

**BY ORDER OF THE COMMANDER
21ST SPACE WING**

21ST SPACE WING INSTRUCTION 36-2802

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Personnel

**21ST SPACE WING RECOGNITION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and extends guidance of AFI36-2805, *Special Trophies and Awards*, AFPD36-28, *Awards and Decorations Programs*, and provides guidelines for the nomination and selection of outstanding military and civilian personnel. It establishes and governs the 21st Space Wing and Peterson Air Force Base "Team Pete" Quarterly/Annual Recognition Programs, Honor Guard Recognition Program, Wing Commander Recognition Program, and Command Chief Master Sergeant Recognition Program. It applies to all personnel assigned to the 21st Space Wing, applicable units assigned to Peterson Air Force Base and Geographically Separated Units (GSU). This instruction does not apply to Air Force Reserve Command or Air National Guard. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Chapter 857, and E. O.9397. System of records notice F900-AF-MP-A "Awards and Decorations" applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the fields through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in the publication are maintained in accordance with AFMAN 33-363 *Management of Records* and dispose of in accordance with Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. This publication may not be supplemented.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Chapter 1: 21st Space Wing Awards Program. Eligibility and definitions for each award clarified, scoring

procedures and guidelines, program responsibilities and forms were rewritten and renumbered. Chapter 2: 21st Space Wing Quarterly Awards Program. Nomination Procedures, instructions and requirements for AF IMT 1206, *Nomination for Awards*, each nomination category was rewritten and renumbered. Chapter 3: 21st Space Wing Annual Awards Program. Nomination Procedures and the four Annual Awards Categories were rewritten and renumbered. Chapter 4: Peterson AFB “Team Pete” Installation Award Program. Overview, eligibility, each nomination category, board composition, procedures, and scoring, program responsibilities, annual award nomination procedures was rewritten and renumbered. Chapter 5: Wing Commander’s Individual Recognition Program. Golden Knight Award was renumbered. Attachments have been included.

GENERAL: This program is a means of formally recognizing personnel who have demonstrated outstanding job performance, special achievements, and contributions to their local communities that warrant special recognition. Nominees are representative of a quality force and therefore must be able to stand the test of "whole life/whole career" scrutiny. Entries in the AF IMT 1206, *Nomination for Award*, will address events that occurred during the award period only. All nominees are eligible except those who have been subject to non-judicial punishment, an unfavorable information file, a control roster action, referral performance report for any part of the recognition period or similar actions anytime during the award period.

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Chapter 1

21ST SPACE WING AWARDS PROGRAM

1.1. All personnel assigned to 21st Space Wing (SW) units, to include local nationals, who meet the eligibility requirements may compete for the quarterly and annual awards program. All nominations forwarded to the 21 SW will be in accordance with (IAW) this instruction. The Awards Program is designed to recognize the superior performance and outstanding achievement of personnel. Nominees are representative of a quality force and therefore must be able to stand the test of “whole person/whole life/whole career” scrutiny. Award recipients selected in 21 SW programs are eligible for higher headquarters awards programs as applicable.

1.2. Eligibility.

1.2.1. All members assigned to 21 SW units are eligible for wing quarterly and/or annual awards. Nominees must be submitted by their respective Group.

1.2.2. Military members who are subject to nonjudicial punishment, or who have an unfavorable information file, control roster action, referral EPR, applied for the commissioning program, or similar actions during the award period are not eligible for nomination. Personnel are not eligible for consideration if they fail to pass the fitness assessment. Members can reference <http://www.afpc.randolph.af.mil/affitnessprogram/index.asp> for the fitness requirements. The Fitness AFI is currently under revision and will become effective January 1, 2010.

1.2.3. Civilian nominees cannot have had disciplinary action taken during any portion of the nomination period.

1.2.4. Military members must be at home station for 75% of the award period to be eligible for nomination. This includes, but not limited to, individuals that have deployed/or TDY for up to six months. Units must provide documentation showing when member departed for deployment/or TDY. Members who are deployed and/or TDY for six months are eligible for the Annual Awards Program. Personnel deployed for 365 days are not eligible. If a member is on man days and serving in an active status they may compete for either the annual or quarterly awards.

1.2.5. Civilians must be assigned to the nominating unit for the entire award period for quarterly awards and at least six months of the award period for annual awards. Exception: Civilians assigned to a short tour area for at least three months are eligible for annual award consideration.

1.2.6. Members will be nominated for the grade or pay band category in which they served during the majority of the period. For example, if a member was a Senior Airman for two months and then promoted to Staff Sergeant, the member will compete in the Airman of the Quarter category. A member promoted at the mid-point of the award cycle will normally be nominated in the higher category but may be nominated in either category at the supervisor's discretion. If a civilian was in Pay Band One for two months and then promoted to Pay Band Two, the member will compete in Pay Band One.

1.2.7. Captains selected or promoted to the rank of Major and SMSgts selected or promoted to the rank of CMSgt during any award period are ineligible for consideration. (Exception: If a member has already been selected as the Wing nominee before the promotion release).

1.2.8. First Sergeant nominees must serve in the First Sergeant AFSC and have held the 8F000 Special Duty Identifier (SDI) for a minimum of 6 months during the award period in order to be eligible for nomination. (AFI 36-2805, para 3.3.1)

1.2.9. Individuals who won any category the previous quarter are ineligible for submission the next quarter, i.e. if an individual won for the first quarter of 2008, they are not eligible for further quarterly award competitions until the third quarter of 2008. This does not apply to wing-level annual awards.

1.2.10. Annual Award nominees do not have to be quarterly award winners. Annual award winners will automatically be representing the 21 SW as a nominee for the Twelve Outstanding Airman of the Year Award (12 OAY) and Team Pete Annual Awards. In addition to the eligibility requirements listed above, enlisted Airmen must have a promotion recommendation of a "5" on their current EPR.

