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Personnel

**COMMUNICATIONS AND INFORMATION
MANAGEMENT AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program* and AFI 36-2845, *Communication and Information Annual Awards Program*. It establishes guidance for the Quarterly Kadena Air Base (AB) Outstanding Information Management (IM) awards and the annual Communications and Information Professionalism awards. The objective is to recognize outstanding professional performance and the significant contributions of information management. This instruction applies to 18th Wing and associate units at Kadena AB. This publication does not apply to the Air National Guard or US Air Force Reserve.

1. Purpose of Award.

- 1.1. Enhance the visibility of our information management (IM) and other communications and information (C&I) career field personnel and their contributions to the mission.
- 1.2. Recognize those individuals who demonstrate exceptional leadership, initiative, strive to improve mission accomplishment, working conditions, management procedures, and are involved in self-improvement.
- 1.3. Create an atmosphere for cross feed among C&I functions and encourage teamwork.
- 1.4. Generate commander and supervisor awareness and support of the annual C&I Professionalism awards.

2. Responsibilities.

- 2.1. Unit commanders and supervisors of C&I personnel, at all levels, must be familiar with this program. Their continuous support is essential to the program's success.
- 2.2. The Base IM Functional Manager, 18 CS/SCX, will:
 - 2.2.1. Control and administer the enlisted quarterly and annual C&I awards program.

2.2.2. Appoint a board president and convene a board of individuals qualified in C&I management to evaluate nominations and select winners. The selection board will consist of C&I managers from across the base.

2.2.3. Provide a scoring key to be used by each board to achieve consistency in the awards program.

2.2.4. Validate and approve board proceedings.

2.3. The Base Communications and Information Systems Officer, 18 CS/CC, will:

2.3.1. Control and administer the officer annual C&I awards program.

2.3.2. Appoint a board president and convene a board of individuals qualified in C&I management to evaluate nominations and select winners.

2.3.3. Validate and approve board proceedings.

3. Eligibility.

3.1. Quarterly Awards. Each group assigned to Kadena AB, including associate organizations, may nominate one information manager (3A0X1 or junior civilian equivalent) in each nomination category listed below.

3.2. Annual Awards. Each group assigned to the 18th Wing may nominate one 2EXXX, 3A0X1, 3C0X1, 3V0X1, 8M000, 33XX, 61XX, or 62XX in each nomination category listed below.

3.3. Military and civilian nominees will not have adverse personnel actions, i.e., a letter of admonishment, or reprimand, Article XV, an unfavorable information file, or be in Phase I of the Weight and Body Fat Program during the nomination period.

4. Nomination Categories.

4.1. Airman (AB to SrA).

4.2. NCO (SSgt to TSgt).

4.3. SNCO (MSgt to SMSgt).

4.4. Junior Civilian (GS-1 to GS-6, LN & NAF Equivalent).

4.5. 2EXXX personnel performing comm-electronics system duties in systems support, quality control, systems staff support, networking policy & procedures; telephone policy; network voice integration into networks; and the like are qualified for these awards. [Annual award only.]

4.6. Civilian Supervisor (GS-7 to GS-11, LN & NAF Equivalent). [Annual award only.]

4.7. Civilian Manager (GS-12 to GS-15, LN & NAF Equivalent). [Annual award only.]

4.8. CGO (Lt to Maj-Selects). 61XX or 62XX officers performing in communications and information operations and missions are qualified for this award. [Annual award only.]

4.9. FGO (Maj to Lt Col not selected for Col). 61XX or 62XX officers performing in communications and information operations and missions are qualified for this award. [Annual award only.]

5. Nomination Process.

5.1. Each squadron will select one winner for each category and submit nominations to their group. The group in turn will select one winner for each category to be represented at the wing board. The group will submit nominations under one cover memorandum, signed by the group commander or their designated representative (see [Attachment 1](#)) to the wing board. The group in-turn will select one winner for each. The memorandum must list all nominees by name and category.

5.2. Submit AF Form 1206, **Nomination for Award**, for all nominations no later than the 10th calendar day proceeding the last month of the quarter (for example, Jan – Mar is due the 10th of Apr). Quarterly nominations require 18 lines maximum for SNCO, 15 lines maximum for NCO and junior civilian, and 12 lines maximum for airmen (not including headings). Annual nominations require one full page, front-side only.

5.3. The selection board will rate on a maximum 10-point scale with ½ point intervals. A 3-point disagreement on a score (up or down) will be discussed and decided by the board president if board members cannot make resolution. The board president will recommend winners to the Base IM Functional Manager.

6. Nomination Contents.

6.1. Use the headings as outlined in [Attachment 2](#) to this instruction. Recommended areas to highlight include: Overall achievement, impact of the contributions, circumstances that made tasks difficult, and accomplishments demonstrating a unique level of resourcefulness, innovativeness, or capability.

6.2. Include leadership abilities and management experiences which directly correlate to IM support.

6.3. Do not include information on community contributions, past or current awards, professional military or civilian education, or other extraneous information.

