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Personnel

**TWENTIETH AIR FORCE FUNCTIONAL
AND PROFESSIONAL AWARDS PROGRAM**

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This instruction implements requirements of AFI 36-2805 and AFI 36-2805_AFGSCSup, *Special Trophies and Awards*. This instruction establishes policies and procedures for nomination, selection, and award of the Twentieth Air Force Recognition Programs. It applies to all personnel assigned or attached to Twentieth Air Force (20 AF). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afirms/afirms/afirms/rims.cfm>. Comply with AFI 33-332, *Air Force Privacy Program*, for documents containing Privacy Act information. Comply with DOD Regulation 5400.7/Air Force Supplement, *DOD Freedom of Information Act Program*, for documents containing For Official Use Only information. Refer recommended changes and questions about this publication to the Office of Primary Responsibilities (OPR) using the AF Form 847, *Recommendations for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. See Attachment 1 for Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed to update policies in Twentieth Air Force Functional and Professional Awards Program. In addition, this publication was revised to reflect changes to the Air Force Global Strike Command Supplement dated 1 March 2012

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1. Program Objectives: The purpose of the Twentieth Air Force Awards Program is to establish procedures and guidelines for members assigned to Twentieth Air Force active duty units and other units identified for eligibility within this instruction. This program is designed to recognize those who have notably contributed to the Air Force mission and applies to officer, enlisted, and civilian personnel. Commanders and supervisors at all levels must be aware of this awards program and ensure deserving individuals and teams are submitted for consideration. Nominations will be concise and factual. Program objectives are as follows.

1.1. Provide a program to recognize outstanding achievement and performance.

1.2. Identify personnel who strive for greater responsibility.

1.3. Complement wing recognition programs and provide a program to recognize outstanding performers annually for the entire Numbered Air Force (NAF) and quarterly and annually for HQ NAF staff personnel.

2. Program Responsibilities: The Commander, Twentieth Air Force, retains overall responsibility for the program. Commanders organize and manage wing and HQ staff-level awards programs to support the NAF program. The following offices have specific responsibilities to support and administer the Twentieth Air Force program.

- 2.1. Twentieth Air Force Command Chief Master Sergeant (20 AF/CCC).
 - 2.1.1. Manage the program and serve as overall point of contact.
 - 2.1.2. Disseminate award criteria to wing, HQ staff, 625 Strategic Operations Squadron (STOS), and 620 Ground Combat Training Squadron (GCTS).
 - 2.1.3. Establish a central collection point for all nominations.
 - 2.1.4. Establish and disseminate tasking of board members for AMN, NCO, SNCO, and First Sergeant selection boards.
 - 2.1.5. Select members for each enlisted selection board.
 - 2.1.6. Advise board members of date, time, and location of selection board.
 - 2.1.7. Provide umbrella for oversight and administration of CGO and civilian awards program; board members for these categories will be the Vice Commander (20 AF/CV), Technical Director (20 AF/CD) and Commanders Executive Officer (20 AF/CCE).
- 2.2. Twentieth Air Force Wing Commanders will: (Includes HQ 20 AF Staff, 625 STOS, and 620 GCTS).
 - 2.2.1. Establish a program that conforms to the requirements, intent, and spirit of this instruction to select and recognize outstanding performers.
 - 2.2.2. Provide an appropriate form of recognition for winners in each category.
 - 2.2.3. Ensure unit award packages are prepared in accordance with (IAW) this instruction, the annual 12 Outstanding Airmen of the Year message, AFI 36-2805 and AFI 36-2805_AFGSCSup, *Special Trophies and Awards*.
- 2.3. Twentieth Air Force Executive Assistant to Command Chief (20 AF/CCCE) will:
 - 2.3.1. Act as the 20 AF/CCC's primary agent for the administration and execution of the recognition program.
 - 2.3.2. Coordinate all suspense's, award packages and coordinate board administration for staff quarterly awards and staff/NAF annual awards.
 - 2.3.3. Prepare congratulatory letters for 20 AF/CC signature.
 - 2.3.4. Release approved award winner list to Commander's Action Group (CCX), for distribution.
 - 2.3.5. Procure all awards, in kind, and/or certificates as approved by 20 AF/CCC for the winners.
 - 2.3.6. Ensure all awards are ordered within five days of board completion, and all congratulatory letters are completed and distributed to units within 10 days of release of the announcement message.

3. General Procedures:

- 3.1. Eligibility: The nominee must meet the following criteria.
 - 3.1.1. Each military nominee must meet the following quality standards:

3.1.1.1. Nominees must not have had an open Unfavorable Information File (UIF) during the nomination period.

3.1.1.2. Nominees must have a current fitness assessment and must have met the fitness standards during the entire nomination period IAW AFI 36-2905, *Fitness Program*.