1.3. Award Categories.

1.3.1. **Airman (AMN) Category:** Airman Basic - Senior Airman (E-1 through E-4).

1.3.2. **Noncommissioned Officer (NCO) Category:** Staff Sergeant - Technical Sergeant (E-5 & E-6).

1.3.3. **Senior Noncommissioned Officer (SNCO) Category:** Master Sergeant - Senior Master Sergeant (E-7 & E-8). (E-9 selects are not eligible, para 1.2.7.)

1.3.4. **First Sergeant Category:** Each unit with an authorized position may submit a nomination through their respective group. This is an annual award category only.

1.3.5. **Company Grade Officer (CGO) Category:** Second Lieutenant - Captain (O-1 thru O-3). (O-4 selects are not eligible, para 1.2.7.)

1.3.6. **Civilian Categories are as follows.**

1.3.6.1. **Civilian Nonsupervisory Category I:** YA-1, YB-1, YD-1, YP-1, YE-1, YH-1, YI-1, YK-1, YL-1, and YM-1; GS (GG) 1 through 8; WG-1 through WG-7; WL-1 through WL-5; NAF I through NF II. (Serving in Permanent Appointment)

1.3.6.2. **Civilian Nonsupervisory Category II:** YA-2, YB 2-3, YD-2, YE 2-3, YH-2, YI 2-3, YK-2, YL 2-3, YM-2, GS (GG) 9 through 13, WG-8 through WG-15, WL-6 through WL-15, and NAF III and NAF IV. (Serving in a Permanent Appointment)

1.3.6.3. **Civilian Supervisory Category I:** YA-1 and YB-2 (if they carry a supervisor/manager code), YC-1, YF-1, YJ-1, YN-1; GS-1 through 8; NAF III; WS-1 through WS-10. (Serving in a Permanent Appointment)

1.3.6.4. **Civilian Supervisory Category II:** YA-2, YH-2, YD-2, YI 2-3 and YE 2-3 (if they carry a supervisor/manager code), YC-2, YF-2, YJ-2, YJ-3, YN-2; GS-9 through GS-13; NAF IV; WS-11 through WS-14. (Serving in Permanent Appointment)

1.4. Consideration Periods.

1.4.1. Quarterly.

1.4.1.1. 1st Quarter: January - March

1.4.1.2. 2nd Quarter: April - June

1.4.1.3. 3rd Quarter: July - September

1.4.1.4. 4th Quarter: October - December

1.4.2. Annual: 1 January - 31 December

1.5. Submission Timelines.

1.5.1. Quarterly Awards.

1.5.1.1. The 21 SW Quarterly Awards Program is specifically designed to recognize wing members. Nominations suspense date will be published to all applicable units. All groups should submit their package via e-mail directly to 21 SW Awards Program Workflow, 21sw.awards.program@peterson.af.mil and cc: the 21st Space Wing Commander (CC) workflow, 21 SW/CC Workflow, 21sw.cc.wf@peterson.af.mil.

1.5.2. Annual Awards.

1.5.2.1. The 21 SW Annual Awards Program is specifically designed to recognize wing members and to determine nominees for higher level awards. The 21 SW Annual Award Program nominations suspense date will be published to all applicable units. All groups submit their package via e-mail directly to 21 SW Awards Program Workflow, 21sw.awards.program@peterson.af.mil and cc: the 21 SW/CC Workflow, 21sw.cc.wf@peterson.af.mil.

1.5.3. Nominations not adhering to established formats will be returned to the respective group. Late nomination packages will be considered at the discretion of the 21st Space Wing Vice Commander (CV) (21 SW/CV), 21st Space Wing Command Chief (21 SW/CCC), and 21st Space Wing Director of Staff (21SW/DS) for appropriate categories.

1.6. Board Composition, Procedures, and Scoring.

1.6.1. Board President.

1.6.1.1. Reviews board procedures with board members.

1.6.1.2. Conducts board proceedings.

1.6.1.3. Ensures scoring adheres to established criteria.

1.6.1.4. In the event of a tie among board members, score nominees and casts vote to break tie.

1.6.1.5. Briefs board members on the confidentiality of the board.

1.6.2. Board Member.

1.6.2.1. Reviews and scores nomination packages.

1.6.2.2. Records scores using provided score sheet and submits results to board president.

1.6.2.3. Maintains the confidentiality of the board meetings.

1.6.2.4. Turn in all notes, score sheet, etc. to the president once board proceedings are complete.

1.6.3. Nominees for Board Members.

1.6.3.1. Each group must submit a board member for each category. If there are no nominees submitted by the group in a particular category, then they are exempt from providing a board member for that category.

1.6.3.2. Board members selected for wing boards are required to have had previous experience at squadron or group level. Commanders, superintendents, and First Sergeants will screen and ensure experience factors prior to submitting names of board members.

1.6.3.3. There are rank requirements for board members in each category. Exceptions to board members must be approved by 21 SW/CV for the officer board, 21 SW/CCC for enlisted boards, and 21 SW/DS for the Civilian board.

1.6.3.3.1. **AMN Category:** Staff Sergeant - Chief Master Sergeant (E-5 thru E-9).

1.6.3.3.2. **NCO Category:** Master Sergeant - Chief Master Sergeant (E-7 thru E-9).

1.6.3.3.3. **SNCO Category:** Chief Master Sergeant or CMSgt select (E-9).

1.6.3.3.4. **First Sergeant Category:** 21 SW/CCC or designated representative will act as president and appoint appropriate board members to review and score nominations. Annual award only.

1.6.3.3.5. **CGO Category:** Major - Colonel (O-4 thru O-6).

1.6.3.3.6. **Civilian Category:** Senior Civilian in each group. These board members will score all four (4) civilian award categories.

1.6.4. Scoring Procedures.

1.6.4.1. 21 SW/CCA prepares award packages and score sheets for board president and members in every category (Atch 3 and 4). Each board member will receive the award packages via e-mail no later than 2 days prior to the board meeting.

