



Personnel

AWARDS PROGRAM FOR OUTSTANDING AIRMEN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the 919th Special Operations Wing (919 SOW) Awards Program for Outstanding Airmen. It outlines procedures for nominating, selecting, and recognizing the outstanding senior noncommissioned officers, noncommissioned officers, and airmen of the quarter/year. It implements the provisions of AFPD 36-28, *Awards and Decorations Program*. It applies to category "A" Air Force Reserve personnel assigned to the 919 SOW.

SUMMARY OF REVISIONS

The revision of this publication updates responsibilities, organizations, and office symbols. It clearly defines the purpose of the award. Modifications were made in the areas of the Command CMSgt, Selection Criteria, Selection Board Members, Board Procedures and Attachments 3 and 5. An * indicates revisions from the previous edition.

***1. PURPOSE OF AWARDS.** These awards recognize reserve members for outstanding performance, both on and off duty.

2. PERIODS OF AWARDS. Quarterly awards are given for the periods January through March, April through June, July through September, and October through December. The annual award is for the period January through December (see attachment 1 for complete time table of events).

3. AWARD CATEGORIES:

3.1. Senior Noncommissioned Officer: Reservists in grades of Master Sergeant through Chief Master Sergeant.

3.2. Noncommissioned Officer: Reservists in grades of Staff Sergeant through Technical Sergeant.

3.3. Airman: Reservists in grades of Airman Basic through Senior Airman.

4. QUALIFICATIONS. All award nominees must meet the following criteria:

4.1. Quarterly awards: The nominee must be a member of the 919 SOW for the entire award period. Annual awards: The nominee must be a member of the 919 SOW for at least six months.

4.2. Nominee must be an active participant with no unexcused absences during the past year.

4.3. Nominee must be serving in a grade appropriate for the award concerned as of the last day of the award period.

4.4. Nominee must not have been on the Weight Control Program (other than a follow-on phase) during the period of the nomination.

4.5. Nominee must possess a primary Air Force Specialty Code Skill Level commensurate with grade or demonstrate outstanding performance in an approved retraining program.

5. PROGRAM RESPONSIBILITIES:

5.1. Program Monitor. The Chief MPF, will monitor and advise the group and unit commanders on matters relating to the Awards Program.

5.2. Unit Commanders. Commanders should actively support the awards program by encouraging supervisors to nominate deserving individuals for Wing level consideration. Prior to the UTA, commanders will advise each Wing level nominee to bring the Service Dress Uniform for the interview with the Wing Selection Board.

5.3. Customer Service. The Chief DPMSC will:

5.3.1. Ensure the program is implemented at Wing level.

5.3.2. Receive nominations and prepare nomination review packages for board members.

5.3.3. Notify nominees of the date, time, location and uniform requirements for reporting to the selection board.

5.3.4. Task and brief board members.

5.3.5. Prepare a selection announcement letter for the board chairperson's signature.

5.3.6. After announcement of the awards winners:

5.3.6.1. Submit a Fact Sheet (see attachment 6) to all unit commanders and Public Affairs.

*5.3.6.2. Maintain and prepare certificates of recognition and letters of congratulation for each award winner.

* 5.6.3.3. Obtain the "other" awards, such as gift certificates and coupons from those organizations lending their financial support to the awards program.

* 5.3.6.4. Ensure the winners are scheduled to attend the presentation ceremony conducted on the UTA following selection for the award. The notification should also state that family members, friends, employers, and coworkers of the award winners are invited and encouraged to attend.

*5.3.6.5. Maintain a photographic display of each award winner. The display will be set up in the lobby of the Wing Headquarters Building 3077. Photographs will be displayed until the photographs of the next award winners are obtained.

* 5.3.6.6. Distribute photographs of award winners to the unit and the individual.

5.4. Public Affairs. The Public Affairs (PA) office will:

5.4.1. Include the board results and the Wing's awards presentation ceremony with articles/photographs in the "Midnight Express" magazine. Award winners should be offered the opportunity to complete a DD Form 2266, **Hometown News Release**.

5.4.2. The base photographer is located in Bldg 3077 (Duke Field), each Sunday of the UTA, from 0900 to 1200 hours.

5.4.3. Coordinate with local civic organizations to donate prizes for the award winners. Organizations providing gifts are invited to personally present those items at the awards ceremonies.