3.1.1.3. Nominees must not be on a control roster or have received judicial or non-judicial action during the nomination period.

3.1.1.4. The nominee's category of competition is based on the grade held during the majority of the nomination period.

3.1.2. Commanders will ensure each civilian nominee meets performance standards.

3.2. Categories of Competition:

3.2.1. Airman (AMN): E-1 through E-4

3.2.2. Noncommissioned Officer (NCO): E-5 through E-6

3.2.3. Senior Noncommissioned Officer (SNCO): E-7 through E-8

3.2.4. First Sergeant: Personnel with PAFSC 8F000. (Annual only)

3.2.5. Company Grade Officer (CGO): O-1 through O-3

3.2.6. Civilian Categories: ***All civil service wage grades are eligible (GS, WG, WL, WS, NF, CC, NA, NL, and NS)***

3.2.6.1. Civilian Category I: GS 1-8; WG 1-7; WL 1-5; NAF I-II

3.2.6.2. Civilian Supervisory Category I: GS 1-8; WS 1-10; NAF III

3.2.6.3. Civilian Category II: GS 9-13; WG 8-15; WL 6-15; NAF III-IV

3.2.6.4. Civilian Supervisory Category II: GS 9-13; WS 11-15; NAF IV

3.2.7. Professional Team: Two or more active duty members, DoD Civilians, or a combination

3.3. AF Form 1206 Headings. Use the following headings for each category. (Note: Do not place any additional information on the heading line). Submissions are limited to 18 lines for quarterly and 30 lines for annual.

3.3.1. Enlisted/CGO Headers:

3.3.1.1. Leadership and Job Performance in Primary Duty

3.3.1.2. Significant Self-Improvement

3.3.1.3. Base or Community Involvement

3.3.2. Civilian (Non-Supervisory) Headers:

3.3.2.1. Job Accomplishments, Efficiency and Productivity

3.3.2.2. Demonstrated Leadership Qualities and Initiative

3.3.2.3. Self-Improvement and Development

- 3.3.2.4. Base or Community Involvement
- 3.3.3. Civilian (Supervisory) Headers:
 - 3.3.3.1. Motivates and Creates a Productive Work Environment
 - 3.3.3.2. Encourages Innovation and Removes Unnecessary Barriers
 - 3.3.3.3. Encourages Professional Growth of Staff
 - 3.3.3.4. Communicates and Promotes a Collaborative Environment
- 3.3.4. Professional Team Headers:
 - 3.3.4.1. Team Accomplishments
 - 3.3.4.2. Team Contributions
 - 3.3.4.3. Team Highlights
- 3.4. Annual Awards:
 - 3.4.1. Period of Competition: 1 January through 31 December
 - 3.4.2. Annual Award Nomination Procedures:
 - 3.4.2.1. Each wing may nominate one individual for each individual category or one team for the Professional Team category.
 - 3.4.2.2. Nominations for all competition categories will be 30 lines including headers to be prepared on the front page of the AF Form 1206, *Nomination for Award*, using bullet statements. They will include the member's SURF and current Fitness Report. (Note: The SURF and the Fitness Reports are not required for civilian categories or team awards). Only accomplishments from the current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity. Acronym banks and list of team members can be placed on the back of the AF Form 1206.
 - 3.4.2.3. For enlisted packages, the annual 12 Outstanding Airmen of the Year (12 OAY) message from AFPC, AFI 36-2805 and AFI 36-2805_AFGSCSup will provide information and samples of what the package should include.
 - 3.4.2.4. Previous award of a quarterly award for the given calendar year is not required to compete for annual awards.
 - 3.4.2.5. Submit an electronic copy of the entire nomination package to the 20 AF/CCCE for all categories by 20 Feb each year.
- 3.5. Quarterly Awards (HQ 20 AF only)
 - 3.5.1. Period of Competition:
 - 3.5.1.1. 1st Quarter: January through March
 - 3.5.1.2. 2nd Quarter: April through June
 - 3.5.1.3. 3rd Quarter: July through September
 - 3.5.1.4. 4th Quarter: October through December

3.5.2. Quarterly Award Nomination Procedures:

3.5.2.1. HQ 20 AF may nominate one individual in each category. (HQ 20 AF nomination will come from the command section staff, A1-A9, 625 STOS, 620 GCTS).

3.5.2.2. Nominations for all competition categories will be 15 lines not including headers to be prepared on the front page of the AF Form 1206, *Nomination for Award*, using bullet statements. They will also include the member's SURF and current Fitness Report. (Note: The SURF and the Fitness Reports are not required for civilian categories or team awards). Acronym banks and lists of team members can be located on the bottom half of the front, or the back page of the AF Form 1206.

3.5.2.3. AF IMT 1206 Headings: Refer to 3.3.

3.5.2.4. Submit an electronic copy of the entire nomination package to the 20 AF/CCCE for all categories no later than 15 days after the end of each quarter. Actual deadline dates and times will be announced by the 20 AF/CCC.