1.6.4.2. Board members will evaluate and score each nomination package.

1.6.4.3. Members must be fair and impartial. Set aside any bias (positive or negative) and evaluate the packages based on the substance of the write-ups (AF IMT 1206). Quality and impact of the accomplishments are important, not the quantity. However, please keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job.

1.6.4.4. Scoring category guidelines.

1.6.4.4.1. **Leadership and Job Performance in Primary Duty.** The member's leadership and job performance in their primary duty, including the development of new techniques, must have significantly contributed to increase mission effectiveness during the quarter/year. You should be looking for individual accomplishments--not unit accomplishments.

1.6.4.4.2. **Significant Self-Improvement.** The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, et cetera, during the award period. This includes military and civilian classes, professional development, self-development, et cetera. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class.

1.6.4.4.3. **Base or Community Involvement.** The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. 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 not as strong as being in a leadership position (president, secretary, coach, etc.).

1.6.4.5. Compare the accomplishments of each nominee and then score accordingly. Pay careful attention to the category criteria. Filler and fluff do not count for anything. Do not score each category independently. Using the whole-person concept, grade the packages on a scale of 6-10 point systems, using half point increments, you must differentiate between nominees. (Table 1.1.)

1.6.4.6. Rank the packages 1st, 2nd, 3rd, etc. Do not submit a tie to the board president. In the event of equal scores, review packages and decide which to rate higher. Remember this is a "whole person" program and you are selecting the individual who you think will best represent the wing.

1.6.4.7. Rankings of board members will be added and the package with the highest overall ranking (lowest total number) will be the winner for that category. All significant differences as determined by the board during discussion.

1.6.5. Board Results.

1.6.5.1. The board president provides 21 SW/CCA the results of the board after it adjourns.

1.6.5.2. 21 SW/CCA submits the board results to 21 SW/CC or 21 SW/CV for approval.

1.6.5.3. Board results and nomination packages are retained IAW AFMAN 37-139, *Records Disposition Schedule*, Table 36-33, R17 for one year after completion of the board.

1.7. Quarterly/Annual Awards Ceremony, Awards, and Honors.

1.7.1. Award recipients will be announced at an appropriate function or venue as approved by 21 SW/CCC.

1.7.2. An appropriate memento for all military and civilian winners is authorized.

1.7.3. Awards Program Committee.

1.7.3.1. Coordinates with 21 SW Protocol and support agencies.

1.7.3.2. Announces awards ceremonies, prepares necessary communications to notify nominees, organizations, and sponsors.

1.7.3.3. Coordinates and arranges seating, arranges place cards, flag displays, coordinates with the Visitor Center to escort all off-base sponsors to the awards ceremony, works script and emcee issues in conjunction with the 21 SW/CCC or designee.

1.7.3.4. Arranges photographic and communication support for awards presentations and as otherwise required.

1.7.4. 21 SW Annual Award Nominees assigned to a Geographically Separated Unit (GSU), representing their groups, will be authorized travel to the location of the 21 SW Annual Awards function.

1.7.4.1. Units/groups will pay per diem and travel cost for the member. 21 SW/CC will reimburse all expenses as deemed appropriate. GSU commanders may authorize other personnel to attend the function at the unit expense.

1.7.4.2. It is the unit's responsibility to prepare the orders and make all travel arrangements for the nominees and other personnel attending.

1.8. Program Responsibilities.

1.8.1. 21 SW/CC.

1.8.1.1. Authority for awards programs for military and non-contractor civilian personnel.

1.8.1.2. Receives all board results and is the final approval authority for all selections.

1.8.1.3. Promotes active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

1.8.1.4. Oversees the appropriate selection of mementos for personnel recognition.

1.8.2. 21 SW/CV.

1.8.2.1. Oversees, reviews, resolves splits and monitors the officer recognition board process.

1.8.2.2. Serves or designates a representative to serve as board president for officer boards.

1.8.2.3. Ensures board members are selected and fair and accurate processes are used.

1.8.2.4. Ensures eligible 21 SW officer award recipient packages are forwarded for competition to higher headquarters award programs.

1.8.3. 21 SW/CCC.

1.8.3.1. Manages the recognition program.

1.8.3.2. Serves or designates a representative to serve as board president for enlisted boards.

1.8.3.3. Ensures board members are selected and fair and accurate processes are used.

1.8.3.4. Oversees, reviews, resolves splits, and monitors the enlisted recognition board process.

1.8.3.5. Ensures the 21 SW award packages are forwarded for competition in Team Pete (local area winners only) and higher headquarters award programs.

1.8.3.6. Facilitates compliance with higher headquarter nomination package submission criteria.

1.8.4. 21 SW/DS.

1.8.4.1. Oversees, reviews, resolves splits and monitors the civilian recognition board process.

1.8.4.2. Serves or designates a representative to serve as board president for civilian boards.

1.8.4.3. Ensures board members are selected and fair and accurate processes are used.

1.8.4.4. Ensures eligible 21 SW civilian award recipient packages are forwarded for competition to higher headquarters award programs.

1.8.5. 21 SW/CCA.

1.8.5.1. Ensures appropriate units and agencies are notified of all appropriate suspense dates. Nomination package and board member suspense dates will be forwarded to all group workflow or organizational e-mail accounts.

1.8.5.2. Liaison between Fourteenth Air Force (14 AF) Program Manager.

1.8.5.3. Collects group nomination packages (Atch 1) and prepares score sheets (Atch 3 & 4) for each board member in every category. Each board member will receive the board packages via e-mail no later than two days prior to the board meeting.

1.8.5.4. Board packages will contain: notification of board time/location, nomination package for particular category (AF IMT 1206 and/or other items as applicable), and score sheet.

1.8.5.5. Establishes board times and locations for all categories.

1.8.5.6. Assists 21 SW/CV, 21 SW/CCC and 21 SW/DS or designated representatives with the administration process of each selection board.

