



*Personnel*

## **WING RECOGNITION PROGRAM**

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<b>COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY</b>
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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, describes the policy and outlines procedures for conducting the *Wing Recognition Program*. The program recognizes an Outstanding Airman (AMN), Non-commissioned Officer (NCO), and Junior Officer quarterly, as well as yearly recognition of the same and a senior NCO (SNCO). This instruction applies to all members of the 302 Airlift Wing, Peterson AFB CO.

### **SUMMARY OF REVISIONS**

Adds attachments 1 through 4, sample of recognition package; changes control number to reflect appropriate antecedent policy directive.

**1. Program Goal:** This program is a dual recognition program as recognition levels are elevated for the wing, Twenty-Second Air Force (22 AF), and Headquarters Air Force Reserve Command (HQ AFRC) programs to Air Force competition. This program recognizes outstanding members of the wing who represent high standards of conduct, performance, and military image.

**2. Policy:** Unit commanders and supervisors ensure that AMN, NCO (TSgt and below) and Junior Officers (2Lt through Capt) are screened each quarter for submission as unit nominees. Senior NCOs (MSgt through CMSgt) may be nominated for the yearly award. Award winners are selected in accordance with this instruction.

**3. Eligibility:** Personnel may be nominated provided they are not on the Weight Management Program, under investigation, pending disciplinary action, or charges by military/civilian authorities, nor pending other administrative action which may lead to either dismissal or resignation, discharge or release from reserve or active military status.

### **4. Nomination and Selection Procedures (AMN, NCO and Junior Officer):**

4.1. Supervisors are responsible for nominating eligible members and preparing nomination packages that contain the following:

4.1.1. Air Force Form 1206, **Nomination for Award** (attachment 1).

4.1.2. Biographical sketch (attachment 2).

4.1.3. Award nomination sheet signed by the nominee's unit commander (attachment 3).

4.1.4. Record Review Listing - provided through the Chief of Customer Service (302 MSS/DPMPS) after a nomination package is submitted.

4.2. Nomination packages are submitted to 302 MSS/DPMPS by the close of business (COB) of the Unit Training Assembly (UTA) prior to the month of the selection.

4.3. Enlisted nominees wear the service dress uniform for their selection board interview. It is imperative that supervisors notify nominated members before the selection month. This ensures the members are prepared to appear before the board. The interviews consist of questions selected by board members.

4.4. With the exception of the junior officer nominee, who do not meet the quarterly boards, selections are based on the strength of nomination packages and personal interviews. A nominee's total weighted score consist of the nomination package, 30%; dress and personal appearance, 20%; and the personal interview, 50%. When selecting award winners, the board considers a member's specific accomplishments, military dress and bearing, ability to communicate, and responses to board questions.

4.5. The *Junior Officer of the Quarter* is selected by the wing commander (302 AW/CC). The *Junior Officer of the Year* is selected by a board consisting of three field grade officers with final approval or disapproval action completed by the wing commander.

**5. Nomination and Selection Schedule:** Selection boards convene during the months of January, April, July, and October.

<b>If the nomination covers this quarterly period</b>	<b>then it is due to DPMPS during the</b>	<b>to be selected during</b>
October through December	December UTA	January
January through March	March UTA	April
April through June	June UTA	July
July through September	September UTA	October

**6. Yearly Nomination Procedures for Senior Non-Commissioned Officer (SNCO):**

6.1. Supervisors are responsible for nominating eligible members for the award and preparing nomination packages that contain the following:

6.1.1. Air Force Form 1206 (attachment 1).

6.1.2. Biographical sketch (attachment 2).

6.1.3. Award nomination sheet signed by the nominee's unit commander (attachment 3).

6.2. Nomination packages for the yearly award are submitted to 302 MSS/DPMPs in sufficient time for the selection to be accomplished in time to meet the suspense date of higher headquarters. Customer Service (302 MSS/DPMPs) notifies unit supervisors of the suspense date.

**7. Board Composition:**

7.1. Quarterly selection boards (AMN and NCO) consist of a chairperson, Senior Enlisted Advisor (CCC) and four senior NCOs. The chairperson is a field grade officer. The wing commander is a permanent board member and votes only in case of a tie. The five voting board members are appointed on a rotating basis from a roster of eligible top three enlisted and officer personnel. At least one alternate, per board, is appointed in the event of a shortfall.