3.6. Who May Not Be Submitted as a Nominee:

3.6.1. Company Grade Officers promoted to the rank of Major during the award period. Nominate members in a category by the rank they held for the greater part of the period covered.

3.6.2. Winners from the previous quarter, in any category except Professional Team. This does not apply to annual awards.

4. Annual Selection Boards. The annual selection board will be held the last week of February each year.

4.1. Enlisted Selection Boards:

4.1.1. The 20 AF/CCC will preside over the enlisted selection boards.

4.1.2. The 20 AF/CCCE will receive and process all nominee packages.

4.1.3. Command Chiefs and Chiefs within 20 AF will serve as board members for each enlisted award category. In addition, 625 STOS superintendent may be asked to serve on the selection boards if a vacancy exists. (Note: Physical board appearances may be established by 20 AF/CCC).

4.2. Officer, Civilian and Team Selection Boards:

4.2.1. The 20 AF/CV will preside over the Team, Officer and Civilian selection boards.

4.2.2. The 20 AF/CCCE will receive and process all nominee packages.

4.2.3. The 20 AF/CD and 20 AF/CCE will serve as board members for the officer, civilian, and team categories.

4.3. Selection Board Responsibilities:

4.3.1. All board presidents will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.

4.3.2. All board members will score nomination packages prior to the board convening. See **Attachment 2** and **Attachment 3** for scoring procedures.

4.3.3. The board president will collect score sheets and consolidate them. The board president will then provide them to the 20 AF/CCCE upon board completion.

4.3.4. Under no circumstances will selection board results be released prior to official announcement of award winners by 20 AF/CC, CV or CCE.

5. Recognition.

5.1. The overall winner in each category will receive an engraved award as determined by 20 AF/CCC and be recognized in an appropriate time/venue as determined by CC and CCC.

5.2. 20 AF/CV will recommend quarterly award military winners receive a 1-day pass and civilian winners receive 8-hours time off. 20 AF/CV will recommend annual award military winners receive a 3-day pass and civilian winners receive 24-hours time off. Passes must be coordinated through each member's proper chain of command.

6. 12 Outstanding Airmen of the Year for AFGSC. The 20 AF winners in the enlisted categories will represent 20 AF as nominees for the AFGSC 12 Outstanding Airmen of the Year. Prepare nominations to AFGSC using the 12 OAY format IAW the AFPC message, AFI 36-2805 and AFI 36-2805_AFGSCSup.

7. Functional Awards:

7.1. Director/Award monitor's responsibilities:

7.1.1. Establishes functional recognition programs supporting their areas.

7.1.2. Retains proprietary ownership rights of their functional award programs and will have office of collateral responsibility input to this instruction.

7.1.3. Appoints in writing a primary and alternate functional recognition program manager to provide program oversight within their functional area.

7.1.4. Ensures full integrity and effectiveness of all recognition programs while emphasizing the strictest compliance with this instruction, established recognition program requirements, and all suspense dates.

7.1.5. Motivates their leaders to be cognizant of, involved in, and supportive of all 20 AF and higher headquarters recognition programs to ensure appropriate recognition of their subordinates for specific contributions, achievements, and daily sacrifices.

7.1.6. Ensures directorate candidates meet all eligibility requirements.

7.2. Boards: Members assigned recognition board member duties must perform these responsibilities in an objective manner. All boards will be scored by records only. Selection methodology is at the discretion of the director, but it must be applied fairly, equitably, and consistently to all competition packages. A simple 1, 2, or 3 final rack and stack score must be clearly identifiable. Once all packages have been scored, board members will provide their score sheets to the functional awards monitor within their respective directorate.

8. Twentieth Air Force, Force Support Awards:

8.1. Competing personnel must be 3M0X1, 3S0X1, 8A100 or 8T000 assigned to the Force Support Squadron. 3M0X1s assigned to Operations Groups are ineligible and should be submitted for Chef of the Quarter/Year. Submissions are limited to 15 lines for quarterly awards and 25 lines for annual awards (to include headers). Submit all awards electronically to

20 AF/A1 Workflow in accordance with deadlines established in Attachments 2 and 3.

8.1.1. Annual. Force Support individual members will compete for MAJCOM A1 awards.

20 AF annual Force Support Awards requirements and procedures will be driven by the MAJCOM awards message.

8.2. Twentieth Air Force, Force Support Team of the Year. Each unit may nominate one team for this award. Team composition may be any flight or element within the FSS. Nominations will detail the team's overall contribution to the unit mission.

8.3. Quarterly. The following awards are for sustained superior performance during the quarter. Performance must be within a 3-month competition period:

8.3.1. Force Support Team of the Quarter. Each unit may nominate one team for this award. Team composition may be any flight or element within the FSS. Nominations will detail the team's overall contribution to the unit mission.

