

10 JUNE 2004



Personnel

**AIR FORCE RECRUITING SERVICE AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. The purpose of this instruction is to acknowledge and encourage outstanding individual and team achievement and performance for active duty Air Force military and DoD civilian personnel assigned to the Air Force Recruiting Service (AFRS). It identifies responsibilities, establishes funding and accountability guidance, and describes nomination, eligibility, selection, and award recognition procedures for the AFRS Fiscal Year Awards Program, the AFRS Calendar Year Awards Program, and annual Air Force Specialty Code (AFSC)-based Awards. It addresses the commander's special incentive programs and the Senior and Master Recruiter Badge Program, which recognize outstanding production recruiters.

This instruction replaces guidance found in AETCI 36-2804, 6 Nov 98. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Disposition Schedule (RDS). This publication does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. **Attachment 1** contains a glossary of references and supporting information.

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1. Recruiter Badge. The Recruiter Badge is awarded to individuals who complete the recruiter course. The badge is worn until their tour with AFRS is completed. Non-8R000 assigned to AFRS (staff officers, support, system administrators, etc.) also wear the badge during their tour of duty.

2. Responsibilities. Commanders and supervisors at all levels must ensure all awards programs are meaningful and cost-effective.

2.1. Air Force Recruiting Service Commander (HQ AFRS/CC):

2.1.1. Has approval authority over board recommendations for all AFRS-level award recipients.

2.1.2. Presents awards at appropriate recognition ceremonies as schedule permits.

2.2. The Air Force Recruiting Service Office of Public Affairs (HQ AFRS/PA). HQ AFRS/PA publishes quarterly and annual award winners in the Recruiter magazine.

2.3. The AFRS Command Standardization and Training Branch (HQ AFRS/RSOT). HQ AFRS/RSOT is the office of primary responsibility (OPR) for the Recruiting Service Fiscal Year Awards Program. HQ AFRS/RSOT will:

2.3.1. Provide the overall direction and management of the Fiscal Year Recruiting Awards program for personnel at all levels.

2.3.2. Select board members. Board members may be comprised of headquarters (HQ), recruiting group (RCG), and/or squadron personnel.

2.3.3. Instruct board members on selection process, grading, and feedback to the nominees.

2.3.4. Collect **ALL** AF IMT 1206, **Nomination for Award**, from board members.

2.3.5. Forward names of recommended selections to AFRS/CC for review, approval, and announcement.

2.3.6. Procure and distribute fiscal year awards as required.

2.4. The AFRS Analysis Branch (HQ AFRS/RSOA). HQ AFRS/RSOA tracks AFRS competition programs and provides results to HQ AFRS/RSOT as needed for award programs.

2.5. The AFRS First Sergeant (HQ AFRS/CCF). HQ AFRS/CCF serves as the OPR for the Recruiting Service Calendar-Year Awards. The AFRS/CCF will:

2.5.1. Provide overall direction and management of the AFRS Calendar Year Annual and Quarterly Award process.

2.5.2. Select board members:

2.5.2.1. Composition for military board will be the following: Airmen (3 – noncommissioned officers [NCO]), NCO (3 –senior NCO [SNCO]), SNCO (3 – chief master sergeants [CMS-gts]), and company grade officers (CGO) (3 - CGO).

2.5.2.2. Composition for civilian board members will include no less than three members which may be comprised of civilians of a grade higher than the category being scored and/or CGOs. Board members may be comprised of HQ, group, and/or squadron personnel.

2.5.3. Instruct board members on selection process, grading, and feedback to the nominees.

2.5.4. Collect all AF IMT 1206 from board members.

2.5.5. Forward names of recommended selections to AFRS/CC for review, approval, and announcement.

2.5.6. Procure and distribute calendar-year annual awards as required.

2.6. Recruiting Service Command Section Staff (HQ AFRS/CSS). HQ AFRS/CSS will coordinate all board activities to ensure selection of AFRS nominees in time to meet all higher headquarters suspense. AFD 36-28, *Awards and Decorations Programs*, and AFI 36-2805, *Special Trophies and Awards*, provide specific guidance for selection and nomination for these awards. HQ AFRS/CSS will procure and distribute these awards as required. HQ AFRS/CSS is the OPR for the following AFSC-based awards:

2.6.1. Logistics NCO of the Year.

2.6.2. Personnel NCO of the Year.

2.6.3. Financial Manager NCO of the Year.

2.6.4. Information Management NCO of the Year.

2.6.5. Information Systems NCO of the Year.

2.6.6. Outstanding Public Affairs NCO of the Year.

2.6.7. Outstanding Broadcast NCO of the Year.

2.7. The Recruiting Group (RCG) Commanders will:

2.7.1. Monitor and review their awards programs to ensure compliance with this instruction.

2.7.2. Develop timely and cost-effective awards programs that reflect current fiscal year priorities.

2.7.3. Help recruiting squadrons (RCS) develop timely and cost-effective awards programs that support mission requirements.

2.7.4. Validate all production data and also submit AFRS award nominations by the designated date.

2.7.5. Publish a process for selecting their nominees to the AFRS board.

2.7.6. Submit nominations to HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT (as appropriate) by suspense date. Each nomination package will include an AF IMT 1206. Calendar-year and AFSC-based annual nominations must also include a records review report of individual personnel (RIP), biography, and any other award requirements detailed in AFI 36-2805, AFD 36-28, or higher headquarters message. A nomination memorandum letter addressed to HQ AFRS/CC will also accompany these nominations. See [Attachment 2](#) for an example.

2.8. Squadron Commanders/First Sergeants will:

2.8.1. Monitor and review awards programs to ensure compliance with this instruction. Support and monitor flight incentive awards programs.

2.8.2. Ensure and maintain the integrity of the goal allocation process. Do not give or trade reservation credit from one recruiter or flight to another.