7.2. A senior non-commissioned officer (SNCO) is the designated substitute if the wing commander is unavailable to sit on the board. A quorum consist of three voting enlisted members and the chairperson.

7.3. Airman (AMN) and NCO of the Year awards selections are accomplished by a board consisting of assigned Chief Master Sergeants. The wing commander appoints a senior officer to act as the voting chairperson.

7.4. The *Senior NCO of the Year* selection is accomplished by a board consisting of assigned field grade officers. The wing commander appoints a senior officer to act as the voting chairperson.

7.5. Each August, the wing commander appoints, in writing, a selection board which convenes during the September UTA to determine the *Outstanding Junior Officer of the Year* for the wing. The selection board has a minimum of three field

grade officers. The method of selection is based on the strength of each individual nominating packages and response to board questions. Only those officers selected as *Junior Officer of the Quarter* from July to June of each selection year are eligible for consideration for the *Junior Officer of the Year* award. The selected nominee is nominated for subsequent higher headquarters awards.

7.6. Board members wear the service dress uniform.

**8. Photo Requirements for Annual Awards:** For annual awards, one official color (glossy) 8x10 photograph in service dress uniform without headgear, is required for the selected nominee. All official photograph appointments are scheduled by Customer Service (302 MSS/DPMPS).

**9. Recognition:** All selected nominees of the quarter and year are recognized at an appropriate function. Selected members receive a certificate of recognition and an engraved plaque. The Public Affairs officer ensures that appropriate recognition is given to each selectee.

JAMES M. SMITH, Colonel, USAFR  
Commander, Support Group

**Completing the Nomination Form**

A.1. Headings for AF Form 1206, **Nomination For Award**. This is an electronic form, available on the network server *X-drive*. Use all capital letters.

A.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY

A.1.2. SIGNIFICANT SELF-IMPROVEMENT

A.1.3. LEADERSHIP QUALITIES (SOCIAL OR RELIGIOUS ACTIVITIES)

A.1.4. OTHER ACCOMPLISHMENTS

A.1.5. AIR FORCE OR CIVILIAN AWARDS, PRIZES, TITLES, AND SO FORTH

A.1.6. ARTICULATE AND POSITIVE REPRESENTATION OF THE AIR FORCE

**Sample Biographical Sketch**

AIRMAN FIRST CLASS JON Q. DOE

123-45-6789

AFSC: 3A051, INFORMATION MANAGEMENT JOURNEYMAN

Airman First Class John Q. Doe is an Information Management Journeyman assigned to the 731st Airlift Squadron, Peterson Air Force Base, Colorado. He is 27 years old.

Airman Doe was born in Odessa, Texas on June 29, 1971. He attended Permian High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him the team's coveted "Mojo" Award for spirit, dedication, and leadership on and off the field.

After graduating from high school in 1989, Airman Doe was locally employed until enlisting in the Air Force Delayed Enlistment Program in November, 1989. In May 1990, he began his active duty Air Force career. On completion of basic military training at Lackland Air Force Base, Texas, he attended technical training at Keesler Air Force Base, Mississippi and successfully completed the school as an honor graduate. He was then assigned to the Air Force Weapons Laboratory, Kirtland Air Force Base, New Mexico.

Airman Doe is the divorced father of two children. He enjoys outdoor activities such as comping, hiking, and biking.

**This biography contains personal information and should be protected according to the Privacy Act of 1974**

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**Sample Award Nomination Endorsement**

## AWARD NOMINATION

NAME OF AWARD: AIRMAN OF THE QUARTER, FY 97-3

FROM: 731 AS/CC

INCLUSIVE DATES OF ACHIEVEMENT: 1 APRIL THROUGH 30 JUNE 1997

NOMINEE: JOHN Q. DOE

RANK: A1C

PRESENT ORGANIZATION & STATION: 731 AS/CCQ (AFRC)  
860 MITCHELL ST STE 104  
PETERSON AFB CO 80914-1126

PROJECTED ASSIGNMENT AND REPORTING DATE: NONE

PERMANENT HOME ADDRESS: 1111 S. LIMESTONE DRIVE  
COLORADO SPRINGS CO 80970

NOMINATED FOR: Airman of the Quarter for his excellent performance, outstanding professional skill, job knowledge, and leadership as an Information Management Journeyman in support of the commander, 731st Airlift Squadron. Nominee has not had an open unfavorable information file (UIF) during the award period and meets all dress and appearance and weight management criteria.

PETE L. PETERSON, Lt Col, USAFR  
Commander

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