1.8.5.7. Maintains board president and board member score sheet (para 1.6.5.3.).

1.8.5.8. Purchases approved mementos for award recipients.

1.8.5.9. Arranges for award recipients photos and places them in recognition display cases.

1.8.5.10. Establishes dates, times, and locations for all ceremonies.

1.8.6. 21 SW/PA.

1.8.6.1. Arranges publicity (i.e., Space Observer, marquee, etc) and processes hometown news releases for 21 SW award recipients.

1.9. IMT Adopted.

1.9.1. AF IMT 1206, *Nomination for Award* (most current version).

Chapter 2

21ST SPACE WING QUARTERLY AWARDS PROGRAM

2.1. Nomination Procedures.

2.1.1. Each Group may nominate one individual per category. Recognized groups are the 21st Medical Group (MDG), 21st Mission Support Group (MSG), 21st Operations Group (OG), 721st Mission Support Group (MSG), 821st Air Base Group (ABG), and 21st Space Wing Director of Staff (DS).

2.1.2. Nomination e-mails (Atch 1) sent by Group Commanders or designated representative to 21sw.awards.program@peterson.af.mil and the 21sw.cc.wf@peterson.af.mil by close-of-business of the suspense date.

2.1.2.1. 21 SW Quarterly Award nomination package contents: list of nominees to include go-by names, board members as outlined in para 1.6., AF IMT 1206 and the following statement: "I have reviewed the PIF of each military nominee, as well as verified member has a passing PT Test score, and there is no derogatory information or an Unfavorable Information File (UIF) established. "

2.1.3. Quarterly award recipients will be selected by package review using the AF IMT 1206 (most current version). All packages must be completed with required information. Packages that are incomplete will be returned.

2.1.4. **Photographs.** Organizations will ensure all nominees have their official photo taken prior to being submitted to the Wing. Organizations will provide one 8 X 10" official (head and shoulder) color photograph with the United States flag in the background. Military photos will be in service dress and civilians in appropriate business attire. GSUs and 821 ABG may provide photos via e-mail to 21sw.awards.program@peterson.af.mil.

2.2. AF IMT 1206 (most current version). AF IMT 1206 will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from their peers. Nominations cite examples that occurred only during the award period. (Atch 2)

2.2.1. A write-up, limited to 15 lines not including headers, double-spaced, size 12 font, using only the AF IMT 1206, (current version). Use point paper or talking paper format (bulleted, short statements or key points).

2.2.1.1. Headings are required and should be all uppercase. They will not count against the 15 lines. As such, no additional information will appear on the same line with the heading.

2.2.1.2. Use bullet format. Single-space all single bullets are indented and single spaced underneath the main bullet.

2.2.1.3. Acronyms are recommended, but not required, to be included on each package. If acronyms are used, they must be listed at the bottom or back of the AF IMT 1206.

2.2.2. **CGO and Enlisted Headings.**

2.2.2.1. Leadership and Job Performance in Primary Duty. 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 impact the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; i.e. NCO of the Quarter, Maintenance Professional of the Year, and so forth.

2.2.2.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; i.e. formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; i.e. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

2.2.2.3. Base or Community Involvement. 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; i.e. President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, or Air Force Association, Sunday school teacher, and so forth.

2.2.3. Civilian Non-Supervisory Categories I and II.

2.2.3.1. Job Accomplishments, Efficiency and Productivity. Define the scope and level of responsibilities and the unit and mission impact.

2.2.3.2. Demonstrated Leadership Qualities and Initiative. Describe significant leadership accomplishments and how well he/she performed assigned duties. Include any new initiative/techniques developed by the employee that positively impacted the unit and/or mission.

2.2.3.3. Self-Improvement and Development. Show how he/she developed or improved skills related to primary duties. Include any education related or unrelated to primary duties (i.e. class/course/degree enrollment or completion, grade point average, etc.). Cite any other relevant training or activity that significantly enhanced his or her value as an employee.

2.2.3.4. Base and Community Involvement. Define the scope and impact of his or her positive leadership or involvement in both the military and civilian community. Include leadership/membership/participation in unit activities, professional organizations, and local events (i.e. Sunday school teacher, sports coach, Booster Clubs, Toastmasters, etc.).

2.2.4. Civilian Supervisory Categories I and II.

2.2.4.1. Motivates and creates a productive work environment. Show how the individual motivates subordinates and enhances productivity. Focus on tangible results and include any new programs developed to achieve results.

2.2.4.2. **Encourages innovation and removes unnecessary barriers.** Provide examples of innovation and ways efficiency has been improved by removing obstacles to work accomplishment. Quantify results.

2.2.4.3. **Encourages professional growth of staff.** Show how the supervisor has developed subordinates and classes/courses provided and completed by subordinates.

2.2.4.4. **Communicates and promotes a collaborative environment.** Provide examples of how the supervisor encourages teamwork and idea-sharing.

Chapter 3

21ST SPACE WING ANNUAL AWARDS PROGRAM

3.1. Nomination Procedures.

3.1.1. Each Group may nominate one individual per category. Recognized groups are 21 MDG, 21 MSG, 21 OG, 721 MSG, and 821 ABG and 21 SW/DS.

3.1.2. Nomination e-mails (Atch 1) sent by Group Commanders or designated representative to 21sw.awards.program@peterson.af.mil and the 21sw.cc.wf@peterson.af.mil by close-of-business of the suspense date.

3.1.2.1. 21 SW Annual Award nomination package contents: list of nominees to include go-by names, board members as outlined in para 1.6., AF IMT 1206 and the following statement: "I have reviewed the PIF of each military nominee, as well as verified member has a passing PT Test score, and there is no derogatory information or an Unfavorable Information File (UIF) established. "

3.1.2.2. Additional requirements for each category is outlined in Attachment 9. Groups must be prepared to provide these items upon notification from 21 SW/CCA.