2.8.3. Review nomination packages for quality and format. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Include only those accomplishments completed during the award period. Education of a continuing nature carried into the quarter may be annotated.

2.8.4. Submit nominations to the respective group by the appropriate suspense date. Each nomination package will include as a minimum an AF IMT 1206. Annual calendar-year and AFSC-based award nominations (for example, NCO of the Year; Personnel NCO of the Year) must also include a Records Review RIP, biography, and any other award requirements detailed in AFI 36-2805, AFD 36-28, and by higher headquarters message. A nomination memorandum addressed to the RCG/CC will accompany all annual award nominations. See [Attachment 2](#) for an example.

2.9. Board Members will:

2.9.1. Perform board duties as directed by HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT. Except for AFRS Headquarters Calendar-Year Annual Awards, members do not physically meet a board. This will be a records review only.

2.9.2. Forward recommendations to HQ AFRS/CCF, HQ AFRS/CSS, or HQ AFRS/RSOT (as appropriate) for review and HQ AFRS/CC approval. This is privileged information and the final results will be released by AFRS/CC or designated representative.

3. Funding and Accountability:

3.1. Per AFRSI 65-601, *Air Force Recruiting Service (AFRS) Budget and Financial Management*, financial management, a function of command, is decentralized to the maximum extent possible. However, to ensure consistency in the quality and quantity of awards purchased throughout AFRS, the awards program must be managed closely to prevent excessive expenditures for awards. Make every effort to bulk-purchase awards through General Services Administration (GSA) suppliers. Do not use appropriated funds to purchase such items as going away and retirement plaques.

3.2. According to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, trophies, plaques, emblems, certificates, and similar items that are designed for display purposes are considered awards. Under the purview of this regulation and for production incentive awards only, HQ AFRS, groups, and squadrons may purchase merchandise in place of awards for quarterly and annual awards, and any special incentive programs approved by commanders at all levels.

3.2.1. The Comptroller General considers jackets, medals, rings, briefcases, belt buckles, coins, etc., as merchandise; AFI 65-601 limits cost of merchandise to \$50 or less. These items must display an approved activity logo (such as AFRS). Upon presentation, an individual award becomes the personal property of the recipient.

3.2.2. An individual may not receive two items at the same level for winning a particular award. For example, if a person wins Top Recruiter, he/she may not receive additional plaques or merchandise type awards (recruiting watch, briefcase, pen and pencil set, etc.) for the same accomplishment. Additional awards may come from higher headquarters.

3.3. The recommended total budget for each RCS fiscal year (FY) awards program should not exceed \$45 for each authorized person as of the first of the FY (for example: 1 October, 100 authorized [military and civilian] personnel; total 100 x \$45 = \$4,500). The total budget for each RCG FY awards

program should not exceed \$20 for each authorized person as of the first of the FY (for example: 1 October, 14 authorized [military and civilian] personnel at the RCG and 600 authorized [military and civilian] personnel from all RCS within the RCG; total 614 x \$20 = \$12,280). Suggested cost ceilings for each award are: annual-\$80; quarterly-\$60; and monthly-\$50. Track costs associated with enhancements (framing, engraving, and certificates) and include them as part of the individual awards recommended limitation. Keep documentation on all expenditures.

3.4. RCG and RCS commanders will appoint an awards program manager to monitor the issuance of trophies and other awards. He/she will devise and maintain a local inventory listing of all awards. The listing must show the starting balance, nomenclature of the award, manufacturer's part number, balance, recipient, and why the award was presented.

4. Commander's Special Incentive Programs. The AFRS/CC may initiate incentive programs throughout the year to support special needs of AFRS. Additionally, AFRS/CC (or designated representative) may recognize individuals or contributions to the success of the AFRS mission with the award of the AFRS medallion (coin) or pewter plate. Individuals recognized may come from the Air Force, any government agency, or the civilian sector. RCG and RCS commanders may initiate similar programs at their discretion.

5. Recruiting Service FY Awards:

5.1. **Attachment 3** lists the authorized FY annual awards for AFRS, RCG, and RCS. Commanders will ensure the award matches the level of accomplishment.

5.1.1. The RCS commander will limit the number of squadron-level awards issued at the annual banquet to the following: Top Flight Chief, Top Recruiter, Top Enlisted Accessions Recruiter, Top Rookie Recruiter, Top Officer Accessions Recruiter, Top Enlisted Accessions Program (Flight), Top Support NCO (8R000), Top Support NCO (Non 8R000), Spouse of the Year, CC Achievement Award, CCU Achievement Award, First Sergeant Achievement Award, and CC Significant Improvement Award. **NOTE:** The CC and CCU Achievement Awards, and the First Sergeant Achievement Award, are effort-based awards for any member or team in the squadron. The CC Significant Improvement Award is also an effort-based award for a flight chief or production recruiter only. Each RCG and RCS may award one at their level.

5.1.2. Awards may be procured locally; however, comparative pricing through a central location may offer cost savings. See **Attachment 4** for suggested types of award. Present awards in the following order: RCS, RCG, and AFRS. Senior, Master Recruiting Badge, and Olympiad Medals are considered AFRS-level awards. The Master Recruiting Badge is the final award presented at the banquet. (See **Attachment 5**).

5.1.3. Award the Top Flight Recruiter Award for each flight, quarterly awards, and other emphasis awards at appropriate opportunities during the annual training conference.

5.2. AFRS awards are presented to the command's top performers.

5.2.1. When an RCS commander gives a recruiter a letter of reprimand or disciplinary action of a greater degree, the commander must make a written recommendation to the RCG commander on the eligibility of the recruiter for any awards for that FY. The appropriate commander will make a determination and forward a copy to Investigations and Inquiries (AFRS/IGQ) for filing. If ren-

dered ineligible for any AFRS award, the RCS commander will notify AFRS/IGQ by memorandum through the RCG commander.

