

**Personnel**



## **AWARDS PROGRAM**

### **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes policies and procedures for nomination, selection, and award of the 4th Air Support Operations Group Recognition Program. It applies to all personnel assigned to the 4th Air Support Operations Group.

**1. PROGRAM OBJECTIVES.** Recognizing individual superior performance is very important. This program is not a substitute for other Air Force awards. It is primarily an incentive program to recognize outstanding performers, thus contributing to the morale of the squadron and group personnel. Program objectives are as follows.

- 1.1. Provide a group-level program to recognize outstanding achievement and performance.
- 1.2. Identify personnel who strive for greater responsibility.
- 1.3. Compliment unit recognition programs and provide a program to recognize group outstanding performers.

**2. PROGRAM RESPONSIBILITIES.** The Commander, 4th Air Support Operations Group retains overall responsibility for the group program. Commanders organize and manage unit level awards programs to support the group program. The following offices have specific responsibilities to support and administer the group program.

2.1. 4 ASOG Superintendent (4 ASOG/CEM) will:

2.1.1. Manage the program and serve as overall point of contact.

2.1.2. Act as, or select a board chairperson for AMN, NCO, SNCO and First Sergeant awards.

2.1.3. Obtain AMN, NCO, SNCO, and First Sergeant nomination packages from the 4 ASOG/CSS

2.1.4. Select 4 ASOG staff board members for each category.

2.1.5. Distribute packages to selection board members.

2.1.6. Advise board members of the location of the selection board and date/time should it be changed from standard recurring times.

2.1.7. Facilitate the selection board process.

2.1.8. Forward results to 4 ASOG/CC for approval.

2.1.9 Submit packages to 3AF/CCC when applicable.

2.2. The 4 ASOG Deputy Commander (4 ASOG/CD). Implements the CGO and Civilian awards program. The nomination categories for the civilian awards are: Professional, administrative, and technical (GS-9/WG-12/WS8 and above) and clerical/other (GS-8/WG-11/WS-7 and below) with an employee selected from each category. The 4 ASOG/CD or a designated representative will:

2.2.1. Act as, or select a board chairperson

2.2.2. Obtain CGO and civilian nomination packages from the 4 ASOG/CSS.

2.2.3. Select 4 ASOG staff board members.

2.2.4. Distribute packages to selection board members.

2.2.5. Advise board members of date and time graded packages are due to 4 ASOG/CD.

2.2.6. Facilitate the selection board process.

2.2.7. Forward board results to 4 ASOG/CC for approval.

2.3. The 4 ASOG logistics officer (4 ASOG/LG) will implement the Logistics professional awards program. The 4 ASOG LG or designated representative will:

2.3.1. Act as, or select a board chairperson

2.3.2. Obtain LG Professional nomination packages from 4 ASOG/CSS.

2.3.3. Select 4 ASOG staff board members.

2.3.4. Distribute packages to selection board members.

2.3.5. Advise board member of the location of the selection board and date/time should it be changed from the standard recurring dates.

2.3.6. Facilitate the selection board process.

2.3.7. Forward board results to 4 ASOG/CC for approval.

2.4. 4 ASOG Squadrons and Group Detachments will:

2.4.1 Establish a program that conforms to the requirements, intent, and spirit of this instruction to select and recognize outstanding performers.

2.4.2. E-mail all nomination packages to the 4 ASOG/CSS.

2.4.3 Squadron commanders will select a SNCO as selection board member for the Amn, NCO, SNCO, First Sergeant and Logistics Professional Award selection board. Squadron commander will also select a field grade officer for the CGO and Civilian Awards selection boards. Group staff or detachment SNCO may represent group headquarters. These board members must be available to personally attend the selection boards.