8.3.2. Force Support Airman of the Quarter. Each unit may nominate one airman for this award. Nominations will be based on the quality and breadth of job performance. Headers for this category are: DUTY PERFORMANCE, INNOVATION AND INITIATIVE, and BASE AND COMMUNITY IMPACT.

8.3.3. Force Support Noncommissioned Officer of the Quarter Award. Each unit may nominate one NCO for this award. Nominations will be based on the quality and breadth of leadership and impact. Headers for this category are: DUTY PERFORMANCE, INNOVATION AND INITIATIVE, and BASE AND COMMUNITY IMPACT.

8.3.4. Force Support Senior Noncommissioned Officer of the Quarter Award. Each unit may nominate one SNCO for this award. Nominations will be based on the quality and breadth of leadership and impact. Headers for this category are: DUTY PERFORMANCE, INNOVATION AND INITIATIVE, and BASE AND COMMUNITY IMPACT.

9. Twentieth Air Force Operations Awards:

9.1. This category of awards recognizes sustained superior performance during a quarter or a calendar year. Wing/Geographically Separated Units (GSU) candidates may compete for NAF honors. Submissions will have 15 lines for quarterly and 25 lines for annual (to include headers). The headers for the 1206 are as follows: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY; SIGNIFICANT ACCOMPLISHMENTS. Submit all awards electronically to 20 AF/A3 Workflow in accordance with deadlines established in Attachments 2 and 3. Submit classified packages to 20 AF/A3 on SIPRNET.

9.2. Operations Awards Categories:

9.2.1. Major Duane W. Hollis Memorial Award (Annual). The missile control section in each Operations Support Squadron is eligible for this award. Nominations will highlight the section's overall contribution to the wing mission.

9.2.2. Best EWO Training and Plans Flight of the Year. The Plans and EWO Training Section in each Operations Support Squadron is eligible for this award. Packages may be classified up to SECRET. Submit classified packages to 20 AF/A3 on SIPRNET.

9.2.3. Operations Staff Officer of the Quarter/Year. Each Operations Group and GSU may nominate one officer (O-1 to O-4) as the 20 AF Operations Staff Officer of the Quarter/Year. All staff officers in the operations group/squadrons are eligible for this award. Nominations will detail the individual's overall contribution to ICBM operations.

9.2.4. Operations Enlisted Person of the Quarter/Year. Each Operations Group and GSU may nominate one enlisted member (E-1 to E-8) as the 20 AF Operations Enlisted Person of the Quarter/Year. All staff and squadron enlisted personnel in the *operations* group/squadrons are eligible for this award. Nominations will detail the individual's overall contribution to ICBM operations.

9.2.5. Missile Operations Combat Crew of the Quarter/Year. Each Operations Group and GSU may nominate two officers (O-1 to O-4) as the 20 AF Missile Operations Combat Crew of the Quarter/Year. Members with staff positions in the squadron are not eligible for this award.

9.2.6. Facility Manager (FM) of the Quarter/Year. Each Operations Group may nominate one line facility manager for the Facility Manager of the Quarter/Year award. Facility managers with staff positions in the squadron are not eligible for this award.

9.2.7. Chef of the Quarter/Year. Each Operations Group may nominate one line chef for the Chef of the Quarter/Year award. Chefs with staff positions in the squadron are not eligible for this award.

9.2.8. 20 AF Aircrew of the Quarter/Year Award. Each Operations Group may nominate one crew for this award. The nomination will describe an outstanding mission by the nominated crew and address the following areas:

9.2.8.1. Intensity and Complexity of the Mission. How time and events compressed, influenced or affected the ability of the crew to accomplish the mission. Consider the complexity or special requirements of the mission. Search and Rescue (SAR), Distinguished Visitor (DV) support, recon or emergency situation. Consider professionalism of the crew in executing the mission.

9.2.8.2. Challenge to Airmanship. To what extent did the crew need exceptional flying skills coupled with an in-depth knowledge of their aircraft.

9.2.8.3. Mission Duration. Duration is reflective of how time and events affect the crew's ability to perform.

9.2.8.4. Safety/Judgment/Mission Management. What the crew did that required exceptional judgment while executing the mission. How the crew's analysis of the situation contributed to the safe execution of the mission.

9.2.8.5. Quarterly awards are limited to 15 lines and annual awards are limited to 25 lines.

9.2.8.6. Only aircrews assigned to 20 AF and GSUs are eligible for this award.

10. Twentieth Air Force Security Forces Awards:

10.1. This category of awards recognizes sustained superior performance during a quarter and a calendar year. Submissions will have 15 lines for quarterly and 25 lines for annual (to include headers). The headers for the 1206 are as follows: SPECIFIC DUTY ACHIEVEMENTS; PARTICIPATION IN MILITARY AND CIVILIAN ACTIVITIES; and SELF-IMPROVEMENT EFFORTS. Submit all awards electronically to 20 AF/A7 Workflow in accordance with deadlines established in Attachments 2 and 3.