5.2.2. A commander should not bypass an individual being considered for an award (keep in mind that an individual is innocent until proven guilty). In such cases, the prudent track would be to delay making a decision on the award until the investigation is closed (if is possible).

5.2.3. If a designated award winner comes under investigation for an allegation occurring during the period of award, the award will be withheld pending the results.

5.3. AFRS presents squadron, flight, branch, and individual awards. [Attachment 3](#) lists all awards and criteria pertaining to each award.

6. Recruiting Service Calendar Year Awards. In conjunction with AFRS 36-28 and AFI 36-2805 this instruction establishes the procedures for the AFRS Calendar Year Awards Program. It provides guidance for recognizing outstanding company grade officers, enlisted personnel, and civilian employees assigned to AFRS. This instruction applies to all personnel assigned to AFRS and subordinate units. The following AFRS awards are based on calendar year nominations: Company Grade Officer of the Year, SNCO of the Year, NCO of the Year, Airman of the Year, Civilian of the Year (CAT I-III), and First Sergeant of the Year.

6.1. AFRS Quarterly Award Categories:

6.1.1. Company Grade Officer (CGO—second lieutenant through captain).

6.1.2. Senior Noncommissioned Officer (SNCO—master sergeant through chief master sergeant).

6.1.3. Noncommissioned Officer (NCO—staff sergeant and technical sergeant).

6.1.4. Airman (Airman—Airman basic through senior Airman).

6.1.5. Civilian Category I (Junior Level—GS-1 through GS-6).

6.1.6. Civilian Category II (Intermediate Level—GS-7 through GS-10; HQ only).

6.1.7. Civilian Category III (Senior Level—GS-11 and above; HQ only).

6.2. AFRS Annual Award Categories:

6.2.1. Company Grade Officer (CGO—second lieutenant through captain).

6.2.2. Senior Noncommissioned Officer (SNCO—master sergeant through chief master sergeant).

6.2.3. Noncommissioned Officer (NCO—staff sergeant and technical sergeant).

6.2.4. Airman (AMN—Airman basic through senior Airman).

6.2.5. First Sergeant (diamond-wearing first sergeants).

6.2.6. Civilian Category I (Junior Level—GS-1 through GS-6).

6.2.7. Civilian Category II (Intermediate Level—GS-7 through GS-10; HQ only).

6.2.8. Civilian Category III (Senior Level—GS-11 and above; HQ Only).

7. General Information:

7.1. **Nominees.** All nominees must epitomize the whole-person and/or whole-career concept. Military nominees must not have negative quality force indicators, for example, reprimands, unfavorable information files (UIF) entries, or control roster actions. Civilian nominees must not have current disciplinary action. **NOTE:** This list is not all inclusive. Ensure to nominate only those deserving of these awards.

7.2. **Category.** Each group and HQ AFRS may nominate one individual per category. All nominees must meet eligibility requirements listed above.

7.3. **Due Date.** Each group and HQ AFRS will forward AFRS-level calendar year quarterly award nominations to HQ AFRS/CCF by the 25th of the month, following the end of the quarter. The suspense for calendar year annual awards will be determined to meet higher headquarters deadlines. The suspense for fiscal year annual awards will be set by AFRS/RSOT each year in order to meet timelines for presentation of awards at annual training conferences. Submission dates for the HQ AFRS-only selection boards will be determined as local Randolph AFB officials set the required dates for nomination submission.

7.4. Eligibility:

7.4.1. **Quarterly.** Award nominees must have been assigned to AFRS for a minimum of 60 days during the period for which they are nominated.

7.4.2. **Annual.** Individuals submitted for annual awards do not have to be quarterly award recipients. Nominees will compete in the category for which they held their grade the longest period (for example, a senior Airman who is promoted in October to staff sergeant, would compete in the Airman of the Year category for that year). HQ AFRS and each recruiting group may submit one nomination in each category to compete for an annual award. Airman, NCO, and Senior SNCO annual award winners will be AFRS nominees to HQ AETC for 12 Outstanding Airmen of the Year competition.

7.4.2.1. Calendar Year award nominees must have been assigned to AFRS for 6 months of the year for which they are being nominated.

7.4.2.2. Fiscal Year award nominees must have been assigned to AFRS for 9 months of the fiscal year for which they are nominated.

7.4.3. **First Sergeant of the Year.** Established by the Air Force, this award recognizes the important contributions and leadership qualities exhibited by Air Force members in their first sergeant career field. Nominees must have held the 8F000 AFSC for 6 months, and have a minimum of 6 months on station. Nomination suspense timelines will be sent to the field each calendar year.

8. Selection Process:

8.1. All nominees will be evaluated by a records review. The current sample AF IMT 1206 and board score sheets will be posted on the HQ AFRS/RSOT Web site at <http://www.rs.af.mil/rsot>. **Attachment 6** offers guidance for completing the AF IMT 1206.

8.2. Competition will be conducted using award nomination input on AF IMT 1206. Board members will individually score nomination packages using standardized score sheets, and submit to HQ AFRS/CCF or RSOT, as appropriate, for review. See **Attachment 7** for a specific scoring guidance

for the Squadron Customer Service Award. AFRS/CC is final approving authority for all AFRS level awards.

9. Recognition. All award winners will be recognized at a formal recognition ceremony if possible. As a minimum, the AFRS/CC or designated representative will forward each AFRS level award category winner a congratulatory letter and an award memento purchase with appropriated funds.

