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Personnel

COMPANY GRADE OFFICER RECOGNITION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28. It describes the Company Grade 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, 913 AW, and is applicable to all units and personnel assigned to this Wing.

1. History :

- 1.1. Company Grade Officers are an important part of the Air Force Reserve. Many are highly skilled in their military duties, superior in their technical knowledge and motivated to excel in each aspect of their assignment, as well as those they encounter in their civilian life.
- 1.2. It has been a longstanding tradition, in the Air Force, to recognize the significant contributions and outstanding achievements of our Company Grade Officers.
- 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 commander, squadron commander, and immediate supervisor determines the degree of success of this program.

2. General Responsibilities, Eligibility and Procedures :

- 2.1. Responsibilities:

- 2.1.1. The 913 AW Executive Officer (CVE) 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 CVE will serve as the Review Board Chairperson and determines the number of board members required to effectively ensure fair and impartial consideration of candidates.
 - 2.1.3. Group Commanders will ensure this program is vigorously supported at all levels within their units and all deserving members are submitted as candidates for recognition.
 - 2.1.4. Board members will serve, when requested, and share in the responsibility for assuring a fair and impartial judgment is given to the merits of each nominee.
 - 2.1.5. The SEA will ensure any changes to the AF Form 1206 and 913 AW Form 10 are coordinated through the CVE. The SEA is the office of primary responsibility (OPR) for these forms.
 - 2.1.6. The DPMPE will provide logistical and personnel support as required.
 - 2.1.7. 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 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.
 - 2.2.5. An individual may be nominated and subsequently selected for recognition under this program, any number of times; however, each consideration must be for a different achievement or set of circumstances.
- 2.3. Procedures:
- 2.3.1. Groups may nominate as many deserving candidates as they deem worthy of recognition consideration. Nominations may be submitted to the CVE anytime during the year. All nominations must be in the 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 paragraph or 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 does at the board is the major factor. Completed forms will be maintained and disposed of by the CVE. Forms shall be disposed of after three years or at the discretion of the CVE.
 - 2.3.1.1. Emphasis should be placed on the most current achievements; however, significant events or accomplishments of the past 12 months may be factors in nomination consideration.
 - 2.3.1.2. Nomination comments should include, but are not limited to:
 - 2.3.1.2.1. Significant Accomplishments.

2.3.1.2.2. Leadership Potential.

2.3.1.2.3. Self Improvement.

2.3.1.2.4. Completion of Military/Civilian Education.

2.3.1.2.5. Civic Responsibilities/Achievements.

2.3.1.2.6. Recent awards and/or decorations (None > 5 years).

2.3.1.2.7. Special Qualifications (i.e., TQM and USA Training or Specialty Training).

3. Wing Company Grade Officer of the Year :

3.1. Candidates will be considered on the basis of nomination content as well as their appearance before the review panel. Any candidate who fails to meet the board will have their package withdrawn for consideration for that particular board.

3.2. Nominations for CGO of the Year will be submitted not later than the January UTA with review board consideration not later than the following month. This review board will consist of the CVE, at least one group commander, at least one squadron commander, and at least one other field grade officer.

3.3. Selection process:

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

3.3.1.1. 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.

3.3.2. In the event of ties, only those nominees tied for 1st place will be considered and re-ranked. If this re-ranking process again results in tie, the ranking commander on the board may make the final determination or call for additional review and re-ranking of the tied nominees once again.

3.4. If only one individual is nominated or available to meet the board, that individual is still required to meet the board. The board will verify the candidate meets the requirements for the award and will make the determination if the individual deserves to be recognized as the unopposed winner.

3.5. The ranking group commander will provide the results to the Wing Commander. The winner's name shall be held in confidence by all board members until the Wing Commander announces it at the next commander's call.

4. Scope of Recognition :

4.1. The CVE shall ensure the appropriate certificates are made and delivered to PAO for scheduling presentation ceremonies.

4.2. PAO will include the presentation of certificates in an appropriate recognition ceremony.

4.3. Formal recognition will take place at the next scheduled Wing Commander's Call following selection. The family and employer of the selectee should be invited and encouraged to attend the recognition ceremony.

4.4. Group commanders may repeat the presentation of the certificate of recognition and/or any accompanying material at their Group Commander's Call or other appropriate ceremony if a more positive impact on morale will result. This presentation should be done at the earliest convenient time.

4.5. The PAO will interview each winner and publish a story and picture in the next appropriate "Alerter". They may also do an article and release the story to the individual's 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.

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Commander