weight.

2.3.2.3. Emphasis should be placed on the most recent current achievements; however significant events or accomplishments of the last 12 months may be factors in the nomination consideration.

2.3.2.4. Nomination comments should include, but are not limited to:

2.3.2.4.1. Significant Accomplishments.

2.3.2.4.2. Leadership Potential.

2.3.2.4.3. Self Improvement.

2.3.2.4.4. Completion of Military (PME) and Civilian Education.

2.3.2.4.5. Civic Responsibilities/Achievements.

2.3.2.4.6. Recent Awards and/or Decorations (none > 5 years).

2.3.2.4.7. Special Qualifications. TQM and USA quality training or other specialty training.

2.3.3. The same person may NOT be submitted more than two consecutive time in any one category of Airman, NCO, or SNCO; however, each consideration must be for a different achievement or set of circumstances.

2.3.4. Military bearing and courtesies as well as uniform and grooming adherence will be looked at all board proceedings.

2.3.5. All board proceedings will take place with the uniform being the BDU or applicable flying suit, with no blue blouses or combinations of the blue dress uniforms allowed. This is to keep everyone looking the same, the board members as well as the candidates, as not to give anyone a competitive edge.

### **3. 913th Airlift Wing Airman, NCO and SNCO of the Half Program :**

3.1. The program will be for the first half of the calendar year, Jan-Jun, and the second half will be for the period of Jul to Dec.

3.2. Candidates will be considered on the basis of nomination content and will be required to appear before the board for personal review. Any candidate who fails to meet the board will have their package withdrawn for consideration for that particular board.

3.3. The Airman, NCO and SNCO of the Half panels will consist of members of the Chiefs' Group, the First Sergeants' Council, the top three enlisted pay grades, and previous awards winners.

3.3.1. No board member will vote on a package of an individual who is higher in rank, (i.e., a MSgt will not review and vote on a senior master sergeant's package.).

3.4. The board will convene during the July and January UTA weekends. The SEA will set the day and time for the board to meet.

3.5. A minimum of two candidates must be nominated for consideration in a particular category. If only one individual is nominated for consideration in a single category, they will still be required to meet the board. The board will verify the candidate meet the requirements for the award and will make the determination if the individual deserves to be recognized as the unopposed winner.

3.6. Selection Process:

3.6.1. Recording of the scores shall be accomplished using the 913 AW Form 10, **Awards Recognition Review Board Worksheet**. The form is available electronically, however, the SEA will provide forms for the board process. Each panel member will award a score on a scale of 1 (lowest) through 10 (highest) for each area of consideration. The total will be used to determine the ranking of each individual.

3.6.1.1. During the pre-board briefing the board members shall decide which areas of considerations are most important as well as proposing additional areas of consideration to be ranked during the board proceedings.

3.6.1.2. Board members will consider each nomination package and assign a single grade ranking or score of all the candidates. Example, if twelve individuals are nominated in the Airman of the Half class, they will be finalized in ranking one through twelve, with the number one person being the winner. The president will tally all numerical scores, and double check the figures with the vice president of the board and present the final scores and rankings to the SEA for review. Once the SEA is satisfied with the proceedings, after review with the board president the winner's names selected and respective units will be promptly given to the Wing Commander for his appropriate dissemination.

3.6.1.3. In the event of ties, only those nominees tied for first place will be considered and re-ranked. If the process again results in a tie situation, the board president who is a non-voting member during the normal board proceedings will cast the tie-breaking vote.

3.6.2. The first tie breaker shall be the Merit Of Accomplishment; how the person's specific accomplishments impacted the 913 Airlift Wing's mission. The second will be poise and content and degree of explanation to questions answered by the board. If ties still remain at this point, factors such as adherence to uniform and grooming standards will be considered as well as others discussed and voted on by the board.

3.6.3. The SEA will provide the results to the Wing Commander and proceed to gather the appropriate certificates and notify the Public Affairs Office to make ready the certificates for presentation at the next scheduled Wing Commander's call.