10. IMTs Prescribed. AFRS IMT 1323 and AFRS IMT1324.

11. IMT Adopted. AF IMT 1206.

ROBERTUS C. N. REMKES, Brigadier General, USAF
Commander

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

AFPD 36-28, *Awards and Decorations Programs*

AFI 36-2805, *Special Trophies and Awards*

AFMAN 37-123, *Management of Records*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

AFRSI 65-601, *Air Force Recruiting Service (AFRS) Budget and Financial Management*

Abbreviations and Acronyms

AFRS—Air Force Recruiting Service

AFRS/CC—Air Force Recruiting Service Commander

AFRS/CCU—Air Force Recruiting Service Superintendent

AFRS/IGI—Air Force Recruiting Service Inspector General Investigations

AFSC—Air Force specialty code

AMN—Airman

BMT—basic military training

BSC—Biomedical Sciences Corps

CCF—first sergeant

CSS—command section staff

CGO—company grade officer

CONOPS—conventional operations

DC—Dental Corps

DCHPSP—Dental Corps Health Professions Scholarship Program

EA—enlisted accessions

EAC—enlisted accession competition

EAD—extended active duty

ETP—exception to policy

FY—fiscal year

GPA—grade point average

GSA—General Services Administration

HP—health professions

HPSP—Health Professions Scholarship Program
HQ—headquarters
HQ AFRS/RSO—HQ Air Force Recruiting Service Operations Division
HQ AFRS/RSOA—HQ Air Force Recruiting Service Analysis Branch
LNCO—liaison noncommissioned officer
MC—Medical Corps
MEPS—military entrance processing station
MSC—Medical Service Corps
NC—Nurse Corps
NC Spec—Nurse Corps specialist
NET RES—net reservation
NCO—noncommissioned officer
NPS—nonprior service
OA—officer accession
OAC—officer accession competition
OPR—office of primary responsibility
RCG—recruiting group
RCS—recruiting squadron
RIP—report of individual personnel
ROTC—Reserve Officer Training Corps
RTP—recruiter transition program
SNCO—senior noncommissioned officer

Attachment 2**SAMPLE NOMINATION MEMORANDUM**

MEMORANDUM FOR AFRS/CC

20 Jan XX

FROM: 3XX RCG/CC

SUBJECT: Nominations for Quarterly Awards (1 Oct XX–31 Dec XX)

1. Our nominees for last quarter's AFRS awards follow. These individuals meet the qualification criteria outlined in the AFRS Quarterly Awards Program.
2. I certify that each member's PIF does not contain any derogatory information.

AMN of Qtr	Rank	Name
NCO of Qtr	Rank	Name
SNCO of Qtr	Rank	Name
CGO of Qtr	Rank	Name
Civilian of Qtr	Grade	Name

//SIGNED//

MIKE A. SMITH, Colonel, USAF
Commander, 3XXth Recruiting Group

Attachments

AF IMT 1206, **Nomination for Award**

Attachment 3

AUTHORIZED FISCAL YEAR ANNUAL AWARDS

A3.1. Fiscal Year (FY) Annual Awards. [Table A3.1.](#) lists all FY annual awards authorized during the annual conference. All categories and criteria are listed. HQ AFRS/RSOT is the point of contact for all matters related to FY awards. Use the most current AF IMT 1206 for nominations. Awards requiring a nomination are identified. A panel of AFRS senior staff members reviews each nomination package, and recommends award winners to AFRS/CC.

Table A3.1. Authorized Annual Awards.

I T E M	A	B	C	D	E	F	G
	Award Type			Award Level			
	Category	Individual	Team (Note 1)	RCS	RCG	HQ AFRS	Nomination Requirements
1	Top Recruiter	x		x	x	x	AF IMT 1206. Selected by the commander.
2	Top Enlisted Accessions Recruiter	x		x	x	x	AF IMT 1206. Selected by the commander. Recruiter must achieve all assigned goals.
3	Top Officer Accessions Recruiter	x		x			AF IMT 1206. Selected at squadron level only by the commander from the Top HP and Top Line Officer Recruiter.

I T E M	A	B	C	D	E	F	G
	Award Type			Award Level			
	Category	Individual	Team (Note 1)	RCS	RCG	HQ AFRS	Nomination Requirements
4	Top Health Professions Recruiter	x			x	x	AF IMT 1206. Selected by the commander. Recruiter must have achieved all annual assigned goals. (If part of a medical team and no individual goals assigned, recruiter can only be nominated if he/she meets all individually assigned quarterly and annual targets/expectations.)
5	Top Line Officer Recruiter	x			x	x	
6	Top Rookie Recruiter	x		x	x	x	AF IMT 1206. Selected by the commander. The recruiter must have achieved all assigned annual goals. Based on nominee's first 12 months of production. The first month of production begins when they receive the 3 rd month RTP goal of 1. Individuals compete in the FY in which the 12th month concludes. (If eligible, wear of gold or silver badge authorized with "R" in place of number signifying rookie.)

I T E M	A	B	C	D	E	F	G
	Award Type			Award Level			
	Category	Individual	Team (Note 1)	RCS	RCG	HQ AFRS	Nomination Requirements
7	Top Support NCO (8R00)	x		x	x	x	AF IMT 1206. Selected by the commander for the individual making the most significant contributions to initiatives and activities impacting AFRS and/or Air Force mission.
8	Top Support NCO (Non-8R000)	x		x	x	x	
9	Spouse of the Year	x		x	x	x	
10	CC Achievement Award	x		x	x		AF IMT 1206. Selected at the discretion of the commander.
11	CCU Achievement Award	x		x	x		AF IMT 1206. Selected at the discretion of the superintendent.
12	CC Significant Improvement Award	x		x	x		AF IMT 1206. Selected at the discretion of the commander.
13	First Sergeant Achievement Award	x		x			Selected at the discretion of the first sergeant recommendation.