10.1.1. Award Categories:

10.1.2. Security Forces Officer of the Year/Quarter (O-1 to O-3).

10.1.3. Security Forces Flight Level Awards. Must work on flight performing security and/or police services duties. Military Working Dog handlers are included in this category.

10.1.3.1. Security Forces Flight Amn of the Year/Quarter (E-1 to E-4)).

10.1.3.2. Security Forces Flight Level NCO of the Year/Quarter (E-5 to E-6).

10.1.3.3. Security Forces Flight Level SNCO of the Year/Quarter (E-7 to E-8).

10.1.4. Security Forces Support Staff Award(s). This includes any support function held by personnel possessing AFSC 3P0XX.

10.1.4.1. Security Forces Support Staff Amn of the Year/Quarter (E-1 to E-4).

10.1.4.2. Security Force Support Staff NCO of the Year/Quarter (E-5 to E-6).

10.1.4.3. Security Forces Support Staff SNCO of the Year/Quarter (E7 to E-8).

10.2. Nomination Requirements:

10.2.1. Must be assigned to 20 AF units.

11. Twentieth Air Force ICBM Maintenance Awards:

11.1. The purpose of the 20 AF ICBM Maintenance Awards Program is to establish procedures and guidelines for members assigned to 20 AF active duty units and other units identified for eligibility within this instruction. This program is designed to recognize those who have notably contributed to the Air Force mission and applies to enlisted personnel only. Commanders and supervisors at all levels must be aware of this awards program and ensure deserving individuals and teams are submitted for consideration. Nominations will be concise and factual. Program objectives are as follows.

11.1.1. Provide a program to recognize outstanding achievement and performance.

11.1.2. Identify personnel who strive for greater responsibility.

11.1.3. Complement recognition programs to provide a program recognizing outstanding performers quarterly and annually.

11.2. The Director of Logistics, Twentieth Air Force, retains overall responsibility for the program. Commanders organize and manage the ICBM Maintenance awards programs to support the NAF program. The following have specific responsibilities to support and administer the Twentieth Air Force program.

11.2.1. 20 AF Chief of Logistics (20 AF/A4A).

11.2.1.1. Manage the program and serve as overall point of contact.

11.2.1.2. Disseminate award criteria to ICBM Maintenance groups and LRS.

11.2.1.3. Establish a central collection point for all nominations.

11.2.1.4. Establish and disseminate tasking of board members for ICBM Maintenance selection boards.

11.2.1.5. Receive and process all nominee packages.

11.2.1.6. Select president/members for each ICBM Maintenance selection board.

11.2.1.7. Advise board members of date, time, and location of selection board.

11.2.1.8. Provide umbrella for oversight and administration of awards program.

11.2.1.9. Brief 20 AF/A4 on selection results.

11.2.2. ICBM Maintenance Group/576 FLTS Commanders will:

11.2.2.1. Establish a program that conforms to the requirements, intent, and spirit of this instruction to select and recognize outstanding performers.

11.2.2.2. Provide an appropriate form of recognition for winners in each category.

11.2.2.3. Ensure unit award packages are prepared IAW this instruction.

11.2.3. Selection Boards.

11.2.3.1. The annual selection board will be held the last week of Feb each year.

11.2.3.2. The quarterly selection board will be held the third week following each quarter.

11.2.3.3. All board presidents will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.

11.2.3.4. All board members will score nomination packages prior to the board convening. See **Attachment 2 and Attachment 3** for scoring procedures.

11.2.3.5. The board president will collect score sheets and consolidate them. The board president will then provide them to the 20 AF/A4A upon board completion.

11.2.3.6. Under no circumstances will selection board results be released prior to official announcement of award winners by 20 AF/A4.

11.3. General Procedures:

11.3.1. Eligibility:

11.3.1.1. Each military nominee must meet the following quality standards:

11.3.1.1.1. Nominees must not have had an open Unfavorable Information File (UIF) during the nomination period.

11.3.1.1.2. Nominees must have a current fitness assessment and meet the physical fitness standards IAW AFI 36-2905, *Fitness Program*.

11.3.1.1.3. Nominees must not be on a control roster or have received judicial or non-judicial action during the nomination period.

11.3.1.1.4. Enlisted members must be assigned to 20 AF subordinate units for a minimum of 6 months to qualify for annual awards.

