

17 September 1999



Personnel

**RECOGNITION OF OUTSTANDING CAREER
ADVISORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 920MPF/DPMSC (MSgt Nina R.
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Certified by: 920RQG/CC (Col Bruce E. Davis)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Program, and establishes the policies and procedures for conducting the Semi-annual and Annual Outstanding Career Advisor of the Year Program. Career Advisors assigned to the 920th RQG who meet the selection criteria outlined in this guideline are eligible for consideration.

1. Eligibility. All Unit Career Advisors (UCA) and Assistant Unit Career Advisors (AUCA).

2. Nomination Criteria:

2.1. Nominations must be based on achievements occurring during the competition period.

2.2. Eligible selectees must not have any unexcused absences from Unit Training Assemblies (UTA) during the preceding 12 months, be current on all OJT and ancillary training requirements, and have no record of admonitions.

3. Selection Criteria:

3.1. Demonstrated improvement in unit retention.

3.2. Applied job knowledge and leadership qualities (in military or civilian capacity) which result in the development of new techniques that significantly increase mission effectiveness.

3.3. Self-improvement efforts through education, participation in professional associations and contributions toward the welfare of the military and civilian community. Military or civilian awards received for recognition of personal services. (Do not attach copies of these documents to the nominations.)

3.4. Any other accomplishment within the reporting period which distinguishes the individual.

4. Nominations:

4.1. Nominations for the Semi-annual Career Advisor will be submitted to 920 MSF/DPMSC not later than 1630 on Saturday of the June and December UTA. Nominations for Career Advisor of the Year will also be submitted during the December UTA. The attached criteria for nomination will be used as a guideline for submission.

5. Selection:

5.1. Selection will be made by a review panel consisting of the MPF Commander or Chief, Personnel Programs and the Retention Program Manager as permanent board members, one officer, one senior NCO, and the previous Semi-annual selectee as temporary board member. The permanent board members will select the officer and senior NCO.

6. Method of Presentation:

6.1. The selectee will receive a certificate and letter of congratulations from the Group Commander. A photograph will be taken and published with an article in the unit bulletin.

7. Air Force Reserve Command (AFRC) Outstanding Retention Program Manager.

7.1. Nominations for this award will not be limited to recipients of the semi-annual or annual awards. HQ AFRC will outline submission criteria for this award.

BRUCE E. DAVIS, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Program*

Abbreviations and Acronyms

UTA—Unit Training Assembly

OJT—On-The-Job Training

MPF—Military Personnel Flight

NCO—Noncommissioned Officer

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

Attachment 2

NOMINATION FORMAT

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR 920 MSF/DPMSC

FROM: (Unit)

SUBJECT: Nomination for Outstanding Career Advisor

_____ is nominated for Outstanding Career Advisor
(rank, name) for the _____ period.(Jan-Jun or Jul-Dec)

The following is additional pertinent information concerning the nominee for this award:

Individual's Job Title: _____

AFSC: _____ Date of assignment to present position: _____

Date of assignment to unit: _____

Schools attended and degrees earned: _____

Additional duties performed by the individual: _____

Narrative comments from the nominator should be based on the following: Appropriate comments, limited to one single spaced page, describing the nominee's qualifications for this award and containing specific facts and examples which clearly show that the nominee is exceptional and has accomplished objectives which distinguish them from their peers. The narrative description should include comments on the Nomination Criteria.

Signature block of Nominator

Title

Attachment 3

SAMPLE

Nomination Criteria

(Limit to one, single-spaced, typewritten page)

Nomination for

Unit Career Advisor Award

Master Sergeant John E. Doe

WHY THIS UNIT CAREER ADVISOR IS DESERVING OF THIS AWARD

Justification summary

JOB INITIATIVE

Innovative new ideas, establishment of innovative retention programs, improvements made to existing retention programs, significant increase in reenlistment rates.

LEADERSHIP QUALITIES

Social, cultural, religious activities, tangible or intangible contributions to base community welfare and morale, direct participation in base-wide special activities or functions.

SELF-IMPROVEMENT/EXTRACURRICULAR ACTIVITIES

Off duty education, professional or base association achievements, base recognition programs.

OTHER ACCOMPLISHMENTS

Inspection (IG/UCI) rating and comments, certificates of appreciation, or a combination of any other supporting data that reflects favorably on the nominee.

NOTE: The subheadings are mandatory and must appear in order shown. The bullet statements under each subheading are suggested items of consideration and will not be listed as subheadings.