I T E M	A	B	C	D	E	F	G
	Award Type			Award Level			
	Category	Individual	Team (Note 1)	RCS	RCG	HQ AFRS	Nomination Requirements
14	Top Squadron Superintendent	x			x	x	AF IMT 1206. Selected at the discretion of the commander. Demonstrates the most effective management and leadership principles.
15	Top Flight Chief	x		x			AF IMT 1206. RCS/CC discretion. Selected from all squadron flight chiefs.
16	Top Flight Recruiter (each flight)	x		x			Competition analysis.
17	Top Enlisted Accessions Flight Chief	x			x	x	AF IMT 1206. Selected by the commander. The EA flight chief who demonstrates the most effective management and leadership principles. The flight must achieve all assigned goals.
18	Top Officer Accessions Flight Chief	x			x	x	AF IMT 1206. Selected by the commander. The OA flight chief who demonstrated the most effective management and leadership principles. The flight must achieve at least 100% in: MC, Nurse overall and DC.

I T E M	A	B	C	D	E	F	G
	Award Type			Award Level			
	Category	Individual	Team (Note 1)	RCS	RCG	HQ AFRS	Nomination Requirements
19	Langley Spirit Award	x				x	AF IMT 1206. Selected by the commander. In memory of Mr. Bill Langley, founder of Operation Blue Suit. To the individual who embodies the spirit, enthusiasm, and determination to accomplish the mission.
20	BMT Graduation Award	x	x			x	Competition analysis. The EA recruiter and EA flight in each squadron with the highest BMT retention for the FY, and must achieve all annual goals.
21	Top Enlisted Accessions Flight		x	x	x	x	Competition analysis for selection at the RCS level. (Note 2)
22	Top Officer Accessions Flight		x		x	x	Competition analysis only.
23	Top Squadron Training Branch		x		x	x	AF IMT 206. Selected by the commander with particular emphasis on mission impact.
24	Top Squadron Operations Flight		x		x	x	
25	Top Squadron Support Flight		x		x	x	
26	Top Squadron Marketing Branch		x		x	x	

I T E M	A	B	C	D	E	F	G
	Award Type			Award Level			
	Category	Individual	Team (Note 1)	RCS	RCG	HQ AFRS	Nomination Requirements
27	Top Military Entrance Processing Station		x		x	x	Competition analysis. Based upon specific competition guidance published by HQ AFRS/RSO each FY.
28	Top Overall Squadron		x		x	x	Competition analysis and AF IMT 1206. Selected by AFRS/CC, consideration to total points in EAC and OAC, but not limited to winners of the EAC or OAC. To compete, a squadron has to achieve 100% of both EAC and Net Res goal in EAC. Include customer service criteria.
29	Top Squadron Safety Award		x		x	x	AF IMT 1206. Selected by commander. Inspection and evaluation reports, mishaps and prevention initiatives, military and civilian mishap experiences, and GSA vehicle mishaps.
30	Top Squadron Enlisted Programs		x		x	x	Competition analysis only.
31	Top Squadron Officer Accessions Programs		x		x	x	

I T E M	A	B	C	D	E	F	G
	Award Type			Award Level			
	Category	Individual	Team (Note 1)	RCS	RCG	HQ AFRS	Nomination Requirements
32	Carol DiBattiste Excellence Award (most improved squadron)		x		x	x	AF IMT 1206. Selected by AFRS/ CC. Consideration to total points in both EAC and OAC, and overall improvement from previous FY, but not limited to winners of the EAC or OAC.
33	AFRS/CC Award of Excellence		x			x	AF IMT 1206. Selected by the AFRS/CC based upon specific guidance published by AFRS/ RSO each FY.
34	Squadron Customer Service Award		x		x	x	AF IMT 1206. See Attachment 7 for further criteria.
35	Squadron Standard of Excellence Award for EA		x		x	x	Competition analysis only. Based upon specific guidance published by AFRS/ RSO each FY.
36	Squadron Standard of Excellence Award for OA		x		x	x	
37	Flight Standard of Excellence Award		x		x	x	
38	MEPS Standard of Excellence Award		x		x	x	

NOTES:

1. Team includes any squadron, flight, branch, or MEPS award.

2. *For RCG and HQ AFRS.* The flight in which all assigned recruiters meet all assigned goals and has the highest NETRES percentage.

A3.2. Nomination Criteria. A recruiter who moves from one production program to another during the FY may only be nominated for one award category. For example, you may nominate a recruiter who moves from EA to OA for either Top EA or Top OA, but not both.

A3.3. AFRS Olympiad Award. A three-tiered program with bronze, silver, and gold Olympic-type medals. Recognizes recruiters who bring 40 or more enlisted applicants onto active duty during the FY. The RCG/RSO validates and forwards a list of winners to HQ AFRS/RSOT no later than 5 duty days after the end of the FY.

A3.3.1. **Bronze Medal.** Recruiters who bring 40 to 49 enlisted applicants on EAD during the FY.

A3.3.2. **Silver Medal.** Recruiters who bring 50 to 59 enlisted applicants on EAD duty during the FY.

A3.3.3. **Gold Medal.** Recruiters who bring 60 or more enlisted applicants on EAD during the FY.

A3.4. Century Club. Recruiters who EAD 100 or more will have their names engraved on the century club plaque on permanent display in the AFRS Command Section.

A3.5. Operation BLUE SUIT. This is the AFRS/CC special incentive program. Criteria for this program are published annually. RCG and RCS are highly encouraged to develop BLUE SUIT-type incentive programs for special emphasis or to enhance annual awards programs.

