

7 August 2013

Personnel

**CALIFORNIA OUTSTANDING OFFICER
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Lt Col Richard Vogt
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Certified by: CA ANG/DS
Col Rick Hern
Pages: 4

This instruction established an awards program for recognizing the contributions of outstanding officers, and applies to all units of the California Air National Guard. It applies to all members of the California Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented.

SUMMARY OF REVISIONS

Changes the requirements for the AF Form 1206 submission from one full page to 30 lines to include headers. Deletes the headings of "Positive Spokesperson for the Air Force and Air National Guard" and "Other Accomplishments".

1. General:

- 1.1. This program provides for recognition of exceptional leadership by officer personnel in military, social and cultural activities exceeding that of their peers. The program consists of the following:
 - 1.1.1. Annual selection of outstanding field grade officer (Major through Lt Colonel).
 - 1.1.2. Annual selection of outstanding company grade officer (Second Lieutenant through Captain).
 - 1.1.3. Recognition of the selected individuals by appropriate presentation of authorized awards.
- 1.2. Each Wing and the 162nd Combat Communications Group may submit one person in each category to compete in the California Outstanding Officer Recognition Program.

2. Unit Participation:

- 2.1. Headquarters, California Air National Guard.
- 2.2. 129th Rescue Wing (RQW). The 561st Air Force Band will submit nominations through the 129RQW.
- 2.3. 144th Fighter Wing (FW).
- 2.4. 146th Airlift Wing (AW). The 195th Weather Flight and 562nd Air Force Band will submit nominations through the 146AW.
- 2.5. 163rd Reconnaissance Wing (RW). The 210th Weather Flight will submit nominations through the 163RW.
- 2.6. 162nd Combat Communications Group. The 162CCG will solicit nominations from subordinate units, select nominees, and submit nominations.

3. Responsibilities:

3.1. Each unit will accomplish the following actions:

3.1.1. Establish local procedures to select nominations in the appropriate categories.

3.1.2. Publicize the program in base news media, formations, community newspapers, etc.

3.1.3. Submit Wing/Group selections to Headquarters, California Air National Guard, Awards and Decorations Monitor for competition in the California Outstanding Officer Recognition Program.

3.2. Headquarters, California Air National Guard, will:

3.2.1. Appoint a board to select the California Air National Guard's Outstanding Field Grade Officer, and the Outstanding Company Grade Officer of the Year.

3.2.2. Prepare award of the California Commendation Medal for each nominee.

3.2.3. Present the awards at an appropriate awards ceremony.

3.2.4. Submit the winners to the California Air Force Association awards committee as the California Air National Guard Field Grade Officer of the Year and the California Air National Guard Company Grade Officer of the Year. These awards are presented at the California Air Force Association Convention each year.

4. Procedures:

4.1. Unit commanders may select a nominee in each category for competition at the Wing/Group level. Commanders are authorized to devise a method of scoring provided that:

4.1.1. The method is fair and equitable.

4.1.2. The method provides equal opportunity for each individual to be selected as the winner in their respective categories without regard to career field or grade.

4.2. Wing/Group nominations must be formatted in accordance with Attachment 1 and submitted to Headquarters, California Air National Guard, Awards and Decorations Monitor, to arrive not later than 15 November.

5. Submission Instructions. Nominations must include the following:

5.1. Wing/Group commanders nomination letter (Attachment 1).

5.2. A write-up, limited to 30 lines, including headers using the most current version of the AF Form 1206, Nomination for award. Nomination should include specific facts, achievements and examples showing the individuals are exceptional. Nominations must include the following areas and cite examples that occurred only during the award period.

5.2.1. Leadership and Performance of Duties. The nominee's job performance must have contributed significantly to increased organizational effectiveness. Include improvements and contributions made to the unit, base, wing or headquarters.

5.2.2. Significant Self Improvement. Nominee must have shown self improvement through off-duty education, achievements in professional or cultural organizations or development of creative abilities.

5.2.3. Base and Community Involvement. The nominee must have assumed an active role in either military or civilian community service activities.

5.3. Base level Records Review RIP.

5.4. Prepare a citation to accompany the award (Attachment 2).

5.5. Nomination packages may be emailed to the awards and decorations monitor

JON K. KELK
Brig Gen, CA ANG
Commander

2 Attachments

1. Sample Nomination Letter

2. Sample Citation

SAMPLE NOMINATION LETTER

DATE

MEMORANDUM FOR CA ANG/DPMAA

FROM: 146 AW/CC
100 Mulcahey Drive, Bldg 100
Port Hueneme, CA 93041-4002

SUBJECT: Nominations for California Air National Guard Outstanding (Field Grade Officer/Company Grade Officer of the Year Award

1. Under the provisions of CA ANGI 36-2805, the following individual is nominated for the California Air National Guard Outstanding (Field Grade Officer/Company Grade Officer) of the Year Award for the period 1 January 2013 to 31 December 2013).

Nominee: (Full Name)
Grade:
SSAN:
Unit:
Permanent Home Address:
Military Status: (AGR/Technician/Traditional Guardsman)
Spouse's Name or Son/Daughter of Mr. and Mrs.:
Occupation:

2. I consider the above individual the most outstanding (Field Grade Officer/Company Grade Officer) in this organization. In support of this nomination, the enclosed attachments are submitted.

(Name, rank), CA ANG
Commander

Attachments:
1. AF Form 1206
2. Base Level RIP
3. Citation

SAMPLE CITATION

CITATION TO ACCOMPANY THE AWARD OF
THE CALIFORNIA AIR FORCE ASSOCIATION'S
AIR NATIONAL GUARD COMPANY GRADE OFFICER OF THE YEAR
TO
FIRST LIEUTENANT THOMAS C. JONES

First Lieutenant Thomas C. Jones distinguished himself by exceptionally meritorious service to the California Air National Guard from 1 January 2013 to 31 December 2013. During this period, the outstanding professional skill displayed, contributed immensely to the effectiveness of the 163d Mission Support Group. Lieutenant Jones formulated and implemented a plan for better utilization of existing public affairs materials through Air National Guard recruiting and retention channels, thus providing wider dissemination of existing materials. Through his remarkable foresight, Lieutenant Jones is constantly affecting positive change within the administrative arena. His actions earned him the honor as the California Air National Guard's Outstanding Company Grade Officer of the Year. The distinctive accomplishments of Lieutenant Jones reflect credit upon himself, the Air National Guard, and the United States Air Force.

NOTE: Print the citation in landscape format. Left and right margins must be 1 1/2 inches.