2.5. 4 ASOG Commander's Support Staff will:

2.5.1. Receive and consolidate all nomination packages from the squadrons.

2.5.2. Forward AMN, NCO, SNCO, and First Sergeant nomination packages to 4 ASOG/CEM.

2.5.3. Forward CGO and civilian nomination packages to 4 ASOG/CD.

2.5.4. Forward LG Professional nomination packages to 4 ASOG/LG

2.5.5. Receive and modify all nomination packages that win at group level with applicable group information.

2.6 4ASOG/CCF will:

2.6.1. Order and present/mail gifts to individual winners

2.6.2. Order and present/mail AAFES coupons for all enlisted winners

2.6.3. Coordinate with respective first sergeants on obtaining winners' photos

2.6.4. Draft Commander's notification letter and three-day pass to individual winners

2.6.5. Draft Commander's notification letter to parents of winners

### **3. GENERAL PROCEDURES.**

3.1. Eligibility. All active duty Air Force and civilian members assigned to the 4 ASOG are eligible if they meet the following requirements:

3.1.1. Nominees must not have had an open Unfavorable Information File (UIF) during the nomination period.

3.1.2. Nominees must meet standards IAW AFI 40-502, The Weight and Body Fat Management Program. The new USAF Physical Fitness evaluation will apply in the same fashion when fully implemented.

3.1.3. Nominees in training must be making satisfactory progress.

3.1.4. Nominees must not have received any adverse administrative, non-judicial, or judicial action during the nomination period.

3.1.5. An individual's category of competition is based on the grade held during the majority of the nomination period.

3.1.6. First Sergeants (8F000) are eligible for First Sergeant of the Year category only.

3.2. Categories of Competition.

3.2.1. Airman (Amn): E-1 thru E-4.

3.2.2. Noncommissioned Officer (NCO): E-5 thru E-6.

3.2.3. Senior Noncommissioned Officer (SNCO): E-7 thru E-9.

3.2.4. Logistics Professional: E-1 thru E-8.

3.2.5. First Sergeant: Personnel with PAFSC 8F000. (Annual award only).

3.2.6. Company Grade Officer (CGO): O-1 thru O-3.

3.2.7. Civilian professional, administrative, and technical: GS-9/WG-12/WS8 and above.

3.2.8. Civilian clerical/other: GS-8/WG-11/WS-7 and below.

3.3. Periods of Competition (by calendar year):

3.3.1. Quarterly:

3.3.1.1. 1 January through 31 March.

3.3.1.2. 1 April through 30 June.

3.3.1.3. 1 July through 30 September.

3.3.1.4. 1 October through 31 December.

3.3.2. Annual: 1 January through 31 December.

3.4. Nomination Procedures.

3.4.1. Quarterly and Annual Award Programs.

3.4.1.1. Each squadron and the 4 ASOG Headquarters may nominate one individual in each category. 4 ASOG Headquarters is described as the group staff and 4 ASOG/Detachments 1,2 and 3.

3.4.1.2. All nominations will be prepared on AF Form 1206, Nomination for Award, using bullet statements. Only accomplishments from current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity.

3.4.1.3. Group and Squadron nominations are due to 4ASOG/CSS NLT the second Tuesday in April, July, October, and January for the respective quarterly and annual awards.

3.4.1.4. Selection boards will convene at 1000 hours on the third Tuesday of April, July, October, and January for the respective quarterly and annual awards.

3.4.1.5. Locations of the selection boards will rotate among the group, squadrons, and detachments. The 4ASOG/CEM will determine the rotation plan.

3.4.1.6. Nominations for quarterly and annual awards will be graded under the whole-person concept covering the three sub-categories listed in paragraph 3.5. Quarterly nominations are limited to 15 total lines in standard bullet format. Sub-category titles will be included but will not count against the 15-line limit. A maximum of nine lines are allowed for LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. A maximum of three lines are allowed for the remaining two categories. Annual nominations differ only in that they are submitted on one complete page, one side only, of the AF Form 1206 and there are no limits to the number of lines per category.

3.4.1.6.1. Graded Sub-Categories on AF Form 1206

3.4.1.6.1.1. For AMN, NCO, SNCO, LG Professional, First Sergeant and CGO categories:

#### 3.4.1.6.1.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY

3.4.1.6.1.1.1.1. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

#### 3.4.1.6.1.1.2. SIGNIFICANT SELF-IMPROVEMENT

3.4.1.6.1.1.2.1. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

#### 3.4.1.6.1.1.3. COMMUNITY AND BASE INVOLVEMENT

3.4.1.6.1.1.3.1. Define scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.4.1.6.1.2. Use the following bold headings for each category on the AF Form 1206 for civilian awards.