Attachment 4

SUGGESTED AWARD TYPES

A4.1. Award Types. The following is a list of the suggested awards by category:

Award Category	Suggested Award
Top Squadron Superintendent	Plaque, Trophy
Top Flight Chief	Plaque, Trophy
Top Recruiter	Plaque, Trophy
Top Rookie Recruiter	Plaque, Trophy
Top Enlisted Accessions Recruiter	Plaque, Trophy, Watch
Top Officer Accessions Recruiter	Plaque, Trophy, Watch
Top Health Professions Recruiter	Plaque, Trophy, Watch
Top Line Officer Recruiter	Plaque, Trophy, Watch
Top Support NCO (Non 8R000)	Plaque, Watch, Pen Set
Top Support NCO (8R000)	Plaque, Watch, Pen Set
Spouse of the Year	Watch, Pen Set
Top Enlisted Accessions Flight	Plaque, Watch
CC Achievement Award	Selected at the discretion of the CC
CCU Achievement Award	Selected at the discretion of the CCU
First Sergeant Achievement Award	Selected at the discretion of the CCF
CC Significant Improvement Award	Selected at the discretion of the CC
Top Flight Recruiter (each flight)	Plaque, Trophy
Top Squadron Training Branch	Plaque
Top Squadron Operations Flight	Plaque
Top Squadron Support Flight	Plaque
Top Squadron Marketing Branch	Plaque
Top EA Flight Chief	Plaque, Trophy
Top OA Flight Chief	Plaque, Trophy
Top OA Flight	Plaque
Top MEPS	Plaque
Top Overall Squadron	Plaque
Top Squadron Enlisted Programs	Plaque
Top Squadron OA Programs	Plaque
Top Squadron Safety Program	Plaque
Carol DiBattiste Excellence Award	Plaque

AFRS/CC Award of Excellence	Plaque
Langley Spirit Award	Plaque, Trophy
Squadron Customer Service Award	Plaque
Squadron Standard of Excellence – EA	Plaque
Squadron Standard of Excellence – OA	Plaque
Flight Standard of Excellence Award	Plaque
MEPS Standard of Excellence Award	Plaque
BMT Graduation Award	Plaque

Attachment 5

SENIOR AND MASTER RECRUITER BADGE PROGRAM

A5.1. Recognition. The Senior and Master Recruiter Badge programs recognizes production recruiters and supervisors of production programs whose outstanding production has enhanced the AFRS mission. These badges are for specified achievement. Nominees will have no pending or substantiated integrity violation investigations in the competition year; if the investigation reveals to be unsubstantiated; the achievement award may be subsequently awarded.

A5.2. Senior Recruiter Badge Criteria:

A5.2.1. Eligibility:

A5.2.1.1. In-Cycle Senior Recruiter Badge. All production recruiters (EA and OA) and flight chiefs on goal in October of the new FY, and who complete 9 continuous months on goal in their program are eligible for award of the Senior Recruiter Badge if they are otherwise eligible by meeting the program criteria listed below. Any other combination of dates and recruiting positions (production or nonproduction) will require an exception to policy (ETP). ETP procedures are explained in paragraph [A5.2.3](#).

A5.2.1.1.1. EA recruiters who receive and achieve at least 115 percent of their NET RES goal, as well as, 100 percent goal attainment in all other goaled programs, for example, ROTC, are eligible.

A5.2.1.1.2. OA recruiters must achieve at least 115 percent overall and at least 100 percent in all goaled programs.

A5.2.1.1.3. EA flight chiefs must achieve at least 100 percent in all goaled programs with at least 115 percent in NET RES, and each badge-eligible flight recruiter must achieve 100 percent in all goaled programs. Individual flight recruiters deemed ineligible in accordance with paragraphs [5.2](#) and [A5.1](#) must be explained in a nomination letter to the RCG/CC.

A5.2.1.1.4. For OA production flight chiefs to be eligible, they must achieve:

A5.2.1.1.4.1. A minimum of 115 percent in total production.

A5.2.1.1.4.2. A minimum of 100 percent in the following programs: MC, overall NC, BSC, overall DC, and overall OTS.

A5.2.1.1.4.3. A minimum of 100 percent in rated and at least 100 percent in two of three other OTS programs: nontechnical, minority, and technical.

A5.2.1.1.4.4. A minimum of 100 percent in at least three of the following programs: nurse specialty, MSC, medical HPSP, and dental HPSP.

A5.2.1.1.5. If a production flight chief had more than one flight during the competition year; each flight must meet the eligibility criteria during the respective periods of supervision.

A5.2.1.1.6. Team Recruiting:

A5.2.1.1.6.1. If the team-recruiting concept is used for OA goaling, the team must achieve the following:

A5.2.1.1.6.1.1. A total team production of at least 115 percent.

A5.2.1.1.6.1.2. A minimum of 100 percent in the following programs: MC, overall nurse, BSC, and DC.

A5.2.1.1.6.1.3. A minimum of 100 percent in two of the following three OTS programs: rated, minority, technical.

A5.2.1.1.6.1.4. A minimum of 100 percent in at least three of the following programs: nurse specialty, MSC, medical HPSP, and dental HPSP.

A5.2.1.1.6.2. If the team achieved the criteria for the Senior Recruiter Badge; all members on the team for the entire FY will receive the Senior Recruiter Silver Badge, and are eligible for the Master Recruiter Badge. An exception to policy is required for recruiters who join the team during the production year. If the team failed to meet the criteria for the Senior Recruiter Badge, no one on the team is eligible for either badge.

A5.2.1.1.6.3. If the OA team uses mini-team (office) goaling; the mini-team must achieve 115 percent in all assigned goals.

A5.2.1.1.6.4. The OA flight chief for teams using mini-teams must meet the same criteria as OA teams under the full team concept to be eligible for a Senior Recruiter Badge.

A5.2.1.2. Out-of-Cycle Senior Recruiter Badge. All production recruiters (EA and OA) and flight chiefs on an initial tour of duty are authorized the award (out of cycle), if otherwise eligible, when they complete 12 full months on goal. When the award is earned out of cycle, the badge is retained until the end of the FY.

