



WARRIOR MEDIC NOTAM – 59MDW-18-11
Wing Awards Program
4 May 2020



PURPOSE: To define the 59th Medical Wing (MDW) awards program.

COMMANDER'S INTENT: The 59 MDW Commander's intent is to ensure we cultivate an environment of innovation and excellence by recognizing our outstanding performers.

BACKGROUND: Per AFI 36-2805, *Special Awards and Trophies*, para 1.3, "Commanders at any level may establish a special trophies and awards program to recognize military and civilian members, teams, units, and organizations." The 59-MDW will maintain an awards program that complements existing Higher Headquarters (HHQ) awards programs and recognizes those teams and individuals that promote our Wing's values based on established criteria. Leaders at every level are HIGHLY ENCOURAGED to deliberately develop and mentor their Airmen, both active duty and civilian, and nominate those truly deserving members for official recognition within the Wing Awards Program, as well as other levels and channels beyond the 59th Medical Wing.

IMPLEMENTATION:

1. Effective upon signature of this NOTAM, 59 MDW will maintain an awards program IAW with AFI 36-2805 and AETC guidance. All wing-level annual award recipients will compete at AETC level except Outstanding Team.

- a. **Airman:** quarter and annual.
- b. **NCO:** quarter and annual.
- c. **SNCO:** quarter and annual.
- d. **First Sergeant:** annual only.
- e. **CGO:** quarter and annual.
- f. **FGO:** quarter and annual.
- g. **Civilian Non-Supervisory Category I (GS-1 to GS-6):** quarter and annual.
- h. **Civilian Supervisory Category I (GS-1 to GS-6):** quarter and annual.
- i. **Civilian Non-Supervisory Category II (GS-7 to GS-10):** quarter and annual.
- j. **Civilian Supervisory Category II (GS-7 to GS-10):** quarter and annual.
- k. **Civilian Non-Supervisory Category III (GS-11 and above):** quarter and annual.
- l. **Civilian Supervisory Category III (GS-11 and above):** quarter and annual.
- m. **Outstanding Team:** quarter and annual.

2. Review the Wing Awards Guide and HHQ guidance, as applicable, for specific submission instructions.

3. Wing-level award recipients will receive a 1-day pass (military) or 8-hour time off award (civilian), as applicable.

- a. Recipients will schedule time off, subject to approval, with their local unit leadership.
- b. Recipients earning time off specifically for awards, will accumulate no more than eight hours off for awards per quarter, and no more than 32 hours off for awards per year.
- c. Civilian time off awards will adhere to DoDI1400.25V451_AFI361004, *Civilian Recognition Program*, para, 10.
- d. Contractors recognized as part of wing-level team award are not explicitly authorized time off and are subject to the terms of their specific contract.

POC: Contact the Command Chief's Office at DSN 554-7015 with specific questions about this NOTAM.

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ATTACHMENT: Wing Awards Guide