5.5. Command CMSgt. The Command CMSgt will:

*5.5.1. Procure and obtain plaques, and ensure appropriate engraving is accomplished in time for presentation at the Wing awards ceremony.

*5.5.2. Assist the PA office in coordinating with local civic organizations to donate prizes for the award winners.

*5.5.3. Serve as the master of ceremonies when the awards are presented. Note: The Executive Support Officer (IME) also may function in this role.

6. NOMINATION PROCEDURES:

6.1. Nominations should reach DPMSC according to the timetable shown in attachment 1.

6.2. Squadrons/Flights may submit one nomination for each category in the formats shown in attachments 2, 3 and 4. Note: Personnel assigned to HQ 919th SOW (W60QFV68) will be submitted for nomination by the squadron/flight to which they are administratively attached.

***7. SELECTION CRITERIA.** Nominees will be evaluated using the “Whole Person Concept,” including the mandatory factors contained in Attachment 5.

8. SELECTION BOARD MEMBERS:

*8.1 The non-voting chairperson will be a field grade officer. The MPF commander will ensure a chairperson is designated and rotated among the groups assigned to the 919th SOW for the first three quarters. The MPF commander or a designated representative will chair the 4th quarter/annual selection board.

*8.2. Enlisted members will consist of First Sergeants assigned to the 919th SOW.

*8.2.1. Board recorder (non-voting), will be a representative from the Customer Service Office.

9. BOARD PROCEDURES:

9.1. Nominees will report to the board at the date, time, and location specified by DPMSC. Nominees unable to meet the board will not be considered for selection.

9.2. All nominees and board members shall wear the Service Dress Uniform. Anyone not wearing the Service Dress Uniform will be excluded from the board proceedings.

*9.3 The board will interview, evaluate, and score each nominee using the criteria contained in Attachment 5.

*9.3.1. The recorder will add the points awarded by each board member and compute the total score for each nominee.

* 9.3.2. In the event of a tie, the board chairperson will either direct reevaluation of the records or require the nominees with the tied scores to appear again before the board.

* 9.3.3. All board materials will be gathered by the board recorders and returned to DPMSC for final disposition.

9.4. Board results will be made public at the Commander's Staff Meeting held on Sunday of the UTA.

10. AWARD PRESENTATION CEREMONIES:

10.1. Award presentation ceremonies should be conducted according to the timetable listed in attachment 1.

10.2. The ceremonies will be held in the Duke Field Base Theater, Bldg 3019 Sunday of the UTA, unless otherwise arranged.

10.3. All unit commanders and first sergeants are invited to attend the ceremony and reception.

10.4. The unit having the senior-most award winner will "host" the awards presentation ceremony and the reception that follows. The hosting unit is responsible for ensuring:

10.4.1. The auditorium offers a presentable image.

*10.4.2. The American Flag, 919th SOW Flag and the General's Flag (if Wing CC is present at the ceremony) are displayed at the front of the room.

10.4.3. Coffee, punch, and flatware are available. Coordinate this with the award winners' organizations. Setup items on a table in the hallway outside the auditorium.

10.5. The Command CMSgt or Executive Support Officer should serve as master of ceremonies. The master of ceremonies should ensure the award winners and their personal guests are seated in the front rows of the auditorium.

10.6. The Wing Commander and Command CMSgt should present the prizes and render appropriate comments. Squadron commanders and first sergeants also have the option to say a few words about their respective winners.

10.7. Award recipients and actual ceremony participants shall wear the Service Dress Uniform with ribbons and badges. However, the uniform of the day is appropriate for all other military attendees.

11. AWARD BENEFITS:

11.1. Personalized plaque.

11.2. Certificate of Recognition.

11.3. Letter of Congratulations.

11.4. Eglin NCO Club gift certificate.

11.5. Discount coupons from the Eglin Base Exchange.

11.6. "Other" donated items.