A5.2.1.2.1. For an out-of-cycle senior recruiter to earn a subsequent year Senior Recruiter Badge, if otherwise eligible, he/she must have 21 months of consecutive production goals at the end of his/her first full competition year.

A5.2.1.2.1.1. The following is an example of a recruiter with less than 21 months on full goal at the completion of his/her first full competition year (not eligible for a second year badge):

Date Assigned	Production	Status
1 Feb 03 - 31 Jan 04 (12 months)	115% or better	Earns Senior Recruiter Badge (out of cycle).
1 Feb 03 - 30 Sep 04 (20 months)	115% or better	Retains the badge, but is not eligible for subsequent year badge due to less than 21 months on production.
1 Feb 03 - 30 Sep 04 (20 months)	114% or less	Retains the badge; has worn the badge for 8 months at this point, and wears it until the end of FY.
1 Feb 01 - 30 Sep 04 (32 months)	115% or better	Earns second year Senior Recruiter Badge.
1 Feb 01 - 30 Sep 04 (32 months)	114% or less	Removes Senior Recruiting Badge.

A5.2.1.2.1.2. The following is an example of a recruiter with 21 months on full goal at the completion of his/her first full competition year (eligible for a second year badge):

Date Assigned	Production	Status
1 Jan 03 - 31 Dec 03 (12 months)	115% or better	Earns Senior Recruiter Badge (out of cycle).
1 Jan 03 - 30 Sep 04 (21 months)	115% or better	Earns second year Senior Recruiter Badge.

A5.2.1.2.2. For a production flight chief to receive the subsequent year Senior Recruiter Badge, he/she must have met the requirements of paragraph A5.2.1.4. or A5.2.1.5. through A5.2.1.5.4., and must have completed at least 21 consecutive months as a production flight chief by the last day of the last month of the FY for which the award is to be presented. For example, a recruiter takes over as flight chief in January. At the end of his/her first 12 consecutive months, if the flight met the appropriate requirements the flight chief is entitled to receive the Senior Recruiter Badge (out of cycle). At the end of the following FY, he/she is entitled to receive the next year Senior Recruiter Badge if the requirements are also met for that FY.

A5.2.1.2.3. A recruiter who earns the Senior Recruiter Badge during their last full year on production prior to progressing to a support function is authorized to wear the last badge earned for the entire time assigned to support functions. For example, if a recruiter earned a third Senior Recruiter Badge at the end of FY03 and was then reassigned to a squadron operations position in June 2004, the recruiter is authorized continued wear of the badge.

A5.2.2. **Ineligibility.** Recruiting personnel not specifically mentioned in paragraphs [A5.2.1.](#) through [A5.2.1.2.3.](#) are ineligible for the Senior Recruiter Badge.

A5.2.3. **Senior Recruiter Badge Exceptions.** On occasion, production recruiters or supervisors may not have met the requirements for the award. RCS commanders may request an exception, with RCG/CC concurrence, otherwise prohibited, for deserving individuals by sending a memorandum of justification to HQ AFRS/RSOT, to arrive within 5 duty days after the end of the FY. If the RCG/CC does not concur with the exception request, do not forward it to HQ AFRS/RSOT. HQ AFRS/RSO has the authority to approve all exceptions. Include all goals and accessions (OA recruiter, include quarterly application expectations and accomplishments). Also include any extenuating circumstances. Exceptions for other past recipients may be granted on a case-by-case basis, with the approval of AFRS/CC.

A5.3. Senior Recruiter Ring. Recruiters earning their fourth Senior Recruiter Badge will also be awarded a Senior Recruiter Ring. The RCG may establish procedures for recruiters earning their fourth badge in prior years to purchase rings at their own expense.

A5.4. Master Recruiter Badge:

A5.4.1. Each RCG commander is authorized to approve the award of the Master Recruiter Badge based on criteria in this paragraph and in the following numbers per group: 360 RCG-7; 367 RCG-9; 369 RCG-9; 372 RCG-7.

A5.4.1.1. The RCG commander approves the award of the Master Recruiter Badge to the RCG top OA recruiter based on criteria in [A5.2.1.1.6.](#) and [A5.4.2.](#) The RCG commander approves the award of the Master Recruiter Badge to one EA recruiter per squadron, based on the recommendation of the RCS commander.

A5.4.1.2. No RCS is permitted to have more than one EA Master Recruiter. No RCG will have more than one OA Master Recruiter. Only recruiters awarded the Senior Recruiter Badge during that FY are eligible to receive this award.

A5.4.1.3. Nominations for EA Master Recruiter Badge are at the discretion of the RCS Commander, subject to the RCG commander's approval.

A5.4.1.4. Selection criteria for the EA Master Recruiter Badge must be established in the squadron awards directive, and must conform to the minimum requirements of this regulation. Selection criteria for RCG OA Master Recruiter Badge must be established in the RCG awards directive, and must conform to the minimum requirements in this instruction.

A5.4.1.5. A Master Recruiter Badge counts for a Senior Recruiter Badge numbered star for future awards.

A5.4.2. Nominees for the OA Master Recruiter Badge are selected from the Top OA recruiters selected by each RCS within the RCG. The RCG will forward the OA Master Recruiter selectee to HQ AFRS/RSOT as their nominee for the Top AFRS OA Recruiter.

A5.4.3. If the Master Recruiter Badge is the last badge earned prior to a recruiter moving to a support position, the recruiter will wear the Master Recruiter Badge to the end of the current FY and then revert to the appropriate Senior Recruiter Badge.

A5.4.4. All initial Master Recruiter Badge winners will be awarded a Master Recruiter Ring. The RCG may establish procedures for recruiters earning the Master Recruiter Badge prior to FY98 to purchase rings at their own expense.

