

**BY ORDER OF THE COMMANDER  
14TH AIR FORCE**

**14TH AIR FORCE INSTRUCTION 36-2801**

**28 MARCH 2013**



**Personnel**

**FOURTEENTH AIR FORCE AWARDS  
RECOGNITION PROGRAM**

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This instruction extends the guidance from AFPD 36-28, *Awards and Decorations Program* and AFI 36-2803, *The Air Force Awards and Decorations Program*. This instruction governs and prescribes the procedures required for implementation of quarterly and annual award/recognition programs for 14th Air Force (14 AF) and the Headquarters Fourteenth Air Force (HQ 14 AF) staff. This instruction applies to all military and DOD civilian personnel assigned to HQ 14 AF staff and attached or assigned units. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; 265, policies and regulations; Chapter 857, Decorations and Awards; as implemented by Air Force Instruction 36-2608; and E.O. 9397 (SSN) as amended. The applicable Privacy Act System of Record Notices SORN(s) are: F036 AF PC C, Military Personnel Records System; F036 AF PC Q, Personnel Data System (PDS); and F036 AFPC V, Awards and Decorations, applies and are available at <http://dpclo.defense.gov/privacy/SORNs/component/airforce/index.html>. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this instruction to 14 AF/CCCA, 747 Nebraska Avenue, Suite A300 VAFB CA 93437-6261 using AF Form 847, *Recommendation for Change of Publications*. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must be submitted to the OPR listed above for consideration and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

This publication has been substantially revised and should be reviewed in its entirety. It reflects changes in guidance dealing with the AF Awards and Decorations Program as it pertains to 14 AF and its headquarters staff.

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## Chapter 1

### HEADQUARTERS FOURTEENTH AIR FORCE RECOGNITION PROGRAM – GENERAL INFORMATION

**1.1. Purpose:** Establish quarterly and annual award procedures and guidelines for HQ 14 AF. HQ 14 AF includes the 14 AF Staff, the 614th Air and Space Operations Center (614 AOC), 614th Space Air Communications Squadron (614 ACOMS) and their operating locations. This program is to recognize superior performance and outstanding achievement of personnel. These guidelines apply to officer, enlisted, and civilian personnel.

**1.2. Nominating Procedures.** Commanders/executive directors actively advertise the nomination procedures for trophies and awards. Commanders/executive directors verify achievements and nominate those qualified for appropriate awards.

1.2.1. Each major organization/directorate (Wing, Center, etc.) as well as individuals may submit one nomination unless otherwise instructed per the message requesting nominations.

1.2.2. Each nomination package must include an endorsement letter signed by the Center, Vice Commander or Executive Director.

**1.3. Funds.** Funds are authorized for reasonable costs of trophies, plaques, etc., for presentation purposes. Cash awards are not authorized.

1.3.1. Use appropriated funds for trophies and awards to recognize mission accomplishment. Such awards include Junior Officer, Noncommissioned Officer (NCO), or Airman of the Quarter or Year, functional work area, and so on. Refer to AFI 65-601V1, *Budget Guidance and Procedures*. This authority does not apply to awards for employees who are paid from non-appropriated funds (NAF) according to policies regarding the use of NAF.

1.3.2. Do not use NAFs to supplement awards paid from appropriated funds. When appropriated funds are not available or are not authorized, the commander may use NAF to buy trophies and awards, if authorized by AFI 34-201, *Use of Non-appropriated Funds (NAFs)*. Do not use NAFs for awards to civilian personnel who are paid from appropriated funds.

1.3.3. Handle trophies or funds donated to set up a special trophy or award under AFI 51-601, *Gifts to the Department of the Air Force*.

**1.4. Awards Program Responsibilities:** 1.4.1 **Commander (14 AF/CC)**

1.4.1.1. Final approval authority for all HQ 14 AF recognition programs and established awards.

1.4.1.2. Provides the resources and funding to support formal recognition program.

1.4.1.3. Provides management guidance and direction for all formal and informal recognition programs.

1.4.1.4. Approves all category selections of quarterly and annual award winners.

1.4.2. **Vice Commander (14 AF/CV)**

1.4.2.1. Chairs or appoints a chair for the quarterly and annual Company Grade Officer (CGO), Field Grade Officer (FGO) selection boards, and the General Charles A. Horner "Tiger" Award (officer category).

1.4.2.2. Approves the selections for these awards.

1.4.2.3. Ensures compliance with this instruction.

**1.4.3. Director of Staff (14 AF/DS)**

1.4.3.1. Oversees and manages the civilian recognition process.

1.4.3.2. Acts as a liaison with the union to preserve the approved guidelines for the civilian recognition program.

1.4.3.3. Chairs the quarterly and annual civilian selection boards.

1.4.3.4. Approves the selections for these awards.

**1.4.4. Command Chief Master Sergeant (14 AF/CCC)**

1.4.4.1. Provides management oversight and acts as an advisor for the HQ 14 AF recognition process.

1.4.4.2. Designates an Awards Program Manager (APM).

1.4.4.3. Provides governing guidance and direction to the APM on all recognition program requirements.

1.4.4.4. Approves quarterly and annual awards program suspense dates upon receipt of all higher headquarter suspense's. This will include: award program announcements, package suspense dates, board dates, ceremony dates, and any other suspense dates deemed necessary.

1.4.4.5. Oversees all enlisted quarterly and annual awards selections, to include: The 12 Outstanding Airman of the Year, the First Sergeant of the Year, and the General Charles A. Horner "Tiger" Award (enlisted category) selection board and serves as board president.

1.4.4.6. Establishes the board criteria for their specific boards.

1.4.4.7. Determines the quarterly winners in their categories.

1.4.4.8. Determines the annual winners in their categories.

1.4.4.9. Reviews enlisted board results.

1.4.4.10. Maintains a budget for the recognition program.

1.4.4.11. Provides necessary support and assistance to APM and purchase of recognition mementos.

**1.4.5. Awards Program Manager (APM), Executive Services (14 AF/CCCA):**

1.4.5.1. Administers the HQ 14 AF Recognition Program, with direct support by offices of primary responsibility (OPR) for specific categories of competition.