11.3.2. Categories of Competition:

11.3.2.1. ICBM Maintenance Technician

11.3.2.2. ICBM Maintenance Instructor

11.3.2.3. ICBM Maintenance Quality Assurance Evaluator

11.3.2.4. ICBM Maintenance Team

11.3.2.5. ICBM Maintenance Work Center

11.3.3. AF Form 1206 Headings. Use the following headings for each category. *NOTE:* Do not place any additional information on the heading line.

11.3.3.1. ICBM Maintenance Technician, Instructor, Evaluator Headers:

11.3.3.1.1. Leadership and Job Performance in Primary Duty

11.3.3.1.2. Significant Self-Improvement

11.3.3.1.3. Base or Community Involvement

11.3.3.2. ICBM Maintenance Team Headers:

11.3.3.2.1. Team Accomplishments

11.3.3.2.2. Team Contributions

11.3.3.2.3. Team Highlights

11.3.3.3. ICBM Maintenance Work Center:

11.3.3.3.1. Significant Accomplishments

11.3.4. Quarterly Awards

11.3.4.1. Period of Competition:

11.3.4.1.1. 1st Quarter: January through March

11.3.4.1.2. 2nd Quarter: April through June

11.3.4.1.3. 3rd Quarter: July through September

11.3.4.1.4. 4th Quarter: October through December

11.3.4.2. Quarterly Award Nomination Procedures:

11.3.4.2.1. Units may nominate one individual in each category.

11.3.4.2.2. Nominations for quarterly award competition categories will be 18 lines for ICBM Maintenance Teams and 15 lines for individuals and Work Centers; to include headers. Prepare the front page of the AF Form 1206, *Nomination for Award*, using bullet statements. Include the member's SURF and current Fitness Report. (Note: The SURF and the Fitness Reports are not required for work center and team awards).

11.3.4.2.3. Submit an electronic copy of the entire nomination package for all categories to the 20 AF/A4 Workflow no later than 15 days after the end of each quarter. E-mail subject lines should be descriptive enough to be easily understood and identified.

11.3.4.2.4. Winners from the previous quarter may not be submitted as a nominee.

11.3.5. Annual Awards:

11.3.5.1. Period of Competition: 1 January through 31 December

11.3.5.2. Annual Award Nomination Procedures:

11.3.5.2.1. Each ICBM Maintenance group may nominate one individual, team, or work center in each of the following categories using categories in Para. 11.3.2.

11.3.5.2.2. Nominations for annual award competition categories will be 30 lines for ICBM Maintenance Team and 30 lines for individuals and Work Centers; to include headers. Prepare the front page of the AF Form 1206, *Nomination for Award*, using bullet statements. Include the member's SURF and current Fitness Report. (Note: The SURF and the Fitness Reports are not required for work center and team awards).

11.3.5.2.3. Previous award recipients of a 20 AF quarterly award for the given calendar year are not required to compete for annual awards.

11.3.5.2.4. Submit an electronic copy of the entire nomination package to the 20 AF/A4 Workflow for all categories by 20 Feb each year. E-mail subject lines should be descriptive enough to be easily understood and identified.

11.4. Recognition.

11.4.1. The overall winner in each category will receive an award as determined by 20 AF/A4 and be recognized in an appropriate time/venue as determined by 20 AF/A4.

11.4.2. AFI 36-2905, *Fitness Program*.

12. Twentieth Air Force Safety Quarterly/Annual Awards: These awards are for superior performance which impact safety throughout the year. Use AF Form 1206, *Nomination for Award*, when submitting nominations. Submit via e-mail all awards in accordance with deadlines established in Attachment 7 to 20 AF/SE Workflow. The winner of each award category nominated will be recognized by 20 AF and will represent the NAF at the next appropriate level.

12.1. Awards:

12.1.1. All awards are based upon AFI 36-2833 and AFI 36-2833_AFGSCSup. Refer to the appropriate AFI when submitting a nominee for recognition. Attachment 6 lists all AF safety awards.

12.1.2. Annotate achievements in bullet format giving a concise summary of the safety accomplishment. Air Force Safety Award nominations will be limited to a maximum of 20 lines. Each bullet should be relevant information pertinent to the specific safety award.

ROBERT M. WALKER, Colonel, USAF
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 36-2805_AFGSCSup, *Special Trophies and Awards*, 1 March 2012

AFI 36-2905, *Fitness Program*, 01 July 2010

AFI 36-2833, *Safety Awards*, 08 February 2011

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

Prescribed and Adopted Forms

Prescribed Forms: There are no forms prescribed by this publication.

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 01 July 2000

Attachment 2**SCORING PROCEDURES FOR SELECTION BOARDS****STOP – READ ME *FIRST!!***

You are under Oath to perform the duties imposed upon you without prejudice or partiality, considering both the performance of each nominee and their effectiveness in the United States Air Force. The contents within this package and the board proceedings will not be discussed/disclosed outside the board.