3.6.4. Completed 913 AW Forms 10 will be maintained and disposed of by the SEA. Forms shall be disposed of after three years or at the discretion of the SEA.

**4. 913th Airlift Wing Airman, NCO and SNCO of the Year Program :**

4.1. The candidates selected for this competition will automatically come from the winners of the two previous Airman, NCO and SNCO of the Half Boards. An individual may be disqualified from this competition if extenuating circumstances prevail at the time of the board meeting or if they fail to meet the eligibility requirements set forth in this instruction.

4.1.1. The 913 AW Board for the Airman, NCO and SNCO of the previous year will be held during the February UTA.

4.1.2. The two previous winners of the First and Second Half Boards in each category will be required to meet a review board. Any candidate who fails to meet the board will have their packages withdrawn for consideration for that particular board. If only one individual is available they are still required to meet the board. The board will verify the candidate still meets the requirements for the award and will make the determination if the individual deserves to be recognized as the unopposed winner.

4.1.3. The individual package being reviewed can be the same one entered for the half board or can be rewritten and/or enhanced. Enhanced packages must be submitted to the SEA by the end of the January UTA.

4.1.4. The board shall consist of at least one CMSgt, two SMSgts, several MSgts and several "PEP" program promotees in the ranks of MSgt, SMSgt, and CMSgt.

**4.2. Selection Process:**

4.2.1. The process will be the same used as for the Airman, NCO and SCO of the Half Boards. The same procedures shall be used in tie breaker situations.

**5. Scope Of Recognition of the 913th Airlift Wing Airman, NCO and SNCO of the Half and of the Year Program:**

5.1. Formal recognition will take place at the next scheduled wing commander's call following selection. The family and employer of the selectees should be invited and encouraged to attend the recognition ceremony.

5.2. Group commanders and/or first sergeants may repeat the presentation of the certificate of recognition and or any accompanying materials at the unit commander's call or other appropriate ceremony if a more positive impact on morale and esprit de corps will result. This type of unit recognition should be done at the earliest convenient time.

5.3. The PAO will interview each winner of the Half and Year Boards and publish a story and picture in the next appropriate "Alerter". They may also do an article and release the story to the individuals' hometown newspaper if so desired by the individual. Appropriate photos will be taken by the PAO and distributed to the Wing, unit and individual for placement where appropriately decided by the Wing Commander.

**6. Other Forms of Recognition for 913th Airlift Wing Airman, NCO and SNCO:**

6.1. Other forms of recognition if available from interested groups such as the Air Force Sergeants Association (AFSA), Air Force Association (AFA), Non Commissioned Officers Association

(NCOA), Wing First Sergeants Council and Chiefs Group may also be presented in conjunction with the normal recognition ceremony.

6.2. Selection of the 913th AW Airman, NCO and SCO of the Year will automatically place the winners in nomination for the AFRC Twelve Outstanding Airman of the Year (OAY) competition. For example, the winners of the year for 1995 in the 913th AW will compete in the AFRES 12 OAY for 1996, and the winners of the 913th AW for 1996 will compete for AFRES 1997 competition.

6.2.1. A nomination package has to be submitted by the unit SEA to AFRES for consideration in this competition. The SEA, M.F.-DPMPE and the respective unit and selectee will work on the submission package.

6.3. The airman winner of the year will be granted the opportunity to compete in the Air Force Sergeants Association (AFSA), First Term Airman of the Year competition at both the Local #265 Chapter Level and for the Division Two competition which is held every year on Memorial Day weekend at various locations in the outlying areas, such as, Gettysburg, PA. The individual will be helped by the SEA and the previous year nominee, as well as the respective unit to format this informational package.

6.3.1. The main stipulation is that the individual has to be in their first term of enlistment, not over six years of service and above the rank of SrA, which is always subject to revision and change by AFSA.

**7. Prescribing Directive .** This instruction is the prescribing directive for 913 AW Form 10.

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Commander