1.4.5.2. Informs 14 AF/CCC of any changes affecting the HQ 14 AF Recognition Program.

1.4.5.3. Establishes and notifies 14 AF and staff of nomination suspense dates for the quarterly and annual awards program. This includes: awards program announcements, package suspense dates, board dates, ceremony dates, and any other suspense dates deemed necessary.

1.4.5.4. Collects/distributes nomination packages for scoring. Establishes board dates and procedures for each board. This includes soliciting personnel for the board and preparing score sheets and nomination packages for board members. Packages consist of:

1.4.5.4.1. AF Form 1206, Nomination for Award

1.4.5.4.2. Board member score sheets

1.4.5.5. Collects board scores and prepares/forwards board president packages to designated OPRs for final approval. Board president packages consist of:

1.4.5.5.1. All AF Form 1206s for each specific category.

1.4.5.5.2. Board President score sheet with board member rankings.

1.4.5.6. Prepares memorandum announcing winners for 14 AF/CC or designated authority signature.

1.4.5.7. Prepares letters of congratulations for 14 AF/CC signature for 14 AF and HQ staff award winners.

1.4.5.8. Forwards 14 AF quarterly award winner's packages to 30 SW/CCCA for Team V quarterly awards competition.

1.4.5.9. Collects official photographs and updates the award-winner photo display.

1.4.5.10. Orders trophies or plaques for winners in each category upon 14 AF/CCC notification.

1.4.5.11. Notifies the quarterly/annual winners of time and location of Vandenberg AFB recognition boards and awards luncheon/ceremony, as necessary.

## **1.5. Quarterly and Annual Awards Program:**

1.5.1. **General Policy:** Entries on the AF Form 1206, *Nomination for Award*, will address events that occurred during the award period only.

### **1.5.2. Competition Periods and Suspenses:**

1.5.2.1. Awards are due by 1630 (PST) on the date indicated in the table below:

**Table 1.1. Competition Periods and Suspenses**

<u>Competition Periods</u>	<u>Suspense</u>
1st quarter (January – March)	30 March
2d quarter (April – June)	29 June
3rd quarter (July – September)	30 September
4th quarter (October – December)	31 December
Annual	15 January

1.5.2.2. If the suspense date occurs on a non-duty day, submit the award on the last duty day before the suspense date, or by alternate suspense date if deemed necessary by the 14 AF/CCC. Late packages will not be accepted.

1.5.3. Who May Submit Nominees: Each HQ 14 AF staff office, 614 AOC, 614 ACOMS, and wing affiliated with the 14 AF may submit one nomination for each category.

1.5.4. Who May Be Submitted as a Nominee:

1.5.4.1. Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if a quarterly nominee was a SrA for two months and then promoted to Staff Sergeant, the member will compete in the Airman category.

1.5.4.2. Civilians must be serving on a permanent appointment, must be assigned to the nominating unit for the entire period of the nomination, and must be holding the permanent grade in the category for which nominated.

1.5.4.3. Personnel must be assigned to HQ 14 AF a minimum of six months to qualify for annual awards.

1.5.4.4. The following table explains who is eligible for each category:

**Table 1.2. Eligibility Categories**

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Senior Master Sergeant
CGO Category	Second Lieutenant - Captain
FGO Category	Major
Civilian Category I	General Schedule (GS) 1 through GS-8 (Serving in a Permanent Appointment)
Civilian Category II	General Schedule (GS) 9 through GS-13 (Serving in a Permanent Appointment)
Civilian Supervisory Category I	General Schedule (GS) 1 through GS-8 (Serving in a Permanent Appointment)
Civilian Supervisory Category II	General Schedule (GS) 9 through GS-13 (Serving in a Permanent Appointment)

1.5.5. Who May Not Be Submitted as a Nominee:

1.5.5.1. Individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-

Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

**1.5.6. Quarterly Award Nomination Package Contents:**

1.5.6.1. Cover letter: Prepare one copy with director/commander signature block to 14 AF/CC.

1.5.6.2. Biography: Provide short. (See [Attachment 6](#))

1.5.6.3. Current Fitness Report

1.5.6.4. AF Form 1206: Submit via e-mail AF Form 1206, *Nomination for Award*, titled as the member's last name. One page, front side only for all nominees. Only 15 lines of justification (in 12-point font) is authorized. Headings are to be bolded and capitalized and do not count toward the 15 lines. Use bullet format and double-spaced (See [Attachment 3](#)). Nominations will include and be scored on the categories listed below. (See [Attachment 2](#) for explanation of information to be included)

1.5.6.4.1. Leadership and Job Performance in Primary Duty. (Enlisted, CGO & FGO) Use nine bullets

1.5.6.4.2. Significant Self-Improvement. (Enlisted, CGO & FGO) Use three bullets

1.5.6.4.3. Base or Community Involvement. (Enlisted, CGO & FGO) Use three bullets

1.5.6.4.4. Job Accomplishments, Efficiency and Productivity. (Civilian) Use six bullets

1.5.6.4.5. Demonstrated Leadership Qualities and Initiative. (Civilian) Use three bullets

1.5.6.4.6. Self-Improvement and Development. (Civilian) Use three bullets

1.5.6.4.7. Base and Community Involvement. (Civilian) Use three bullets

**1.5.7. Annual Award Nomination Package Contents:**

1.5.7.1. Cover letter: Prepare one copy with director/commander signature block to 14 AF/CC.

1.5.7.2. Biography: Provide 1-page biography (ref. AFI 36-2805, *Special Trophies and Awards Attachment 2*)

1.5.7.3. Current Fitness Report

1.5.7.4. AF Form 1206: Submit via e-mail AF Form 1206, *Nomination for Award*, titled as the member's last name. One page, front side only for all nominees. Only 27 lines of justification (in 12-point font) is authorized. Headings are to be bolded and capitalized and do not count toward the 27 lines. Use bullet format and single-spaced (See [Attachment 4](#)). Nominations will include and be scored on the categories listed below. (See [Attachment 2](#) for explanation of information to be included)

1.5.7.4.1. Leadership and Job Performance in Primary Duty. (Enlisted, CGO & FGO) Use 17 bullets



1.5.11. Announcement of Winners: Winners will be announced by the 14 AF/CCCA after 14 AF/CC or CV approval.

1.5.12. Official Photos: Quarterly winners will forward a 5x7 official photo to the 14 AF/CCCA NLT 2 weeks after announcement of winners to update the HQ 14AF Recognition Board.

