



# PROGRESSIVE PRAISE KNEEBOARD



This kneeboard is provided for general informational purposes only. The purpose of progressive praise is to use graduating steps to encourage a member to continue with their exceptional performance, improve retention, boost morale and cultivate a culture of growth. As the frequency, involvement and impact increases you should move up in the actions you take to recognize the performance and encourage repeat behaviors.

<b>AFMAN 36-2806</b> Awards & Memorialization Program	<b>AF Ribbons &amp; Decorations Map</b>	<b>AFI 1-1</b> AF Standards	<b>AFI 36-2608</b> Military Personnel Records System
<b>AFI 36-2406</b> Officer & Enlisted Evaluation Systems	<b>Special Trophies &amp; Awards Database</b>	<b>AFI 36-2502</b> Enlisted Airman Promotion & Demotion Program	<b>AFI 36-3003</b> Military Leave Program
<b>DAFI 36-1004</b> Civilian Recognition Program			

## ACTIONS

## OVERVIEW

### STANDARDS/EXPECTATIONS SET

#### VERBAL PRAISE

- Private (Feedback)
- Public (CC Call, Roll Call, DV Visits)

#### WRITTEN PRAISE

- Post it Notes/ Cards
- Public/Private E-Mails
- Letters of Appreciation

#### ACTS OF SERVICE

- Time Off
- Personalized Gifts
- Morale/Appreciation Days
- Providing Meals

#### RECOGNITION ITEMS

- Coins / Poker Chips
- Patches
- Recognition Wall
- Special Event/Experiences

#### SHARING STORY

- Public Affairs
- Social Media Posts

#### CHALLENGE WITH PROJECTS/POSITIONS

- Ceremonies (MC, Proffer)
- DV Visits
- DSD / KDP / KLP

#### AWARDS

- Unit (Weekly & Monthly)
- Private Organization (5/6, Top III, 1st Sgt, Chiefs Group)
- Functional (AFSC/Role Specific)
- Wing Level
- Private Sector

#### DECORATIONS

- Outstanding Volunteer Service Medal (MOVSM)
- Air Force Recognition Ribbon (AFRR)
- Air Force Good Conduct Medal (AFGCM)
- Air Force Achievement Medal (AFAM)
- Air Force Commendation Medal (AFCM)
- Meritorious Service Medal (MSM)

#### PROMOTION

- SrA Below-the-Zone (BTZ)
- Stripes for Exceptional Performers (STEP)
- Enlisted Force Distribution Panel (EFDP)
- Stratification
- Commissioning (OTS, SLECP, ASCP, SOAR)

→ AS FREQUENCY/INVOLVEMENT/IMPACT INCREASES YOU MOVE DOWN →

### CONSIDERATIONS

- Building relationships built off of trust, transparency and clear expectations will make recognition more effective and personal to your members.
- Although praising in public can encourage the member being recognized and others that witness it be sure to consider if your target of recognition will benefit from the public praise. If they recoil to that type of thing you could encourage the member to do perform actions to avoid being recognized again.
- Meaningful recognition for some members can be as simple as a well timed thank you, not just for what they do but the sacrifices made in order to complete the task or objective. Show your gratefulness early and often.
- Recognizing the efforts a person displayed or the impact they made by rewarding them with a personalized gift (favorite animal, book type, etc.) will pay huge dividends. It not only recognizes the act but also displays that you truly care about them and their interests.
- Although it is never too late to show some appreciation timing is crucial. Make sure you recognize them as close to the act as possible.
- Unless you are targeting specific work sections awards and recognition programs should be as inclusive to the members in your organization as possible.
- A simple piece of recognition is to acknowledge key milestones in a members life such as Birthdays, Anniversaries and Work Anniversaries. The small amount of time required to gather these key dates will be well worth it when you demonstrate that you truly care about the person and their family.
- Recognition of the goals and desires of your members is a great way to establishing relationships. However, helping them devise a plan for them to reach their goals is better.
- Create a culture for your organization that others want to be on your team. Sometimes this is by developing chants or organizing the purchase of themed items (T-Shirts, Poker Chips, Stickers) that members can receive.

### OTHER RECOGNITION MEASURES

- Commanders have many options to recognize members for contributions that result in positive outcomes. Determine what options are available in your unit and consider suggesting: days off for specific actions (Excellent PT/CDC Scores, Morale Patches, Parking Spots, etc.)
- Consider creating recognition walls for the members of your team. If you goal is to encourage members to achieve a certain position perhaps highlighting the current members in those position would be warranted. If you want to recognize the diversity of your team perhaps a simple world map with a pin that shows where everyone is from would be better.
- Experiential Rewards such as an incentive flight or sponsored dinner can be very rewarding. Seek options to provide your high performers experiences such as outdoor recreation trips, local area tours, etc.
- Oftentimes your members will be geographically separated from their families or extended families that are proud of their achievements. Consider highlighting them by taking their photo and posting in on social media with details of the great work they did. You can also inform public affairs of the details and they could decide to do a story on the members achievements.