1. This package contains an AF Form 1206 for each nominee. Use this information to evaluate the packages based upon the nominees' important contributions and leadership qualities exhibited by exceptional Air Force members.
2. Each board member will use the score sheet (**Attachment 3**) to evaluate each package. Place the nominees in rank order for presentation to the board president.
3. If you believe any statements are incorrectly categorized on the AF Form 1206, do not penalize the nominee. Evaluate each nominee in a fair and equitable manner. Give credit according to their accomplishments, leadership, scope of responsibility, significant contributions and the impact he or she made.
4. The board president will consolidate the rank order results and provide all of the score sheets to 20 AF/CCCE. The nominee with the lowest ranking will be the winner. Large differences in rank ordering between members may be discussed. In the event of a tie, the board president will schedule and initiate a conference call with the board members to discuss the nominations and determine the winner.
5. Board members will not discuss or disclose results of the board to anyone not on the board until after the recognition ceremony/announcements have been made.

Attachment 3
SCORE SHEET

CIRCLE CATEGORY: AMN NCO SNCO 1ST SGT CGO CIV- CAT I
CIV – SUPERVISORY CAT I CIV-CAT II CIV-SUPERVISORY CAT II TEAM

Figure A3.1. Score Sheet.

NAME	UNIT	RANKING

You are under Oath to perform the duties imposed upon you without prejudice or partiality, considering both the performance of each nominee and their effectiveness in the United States Air Force. The contents within this package and the board proceedings will not be discussed/disclosed outside the board.

BOARD MEMBER'S
SIGNATURE: _____

ATTACHMENT 4

20 AF ANNUAL AWARDS AND SUSPENSES

Figure A4.1. 20 AF Annual Awards and Suspenses.

Area	Award	Competition Periods	20 AF Suspense
Operations	Outstanding Missile Control Section—Maj Duane W. Hollis Memorial Award	1 January - 31 December	1 February
	Best EWO Training and Plans Flight of the Year	1 January - 31 December	1 February
	Aircrew of the Year	1 January - 31 December	1 February
	Operations Combat Crew of the Year	1 January - 31 December	1 February
	Operations Staff Officer of the Year	1 January - 31 December	1 February
	Operations Enlisted Person of the Year	1 January - 31 December	1 February
	Facility Manager of the Year	1 January - 31 December	1 February
	Chef of the Year	1 January - 31 December	1 February
Security Forces	Security Forces Officer of the Year	1 January - 31 December	1 February
	Security Forces Flight and Support Staff SNCO of the Year	1 January - 31 December	1 February
	Security Forces Flight and Support Staff NCO of the Year	1 January - 31 December	1 February
	Security Forces Flight and Support Staff Airman of the Year	1 January - 31 December	1 February
Missile Maintenance	ICBM Maintenance Team of the Year	1 January - 31 December	20 February
	ICBM Maintenance Technician of the Year	1 January - 31 December	20 February
	ICBM Maintenance Instructor of the Year	1 January - 31 December	20 February
	ICBM Maintenance Evaluator of the Year	1 January - 31 December	20 February
	ICBM Maintenance Work Center of the Year	1 January - 31 December	20 February
	ICBM Logistics Readiness Technician of the Year	1 January - 31 December	20 February

Area	Award	Competition Periods	20 AF Suspense
Safety	Flight Safety Award	1 October - 30 September	21 October
	Ground Safety Award	1 October - 30 September	21 October
	Weapons Safety Award	1 October - 30 September	21 October
	Unit Safety Award	1 October - 30 September	21 October
Force Support	Force Support Team of the Year	1 January - 31 December	1 February
	Force Support SNCO of the Year	1 January - 31 December	1 February
	Force Support NCO of the Year	1 January - 31 December	1 February
	Force Support Airman of the Year	1 January - 31 December	1 February
20 Air Force Staff	Amn, NCO, SNCO, CGO and all Civilian categories	1 January - 31 December	22 January
Professional	Amn, NCO, SNCO, First Sergeant, CGO and all civilian categories	1 January - 31 December	20 February

ATTACHMENT 5

20 AF QUARTERLY AWARDS AND SUSPENSES

Figure A5.1. 20 AF Quarterly Awards and Suspenses.