1.5.13. Presentation of Awards: Quarterly and annual awards are normally presented at Commander's Call following the announcement of winners.

1.5.14. Award Benefits: Award winners will receive a plaque or trophy.

**1.6. Award Designation:** Individuals who win their respective quarter/annual will be designated the Headquarters Fourteenth Air Force Field/Company Grade Officer/Senior NCO/NCO/Airman/Civilian of the Quarter/Year. The title Fourteenth Air Force Field/Company Grade Officer/Senior NCO/NCO/Airman/ Civilian of the Quarter/Year is reserved for individuals selected from the staff and wing competition. (see [Chapter 2](#))

## Chapter 2

### HEADQUARTERS FOURTEENTH AIR FORCE ANNUAL RECOGNITION PROGRAM

#### 2.1. Annual Awards: (To include: Twelve Outstanding Airmen of the Year (12 OAY), Company Grade Officer of the Year, First Sergeant of the Year and Civilian of the Year)

2.1.1. Purpose: Foster a competitive spirit in unit operations, stimulate individual efforts to better manage the unit, develop esprit de corps, and recognize outstanding enlisted, CGO, and civilian members assigned to HQ 14 AF and those units assigned or attached to Fourteenth Air Force as the best in Fourteenth Air Force. Enlisted packages will be forwarded to HQ AFSPC for MAJCOM Twelve Outstanding Airmen of the Year (12 OAY) and First Sergeant of the Year competitions; however each Wing under 14 AF may submit their Wing's CGO winner directly to MAJCOM per AFSPCI 36-2802.

2.1.2. Who May Submit Nominations: Each assigned Wing Commander (or representative of the Commander's immediate staff) under Fourteenth Air Force may submit one nominee for each category (see AFI 36-2805, paragraph 3.4.1 for 12 OAY). The HQ 14 AF will submit one nominee in each category to compete against the wing nominees.

2.1.3. Who May be Submitted as a Nominee: Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if an enlisted member was a senior airman for seven months and then promoted to Staff Sergeant, the member will compete in the Airman category. If the member is promoted at the six-month point of the award cycle, AFSPC determines in which category to nominate the member. See AFI 36-2805, paragraph 3.4.1, and paragraph 3.3.1 for 12 OAY. The following are eligible for each category:

**Table 2.1. Eligibility Categories**

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Senior Master Sergeant
CGO Category	Second Lieutenant – Captain
FGO Category	Major (14 AF Annual Awards Only)
Civilian Category I	GS/GG-1 through 8; WG-1 through WG-7; WL-1 through WL- 5; NAF I and NAF II (Serving in a Permanent Appointment)
Civilian Category II	GS/GG-9 through 13; WG-8 through WG-15; WL- 6 through WL-15; NAF III and NAF IV (Serving in a Permanent Appointment)
Civilian Supervisory Category I	GS-1 through GS-8; WS-1 through WS-10; NAF III (if they carry a supv/mgr code) (Serving in a Permanent Appointment)
Civilian Supervisory Category II	GS-9 through GS-13; WS-11 through WS-14; NAF IV (if they carry a supv/mgr code) (Serving in a Permanent Appointment)

2.1.3.1. See AFI 36-2805, paragraph 3.4.3 for retainability requirements for 12 OAY.

2.1.4. Who May Not be Submitted as a Nominee:

2.1.4.1. Individuals who were previously selected as Air Force 12 Outstanding Airmen of the Year.

2.1.4.2. Airmen with a pending application for, or who have been accepted for any program leading to a commission during the award period or anytime during their tenure as a 12 OAY, in accordance with AFI 36-2805, paragraph 3.4.4.1.

2.1.4.3. Individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

2.1.5. Competition Period: 1 January to 31 December.

2.1.6. Suspense: 15 January each year is the target date for submission of annual awards packages. A formal suspense will be published each year based on higher headquarters guidance. If the 15th is a weekend, packages will be due the last duty day before the weekend. Late packages will only be accepted at the discretion of 14 AF/CCC or CV. All wings falling under the 14 AF will be informed of the 12 OAY suspense date by the 14 AF/CCCA upon notification from HQ AFSPC. The suspense date will generally fall around mid-February.

2.1.7. Nomination Package Contents:

2.1.7.1. **Enlisted Nomination Package Contents:** Following the guidance in AFI 36-2805, Paragraph 3.3 and 3.4., and any yearly higher headquarters guidance received for 12 OAY and USAF First Sergeant of the Year. Include:

2.1.7.1.1. Cover letter signed by the Wing Commander or Fourteenth Air Force division chief.

2.1.7.1.2. AF Form 1206, **Nomination for Award**, (most current version), one page, front only, and titled the member's last name. Only 27 lines of justification (in 12-point font) is authorized. Headings are to be bolded and capitalized and do not count toward the 27 lines. In the Award block, list 12 Outstanding Airmen of the Year or USAF First Sergeant of the Year. Acronym listings are NOT authorized on Enlisted or First Sergeant of the Year packages; only universally known acronyms will be authorized (TDY, EPR, LRS, AF, etc.) Nominations will include and be scored on the categories listed below. (See [Attachment 2](#) for explanation of information to be included)

2.1.7.1.2.1. Leadership and Job Performance in Primary Duty. (17 bullets)

2.1.7.1.2.2. Significant Self-Improvement. (5 bullets)

2.1.7.1.2.3. Base or Community Involvement. (5 bullets)

2.1.7.1.2.4. Job Performance in Primary Duty. (Civilian only)

2.1.7.1.3. Biography (ref. AFI 36-2805, Attachment 2)

2.1.7.1.4. Current Fitness Report.

2.1.7.1.5. Base-level Report of Individual Personnel (RIP) (records review RIP)

2.1.7.1.6. Signed statement of intent (ref. AFI 36-2805, paragraph 3.4.4. and any yearly higher headquarters guidance.) First Sergeant of the Year Nominees will submit the statement that he/she does or does not agree to give permission to use their name and unit location in the announcement message or publicity regarding the award winner. The nominee must sign and date this statement.