7. Presentation.

7.1. Winners of the Quarterly IM Award will be announced at the quarterly IM Forum and presented a certificate signed by the base IM Functional Manager and the Communications and Information Systems Officer (18 CS/CC).

7.2. Winners of the Annual Communications and Information Professionalism awards will be announced at an 18th Wing award ceremony and presented a plaque from the 18th Wing Commander.

JEFFREY A. REMINGTON, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**SAMPLE NOMINATION LETTER**

MEMORANDUM FOR 18 CS/SCX

FROM: 18 OG/CC

SUBJECT: Information Manager of the Quarter Award

1. (Enter grade(s) and name(s)) is/are nominated for the award of the Quarterly Outstanding Information Manager Award.
2. Subject individual(s) is/are in good standing, well qualified for said award, and:
 - a. Does not have quality force indicators. Specifically, they did not receive a LOA, LOR, or have an active UIF during this period.
 - b. Is/is not in Phase I of the Weight and Body Fat Program.
 - c. Rating on the last EPR was at least a "5" in section IV for military and at least "Fully Successful" on last appraisal for civilians.
3. Please refer questions about attached nomination justification to (group 3A0XX personnel manager) at (phone number).

JOHN A. DOE, Lt Col, USAF
Commander

Attachment 2

SAMPLE AF COMMUNICATIONS & INFORMATION INDIVIDUAL AWARD

Figure A2.1. Sample AF Form 1206.

NOMINATION FOR AWARD		
AWARD Air Force Communications and Information Award	CATEGORY (if Applicable) 3A / NCO	AWARD PERIOD 01 Jan - 31 Dec 03
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt / Jane D. Doe (also provide "go-by" name)	SSN (Enter Last 4 Only) 1234	MAJCOM, FGA, OR DRU AMC
DAFSC/DUTY 3AXXX / Work Group Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 756-7013 / CMCL (618) 256-7013	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 375th Communications Squadron / SCY / 23 Charles Street / Scott AFB IL / 62225-5000		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col / Frederick R. Smith / DSN 576-2033 / CMCL (618) 256-2033 / org email address		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>MAJOR ACHIEVEMENTS: (Min 40 - Max 70 points)</p> <ul style="list-style-type: none"> - Describe the nominee's significant accomplishments and how the nominee excelled while providing support to the organization, the wing, command, Air Force, or DoD objectives and missions <ul style="list-style-type: none"> -- Discuss what made the achievement unique from similar tasks--how the nominee improved procedures used for communications and information programs, etc., and how the nominee used creativity in promoting new or improved methodologies used in work areas or activities - Describe the nominee's technical and administrative skills and how the nominee applied these abilities to the performance of his or her functional responsibilities <ul style="list-style-type: none"> -- Identify what needs the nominee addressed, the targeted audience, and how he or she served customers <ul style="list-style-type: none"> --- Focus on the value of the achievement--moderate, substantial, high, or exceptional--and its extent of application--limited, extended, broad, or general--discussing the quality of performance, products, and service; the extent and scope that the nominee's work affected; and the results of his or her actions -- Highlight circumstances that made tasks difficult--the challenges the nominee faced and how the nominee overcame them, identifying any improvements made to existing procedures used, and how the improvements lessened the difficulty of the task and benefited operations <ul style="list-style-type: none"> --- Focus on the nominee's resourceful innovations--independent thought and imagination--how management officials accepted the nominee's ideas and how the nominee implemented changes -- Identify any net savings the nominee's efforts produced (use actual figures, not percentages or terminology such as "staff doubled") <p>LEADERSHIP ABILITIES AND MANAGEMENT EXPERIENCES: (Min 17 - Max 25 points)</p> <ul style="list-style-type: none"> - Describe the leadership and work experiences that set the nominee apart from others of equal or higher rank (or) grade <ul style="list-style-type: none"> -- Discuss how the nominee used his or her leadership and management abilities during his or her daily performance and how the nominee's ability to plan, control, and document projects impacted on both the work center and (or) unit -- Focus on how he or she may have fostered the growth and development of others or served as an inspiration to others <p>OTHER ACCOMPLISHMENTS: (Min 3 - Max 5 points)</p> <ul style="list-style-type: none"> - Discuss any other significant acts that benefited the Air Force communications and information programs <ul style="list-style-type: none"> -- Address any awards given to the individual during the award period of service but only those awards granted for acts that occurred during the award period service (1 Jan-31 Dec) <ul style="list-style-type: none"> --- Quarterly awards and special act or service awards granted for short-term endeavors [one time, nonrecurring acts] qualify in this instance <ul style="list-style-type: none"> ---- Provide the date(s) the award was granted and the period of recognition --- Do not address those awards given for outstanding service achievements, such as commendation medals, exemplary or meritorious service medals, etc. - Do not discuss degrees or educational courses, seminars, etc., or community and cultural activities 		

Do not exceed line requirements in Section 5.2.