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Personnel

**KADENA AIR BASE RECOGNITION
PROGRAM**

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OPR: 18 WG/CCCE (SSgt Jillian Churchill)

Certified by: 18 WG/CC
(Brig Gen Jan-Marc Jouas)

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. This instruction establishes the Kadena Air Base Recognition Program and outlines procedures and responsibilities for the program. This instruction applies to all Air Force personnel, US civilian employees (appropriated and non-appropriated fund), and Local National (LN) employees assigned to Kadena Air Base and serviced by the Civilian Personnel Flight or the Human Resources Office. IMTs administered by this instruction are For Official Use Only once filled and must be protected as such. This publication does not apply to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

New or revised material is indicated by an bar (|).

1. Program Objectives. Recognition of superior performance by our people is of the highest importance. This program must not be used as a substitute for other appropriate Air Force awards. It is primarily an incentive program to recognize outstanding performers. Objectives of this program are as follows:

- 1.1. Provide a base-level program to recognize outstanding achievement and performance by assigned personnel.
- 1.2. Identify personnel who strive for greater responsibility.
- 1.3. Complement unit recognition programs and provide a program for base-wide recognition of outstanding performers.
- 1.4. Identify 18th Wing nominees for the Twelve Outstanding Airmen of the Year and the First Sergeant of the Year Programs.

2. Responsibilities.

2.1. The 18th WG Command Chief Master Sergeant or Representative (18 WG/CCC) will:

2.1.1. Administer the program.

2.1.2. Set suspense for base submissions.

2.1.3. Establish base boards, tally results, and obtain final approval of winners through appropriate command channels.

2.1.4. Convene and brief the base enlisted selection board members on board procedures.

2.2. Group-Level Commanders, 733d Air Mobility Squadron Commander, and 18th Wing Staff will:

2.2.1. Establish a program that conforms to the requirements, intent, and spirit of this regulation to recognize or select their outstanding performers.

2.2.2. Provide an appropriate means of recognition for group-level winners in each category. The 733 AMS/CC will act as OPR for providing an equitable "group-level" selection process for all organizations that do not otherwise fall under a group or wing on Kadena Air Base (which will be called Group 7).

2.2.3. Ensure their group-level representatives' award packages are prepared for higher-level selection boards. The breakdown of groups that may submit one nominee in each category to base-level are: 353d Special Operations Group, 18th Civil Engineer Group, 18th Medical Group, 18th Maintenance Group, 18th Operations Group, 18th Mission Support Group, Group 7, and 18th Wing Staff Agencies.

2.2.4. When requested, appoint board members for base selection boards.

2.3. Unit Commanders will:

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

2.3.2. Provide an appropriate means of recognition for unit winners in each category.

2.3.3. Ensure their unit representatives and award packages are prepared for higher-level selection boards.

2.4. Supervisors will:

2.4.1. Nominate individuals for unit-level recognition who have demonstrated outstanding performance throughout the period of nomination. Supervisory involvement is the cornerstone of this program. The base recognition program begins with supervisors' recognition and nomination at the work center.

2.5. The Kadena Air Base First Sergeants' Group will:

2.5.1. Administer the Kadena Recognition program and coordinate efforts through the 18 WG/CCC and 353 SOG/CCC or their representatives.

2.5.2. Compile nomination folders for the enlisted selection boards.

2.5.3. Coordinate and conduct an appropriate and timely awards ceremony for recognition of all group nominees and base-level winners. Winners will also be recognized by display of photographs in the 18 WG Headquarters.

2.6. The Company Grade Officer Council (CGOC) will:

2.6.1. Compile nomination folders for the officer selection boards.

2.7. The 18 MSS/DPC will administer the civilian recognition boards.

2.7.1. The Kadena Air Base Civilian Performance Awards Committee will serve as the selection board for the quarterly and annual awards.

2.7.2. The Executive Secretary or representative of the Base Civilian Performance Awards Committee will:

2.7.2.1. Provide nomination packages to committee members and tabulate the results of the review.

2.7.2.2. Provide the Kadena First Sergeants' Group Recognition Committee with board results and score sheets.

2.8. The Team Kadena Honor Guard Superintendent or representative will administer the Honor Guard recognition board and prepare nominees to meet the board.

2.8.1. Convene and brief board members on board procedures.

2.8.2. Provide the Kadena First Sergeants' Group Recognition Committee with board results and score sheets.

2.9. The 18 WG/PA will provide publicity support for the program to include the Kadena Shogun articles (when space permits), hometown news releases, etc.

3. Categories of Competition:

3.1. Airman: Personnel in the grades of airman basic through senior airman.

3.2. NCO: Personnel in the grades of staff sergeant through technical sergeant.

3.3. Senior NCO: Personnel in the grades of master sergeant and senior master sergeant, excluding first sergeants (SDI 8F000).

3.4. First Sergeant: Personnel with the Special Duty Identifier of 8F000, annual award only.

3.5. Company Grade Officer: Personnel in the grades of second lieutenant through captain. Captains selected for promotion to major are ineligible.