3.1.3. Annual award recipients will be selected by package review using the AF IMT 1206, *Nomination for Award* (most current version).

3.2. Twelve Outstanding Airmen of the Year (12 OAY) Award. Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. There are three categories of competition: AMN, NCO and SNCO. All guidance and verbiage are from Air Force Space Command (AFSPC).

3.2.1. The AMN, NCO, and SNCO annual awards packages mirror the same requirements as the 12 OAY. The 21 SW annual winners are also our 12 OAY nominees. They will be submitted to compete at 14th Air Force (14 AF). The 14 AF winners then compete at Air Force Space Command.

3.2.2. The period of service for the 12 OAY award is 1 Jan-31 Dec. Write-ups must be based upon achievements that occurred only during the calendar year.

3.2.3. Nominees are representatives of the Air Force Enlisted Force, they must also stand the test of a "whole life/whole career" scrutiny. The "whole life/whole career" screening will be conducted at Air Force level only.

3.2.4. Do not submit nominees who have previously been selected as a 12 OAY. This is a 21 SW requirement.

3.2.5. Nominate members in the category of award that corresponds to the grade held for the majority of the award period. For example, if a member has held the grade of TSgt for seven months of the award period and is then promoted to MSgt, nominate the member in the NCO category, not the SNCO category. If the member is promoted at the six-month point of the award cycle, the Command determines in which category to nominate the member.

3.2.6. Wing 12 OAY nominees must take action to extend or re-enlist if date of separation is less than 19 months.

3.2.6.1. Any nominees who extended their enlistment for the 12 OAY award program and are non-winners may cancel their extensions IAW AFI 36-2606, paragraph 4.11.4, as an exception to policy. MPF officials who normally approve/disapprove extensions of enlistment may approve the request for cancellation. For additional guidance see 21 SW/CCA.

3.2.7. Units may be required to provide the following documents: AF IMT 1206, biography, Statement of Intent, Statement of Release, and photographs. All required documents must be turned in by the suspense date. (Atch 8)

3.2.8. A write-up, limited to 30 lines including headers, single-spaced, size 12 font, using only the AF IMT 1206, (current version). Use point paper or talking paper format (bulleted, short statements or key points). (Atch 2)

3.2.8.1. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from their peers. Nominations must cite examples that occurred only during the award period.

3.2.8.2. Acronyms are recommended, but not required, to be included on each package. They may be listed at the bottom or back of the AF IMT 1206.

3.2.8.3. Headings are required and need to be all uppercase. They will count against the 30 lines. No additional information will appear on the same line with the heading.

3.2.8.3.1. **Leadership and Job Performance in Primary Duty.** 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 impact the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; i.e. NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.2.8.3.2. **Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; i.e. formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any PME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; i.e. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.2.8.3.3. **Base or Community Involvement.** 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; i.e. President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, or Air Force Association, Sunday school teacher, et cetera.

3.2.9. **Biography.** A biography, limited to one, single-spaced typewritten page (21 lines max) using Times New Roman, 12 font, with 1 inch margins (top, bottom, right and left). Refer to Attachment 5 for guidelines, other biography formats will not be accepted.

3.2.10. A citation and general information sheet is not required.

3.2.11. **Statement of Intent.** A statement of intent signed and dated by the nominee should be addressed to HQ AFPC/DPPPRS. All nominees must sign a statement of intent. The statement of intent will read verbatim: (Atch 6)

3.2.11.1. "I **have not** applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection." If applied for a commissioning program, personnel will not be eligible to be submitted as a nominee.

3.2.11.2. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM Commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."

3.2.11.3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.2.12. **Statement of Release.** A statement of release signed and dated by the nominee should be addressed to HQ AFPC/DPPPRS. The statement will be read verbatim: (Atch 7).

3.2.12.1. "I do/do not (circle one) grant permission to release any information contained in my nomination package and any announcement messages, press releases, or publicity regarding my winning this award."

3.2.12.2. Include the following disclosure statement: "Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition."

3.2.13. Ensure that signed statements in 3.2.11. and 3.2.12. are on separate memos.

3.2.14. **Photographs:** Organizations will provide the following photos to 21 SW/CCA electronically to 21sw.awards.program@peterson.af.mil.

3.2.14.1. One (1) 8 X 10" official (head and shoulder) photograph with the United States flag in the background. Military photos will be in service dress.

3.2.14.2. Ten (10) action photos. Photos must be varied with work, home, family, and hobbies.

3.2.15. 21 SW/CCA will consolidate all nomination documents, coordinate with board members for scoring packages, and submit winners to 14 AF. In addition to Attachment 9, the following will be provided for each nomination package to HHQ by 21 SW/CCA:

3.2.15.1. Nominee cover letter signed by the Wing Commander or Vice Wing Commander. (Atch 9 & 10)

3.2.15.2. One base-level Report of Individual Personnel (Records Review RIP) on each nominee (must be Microsoft Word format). GSU must provide via email. An eligibility check is required for the following: DOR, DOS and MAJCOM.

3.2.15.3. The only scanned documents accepted are those with signatures, such as endorsement letters and public release statements. The AF IMT 1206 (current version) must be sent in IMT format (not scanned) and all other documents should be in Microsoft Word document format.

3.2.16. Additional guidance maybe provided by HHQ to 21 SW/CCA that may not be in this instruction. If there is additional guidance, it will be sent out thought quarterly suspense.

3.3. First Sergeant of the Year Award. Established by the Air Force, the award recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant Career Field. Each unit with an authorized position may submit a nomination through their respective group. Groups may submit only one nominee to compete at the Wing.

3.3.1. First Sergeant nominees must serve in the position of First Sergeant and have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.3.2. The period of service for this award is 1 Jan-31 Dec. Write-ups must be based upon achievements that occurred only during the calendar year.