A5.5. Wear of Badges. Recruiters awarded the Senior or Master Recruiter Badge, regardless of later position assignment, may wear the badge until the end of the FY in which they would become eligible for award of the badge again. Recruiters will return damaged badges to squadron operations for replacement on a one-for-one basis. Squadron operations will coordinate with RCG training for replacements (also see [A5.2.1.2.3.](#)).

A5.5.1. The Senior Recruiter Badge will have a numbered star in the upper portion of the badge. Numbering on the Senior Recruiter Badge is cumulative and reflects the total number of times an individual has earned the badge. For example, an individual wearing the badge with the number "2" is reassigned to a non-goaled position for a period of time; then he/she returns to a production position and earns the badge again. The number worn on the badge would be a "3." The squadron's Rookie Recruiter will wear the letter "R" instead of the number "1."

A5.5.2. Individuals awarded the Senior or Master Recruiter Badge also receives AFRS Form 1323, **Senior Recruiter Badge Certificate**, or AFRS Form 1324, **Master Recruiter Badge Certificate**, as appropriate. Each group operations will forward a validated, completed list, with full name, grade, squadron, and number of badges earned for their nominees to HQ AFRS/RSOT within 5 duty days of the end of the FY. Present certificates and badges at the same time. Present out-of-cycle certificates and badges at an appropriate ceremony within 90 days of the recruiter earning the badge.

A5.5.3. Recruiters, with less than three years in Recruiting Service, who fail to earn a subsequent Senior Recruiter Badge, are not eligible to continue to wear a Senior Recruiter Badge until they earn a subsequent Senior Recruiter Badge, or enter into a fourth year (completed 3 full years) in Recruiting Service.

A5.6. Requests for Badges and Rings:

A5.6.1. Each RCG must order projected requirements for Senior Recruiter Badges, Master Recruiter Badges, and numbered stars through their appropriate supplier. **NOTE:** Order rings through HQ AFRS/RSOT and present to recipients as soon as possible after receipt.

A5.6.2. RCS commander sends written requests for badges to the RCG commander within 5 duty days after the end of the FY or at the end of the initial 12 months. Each operations branch will validate production data based on AFRS criteria, and will forward badges to the requesting squadron. Commanders have disapproval for cause authority when, in their opinion, awarding a badge would discredit the Air Force or AFRS.

Attachment 6

HELPFUL HINTS FOR AWARDS PACKAGES

A6.1. AF IMT 1206. Complete the AF IMT 1206. List only items that started or ended during the award period, with the exception of continuing education as indicated.

A6.2. Accomplishments. Concentrate on the individual's accomplishments with mission-impact results.

A6.3. Identify. Identify why the nominee is the best person from the organization. What was done to set the nominee apart from others?

A6.4. Impact. What impact did the nominee have on the community, squadron, group, and headquarters?

A6.5. Membership. List memberships in professional organizations (for example, AFSA, NCOA, TOP 3, AFA, etc.). Find out if the nominee is on the advisory council, holding an officer position or on a fund-raising committee. If so, what has the nominee done, how much has the nominee raised, etc?

A6.6. Education. List professional military education completion (with date). If currently enrolled in PME through correspondence, list completion date; for example, enrolled in SNCOA by correspondence and has completed Volume II.

A6.7. Self-Improvement. List off-duty educational accomplishments; for example, is pursuing a master's degree and completed 9 hours with 3.5 GPA. **NOTE:** Do not use "In pursuit of ..." without any facts. Educational involvement is listed under Significant Self-Improvement.

A6.8. Results. Bullet statements need to show results. For example, designed and built a training program that streamlined the entire training process. What were the results? Did it reduce training time, save money, etc?

A6.9. Format. All quarterly nominations will be 25 lines. Annual nominations will be 1 full page. All nominations must be single-spaced, and in bullet format.

A6.10. Preparation. Prepare the individuals for these awards throughout the quarter and the year.

Attachment 7**SQUADRON CUSTOMER SERVICE AWARD CRITERIA**

A7.1. AFRS Customer Service Category. Group nominees will be evaluated by a records review. The board will review and score the AF IMT 1206. Categories, hints, and suggested point totals are as follows:

A7.1.1. Organizational Customer Service Processes. Describe what the squadron is doing to benchmark the current state of customer service excellence. Provide examples of the programs/initiatives implemented to achieve the immediate and long-term customer service goals, and how their success is measured. Describe how the squadron conducts performance reviews to ensure compliance with instructions, policies, vision and/or mission statements, and other organizational goals. Examples include timeliness and accuracy of reports, feedback from the IG, survey or comment cards, and other performance measurement tools. How are best practices shared with AFRS? (40 POINTS)

A7.1.2. Customer Relationships and Satisfaction. Describe how the unit builds relationships to acquire, satisfy, and retain customers, to increase customer loyalty, and to develop new opportunities. Describe how the unit determines customer satisfaction; how customer complaints are tracked and resolved; and how complaints are used to improve practices. Share examples of internal customer service heroes, or best practices and how these are shared with the rest of AFRS. (20 POINTS)

A7.1.3. Employee Satisfaction and Well-Being. Describe internal customer service practices that support empowerment, innovation, appropriate risk taking, and implements suggestions made by personnel. Show how the unit maintains and improves workplace health, safety, security, and ergonomics; and how the unit maintains an employee support climate that contributes to the well-being, satisfaction, and motivation of all employees. Examples include: recognition programs, adequate resources to perform job, flexible work practices that encourage work and/or family balance, health and wellness and quality of life initiatives, and family support and involvement. (20 POINTS)

A7.1.4. Customer Service Education and Training. Describe how the unit's employee education, training, and career development support the achievement of the unit and AFRS overall objectives, and contribute to customer satisfaction. Describe how the unit's education, training, and career development build employee knowledge, skills, and capabilities of customer service principles and practices. Show how to motivate employees to develop and utilize their full potential. (20 POINTS)