#### 3.4.1.6.1.2.1. PRIMARY DUTIES/ADDITIONAL DUTIES

#### 3.4.1.6.1.2.2. BASE/COMMUNITY INVOLVEMENT/SIGNIFICANT SELF-IMPROVEMENT

**4. SELECTION BOARDS.** Board members will come from the squadrons and the group staff/detachments. The individual with the best score and who meets selection criteria, after verification and approval by the group commander, will become the group award winner.

#### 4.1. Enlisted Selection Board.

4.1.1. The 4 ASOG/CEM or designated representative will chair all enlisted boards. The enlisted board will consist of at least three senior NCOs from among the 4 ASOG staff and all squadrons. These senior NCOs are expected to be squadron superintendents unless they are competing or unavailable. A senior NCO from a group detachment may represent 4 ASOG staff.

4.1.2. 4 ASOG/LG or designated representative will chair Logistics Professional boards. Board will consist of at least three representatives, one each from 1<sup>st</sup>, 2<sup>nd</sup>, or 4<sup>th</sup> ASOSs. Target group for selecting representatives should be ASOG Chief of Maintenance, 4ASOS Superintendent of Maintenance or senior maintenance personnel from the 1<sup>st</sup> or 2<sup>nd</sup> ASOSs.

#### 4.2. Company Grade Officer and Civilian Selection Board.

4.2.1 The Company Grade Officer and Civilian Selection Board will consist of a board chairperson in the grade of lieutenant colonel or colonel (O5/O6) and at least two field grade officers (O4/O6).

#### 4.3. Selection Board Responsibilities.

4.3.1. All board members will be present at the selection board designated location during the selection process. When circumstances dictate, 4ASOG/CEM may elect to conduct the board at separate locations via Video Teleconferencing System (VTS).

4.3.2. Board members will be provided guidance regarding selection criteria, scoring methods, and other relevant issues by the respective board chairperson.

4.3.3. All board members will score nominations in accordance with guidance contained in attachment 1 upon receipt. Final scoring will be compiled during a face-to-face board at a location determined by the board chairperson (or via VTS, see para 4.3.1). The intent here is to facilitate crosstalk, feedback, and mentorship during the scoring process.

4.3.4. The board chairperson will consolidate scores on the master score sheet (attachment 3), verify potential winners and provide results to 4 ASOG/CC for approval.

4.3.5. The board results will be released by the 4 ASOG/CC or his designee.

4.3.6. Winning packages for each Annual 4 ASOG category will be forwarded to 3 AF in accordance with their direction.

### **5. RECOGNITION.**

5.1. All winners selected by the selection boards will receive the following.

- 5.1.1. A gift.
- 5.1.2. AAFES coupons (enlisted only).
- 5.1.3. Have picture on the group quarterly/annual award winners board.
- 5.1.4 A three-day pass awarded by 4ASOG/CC.
- 5.1.5. Other honors, as appropriate.

**6. OUTSTANDING AIRMEN OF THE YEAR PROGRAMS.** The 4 ASOG Annual Award winners in the enlisted, officer and civilian categories will represent the 4 ASOG as nominees for the Outstanding Airmen, First Sergeant, CGO, and Civilian of the Year. Prepare nominations on the AF Form 1206 according to AFI 36-2805. Use the format for the Twelve Outstanding Airmen of the Year. The AF Form 1206 nomination is limited to single-spaced pages. Include a biography, general information sheet, nomination letter, and statement of intent (enlisted only) as outlined in AFI 36-2805 Special Trophies and Awards and any applicable USAFE and Air Force message.

**7. AIR FORCE REFERENCES.**

- 7.1. AF136-2903, Dress and Personal Appearance of Air Force Personnel.
- 7.2. AFI 40-502, The Weight and Body Fat Management Program.
- 7.3. AFI 36-2805, Special Trophies and Awards.