3.3.3. Units may be required to provide the following documents: AF IMT 1206, biography, Statement of Release, a citation, Records Review RIP, and photographs. (Atch 8)

3.3.4. A write-up, limited to 30 lines including headers, single-spaced, size 12 font, using only the AF IMT 1206 (current version). Use point paper or talking paper format (bulleted, short statements or key points). (Atch 2)

3.3.4.1. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must cite examples that occurred only during the award period.

3.3.4.2. Acronyms are recommended, but not required, to be included on each package. If acronyms are used, they must be listed at the bottom or back of the AF IMT 1206.

3.3.4.3. Headings are required and need to be all capitalized. They will count against the 30 lines. No additional information will appear on the same line with the heading.

3.3.4.3.1. **Leadership and Job Performance in Primary Duty.** 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/mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; i.e. NCO of the Quarter, Maintenance Professional of the Year, and so forth.

3.3.4.3.2. **Significant Self-Improvement.** Show how the member developed or improved skills related to primary duties; i.e. formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any PME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; i.e. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

- 3.3.4.3.3. **Base or Community Involvement.** 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; i.e. President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, or Air Force Association, Sunday school teacher, and so forth.
- 3.3.5. **Biography.** A biography, limited to one, single-spaced typewritten page (21 lines max) using 12 font, with 1 inch margins (top, bottom, right and left). Refer to Attachment 5 for guidelines, other biography formats will not be accepted
- 3.3.6. **Statement of Release.** A statement of release signed and dated by the nominee should be addressed to HQ AFPC/DPPPRS. The statement will be read verbatim: (Atch 7)
- 3.3.6.1. "I do/do not (circle one) grant permission to release any information contained in my nomination package and any announcement messages, press releases, or publicity regarding my winning this award."
- 3.3.6.2. Include the following disclosure statement: "Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition."
- 3.3.7. **Photographs:** Organizations will provide the following photos to 21 SW/CCA electronically to 21sw.awards.program@peterson.af.mil.
- 3.3.7.1. One (1) 8 X 10" official (head and shoulder) photograph with the United States flag in the background. Military photos will be in service dress.
- 3.3.7.2. Ten (10) action photos. Photos must be varied with work, home, family, and hobbies.
- 3.3.8. 21 SW/CCA will consolidate all nomination documents, coordinate with board members for scoring packages, and submit winners to 14 AF. In addition to Attachment 9, the following will be provided for each nomination package to HHQ by 21 SW/CCA:
- 3.3.8.1. Nominee cover letter signed by the Wing Commander or Vice Wing Commander. (Atch 9 & 10)
- 3.3.8.2. One base-level Records Review RIP on each nominee. (must be Microsoft Word format). GSU must provide via email. An eligibility check is required for at least the following: DOR, DOS and MAJCOM.
- 3.3.8.3. A citation, limited to 50-70 key words (not including opening and closing statements), that provides specific examples of leadership and job performance; significant self-improvement; and base or community involvement. Refer to AFI 36-2805, Attachment 3, *Special Trophies and Awards*, for format.
- 3.3.8.4. The only scanned documents accepted are those with signatures, such as endorsement letters and public release statements. The AF IMT 1206, *Nomination for Award* must be sent in IMT format (not scanned) and all other documents should be in Microsoft Word document format.
- 3.3.9. Additional guidance maybe provided by HHQ to 21 SW/CCA that may not be in this instruction. If there is additional guidance, it will be sent out through quarterly suspense.

3.4. Company Grade Officer of the Year (CGOY).

3.4.1. All Company Grade Officers assigned are eligible for consideration regardless of years of commissioned service.

3.4.2. Captains selected or promoted to the rank of major during the award period are not eligible for consideration.

3.4.3. Nominees must be assigned to the command for at least six months of the award period or three months if assigned to a short tour area.

3.4.4. The period of service for the CGOY award is 1 Jan-31 Dec. Write-ups must be based upon achievements that occurred only during the calendar year.

3.4.5. Units may be required to provide the following documents: AF IMT 1206, biography, Statement of Intent, Statement of Release, and photographs. (Atch 8)

3.4.6. A write-up, limited to 30 lines including headers, single-spaced, size 12 font, using only the AF IMT 1206 (current version). Use point paper or talking paper format (bulleted, short statements or key points). (Atch 2)

3.4.6.1. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must cite examples that occurred only during the award period.

3.4.6.2. Acronyms are recommended, but not required, to be included on each package. If acronyms are used, they may be listed at the bottom or back of the AF IMT 1206.

3.4.6.3. Headings are required and need to be all capitalized. They will count against the 30 lines. No additional information will appear on the same line with the heading.

3.4.6.3.1. **Leadership and Job Performance in Primary Duty.** Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

3.4.6.3.2. **Significant Self-Improvement.** PME, off-duty education, involvement in professional or cultural organizations, and voluntary enrollment in career development, technical training or quality courses.

3.4.6.3.3. **Base or Community Involvement.** 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.

3.4.7. **Biography.** A biography, limited to one, single-spaced typewritten page (21 lines max) using Times New Roman, 12 font, with 1 inch margins (top, bottom, right and left). Refer to Attachment 5 for guidelines, other biography formats will not be accepted

3.4.8. **Photographs.** Organizations will provide the following photos to 21 SW/CCA electronically to 21sw.awards.program@peterson.af.mil.

3.4.8.1. One (1) 8 X 10" official (head and shoulder) photograph with the United States flag in the background. Military photos will be in service dress.

3.4.8.2. Ten (10) action photos. Photos must be varied with work, home, family, and hobbies.

3.4.9. 21 SW/CCA will consolidate all nomination documents, coordinate with board members for scoring packages, and submit winners to 14 AF. In addition to Attachment 9, the following will be provided for each nomination package to HHQ by 21 SW/CCA:

3.4.9.1. Nominee cover letter signed by the Wing Commander or Vice Wing Commander. (Atch 9 & 10)

3.4.9.2. One base-level Report of Individual Personnel (Records Review RIP) on each nominee (must be word format). GSU must provide via email. An eligibility check is required for the following: DOR, DOS and MAJCOM.