**2.1.7.2. Company Grade Officer Package Contents:**

2.1.7.2.1. Cover letter signed by the Wing Commander or Fourteenth Air Force division chief.

2.1.7.2.2. AF Form 1206, **Nomination for Award**, (most current version) one page, front only, and titled the member's last name. Use bullet format in 12-point font. Bold and capitalize each category title on the AF Form 1206. Nominations will include and be scored on the categories listed below. (See [Attachment 2](#) for explanation of information to be included)

2.1.7.2.2.1. Leadership and Job Performance in Primary Duty. (17 bullets)

2.1.7.2.2.2. Significant Self-Improvement. (5 bullets)

2.1.7.2.2.3. Base or Community Involvement. (5 bullets)

2.1.7.2.3. Biography (ref. AFI 36-2805, Attachment 2)

2.1.7.2.4. Current Fitness Report.

2.1.7.2.5. Base-level Report of Individual Personnel. (RIP) (records review RIP)

2.1.7.2.6. Signed Privacy Statement. (See Attachment 7)

**2.1.7.3. Civilian Nomination Package Contents:**

2.1.7.3.1. Cover letter signed by the Wing Commander or Fourteenth Air Force division chief.

2.1.7.3.2. AF Form 1206, **Nomination for Award**, (most current version) one page, front only and titled as the member's last name. Use bullet format in 12-point font. Bold and capitalize the category title on the AF Form 1206. Nominations will include and be scored on the categories listed below. (See [Attachment 2](#) for explanation of information to be included)

2.1.7.3.2.1. Job Accomplishments, Efficiency and Productivity.

2.1.7.3.2.2. Demonstrated Leadership Qualities and Initiative

2.1.7.3.2.3. Self Improvement and Development.

2.1.7.3.2.4. Base and Community Involvement.

2.1.7.3.3. Short Biography for 14 AF/CC use only (See [Attachment 6](#))

2.1.8. Submission Method: Submit package requirements to the 14 AF/CCCA organizational box via email NLT COB on the announced due date, late packages will only

be accepted at the discretion of 14 AF/CCC or CV. E-mail applicable original RIP and signed Statements of Intent to 14 AF/CCCA within 3 calendar days of due date.

2.1.9. Evaluation Process: 14 AF/CCCA establishes board dates and procedures for each package-only board. This includes soliciting personnel for the CGO, FGO and Civilian boards and preparing score sheets and nomination packages for all board members. The enlisted boards will be comprised of the Fourteenth Air Force Command Chief Master Sergeant. The 14 AF/CCC will forward the enlisted winners' packages to 14 AF/CCCA for all categories.

2.1.10. Scoring Process: Each board member will evaluate and score each nomination package on a 6-10 scale, then rank the packages (1st, 2nd, 3rd and so on) based on their score. The Board President will facilitate the selection process. Results are confidential until validated and approved by 14 AF CV or CC and released.

**Table 2.2. Score/Rank Range**

10 – Absolutely superior
9.5 – Outstanding
9.0 – Few could be better
8.5 – Strong
8.0 – Slightly above average
7.5 – Average
7.0 – Slightly below average
6.5 – Well below average
6.0 – Lowest in potential

2.1.10.1. The board members will use the format below for recording scores.

**Table 2.3. Sample Format for Scoring**

<b>NAME</b>	<b>Score</b>	<b>Rank Order</b>
Nominee Name		

2.1.11. Announcement of Winners: 14 AF/CCCA will normally announce the winners within one week of conclusion of the selection board.

2.1.12. Official Photos: Annual award winners will forward a 5x7 official photo to the 14 AF/CCCA NLT 2 weeks after announcement of winners in order to update the Fourteenth Air Force Recognition Board, and an official 8x10 photo should be included for AFSPC competition.

2.1.13. Presentation: 14 AF/CCCA will order trophies. Winners will receive trophies at discretion of 14 AF/CC, preferably during a 14 AF/CC visit to recipients' wing.

2.1.14. Award Benefits: Award winners will receive a plaque or trophy.

## 2.2. General Charles A. Horner "Tiger Award."

2.2.1. Purpose: This award is named in honor of General Charles A. Horner and recognizes the accomplishments of an officer and enlisted individual assigned to Fourteenth Air Force who demonstrates the highest degree of professionalism, leadership, integrity, dedication, and courage in the performance of their duties and conduct of their lives.

2.2.2. Who May Submit Nominations: Each assigned wing commander under Fourteenth Air Force may submit one nominee for each category. HQ 14 AF will submit one nominee in each category to compete against the wing nominees, via a board process established by the 14 AF/CCCA.

2.2.3. Who May be Submitted as a Nominee: Each individual must be an active duty, Air Force Reserve, or Air National Guard member in the grade of Major or below for the officer category, or SMSgt or below for the enlisted category.

2.2.4. Who May Not be Submitted as a Nominee: Nominees may not be Lt Col-selects or CMSgt selects. Also, individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

2.2.5. Competition Period: 1 January through 31 December.

2.2.6. Suspense: 15 January. If the 15th is a weekend, the packages will be due the last duty day before the suspense date. Late packages will only be accepted at the discretion of 14 AF/CCC or CV.

2.2.7. Nomination Package Contents:

2.2.7.1. AF Form 1206, **Nomination for Award**, for award justification. Limit the justification to one page and titled as the members last name. Use bullet format, single-spaced, size 12 font, 30 bullets max (excluding header). Award block should reflect General Charles A. Horner "Tiger Award." Bold and capitalize the category title on the AF Form 1206. (See [Attachment 5](#)) Nominations will include and be scored on the category below.

2.2.7.1.1. PROFESSIONALISM, LEADERSHIP, INTEGRITY, DEDICATION, AND COURAGE IN THE PERFORMANCE OF THEIR DUTIES AND CONDUCT OF THEIR LIVES:

2.2.7.2. Short biography (See [Attachment 6](#)) to be used in award program.

2.2.7.3. A single-page retrieval form (SURF) (available from HQ AFPC Assignment Management System web page) (Saved as members lastname\_surf, e.g. smith\_surf)

2.2.7.4. Evaluations covering the award period (1 Jan-31 Dec) (Scanned as a .pdf file, save as member's lastname\_EPR or OPR, ie. smith\_EPR.pdf)

2.2.7.5. Endorsement letter signed by Wing Commander or Vice Wing Commander

2.2.8. Submission Method: Submit package requirements to the 14 AF/CCCA organizational box via email NLT COB due date (see Para 2.2.6.)