THOMAS M. STOGSDILL, Brig Gen, USAFR
Commander

*6 Attachments

1. Awards Program Timetable
2. Sample Nomination Letter
3. Format for Justification
4. Biographical Sketch
5. Score Sheet for Outstanding Airman
6. Sample Fact Sheet

Attachment 1

TABLE 1 - AWARDS PROGRAM TIMETABLE

I T E M	A Period	B Nomination due to CBPO	C Board Meets*	D Award Presented
1	1 JAN - 31 MAR	15 MAR	APR UTA	MAY UTA
2	1 APR - 30 JUN	15 JUN	JUL UTA	AUG UTA
3	1 JUL - 30 SEP	15 SEP	OCT UTA	NOV UTA
4	1 OCT - 31 DEC	15 DEC	JAN UTA	FEB UTA

The Quarterly Awards Selection Board should meet Saturday afternoon of the January, April, July, and October Unit Training Assemblies (UTAs). Selection of the yearly winners will be in January. Furthermore, selection results should be determined by close of business on the day the board meets.

Attachment 2**SAMPLE NOMINATION LETTER**

MEMORANDUM FOR 919 SOW/DPMSC

FROM:

SUBJECT: 919 SOW Outstanding Airman/NCO/Senior NCO of the Quarter/Year

(Rank and First, Middle, Last Name) is nominated for the (state Quarter or Year) award. Individual meets the qualification criteria outlined in 919 SOWI 36-2803 and has been an outstanding performer during this award period.

Commander's Signature Block

Attachments:

1. Justification
2. Biographical Sketch
3. *Format For Justification

Attachment 3

FORMAT FOR JUSTIFICATION

Bullet statements will be used for the following categories. Justification shall be limited to one page.

JOB PERFORMANCE:

SIGNIFICANT SELF-IMPROVEMENTS:

LEADERSHIP QUALITIES (SOCIAL, CULTURAL, ETC.):

AIR FORCE OR CIVILIAN AWARDS:

PARTICIPATION:

Attachment 4

BIOGRAPHICAL SKETCH

NAME:

GRADE:

AFSC:

DUTY TITLE:

SQUADRON:

OFFICE SYMBOL:

DUTY PHONE:

MAILING ADDRESS:

CATEGORY OF AWARD:

Attachment 5

SCORE SHEET FOR OUTSTANDING AIRMAN

Name of Nominee: _____

Award Category: _____

Name of Board Member: _____

A. The following categories will be rated on the submitted package.

	1	2	3	4	5
JOB PERFORMANCE: (How nominee typically carries out duties and tasks)					
SELF IMPROVEMENT: (PME, civilian education or other initiatives)					
LEADERSHIP: (Initiative, Enthusiasm, Commitment to duty, Loyalty, Self-Confidence)					
AIR FORCE OR CIVILIAN AWARDS:					
PARTICIPATION: (Volunteers for additional duties at shop, section, Branch & Unit level)					

B. The following categories will be rated during the Board interview.

	1	2	3	4	5
APPEARANCE:					
MILITARY BEARING:					
KNOWLEDGE AND AWARENESS:					
COMMUNICATION SKILLS:					

Attachment 6**SAMPLE FACT SHEET****FACT SHEET****AIRMAN/NCO/SENIOR NCO OF THE QUARTER CEREMONY****Who?** Quarterly Award Winners:

Senior NCO: MSgt Dewey Ficksum, 919 MXS

NCO: SSgt Rusty Skalpel, 919 Med Sqd

Airman: A1C Jane Doe, 711 SOS

Guests:

-Family members, friends, employers and co-workers of the award winners are invited and encouraged to attend.

-All commanders, first sergeants, and acting first sergeants are also invited to attend.

What? The Wing Commander and Command CMSgt will present the Airman, NCO, and Senior NCO of the Quarter Awards to the winners named above.

Awards Include:

-Personalized Plaque

-Letter of Congratulations

-Certificate of Recognition

-Discount Coupons from the Eglin Base Exchange

-Gift Certificate from the Eglin NCO Club

-"Other" donated prizes

Post-Ceremony Reception hosted by: 919 MXS

-Coffee, punch, and cake will be served

- Hosts/Hostesses provided by: 919 MXS, 919 Med Sqd, 711 SOS

Uniform:

- Award winners and ceremony participants: Service Dress

- All other military guests: Uniform of the day

- Hosts/Hostesses: Blue uniform without service dress coat

When? Time: 1230 hours

Date: 2 November 1991

Where? Duke Field Spectre Theater, Bldg 3017

NOTES: Refer questions to the Command CMSgt, 2-6331, or MPF Commander, 3-6441