### CIVILIAN RECOGNITION

**Although many of the items listed to the left can be used for Civilians there are some recognition items that are specific to civilian employees that you should consider.**

- The Civilian Recognition Spectrum includes the following items
  - **Monetary Awards:** <sup>1</sup>Notable Achievement Award, <sup>2</sup>Special Act of Service Award,
  - **Time Off Award** - see DAFI 36-1004 P. 26
  - **AF Level Honorary Awards:** <sup>10</sup>Civilian Achievement Medal, <sup>8</sup>Exemplary Civilian Service Medal, <sup>8</sup>Meritorious Civilian Service Medal, <sup>9</sup>Command Civilian Award for Valor, <sup>7</sup>Air Force Civilian Award for Valor, <sup>6</sup>Outstanding Civilian Career Service Medal, <sup>5</sup>Decoration for Exceptional Civilian Service
  - **Performance Based Cash Awards** - see DAFI 36-1004 P. 26
  - **Quality Step Increase** - see DAFI 36-1004 P. 26

References: DAFI 36-1004 | <sup>1</sup>P. 25 | <sup>2</sup>P. 24 | <sup>5</sup>P. 44 | <sup>6</sup>P. 45 | <sup>7</sup>P. 46 | <sup>8</sup>P. 47 | <sup>9</sup>P. 48 | <sup>10</sup>P. 49

### DECORATION CONSIDERATIONS

**Members nominating the award especially first-time supervisors, are encouraged to seek assistance from the supervisory chain, Senior Enlisted Leader, 1st Sgt, and/or CSS prior to nominating member.**

**Per** ¶ : Gather relevant data from effective period (EPR/LOE), Past Decorations (validate items aren't included in other documents), Other data (SURF, AFFMS Report)

**Opening / Closing Lines:** Depending on the award and reason for nomination the Opening and Closing lines will vary. Be sure to review AFI XXXXX for what should be used.

### PROMOTION ACTIONS

- **BTZ:** SrA below-the-zone is a one-time promotion consideration to advance to SrA six months prior to the fully qualified phase point listed in 36-2502 paragraph 2.2.1
- **STEP:** Supplements existing promotion programs to SSgt & TSgt and is designed to accommodate unique circumstances that clearly warrant promotion.
- **ENLISTED FORCE DEVELOPMENT PANELS (EFDP):** Forced distribution allows commanders of 11 or more time-in-grade/time-in-service promotion Airmen to provide promotion recommendations based on the members demonstrated capabilities across the entire spectrum of performance.
- **STRATIFICATION:** Senior Raters (typically Wing Commanders or Equivalents) are able to evaluate promotion eligible members relative to their peers based on their demonstrated performance.
- **COMMISSIONING:** Enlisted members may become officers by commissioning through various means.

