

28 July 1999



Personnel

**AMN/NCO/SNCO OF THE QUARTER
PROGRAM**

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This instruction implements AFRD 36-28, *Award and Decorations Program*. It outlines the procedures for nominating, selecting and recognizing the Outstanding Airman, Noncommissioned Officer and Senior Noncommissioned Officer of the Quarter for the 920th Rescue Group. It is designed to fairly recognize members who have clearly distinguished themselves in their duty performance. The nomination and selection processes are designed to reduce paperwork, time and ensure the nominators, nominees and unit members find the process simple, effective and fair.

1. Process.

1.1. Supervisors will make their quarterly nominations for AMN/NCO/SNCO using the format provided in Attachment 2. Nominations must be turned in to the squadron First Sergeants (E-Mails in correct format are acceptable) by close of business Sunday of the UTA using schedule listed below. The unit First Sergeants are responsible for submitting the packages to the 920th Military Personnel Flight Career Enhancement section.

Nomination Quarter	Submission Month	Selection Month	Presentation Month
1st Qtr (Jan-Mar)	April	May	June
2nd Qtr (Apr-Jun)	July	August	September
3rd Qtr (Jul-Sep)	October	November	December
4th Qtr (Oct-Dec)	January	February	March

NOTE: Supervisors shall consider the following factors when submitting a nomination letter for AMN/NCO/SNCO of the Quarter: No unexcused absences, no UIF data, not on the Weight Management Program. Involvement in group and community activities will be considered.

1.2. Each squadron will select their own candidate in each category (AMN/NCO/SNCO) for nomination to the Group Board and recognize their squadron winner in an appropriate way.

1.3. The Group Board will consist of all squadron First Sergeants and the previous winners for the last quarter. The board will meet at 0800 on Sunday of the selection month to review the nomination letters using the point-scoring format in Atch 3. The individual(s) with the most points will be selected as the quarterly winners.

1.4. In the event of a tie, the 920 RQG/CC will make the final determination based on review of the packages.

1.5. Quarterly award winners will be recognized with a certificate or plaque during the presentation month listed in this policy guidance.

1.6. All four quarterly award winners from each category (AMN/NCO/SNCO) will be submitted to the 939th RQW to compete in the Wing AMN/NCO/SNCO of the Year competition.

BRUCE E. DAVIS, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Programs*

Abbreviations and Acronyms

AMN—Airman

NCO—Noncommissioned Officer

SNCO—Senior Noncommissioned Officer

UIF—Unfavorable Information File

UTA—Unit Training Assembly

Attachment 2

SAMPLE NOMINATION FOR AMN/NCO/SNCO OF THE QUARTER

Name: _____

Rank: _____

Duty Section: _____ Duty Phone: _____

Nomination for _____ Quarter

Provide at least two but no more than five bullet statements in each of the following categories (limit nomination to one page):

LEADERSHIP AND JOB PERFORMANCE: (The member’s leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness).

- Completely revamped Education and Training programs for the Group
- Built section continuity books resulting in 100% improvement in office operating procedures
- Created comprehensive guidebooks on Training programs for the entire Group
- Selected by AFRC as the administrator of the “Grassroots Academy” for the development of computer based training programs
- Set up training classes for the entire Group on Microsoft Access, Word, and Excel

SIGNIFICANT SELF-IMPROVEMENT: (The member must show this improvement through continuing education either civilian or military, achievements in professional or cultural societies or associations and development of creative abilities.)

- Completed SNCO Academy in residence
- Attended Security Managers training with active duty counterparts and became unit monitor for this highly visible program
- Tested in all areas of Group Training to become a more effective Test Control Officer

OTHER ACCOMPLISHMENTS: (The nature and results of the member’s other accomplishments that set him or her apart from others of equal or higher rank).

Volunteered to be unit fitness monitor encouraging squadron members to keep in shape by running during the lunch hour

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Became Work Group Manager (WGM) for the Military Personnel Flight in charge of 25 computers

COMMANDER'S SIGNATURE BLOCK AND SIGNATURE

Attachment 3

RATING FORM

920TH RESCUE GROUP

AMN/NCO/SNCO OF THE QUARTER

Name of Nominee: _____

Name of Board Member: _____

Circle the appropriate rating number (highest total score will be selected):

1. LEADERSHIP AND JOB PERFORMANCE:

1 2 3 4 5

SIGNIFICANT SELF-IMPROVEMENT:

1 2 3 4 5

OTHER ACCOMPLISHMENTS:

1 2 3 4 5

TOTAL POINTS: _____

Attachment 4**SCHEDULE FOR SUBMISSION OF AMN/NCO/SNCO OF THE QUARTER
NOMINEES TO SQUADRON FIRST SERGEANT**

The quarterly nominees packages shall be submitted by Saturday noon (1200) of the UTA of the last month in the calendar quarter. A board will be convened amongst the squadron first sergeants at 0800 on Sunday of the UTA in the month of: 1st Qtr – April, 2nd Qtr – July, 3rd Qtr – Oct and 4th Qtr - January.

Jan – Mar (1 st Calendar Qtr)	1200	Saturday	March UTA
Apr – Jun (2 nd Calendar Qtr)	1200	Saturday	June UTA
Jul – Sep (3 rd Calendar Qtr)	1200	Saturday	September UTA
Oct – Dec (4 th Calendar Qtr)	1200	Saturday	December UTA