2.2.9. Evaluation Process: 14 AF/CCCA establishes board dates and procedures for each package-only board. This includes soliciting members for the boards and preparing score sheets and nomination packages for all board members. The enlisted boards will be presided over by the Fourteenth Air Force Command Chief Master Sergeant, and the officer boards will be presided over by the 14 AF/CV. Board members must be E-8/E-9 for enlisted boards and O-5 and above for officer boards.

2.2.10. Scoring Process: Each board member will evaluate and score each nomination package on a 6-10 scale, then rank the packages 1 through 6 (1st, 2nd, 3rd and so on) based on their score. The Board President will facilitate the board selection process. Results will be determined by selection board and are confidential until validated by 14 AF/CV or CC and released.

**Table 2.4. Score/Rank Range**

10 – Absolutely superior
9.5 – Outstanding
9.0 – Few could be better
8.5 – Strong
8.0 – Slightly above average
7.5 – Average
7.0 – Slightly below average
6.5 – Well below average
6.0 – Lowest in potential

2.2.10.1. The board members will use the format below for recording scores.

**Table 2.5. Sample Format for Scoring**

<b>NAME</b>	<b>Score</b>	<b>Rank Order</b>
Nominee Name		

2.2.11. Announcement of Winners: 14 AF/CCCA will announce the winners within one week of selection board.

2.2.12. Official Photos: Winners will forward a 5x7 official photo to the 14 AF/CCCA NLT 2 weeks after announcement of winners in order to update the 14 AF Recognition Board.

2.2.13. Presentation: 14 AF/CCCA will order trophies. Presentation is normally made at annual 14 AF Ball.

**2.3. Funding of Presentations:** The purchase of awards, coins, and medallions may be made using Operations and Maintenance funds IAW AFI 65-601V1, *Budget Guidance and Procedures*.

RODERICK H. DAVIS, GS-14, USAF  
Director of Staff

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

**AFPD 36-28**, *Awards and Decorations Program*, 30 July 2012

**AFI 65-601V1**, *Budget Guidance and Procedures*, 16 August 2012

**AFI 34-201**, *Use Of Nonappropriated Funds (NAFs)*, 17 June 2002

**AFI 36-2803**, *The Air Force Awards and Decorations Program*, 15 June 2001

**AFI 51-601**, *Gifts to the Department of the Air Force*, 12 November 2003

**AFI 36-2805**, *Special Trophies and Awards*, 29 June 2001

***Adopted Forms***

AF Form 847, Recommendation for Change of Publications

AF Form 1206, Nomination for Award

***Abbreviations and Acronyms***

**ACOMS**—Air Communications Squadron

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPC**—Air Force Personnel Center

**AFPD**—Air Force Policy Directive

**AFSPC**—Air Force Space Command

**AFSPCI**—Air Force Space Command Instruction

**AOC**—Air Operations Command

**CCCA**—Command Chief's Assistant

**CGO**—Company Grade Officer

**COB**—Close of Business

**EPR**—Enlisted Performance Report

**FGO**—Field Grade Officer

**IAW**—In Accordance With

**LOA**—Letter of Admonishment

**LOC**—Letter of Counseling

**LOR**—Letter of Reprimand

**MAJCOM**—Major Command

**NCO**—Non-Commissioned Officer

**NLT**—No Later Than

**OAY**—Outstanding Airman of the Year

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**OPR**—Officer Performance Report

**POC**—Point of Contact

**SURF**—Single Unit Retrieval Format

**U.S.C.**—United States Code

*Terms*

**Office of Primary Responsibility (OPR)**—The POC for a publication is assigned to office of primary responsibility. The OPR is not a person, but an office.

**Point of Contact (POC)**—A person assigned to the OPR responsible for maintaining a publication.

**Record Set**—An historical file containing required documents and actions taken when developing/revising/rescinding a publication.

## Attachment 2

### NOMINATION CATEGORIES

Nominations will include and be scored on the following categories:

**A2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** (All Categories) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year, and so forth.

**A2.2. SIGNIFICANT SELF-IMPROVEMENT:** (All Categories) Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education and any professional military education (PME). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

**A2.3. BASE OR COMMUNITY INVOLVEMENT:** (All Categories) Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. (These categories are generalized to include civilian categories)

## Attachment 3

**SAMPLE OF HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION  
FOR 14 AF QUARTERLY AWARDS**

**Figure A3.1. Sample of Headings/Titles/Categories of AF Form 1206, Nomination For 14 AF Quarterly Awards**

<b>ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD/</b>		
<b>AWARD</b>	<b>CATEGORY</b>	<b>AWARD PERIOD</b>
14 AF Quarterly Awards or HQ 14 AF Quarterly Awards	SNCO, NCO, Amn Civ Cat I & II; Civ Sup Cat I & II	1 Jan - 31 Mar XX
<b>SPECIFIC ACCOMPLISHMENTS:</b> (Use double-spaced, bullet format)		
<b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b> (All Categories)		
<ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments; how well member performed assigned duties</li> <li>- Define the scope and level of responsibilities and the impact on the mission and unit.</li> <li>- Include any new initiatives or techniques developed by the member that impacted unit/mission</li> <li>- Include results of Air Force, MAJCOM, Numbered Air Force-level inspections, etc.</li> <li>- Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year`</li> </ul>		
<b>SIGNIFICANT SELF-IMPROVEMENT:</b> (All Categories)		
<ul style="list-style-type: none"> <li>- Show how the member developed or improved skills related to primary duties; e.g., formal training, <ul style="list-style-type: none"> <li>Career Development Course enrollment or completion</li> </ul> </li> <li>- On-the-Job Training, certifications, off-duty education and any PME</li> <li>- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen</li> </ul>		
<b>BASE OR COMMUNITY INVOLVEMENT:</b> (All Categories)		
<ul style="list-style-type: none"> <li>- Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community</li> <li>- Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, etc.</li> </ul>		