# PROGRESSIVE PRAISE SPECIFICS

ACTION	INITIATING
Reference(s)	
Reference(s)	
Reference(s)	
Reference(s)	
DSD	
Reference(s)	
<b>Decorations</b>	<p>Any member of the US Armed that has firsthand knowledge of an act or achievement may recommend a decoration. Supervisors and commanders, at all levels, ensure only deserving personnel are submitted for decorations. See 36-2806 ¶ 3.24 for other considerations, Attachment 3 for preparing, submitting &amp; withdrawing considerations.</p> <p><b>Outstanding Volunteer Service Medal (MOVSM):</b> Established to recognize members that perform outstanding volunteer community service of a sustained, direct, and consequential nature. Service must meet four items: Be to the civilian community (includes military family community), be significant in nature and produce tangible results, reflect favorably on AF and DoD, be of a sustained and direct nature.  <b>Reference:</b> 36-2806 ¶ A14.15   <b>Approval Authority:</b> Group Commander</p> <p><b>Air Force Recognition Ribbon (AFRR):</b> Established to recognize members that perform outstanding volunteer community service of a sustained, direct, and consequential nature. Service must meet four items: Be to the civilian community (includes military family community), be significant in nature and produce tangible results, reflect favorably on AF and DoD, be of a sustained and direct nature.  <b>Reference:</b> 36-2806 ¶ A14.15   <b>Approval Authority:</b> Group Commander</p> <p><b>Air Force Good Conduct Medal (AFGCM):</b> xx</p> <p><b>Air Force Achievement Medal (AFAM):</b> xx</p> <p><b>Air Force Commendation Medal (AFCM):</b> xx</p> <p><b>Meritorious Service Medal (MSM):</b> xx</p>
Reference(s)	36-2806
<b>SrA Below-the-Zone (BTZ)</b>	<p>Members must be meet fully qualified time (36 mos TIS/20 mos TIG or 28 mos TIG) &amp; skill level requirements. Airmen are identified during the processing month (Review 36-2502 Table 2.7) and will be considered by losing unit if RNLTD if paragraph 2.3.3. applies. Members will be identified via 3 part roster (Part 1 - A1Cs with no QFI, Part 2 - A1Cs with QFI who may not be qualified, Part 3 - Unqualified A1Cs). Quotas for the number of available BTZ stripes is 15% of eligibles in Parts 1/2/3 (Minimum of 7). Units with less than 7 eligible will compete at the small unit board with other small units while others will compete within their unit in a large unit board.</p> <p><b>Mandatory Documents:</b> AF Form 1206 <b>Typical Documents:</b> SURF, Decorations, Fitness Evaluation</p>
Reference(s)	36-2502 ¶ 2.3 & Table 2.1
<b>Stripes for Exceptional Performers (STEP)</b>	<p>Supplements existing promotion programs to the grades of SSgt &amp; TSgt &amp; is designed to accommodate unique circumstances that, in the commander's judgment, clearly warrant promotion. Isolated heroic acts or specific achievements should not be the sole basis for promotion under this program. DOR &amp; effective date are the date the selection authority announces the promotion. Quotas are distributed by MAJCOM.</p> <p><b>Requirements:</b> <b>SSgt:</b> 6 Mos TIG, EPME waiver for ALS must be submitted and approved prior to pinning on   <b>TSgt:</b> 23 Mos TIG</p> <p><b>Typical Documents:</b> SURF, Evaluations, Decorations, Fitness Evaluation</p>
Reference(s)	36-2502 ¶ 2.9 & Table 2.1
<b>Commissioning</b>	<p><b>Officer Training School (OTS):</b> Open to all civilian applicants and Sister Service, enlisted members (AFR / ANG / RegAF) that want to become a commissioned officer in the AF. Upon selection members will attend in enlisted status and will commission upon graduation in primarily two categories: Rated (pilot, combat systems officer, air battle manager and remotely piloted aircraft subprogram), Non-Rated (technical and non-technical subprograms)  <b>Requirements:</b> See AFMAN 36-2032 ¶ 7.4</p> <p><b>Senior Leader Enlisted Commissioning Program (SLECP):</b> Allows designated Air Force senior leaders to directly select exceptionally performing, highly talented enlisted Airmen for commissioning through OTS. There are two different types available based on the qualifications the member that is being nominated possesses. SLECP-A is for members that have not completed their baccalaureate degree but have completed 24 hours with plans of completing their degree within 72 months from an accredited institution. SLECP-O is for candidates who currently possess a baccalaureate degree from an accredited institution.  <b>Requirements:</b> See AFMAN 36-2032 ¶ 10.10.5</p> <p><b>AFROTC Airman Scholarship and Commissioning Program (ASCP):</b> Offers enlisted personnel the opportunity commission while completing their baccalaureate degree as an AFROTC cadet. Scholarships range from 2-4 years. Participants receive payment: Tuition, scholarship fees, textbook allowance and monthly stipend (does not include room and board costs).  <b>Requirements:</b> See AFMAN 36-2032 ¶ 10.7 &amp; Table 10.7</p> <p><b>Scholarships for Outstanding Airmen to Reserve Officers' Training Corps (SOAR):</b> Scholarship quotas are provided to MAJCOMs/FOAs and DRUs for outstanding airmen. Airmen selected receive 2 or 4 year scholarships that offers AFROTC.  <b>Requirements:</b> See AFMAN 36-2032 ¶ 10.9 &amp; Table 10.7</p>
Reference(s)	AFMAN 36-2032

## POTENTIAL AWARDS

12 Outstanding Airmen of the Year (12 OAY) Awd	Brigadier General Wilma Vaught Visionary	National Public Service Awd	USAF First Sergeant of the Year Awd
AF Diversity & Inclusion Awd	Gears of Government Awd	Non Commissioned Officers Association (NCOA)	USO Service Members of the Year Awd
AF Sergeants Association (AFSA) Pitsenbarger Awd	GEICO Military Service Awds	Spirit of Hope Awd	
American Legion Spirit of Service Awd	Lance P. Sijan USAF Leadership Awd	Ten Outstanding Young Americans Awd	
Arthur S. Flemming Awd	National Image, Inc. Meritorious Service Awd	Alison Awd for Character & Innovation	