Area	Award	Competition Periods		20 AF Suspense
Operations	Aircrew of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 July
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Operations Combat Crew of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Operations Staff Officer of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Operations Enlisted Person of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Facility Manager of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
Chef of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr	
	2nd Qtr	1 Apr - 30 Jun	15 Jul	
	3rd Qtr	1 Jul - 30 Sep	15 Oct	
	4th Qtr	1 Oct - 31 Dec	15 Jan	

Area	Award	Competition Periods		20 AF Suspense
Security Forces	Security Forces Officer of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 July
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Security Forces Flight and Support Staff Airman of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Security Forces Flight and Support Staff NCO of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 July
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Security Forces Flight and Support Staff SNCO of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
Missile Maintenance	ICBM Maintenance Team of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	ICBM Maintenance Instructor of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	ICBM Maintenance Evaluator of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
ICBM Logistics Readiness Technician of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr	
	2nd Qtr	1 Apr - 30 Jun	15 Jul	
	3rd Qtr	1 Jul - 30 Sep	15 Oct	
	4th Qtr	1 Oct - 31 Dec	15 Jan	

Area	Award	Competition Periods		20 AF Suspense
Force Support	Force Support Amn of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Force Support NCO of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Force Support SNCO of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan
	Force Support Team of the Quarter	1st Qtr	1 Jan - 31 Mar	15 Apr
		2nd Qtr	1 Apr - 30 Jun	15 Jul
		3rd Qtr	1 Jul - 30 Sep	15 Oct
		4th Qtr	1 Oct - 31 Dec	15 Jan

ATTACHMENT 6
AF/AFGSC SAFETY AWARDS

Figure A6.1. AF/AFGSC Safety Awards.

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Secretary of the Air Force Safety Award (Annual)	MAJCOM, DRU, and FOA	Secretary of the Air Force	Appropriate Award	HQ USAF
Chief of Staff Individual Safety Award (Annual)	Individual	Air Force Chief of Staff	Appropriate Award	
Maj Gen Foulois Memorial Award (Annual)	MAJCOM	Air Force Chief of Staff		Order of the Daedalians
Koren Kolligian, Jr., Trophy (Annual)	Aircrew Member		Trophy	HQ USAF
Colombian Safety Award (Annual)	Air Force Organization		Appropriate Award	
SICOFAA Flight Safety Award (Annual)	Air Force Organization		Appropriate Award	
Col Tubbs Memorial Award For Ground Safety (Annual)	MAJCOM, DRU, and FOA		Appropriate Award	
Air Force Chief of Safety Special Achievement Award (Annual)	Air Force Organization Below MAJCOM or Individual		Air Force Chief of Safety	Appropriate Award
Safety Career Professional Of the Year Award (Annual)	Civilian or Enlisted Safety Career Field Individual			
Air Force Nuclear Surety Outstanding Achievement Award (Annual)	Individual			
Air Force Explosives Safety Outstanding Achievement Award (Annual)				

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Air Force Chief of Safety Outstanding Achievement Award for Ground Safety (Annual)	Air Force Organization			
Air Force Chief of Safety Aircrew of Distinction Award (Annual)	Individual			
Air Force Chief of Safety Medical Achievement Award (Annual)	Air Force Organization or Individual	Air Force Chief of Safety	Appropriate Award	MAJCOM, DRU, and FOA
Air Force Space Safety Outstanding Achievement Award (Annual)	Individual			
Air Force Chief of Safety Space Team of Distinction Award (Annual)				
Air Force Directed Energy Weapons Safety Outstanding Achievement Award (Annual)	Air Force Organization or Individual			
Air Force Chief of Safety Aviation Maintenance Safety Award	Individual			
Air Force Chief of Safety Cyber Safety Award	Individual	Air Force Chief of Safety	Appropriate Award	
Flight Safety Plaques (Annual)	Air Force Organization Below MAJCOM	Air Force Chief of Safety	Plaque	
Missile Safety Plaques (Annual)				
Explosives Safety Plaques (Annual)				
Space Safety Plaques (Annual)				

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Nuclear Surety Plaques (Annual)				
Aero Club Safety Certificates (Annual)	Air Force Aero Club	Air Force Chief of Safety	Certificate	
Aviation Well Done Award (Event)	Individual	Air Force Chief of Safety	Appropriate Award	
Ground/Weapons Safety Well Done Award (Event)				
Hall of Fame Award (Event)				
AFGSC AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
AFGSC Ground Safety Excellence Award	Individual	MAJCOM/SEE	Plaque	
AFGSC Weapons Safety Excellence Award	Individual	MAJCOM/SEE	Plaque	
AFGSC Flight Safety Excellence Award	Individual	MAJCOM/SEE	Plaque	
AFGSC Ground Safety Professional of the Year	Individual	MAJCOM/SEE	Plaque	
AFGSC Weapons Safety Professional of the Year	Individual	MAJCOM/SEE	Plaque	
AFGSC Flight Safety Professional of the Year	Individual	MAJCOM/SEE	Plaque	
AFGSC Award of Distinction for Flight, Ground, or Weapons Safety	Individual(s)	MAJCOM/SEE	Plaque	
AFGSC Crew Safety Award of Distinction (Non-Aircrew)	Crew	MAJCOM/SEE	Plaque	
AFGSC Additional Duty Safety Professional of the Year Award	Individual	MAJCOM/SEE	Plaque	

ATTACHMENT 7
AWARD DEADLINES

Figure A7.1. Award Deadlines.