## Attachment 4

**SAMPLE OF HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION  
FOR 14 AF ANNUAL AWARDS**

**Figure A4.1. Sample of Headings/Titles/Categories of AF Form 1206, Nomination For 14 AF Annual Awards**

<b>ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD</b>		
<b>ENLISTED:</b> FRONT ONLY OF AF FORM 1206		
<b>CGO, FGO AND CIVILIAN:</b> FRONT ONLY OF AF FORM 1206		
<b>AWARD PERIOD</b>	<b>CATEGORY</b>	<b>AWARD</b>
20XX 12 Outstanding Airmen of the Year Dec XX	SNCO, NCO, Airman	1 Jan - 31
USAF First Sergeant of the Year		
20XX Company/Field Grade Officer of the Year		
20XX Civilian of the Year	Civ Cat I & II; Civ Sup Cat I & II	
<b>SPECIFIC ACCOMPLISHMENTS:</b> (Use single-spaced, bullet format)		
<b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b> (All Categories)		
<ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments; how well member performed assigned duties</li> <li>- Define the scope and level of responsibilities and the impact on the mission and unit</li> <li>- Include any new initiatives or techniques developed by the member that impacted unit/mission</li> <li>- Include results of Air Force, MAJCOM, Numbered Air Force-level inspections, etc.</li> <li>- Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year</li> <li>- Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility (Civilians).</li> </ul>		
<b>SIGNIFICANT SELF-IMPROVEMENT:</b> (All Categories)		
<ul style="list-style-type: none"> <li>- Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion</li> <li>- On-the-Job Training, certifications, off-duty education and any PME</li> <li>- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen</li> </ul>		
<b>BASE OR COMMUNITY INVOLVEMENT:</b> (All Categories)		
<ul style="list-style-type: none"> <li>- Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community</li> <li>- Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, etc.</li> </ul>		

## Attachment 5

**SAMPLE HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION  
FOR GENERAL CHARLES A. HORNER "TIGER AWARD"**

**Figure A5.1. Sample Headings/Titles/Categories of AF Form 1206, Nomination For General Charles A. Horner "Tiger Award"**

<b>ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD//FRONT ONLY</b>		
<b>AWARD</b>	<b>CATEGORY</b>	<b>AWARD PERIOD</b>
General Charles A. Horner "Tiger Award"	Officer or Enlisted	1 Jan - 31 Dec XX
<b>SPECIFIC ACCOMPLISHMENTS:</b> (Use single-spaced, bullet format, size 12 font)		
<b>PROFESSIONALISM, LEADERSHIP, INTEGRITY, DEDICATION, AND COURAGE IN THE PERFORMANCE OF THEIR DUTIES AND CONDUCT OF THEIR LIVES:</b>		
<ul style="list-style-type: none"> <li>- Define nominee's job performance in their primary duty</li> <li>- Include the impact of their leadership on the mission, the unit, and other unit members</li> <li>- Include the development of new techniques that have contributed significantly to increased mission effectiveness</li> <li>- Show nominee's improvement through off-duty education</li> <li>- Include achievements in professional, cultural societies or associations, and development of creative abilities</li> <li>- Nominee must inspire others by personal example, by character and conduct, and by eagerness to assist in the accomplishment of goals</li> <li>- Leadership abilities of nominee must clearly demonstrate outstanding professionalism, integrity, and morality</li> <li>- The nominee must have contributed tangibly or intangibly to the military or civilian community's welfare, morale or status</li> <li>- Include heroic acts or acts of courage in this section</li> <li>- The nature and results of the member's other accomplishments must set him or her apart from others</li> <li>- Include demonstrated ability as an articulate and positive member of the Air Force</li> </ul>		

**Attachment 6****SAMPLE SHORT BIOGRAPHY****Figure A6.1. Sample Short Biography****Information for Biography Preparation**

- Times New Roman 12 font
- One inch margins
- 6 lines max (4 lines general info and 2 strongest accomplishments from 1206, all written in narrative format)
- Bio should include rank/name, duty title, organization, and primary duty

**EXAMPLE**

**SENIOR AIRMAN JOHN A. DOE**

AFSC: 1A0X2, satellite communications controller

Senior Airman John A. Doe is assigned to the 30th Operations Support Squadron, as a Satellite Communications Controller. His duties include administrative control of four regional satellite communications centers and systems integration and maintenance of the nation's only Air and Space Operations Center. He led a 19-mile GPS exercise, infusing real world ops into a training scenario and AFSPC IG declared this event "Outstanding!" Airman Doe also completed requirements for Embry Riddle MBA in Aerospace Management with an impressive 3.9 GPA.

**Attachment 7****PRIVACY ACT STATEMENT****Figure A7.1. Privacy Act Statement**

**AUTHORITY.** Solicitation of personal information for USAF endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (U.S.C.), Section 552a, and published in Title 32, Code of Federal Regulations (C.F.R.), Section 806b, and is authorized by Federal Statutes (5 U.S.C. 301 and 10 U.S.C. 8012).

**PURPOSE.** The principal purpose for the information's use is to provide publicity and recognition through military and (or) civilian news media inherent to the recognition program.

**ROUTINE USES.** Routine uses may be made of the information by commanders and award section board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.

**DISCLOSURE.** Voluntary. Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.

I have read the above statement, and I do authorize release of the personal information for the specific award.

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Signature

---

Date

## Attachment 8

### BOARD MEMBER'S GUIDANCE

**A8.1. Members must be fair and impartial.** Set aside any bias (positive or negative) and evaluate based on the substance of the nomination packages. Evaluate quality and impact of the accomplishments. Keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job.

**A8.2.** You should compare the accomplishments of each nominee and then score accordingly. Pay careful attention to the category criteria. Bullets listed in an incorrect category (for example, a job performance-related bullet listed in the significant self-improvement category) may impact the overall score. Within the 6-10 point system, using half point increments, you must differentiate between nominees. Do not score each category independently. You should evaluate them on the "whole-person" concept relative to each other. Things to look for in each category are listed below.

**A8.3. JOB PERFORMANCE IN PRIMARY DUTY:** The member's leadership and job performance in their primary duty, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments--not unit accomplishments.

**A8.4. SIGNIFICANT SELF-IMPROVEMENT:** The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, voluntary self-improvement may be more noteworthy than just attending a mandatory class the individual was scheduled for.