WILLIAM R. TRAVNICK, Colonel, USAF  
Commander

NOMINATION FOR AWARD		
AWARD Group Quarterly Awards	CATEGORY (if Applicable) Senior NCO	AWARD PERIOD October - December
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt John H. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU USAFE
DAFSC/DUTY TITLE 1A171, NCOIC	NOMINEE'S TELEPHONE (DSN & Commercial) 314-430-7654//496221577654	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE X ASOS/MTS/123 Main Street Campbell Barracks AIN Germany APO AE 09014		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col James A. Madison/314-430-7654//496221577654		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> -Limited to 9 lines on quarterly nomination</p> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b> - Limited to 3 lines on quarterly nomination</p> <p><b>COMMUNITY AND BASE INVOLVEMENT</b> - Limited to 3 lines on quarterly nomination</p> <p>Annual nominations are limited to one full side of the AF Form 1206. There are no limitations to number of lines per category.</p>		

**Attachment 2****SCORING PROCEDURES FOR MILITARY SELECTION BOARDS**

1. Each board member will score the AF Forms 1206.
2. Scoring will be based upon a 1-10 scale, in half-point increments (Attachment 3) for the overall AF Form 1206.
3. On the Master Score Sheet, the board chairperson will annotate each board member's scoring of the nominees.
  - 3.1. More than a two-point difference between one scorer's grade and another on an individual AF Form 1206 is a "split" and must be resolved prior to proceeding.
4. The scores will then be added, and the nominee with the highest total will be the group winner. Board chairperson's vote will determine winner in the event of a tie.
5. All score sheets will be returned to the 4 ASOG/CEM, LG or CD upon completion of board. 4ASOG/CEM, LG, and CD will present their respective board results to the 4 ASOG/CC in the attachment 4 format NLT close of business on the Wednesday following the board.

Attachment 3



# Scoring Scale

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<b>ABSOLUTELY SUPERIOR</b>	<b>10</b>	<b>OUTSTANDING</b>
<b>OUTSTANDING RECORD</b>	<b>9.5</b>	
<b>FEW COULD BE BETTER</b>	<b>9</b>	<b>ABOVE AVERAGE</b>
<b>STRONG RECORD</b>	<b>8.5</b>	
<b>SLIGHTLY HIGHER THAN AVERAGE</b>	<b>8</b>	
<b>AVERAGE</b>	<b>7.5</b>	<b>AVERAGE</b>
<b>SLIGHTLY BELOW AVERAGE</b>	<b>7</b>	
<b>WELL BELOW AVERAGE</b>	<b>6.5</b>	<b>BELOW AVERAGE</b>
<b>LOWEST IN POTENTIAL</b>	<b>6</b>	

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*"Bring Your Courage"*

**Attachment 4****4 ASOG QUARTERLY AWARDS RESULTS - 3rd Quarter**

NOMINEE	RANK	UNIT	BOARD MEMBERS - FINAL RANKING				TOTAL RANKING POINTS
			4ASOG	1ASOS	2ASOS	4ASOS	
<b>AIRMAN</b>							
	SrA	1ASOS	6.5	7.0	7.5	7.0	28
	SrA	2ASOS	8.0	8.0	8.5	7.0	31.5
	SrA	4ASOS	9.0	9.0	8.5	7.5	34
	SrA	4 ASOG	7.0	7.5	7.0	7.0	28.5
<b>NCO</b>							
	SSgt	1ASOS	6.5	7.0	7.5	7.0	28
	SSgt	2ASOS	8.0	8.0	8.5	7.0	31.5
	SSgt	4ASOS	9.0	9.0	8.5	7.5	34
	SSgt	4 ASOG	7.0	7.5	7.0	7.0	28.5
<b>SNCO</b>							
	MSgt	1ASOS	6.5	7.0	7.5	7.0	28
	MSgt	2ASOS	8.0	8.0	8.5	7.0	31.5
	MSgt	4ASOS	9.0	9.0	8.5	7.5	34
	MSgt	4 ASOG	7.0	7.5	7.0	7.0	28.5

XXXX X. XXXXXX, RANK, USAF  
Board Chairperson