3.4.9.3. The only scanned documents accepted are those with signatures, such as endorsement letters and public release statements. The AF IMT 1206 must be sent in IMT format (not scanned) and all other documents should be in Microsoft Word document format.

3.4.10. Additional guidance maybe provided by HHQ to 21 SW/CCA that may not be in this instruction. If there is additional guidance, it will be sent out through quarterly suspense.

3.5. Civilian of the Year.

3.5.1. Any current civilian employee may be nominated in the appropriate category as outlined in para 1.3.6.

3.5.2. Employees expected to retire or otherwise separate from the Air Force within six months of the date of award close-out period should not be nominated.

3.5.3. Nominate employees in the category that corresponds to the grade level held for the majority of the award period (para 1.2.6.).

3.5.4. Civilian employees equivalent to field grade officers will not be nominated. If rank is not listed in paragraph 1.3.6. member cannot be submitted.

3.5.5. Nominees must be assigned to the command for at least six months of the award period or three months if assigned to a short tour area.

3.5.6. The period of service for the award is 1 Jan-31 Dec. Write-ups must be based upon achievements that occurred only during the calendar year.

3.5.7. Units may be required to provide the following documents: AF IMT 1206, biography, and photographs. (Atch 8)

3.5.8. A write-up, limited to 30 lines including headers, single-spaced, size 12 font, using only the AF IMT 1206 (current version). Use point paper or talking paper format (bulleted, short statements or key points). (Atch 2)

3.5.8.1. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. They must include headings and cite examples that occurred only during the award period.

3.5.8.2. Headings are required and need to be all capitalized. They will not count against the 30 lines. No additional information will appear on the same line with the heading.

3.5.8.3. Acronyms are recommended, but not required, to be included on each package. If acronyms are used, they may be listed at the bottom or back of the AF IMT 1206.

3.5.8.4. **Civilian Non-Supervisory Categories I and II.**

3.5.8.4.1. **Job Accomplishments, Efficiency, and Productivity.** Define the scope and level of responsibilities and the unit and mission impact.

3.5.8.4.2. **Demonstrated Leadership Qualities and Initiative.** Describe significant leadership accomplishments and how well he/she performed assigned duties. Include any new initiative/techniques developed by the employee that positively impacted the unit and/or mission.

3.5.8.4.3. **Self-Improvement and Development.** Show how he/she developed or improved skills related to primary duties. Include any education related or unrelated to primary duties. Cite any other relevant training or activity that significantly enhanced his or her value as an employee.

3.5.8.4.4. **Base or Community Involvement.** Define the scope and impact of his or her positive leadership or involvement in both the military and civilian community. Include leadership/membership/participation in unit activities, professional organizations, and local events (i.e. Sunday school teacher, sports coach Booster Clubs, Toastmasters, etc.).

3.5.8.5. **Civilian Supervisory Categories I and II.**

3.5.8.5.1. **Motivates and Creates a Productive Work Environment.** Show how the individual motivates subordinates and enhances productivity. Focus on tangible results and include any new programs developed to achieve results.

3.5.8.5.2. **Encourages Innovation and Removes Unnecessary Barriers.** Provide examples of innovation and ways efficiency has been improved by removing obstacles to work accomplishment. Quantify results.

3.5.8.5.3. **Encourages Professional Growth of Staff.** Show how the supervisor has developed subordinates and classes/courses provided and completed by subordinates.

3.5.8.5.4. **Communicates and Promotes a Collaborative Environment.** Provide examples of how the supervisor encourages teamwork and idea-sharing.

3.5.9. **Biography.** A biography, limited to one, single-spaced typewritten page (21 lines max) using Times New Roman, 12 font, with 1 inch margins (top, bottom, right and left). Refer to attach 5 for guidelines, other biography formats will not be accepted.

3.5.10. **Photographs:** Organizations will provide the following photos electronically to 21sw.awards.program@peterson.af.mil.

3.5.10.1. One (1) 8 X 10" official (head and shoulder) photograph with the United States flag in the background. Civilians will be in appropriate business attire.

3.5.10.2. Ten (10) action photos. The photos must be varied with work, home, family, and hobbies.

3.5.11. A citation and general information sheet is not required.

3.5.12. 21 SW/CCA will consolidate all nomination documents, coordinate with board members for scoring packages, and submit winners to 14 AF. In addition to Attachment 9, the following will be provided for each nomination package to HHQ by 21 SW/CCA:

3.5.12.1. Nominee cover letter signed by the Wing Commander or Vice Wing Commander. (Atch 9 & 10)

3.5.13. Additional guidance maybe provided by HHQ to 21 SW/CCA that may not be in this instruction. If there is additional guidance, it will be sent out through quarterly suspense.

Chapter 4

PETERSON AFB (TEAM PETE) INSTALLATION AWARDS PROGRAM

4.1. Overview.

4.1.1. As the host wing, the 21 SW will be the primary administrator of the Peterson AFB (Team Pete) Installation Awards Program. Assistance will be requested of all participating units to ensure proper recognition of installation personnel. Assistance will range from providing nomination submissions and board/ceremony participants and planners.

4.1.2. A "Team Pete" board will meet and an installation award recipient will be determined in each of the following categories: Junior Enlisted, NCO, SNCO, CGO, Civilian Nonsupervisory Category I, Civilian Nonsupervisory Category II, Civilian Supervisory Category I, and Civilian Supervisory Category II. Each tenant unit should establish their own selection criteria within their unit to select a nominee. Each unit may submit one nominee per category to the installation board. All nominations must be accomplished IAW this instruction.