**A8.5. BASE OR COMMUNITY INVOLVEMENT:** The member should have contributed tangibly or intangibly to the military or civilian community's welfare. This includes base/squadron/community involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is normally not as strong as serving in a leadership position (president, secretary, coach, team leader, head organizer, etc.).

**A8.6.** Appropriate recognition is very important. Review the packages with the time and effort they deserve. When you're finished, set them aside and if you have time, review them again.

**A8.7.** Once you have an established score for each nominee, identify the highest rated nominee with a "1", the second with a "2", etc. No ties are allowed. If you have two packages that are very close you must decide which to rate higher. (Remember this is a "whole person" program and you are selecting who you think will best represent the organization using the scoring criteria.)

**A8.8.** Total only the rankings. Low Score is winner.

**A8.9.** Do not reveal who won until after the winners are announced by Fourteenth Air Force Commander, Vice Commander, or Command Chief Master Sergeant.

## Attachment 9

### BOARD PRESIDENT'S GUIDANCE

**A9.1.** This guidance is to assist the president in ensuring the board runs smoothly and professionally.

**A9.2.** Quarterly/Annual Board Members must not discuss board results until validated and released. Winners names are only to be released by Fourteenth Air Force Commander, Vice Commander, Command Chief Master Sergeant (enlisted packages) or Fourteenth Air Force Chief of Personnel (officer and civilian packages).

**A9.3.** 14AF/CCCA will provide you the ranks, names, and units of your board members.

**A9.4.** Explain the criteria for review of packages. Members are to focus on the information listed on the AF Form 1206 and grade packages accordingly. The amount of information provided is not the determining factor. The quality of information provided for the period being considered is paramount. Remind members that, to be fair and consistent in their scoring, they **MUST** set aside all prejudices and evaluate the packages in accordance with the provided guidelines. This honest and unbiased review will give our program the integrity and fairness it deserves.

**A9.5. JOB PERFORMANCE IN PRIMARY DUTY:** The member's leadership and job performance in their primary duty, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments--not unit accomplishments.

**A9.6. SIGNIFICANT SELF-IMPROVEMENT:** The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, voluntary self-improvement may be more noteworthy than just attending a mandatory class the individual was scheduled for.

**A9.7. BASE OR COMMUNITY INVOLVEMENT:** The member should have contributed tangibly or intangibly to the military or civilian community's welfare. This includes base/squadron/community involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is normally not

**A9.8.** Ensure the nominees' ranks and names are written on the score sheets provided.

**A9.9.** Total the raw scores, and rack and stack packages for each nominee.

**A9.10.** Once the board is finished scoring their nominations, board members need to date and sign score sheets and turn in their folders along with the score sheets to the president. The board president will then transfer the information to the board president score sheet and sign it.

**A9.11.** Thank members for their participation and efforts in making our recognition program a meaningful and successful one.

## Attachment 10

## 12 OAY NOMINATION CHECKLIST (AIRMAN, NCO, SNCO CATEGORIES)

Figure A10.1. 12 OAY Nomination Checklist (Airman, NCO, SNCO Categories)

Endorsement Letter	Signed by the 14 AF STAFF/AOC/ ACOMS/wing/ group/squadron commander, or Vice Commander, Or Executive Director.
AF IMT Form 1206	Electronic IMT Version (Not scanned)
	Member's "go by name"
	30 Lines Total
	3- Headers -LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY -SIGNIFICANT SELF-IMPROVEMENT -BASE AND COMMUNITY INVOLVEMENT
	27- Single line bullets
	Electronic Version (Not scanned)
Standard biography	Limited to one, single-spaced typewritten page ( <b>21 LINES MAX</b> ) using 12 font, with 1 inch margins (top, bottom, right and left). Use AFI 36-2805, ATCH 2 for guideline, other biography formats <b>WILL NOT</b> be accepted.
RRR (Records Review RIP)	Generated from MILPDS
Statement of Intent	Separate memo from "Statement of Release"
Statement of Release	(CIRCLE ONE) "I DO OR DO NOT"
Photos	
	8x10 Official Photo- (head and shoulder w/ flag in background) – electronic form only (.jpeg) and must be 300 dots per inch.
	Action Photos (7 total) - the photos must be varied (work/home/family/hobby – electronic form only (.JPEG).
Current Fitness Report	If member is on a profile include a copy of the member's AF Form 422, Physical Profile Serial Report, in the package. If the member has a current fitness score, but was exempt during any portion of the award period, an AF Form 422 must be provided.
	The IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents must be in word document.
	Each NAF/CENTER/AFSPCELM/HQ SQ may submit one nomination for each category.
	The only scanned documents we will accept are those with signatures, such as endorsement letters and public release statements. The IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents must be in word document.

## Attachment 11

## CGO OF THE YEAR NOMINATION CHECKLIST

Figure A11.1. CGO of The Year Nomination Checklist

	Endorsement Letter	Signed by the 14 AF STAFF/AOC/ ACOMS/wing/ group/squadron commander, or Vice Commander, Or Executive Director.
	AF IMT Form 1206	Electronic IMT Version (Not scanned)
	Member's "go by name"	
	30 Lines Total	
	3- Headers	-LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY -SIGNIFICANT SELF-IMPROVEMENT -BASE AND COMMUNITY INVOLVEMENT
	27- Single line bullets	
	Acronyms List	
	Electronic Version (Not scanned)	
	Standard biography	Limited to one, single-spaced typewritten page ( <b>21 LINES MAX</b> ) using 12 font, with 1 inch margins (top, bottom, right and left). Use AFI 36-2805, ATCH 2 for guideline, other biography formats <b>WILL NOT</b> be accepted.
	RRR (Records Review RIP)	
	Photos	
	8x10 Official Photo- (head and shoulder w/ flag in background) – electronic form only (.jpeg) and must be 300 dots per inch.	
	Action Photos (7 total) - the photos must be varied (work/home/family/hobby – electronic form only (.JPEG).	
	Current Fitness Report	If member is on a profile include a copy of the member's AF Form 422, Physical Profile Serial Report, in the package. If the member has a current fitness score, but was exempt during any portion of the award period, an AF Form 422 must be provided.
	The IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents must be in word document.	
	Each NAF/CENTER/AFSPCELM/HQ SQ may submit one nomination for each category.	
	The only scanned documents we will accept are those with signatures, such as endorsement letters and public release statements. The IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents must be in word document.	