3.6. Category I: GS-1 through GS-6, and NAF and Japanese National equivalent grades.

3.7. Category II: GS-7 through GS-11, and NAF and Japanese National equivalent grades.

3.8. Category III: GS-12 and above, and NAF and Japanese National equivalent grades.

3.9. Honor Guard Airman: Honor Guard members in the grade of airman basic through senior airman.

3.10. Honor Guard NCO: Honor Guard members in the grade of staff sergeant through technical sergeant.

4. Eligibility.

4.1. Each military nominee must meet the following quality standards.

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

4.1.2. Nominees in training must be making satisfactory progress within their upgrade training.

4.1.3. Nominees must not have received administrative action or non-judicial punishment during the nomination period.

4.2. Commanders will ensure that each civilian nominee meets quality force standards. Nominees must not have received any form of remedial action during the nomination period.

4.3. Nominees must meet the following additional criteria to be eligible in their respective categories:

4.3.1. The nominees must have been assigned to Kadena AB for the following period of time:

4.3.1.1. Quarterly Awards: The entire nomination period.

4.3.1.2. Annual Awards: A minimum of 6 months of the nomination period.

4.3.2. Determination of a military member's category of competition will be based on the grade held during the majority of the nomination period.

5. Periods of Competition (by Calendar Year):

5.1. Quarterly:

5.1.1. 1 January through 31 March.

5.1.2. 1 April through 30 June.

5.1.3. 1 July through 30 September.

5.1.4. 1 October through 31 December.

5.2. Annual: 1 January through 31 December.

6. Nomination Procedures.

6.1. Prepare all nominations on AF IMT 1206 (use most current version), **Nomination for Award**, with an original and eight copies (see [Attachment 2](#) for sample). Only use accomplishments from period of nomination. See paragraphs [7.3.2.](#) through [7.3.2.2.](#) and [7.4.3.](#) for specific headings used on the AF IMT 1206.

6.1.1. Quarterly nominee AF IMT 1206 will be one page, not to exceed 30 lines, including headings. Yearly nominee AF IMT 1206 will be one full page (front side only).

6.2. Group Commanders, IAW [2.2.3.](#), may nominate one individual in each enlisted, officer, and civilian category to base selection boards.

7. Base Selection Boards.

7.1. Appointment. When requested, 18 WG/CV will task units to appoint members for the Company Grade Officers' Selection Board. 18 WG/CCC will task each group to provide members for the Air-

man, NCO, SNCO, and Honor Guard and First Sergeant boards. Board members (except for CGOC) will rotate to ensure fair participation of all units. Normally, no more than one representative from any unit may serve on the same board during a given quarter.

7.2. Composition:

7.2.1. The Airman Selection Boards will be made up of SSgt's or TSgt's from each group, IAW [2.2.3.](#), and chaired by a SNCO.

7.2.2. The NCO Selection Board will be made up of MSgt's or SMSgt's from each group, IAW [2.2.3.](#), and chaired by the ranking SMSgt.

7.2.3. The Senior NCO Selection Board will be made up of CMSgt's or CMSgt selects from each group, IAW [2.2.3.](#), and chaired by the 18 WG/CCC.

7.2.3.1. The Senior NCO Selection Board will also select the First Sergeant of the Year (nomination packages only). If a CMSgt, first sergeant, is available they will also be part of the selection board.

7.2.3.2. Company Grade Officers' Selection Board. This board will be made up of four field grade officers and all 18 WG Group Commanders, 353d SOG, and 733 AMS/CC (their deputy or designated representative in the grade of Col or Lt Col may serve in their absence) and chaired by the 18 WG/CC or CV. Quarterly boards will be nomination packages only. Annual boards will consist of nomination packages and an interview before the board.

7.3. Responsibilities:

7.3.1. Board presidents will preside over sessions of their boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant matters.

7.3.2. The different boards will make selections for each category using the following criteria:

7.3.2.1. Leadership and Job Performance in Primary Duty: The nominee's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness.

7.3.2.2. Significant Self-Improvement: The nominee must show this improvement through off-duty education, achievements in professional and/or cultural societies/associations, development of creative abilities, and so on.

7.3.2.3. Base and Community Involvement: The nominee must contribute tangibly or intangibly to the military community's welfare, morale, or status.

7.3.2.4. Scoring of Packages: Board members will consider the three major categories (listed above) and assign a score based on "whole person concept". Each board member scores each package using a 6 to 10 point scale and half-point increments are allowed. Based on these scores, each board member rank orders their score sheet from number 1 to the last number and turns their sheet into the President of the board. The President of the board reviews score sheets and then adds the rankings for each nominee. The lowest score would then be the recommended winner. See [Attachment 3](#) sample score sheet. Once board is complete, file score sheets in members' Personnel Information Files.

