

**13 SEPTEMBER 1999**



*Awards, Ceremonies, and Honors*

**OUTSTANDING AIRMAN, NONCOMMISIONED  
OFFICER, AND SENIOR NONCOMMISIONED  
OFFICER OF THE QUARTER AND OF THE  
YEAR PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes procedures for selecting the Wing Airman, Noncommissioned Officer (NCO), and Senior Noncommissioned Officer (SRNCO) of the Quarter/Year. It implements AFPD 36-28, *Awards and Decorations Programs*. This instruction applies to all units assigned to 944<sup>th</sup> Fighter Wing. Reference AFI 36-2805, *Special Trophies and Awards*.

**SUMMARY OF REVISIONS**

This revision incorporates forced text reformatting, revises para **2.2.2.**, adds para **2.2.4.** and renumbers **2.2.4.** to **2.2.5.** A ( | ) indicates revisions from previous edition.

**1. Scope.** All Airmen, NCOs, and SNCOs assigned to the 944<sup>th</sup> Fighter Wing are eligible for the quarterly awards in their respective categories. The selection of quarterly nominees will consist of one Airman, NCO, and SNCO from the 944 LG and 944 OG; one Airman, NCO, SNCO from all other units (OPR is SG/CC). Each quarterly winner will complete for the yearly award during the fall of that year.

**2. Selection Board:**

2.1. The selection board will convene quarterly (1 Oct through 30 Sep) to select the Airman, NCO, and SNCO of the Quarter/Year. Quarterly nominations are accepted at any time. The board will meet the first UTA of the following quarter. The yearly selection board will meet annually in October. The Wing Commander may appoint up to three replacement members maximum for each board.

2.2. The selection board will consist of:

2.2.1. Senior Chaplain (as Chairman only votes in case of ties).

2.2.2. Command Chief Master Sergeant.

2.2.3. One member from 944 LG. (OPR is LG/CC)

2.2.4. One member from 944 OG. (OPR is OG/CC)

2.2.5. One member from all other units. (OPR is SPTG/CC)

2.3. The selection board will evaluate the performance of all eligible candidates to select the winner of the Airman, NCO, and SNCO of the Quarter/Year awards.

2.3.1. Selection will be based on the performance that best supported mission objectives, exemplified professional pride, and exceeded standards of compliance within the organization during the year evaluated.

2.3.2. Selection will also be based upon their nomination form, AF Form 1206, **Nomination for Award**, and their answers to the board's questions when interviewed.

2.3.3. Winners of the Airman, NCO, and SNCO quarterly awards are eligible to meet the year board. The yearly award winner will have a package submitted for the 12 Outstanding Airman of the Year (12 OAY) competition.

**3. Selection Categories.** All nominees will be rated on their performance in the following areas of evaluation:

3.1. Leadership and job performance in primary duty. The member must have contributed significantly to increased mission effectiveness during the evaluation period.

3.2. Significant Self-Improvement. The member must have shown improvement through off-duty education, achievements in professional or cultural societies/associations, and/or development of creative abilities during the evaluation period.

3.3. Leadership Qualities (social, cultural, and religious activities). The member must have contributed to the military or civilian community's welfare, morale, or status during the evaluation period.

3.4. Other Accomplishments. The nature and results of the member's other accomplishments must set him/her apart from others of equal or higher grade.

3.5. Awards (Prizes, Titles, and so forth). List name of awards (AF/Civilian) received, date awarded, and a very brief description. Include only those received during the previous fiscal year.

3.6. Articulate and positive representative of the Air Force Reserve. Member must have demonstrated ability as an articulate and positive enlisted member of the Air Force Reserve during the evaluation period.

**4. Symbols of Awards.** The awards of the Airman, NCO, and SNCO of the Quarter/Year are intended to be symbolic of pride and professionalism and are representative of the finest effort in performance. The award recipient will receive:

4.1. A certificate of recognition.

4.2. A suitable trophy, plaque, or other symbol of excellence.

4.3. Any other gifts made available by merchants and supporters of the community.

4.4. Yearly winners in all three categories are eligible for an F-16 flight.

**5. Method of Presentation.** The Wing Commander will present awards to the Airman, NCO, and SNCO of the Quarter/Year at appropriate ceremony.

CRAIG S. FERGUSON, Colonel, USAFR  
Commander



NOMINATION/REWARD (200/200)	
BANDWIDTH RESOURCE (First, Administrative, Cost)	
SRA / JANE M. DOE	
SPECIFIC ACCOMPLISHMENTS (Use single space, 3000/3000) (Continued)	
(Continue specific accomplishments from front.)	
SAMPLE	
AFFORM 1205 2000001 REVISED 6/92	