## Attachment 12

**FIRST SERGEANT OF THE YEAR NOMINATION CHECKLIST****Figure A12.1. First Sergeant of the Year Nomination Checklist**

NOMINEES MUST HAVE SERVED IN THE POSITION OF FIRST SERGEANT AND HELD SDI 8F000 FOR AT LEAST 6-MONTHS DURING THE AWARD PERIOD. BOTH REQUIREMENTS MUST BE MET FOR ELIGIBILITY.	
Endorsement Letter	Signed by the 14 AF STAFF/AOC/ ACOMS/wing/ group/squadron commander, or Vice Commander, Or Executive Director.
AF IMT Form 1206	Electronic IMT Version (Not scanned)
Member's "go by name"	
30 Lines Total (Including Headers)	
3- Headers -LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY -SIGNIFICANT SELF-IMPROVEMENT -BASE AND COMMUNITY INVOLVEMENT	
27- Single line bullets	
Electronic Version (Not scanned)	
Standard biography	Limited to one, single-spaced typewritten page ( <b>21 LINES MAX</b> ) using 12 font, with 1 inch margins (top, bottom, right and left). Use AFI 36-2805, ATCH 2 for guideline, other biography formats <b>WILL NOT</b> be accepted.
RRR (Records Review RIP)	Generated through MILPDS (word doc copy)
Photos	
8x10 Official Photo- (head and shoulder w/ flag in background) – electronic form only (.jpeg) and must be 300 dots per inch.	
Action Photos (7 total) - the photos must be varied (work/home/family/hobby – electronic form only (.JPEG).	
5x7 Full Length Blues- full length, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges.	
Citation	Limited to 50 - 70 key words (not including opening and closing statements), that provide specific examples of LEADERSHIP AND JOB PERFORMANCE; SIGNIFICANT SELF-IMPROVEMENT; and BASE OR COMMUNITY INVOLVEMENT. Refer to ATCH 3, AFI 36-2805, SPECIAL TROPHIES AND AWARDS, for format purposes only.
Current Fitness Report	If member is on a profile include a copy of the member's AF Form 422, Physical Profile Serial Report, in the package. If the member has a current fitness score, but was exempt during any portion of the award period, an AF Form 422 must be provided.
THE IMT 1206 MUST BE SENT IN IMT FORMAT (NOT SCANNED) AND ALL OTHER DOCUMENTS MUST BE IN WORD DOCUMENT.	
Each NAF/CENTER/AFSPCELM/HQ SQ may submit one nomination for each category.	

	PUBLIC RELEASE STATEMENT	(CIRCLE ONE) "I DO OR DO NOT"
	The only scanned documents we will accept are those with signatures, such as endorsement letters and public release statements. The IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents must be in word document.	

## Attachment 13

## CIVILIAN OF THE YEAR NOMINATION CHECKLIST

Figure A13.1. Civilian of The Year Nomination Checklist

Endorsement Letter	Signed by the 14 AF STAFF/AOC/ ACOMS/wing/ group/squadron commander, or Vice Commander, Or Executive Director.	
AF IMT Form 1206	Electronic IMT Version (Not scanned)	
	Member's "go by name"	
	30 Lines Total (including headers)	
	4 Headers (Civ Category I and II)	<ul style="list-style-type: none"> <li>- JOB ACCOMPLISHMENTS, EFFICIENCY AND PRODUCTIVITY</li> <li>- DEMONSTRATED LEADERSHIP QUALITIES AND INITIATIVE</li> <li>- SELF-IMPROVEMENT AND DEVELOPMENT</li> <li>- BASE AND COMMUNITY INVOLVEMENT</li> </ul>
	4- Headers (Civ Supervisory Category I AND II)	<ul style="list-style-type: none"> <li>- MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT</li> <li>- ENCOURAGES INOVATION AND REMOVES UNNECESSARY BARRIERS</li> <li>- ENCOURAGES PROFESSIONAL GROWTH OF STAFF.</li> <li>- COMMUNICATES AND PROMOTES A COLLABORATIVE ENVIRONMENT</li> </ul>
	26- Single line bullets	
	Acronyms List	
Standard biography	Biography limited to one, single-space typewritten page.	
8x10 Official Photo- (head and shoulder w/ flag in background) – electronic form only (.jpeg) and must be 300 dots per inch.		
Each NAF/CENTER/AFSPCELM/HQ SQ may submit one nomination for each category.		
PUBLIC RELEASE STATEMENT	(CIRCLE ONE) "I DO OR DO NOT"	
The only scanned documents we will accept are those with signatures, such as endorsement letters and public release statements. The IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents must be in word document.		

Attachment 14

**GENERAL CHARLES A. HORNER “TIGER” AWARD NOMINATION CHECKLIST  
(ENLISTED/OFFICER CATEGORY)**

**Figure A14.1. General Charles A. Horner “Tiger” Award Nomination Checklist  
(Enlisted/Officer Category)**

Correct Grade	Major or Below or SMSgt or Below <b>NOMINEES MAY NOT BE LT COL SELECTS OR CMSGT SELECTS.</b>
Derogatory Information	Individuals cannot be subject to judicial or non judicial punishment, unfavorable information file, control roster action, or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.
Endorsement Letter	An endorsement letter signed by the wing commander or vice wing commander
AF IMT Form 1206	Electronic IMT Version (Not scanned)
	Member’s “go by name”
	30 Lines Max (Excluding Header)
	Header- <b>PROFESSIONALISM, LEADERSHIP, INTEGRITY, DEDICATION, AND COURAGE IN THE PERFORMANCE OF THEIR DUTIES AND CONDUCT OF THEIR LIVES</b>
	30- Single line bullets (Max)
	Acronyms List
	Electronic Version (Not scanned)
	Short biography
	8x10 Official Photo- (head and shoulder w/ flag in background) – electronic form only (.jpeg) and must be 300 dots per inch.
SURF	Word Doc
Evaluations	Covering the award period