

10 DECEMBER 2000



*Personnel*

**OUTSTANDING COMPANY GRADE  
AND FIELD GRADE OFFICER  
OF THE YEAR PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 944 FW/HC (Lt Col Yanez)  
Supersedes 944 FWI 36-2802, 23 August 1996

Certified by: 944 FW/CV (Col Henabray)  
Pages: 2  
Distribution: F

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It establishes procedures for selecting the company grade and field grade officer of the year and recognizes those individuals who are making significant contributions to the 944th Fighter Wing (944 FW) and the United States Air Force Reserve (USAFR). It applies to all units assigned to the 944 FW.

**SUMMARY OF REVISIONS**

This revision updates the unit designations, candidate selection (paragraphs **3.** through **3.2.**), evaluation factors (paragraphs **4.** through **4.6.5.**) and selection board make-up (paragraph **5.**). A “|” indicates revised material since the last edition.

**1. Scope** . This regulation recognizes all reserve members not on extended active duty or other statutory tours.

**2. Eligibility** . Any company grade (01-03) and field grade (04-06) officer assigned to the wing may be nominated as a candidate for these awards.

**3. Candidate Selection** . A maximum of five company grade and five field grade officer nominees will meet the wing board in October.

3.1. The Support Group (to include the Wing Staff), Logistics Group, Operations Group, Medical Squadron (MDS), and Aeromedical Staging Squadron (ASTS) Commanders may each nominate one company grade and one field grade officer from their units to meet the board.

3.2. One company grade and one field grade officer will be selected by the board to represent the wing and their packages forwarded to higher headquarters for further competition.

**4. Evaluation Factors.** Evaluation factors consider total performance for the preceding year (1 Oct - 30 Sep) using AF Form 1206, **Nomination for Award**, with the following criteria:

- 4.1. Award: 944 FW Company Grade/Field Grade Officer of the Year Nomination
- 4.2. Category: 0-1 to 0-3/0-4 to 0-6
- 4.3. Award Period, Rank/Name of Nominee and SSN: Self-explanatory
- 4.4. MAJCOM: AFRC
- 4.5. DAFSC/Duty Title, Nominee's Telephone, Unit/Office Symbol/Street Address/Base/State/Zip Code, and Rank/Name of Unit Commander/Commander's Telephone: Self-explanatory
- 4.6. Specific Accomplishments (using bullet statements, address the following five categories):
  - 4.6.1. Specific Accomplishments in Functional Area
  - 4.6.2. Procedures or Ideas that Resulted in Benefits to Reservists or the USAFR
  - 4.6.3. Attendance Record, Personal Performance, and Attitude
  - 4.6.4. Educational Achievements (Mission Oriented) and other Self-Improvement Efforts
  - 4.6.5. Leadership, Professionalism, Cultural, Social Activities that reflect favorably on the USAFR

**5. Selection Board.** The officer of the year selection board will consist of seven members: the 944 FW Commander (who will serve as chairman and vote in case of ties); all Group, MDS, and ASTS commanders or their designees; and the 944 FW Chaplain (who will serve as administrator of the board).

**6. Symbols of Awards.** The awards of company grade and field grade officer of the year are intended to be symbolic of pride and professionalism and are representative of the finest effort in performance. The award recipient will receive:

- 6.1. A certificate of recognition.
- 6.2. A suitable trophy, plaque, or other symbol of excellence.
- 6.3. Any other gifts made available by merchants and supporters from the community.

**7. Methods of Presentation .** The wing commander will present the awards at an appropriate time and place.

CRAIG S. FERGUSON, Colonel, USAFR  
Commander