7.3.3. Company Grade Officer of the year Selection Board will include scored nomination packages and an interview score.

7.3.3.1. Nominees' written nominations (AF IMT 1206) will be scored prior to the interview board according to paragraph 7.3.2. and all nominees will be interviewed.

7.3.4. A Representative of the CGOC will:

7.3.4.1. Ensure nominees appear before the squadron and group boards in the order established.

7.3.4.2. Brief nominees on board process and what is expected of them.

7.3.4.3. Assist the board president during the session, if required.

7.4. The Kadena Air Base Civilian Performance Awards Committee will make selections for each civilian category using the following criteria:

7.4.1. Leadership and Job Performance in Primary Duty: Describe significant leadership accomplishments and how well the nominee performed assigned primary and additional duties.

7.4.2. Significant Self-Improvement: Show how the nominee 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.

7.4.3. Base or Community Involvement: Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, religious organizations, etc.

7.5. Voting. All committee members will be voting members. The recorder and executive secretary positions are non-voting.

8. Recognition.

8.1. Winners selected by base selection boards and the Kadena Air Base Civilian Performance Awards Committee will be recognized at the Kadena Air Base Awards Ceremony. Furthermore, winners will receive publicity in the Kadena Shogun (when space permits), hometown news releases, etc.

8.2. Quarterly and annual award recipients will have their picture displayed on the Winners Board located at the 18 WG Headquarters building.

8.3. The Kadena First Sergeants' Group will ensure the winners in each category receive appropriate symbols of recognition.

9. Relationship of Kadena Air Base Annual Recognition Program to Higher-Level Awards.

9.1. The Kadena Air Base annual award recipients will be selected without regard to unit of assignment. However, in the event the award recipient is not assigned to the 18th Wing, the 18th Wing nominee placing highest in each category will compete at the Numbered Air Force level under the Twelve Outstanding Airmen of the Year Program.

9.2. Release of Results. Under no circumstances will base selection board results be released without the approval of the 18 WG/CC.*9.3. The top 18th Wing nominee in the Company Grade Officer of the Year, and Civilian Employees Category I and II competition will also be the wing nominees to compete at the Numbered Air Force Level in their respective category.

10. Forms adopted: AF IMT 1206, Nomination for Award is adopted for the purposes of this instruction.

11. Records Management: Board Score Sheet (page 8) will be maintained and disposed of according to Records Disposition Schedule Table 36-12 Rule 2.00.

JAN-MARC JOUAS, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*

Abbreviations and Acronyms

Amn—Airman

AF—Air Force (as used on forms and IMTs)

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

CDC—Career Development Course

CGO—Company Grade Officer

CGOC—Company Grade Officer Committee

EPR—Enlisted Performance Report

IMT—Information Management Tool

LN—Local National

NCO—Non-Commissioned Officer

OPR—Office of Primary Responsibility

PA—Privacy Act

SNCO—Senior Non-Commissioned Officer

UIF—Unfavorable Information File

WG—Wing

Attachment 2

QUARTERLY SAMPLE AF IMT 1206

NOMINATION FOR AWARD		
AWARD Kadena Air Base Quarterly Awards (SEE NOTE 1)	CATEGORY (If Applicable) Amn (SEE NOTE 2)	AWARD PERIOD SEE NOTE 3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C John J. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE 2A051/Aircraft Maintenance Crew Chief	NOMINEE'S TELEPHONE (DSN & Commercial) DSN:315-632-1234 COMM: 011-81-6117-34-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 18 EMS/MXM, Kadena Air Base, Japan/APO AP, 96368-5141		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jack A. Pepperman/DSN: 634-5678 COMM: 011-81-6117-34-5678		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none"> - The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increase mission effectiveness during current award period <p>SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the award period <p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status during the award period 		
<p>Notes:</p> <ol style="list-style-type: none"> 1. Wing Quarterly: use "Kadean Air Base Quarterly Awards" "Kadena Air Base Annual Awards" 2. Enter: Amn, NCO, SNCO, CGO, Fst Sgt Civ Cat I, Civ Cat II, Civ Cat III Honor Guard Amn, NCO, SNCO, CGO 3. Quarterly: 1 Jan - 31 Mar 03 or 1 Apr - 30 Jun 03 or 1 Jul - 30 Sep 03 or 1 Oct - 31 Dec 03 Annual: 1 Jan - 31 Dec 03 		
<ul style="list-style-type: none"> * USE THE ABOVE CATEGORIES FOR BOTH THE QUARTERLY AND ANNUAL PROGRAMS * Scoring is based on whole person concept using a 6 through 10 scale with .5 increments. * Quarterly nominations will be limited to 30 lines which include the 3 headings. * Annual Award nominations will be one full page, front side only. * No space between lines and headings (as shown). * Do not bold any items in the identification block. * Indent and align all bullet statements (as shown). For subordinate level items, indent each line accordingly. * Use IMT AF Form 1206, 20000701 (IMT-V2). 		

AF IMT 1206, 20000701 (IMT-V2)

PREVIOUS EDITION IS OBSOLETE

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