4.2. Eligibility. Military and civilian personnel assigned to Peterson AFB, Cheyenne Mountain Air Force Station and tenant units assigned in the Colorado Springs area are eligible for nomination in the appropriate category. Members compete in the grade category they held during the majority of the award period. If the member is promoted at the mid-point of the award cycle, the unit commander determines which category to nominate the member. Annual award nominees do not have to have been quarterly award recipients. Personnel Geographically Separated Units are not eligible for installation awards since they are not physically located in the Colorado Springs Area. All GSUs are encouraged to participate in the local installation award programs where they reside.

4.2.1. Military members must be at home station for 75% of the award period to be eligible for nomination. This includes, but not limited to, individuals that have deployed/ or TDY for up to six months. Units must provide documentation showing when member departed for deployment/or TDY. Members who are deployed and/or TDY for six months are eligible for the Annual Awards Program. Personnel deployed for 365 days are not eligible. If a member is on man days and serving in an active status they may compete for either the annual or quarterly awards.

4.2.2. Individuals who won in any category the previous quarter are ineligible for submission the next quarter, i.e., if an individual won for the first quarter of 2008 they are not eligible for further competition until the third quarter of 2008.

4.2.3. Captains selected or promoted to the rank of Major during any award period are ineligible for consideration.

4.3. Award Categories.

4.3.1. Junior Enlisted Category: (E-1 through E-4).

4.3.2. Noncommissioned Officer (NCO) Category: (E-5 & E-6).

4.3.3. Senior Noncommissioned Officer (SNCO) Category: (E-7, E-8 & Marine E-6). (E-9 selects are not eligible, paragraph 1.2.7.)

4.3.4. First Sergeant Category: Each unit with an authorized position may submit a nomination through their respective group. This is an annual award category only.

4.3.5. Company Grade Officer (CGO) Category: (O-1 through O-3) (O-4 selects are not eligible, paragraph 1.2.7.)

4.3.6. Civilian Categories are as follows:

4.3.6.1. Civilian Nonsupervisory Category I: YA-1, YB-1, YD-1, YP-1, YE-1, YH-1, YI-1, YK-1, YL-1, and YM-1; GS (GG) 1 through 8; WG-1 through WG-7; WL-1 through WL-5; NAF I through NF II (Serving in Permanent Appointment)

4.3.6.2. Civilian Nonsupervisory Category II: YA-2, YB 2-3, YD-2, YE 2-3, YH-2, YI 2-3, YK-2, YL 2-3, YM-2, GS (GG) 9 through 13, WG-8 through WG-15, WL-6 through WL-15, and NAF III and NAF IV (Serving in a Permanent Appointment)

4.3.6.3. Civilian Supervisory Category I: YA-1 and YB-2 (if they carry a supervisor/manager code), YC-1, YF-1, YJ-1, YN-1; GS-1 through 8; NAF III; WS-1 through WS-10 (Serving in a Permanent Appointment)

4.3.6.4. Civilian Supervisory Category II: YA-2, YH-2, YD-2, YI 2-3 and YE 2-3 (if they carry a supervisor/manager code), YC-2, YF-2, YJ-2, YJ-3, YN-2; GS-9 through GS-13; NAF IV; WS-11 through WS-14 (Serving in Permanent Appointment).

4.4. Consideration Periods.

4.4.1. Quarterly:

4.4.1.1. 1st Quarter: January - March

4.4.1.2. 2nd Quarter: April - June

4.4.1.3. 3rd Quarter: July - September

4.4.1.4. 4th Quarter: October - December

4.4.2. Annual: 1 January - 31 December

4.5. Board Composition, Procedures, and Scoring.

4.5.1. Board President.

4.5.1.1. Reviews board procedures with board members.

4.5.1.2. Conducts board proceedings.

4.5.1.3. Ensures scoring adheres to established criteria.

4.5.1.4. In the event of a tie among board members, score nominees and casts vote to break tie.

4.5.1.5. Briefs board members on the confidentiality of the board.

4.5.2. Board Member.

4.5.2.1. Reviews and scores nomination packages.

4.5.2.2. Records scores using provided score sheet and submits results to board president.

4.5.2.3. Maintains the confidentiality of the board meetings.

4.5.2.4. Turn in all notes, score sheet, etc. to the president once board proceedings are complete.

4.5.3. **Nominees for Board Members.**

4.5.3.1. Each unit must submit a board member for each category. If there are no nominees submitted by the unit in a particular category, then they are exempt from providing a board member for that category.

4.5.3.2. Board members selected for wing boards are required to have had previous experience at squadron or group level. Commanders, superintendents, and First Sergeants will screen and ensure experience factors prior to submitting names of board members.

4.5.3.3. There are rank requirements for board members in each category. Exceptions to board members must be approved by 21 SW/CV for the officer board, 21 SW/CCC for enlisted boards, and 21 SW/DS for the Civilian board.

4.5.4. Enlisted Category.

4.5.4.1. **Junior Enlisted Category:** Staff Sergeant - Chief Master Sergeant (E-5 through E-9) for sister service equivalent.

4.5.4.2. **NCO Category:** Master Sergeant - Chief Master Sergeant (E-7 through E-9) for sister service equivalent.

4.5.4.3. **SNCO Category:** Chief Master Sergeant or CMSgt select (E-9) for sister service equivalent.

4.5.5. **First Sergeant Category:** 21 SW/CCC or designated representative will act as president and appoint appropriate board members to review and score nominations. **Annual Award Only.**

4.5.6. **CGO Category:** Major - Colonel (O-4 through O-6).

4.5.7. **Civilian Categories:** Senior Civilian in each group. These board members will score all four civilian award categories.

4.5.8. **Scoring Procedures.**

4.5.8.1. 21 SW/CCA prepares award packages and score sheets for board president and members in every category (Atch 12 & 13). Each board member will receive the award packages via e-mail no later than two days prior to the board meeting.

4.5.8.2. Board members will evaluate and score each nomination package.

4.5.8.3. Members must be fair and impartial. Set aside any bias (positive or negative) and evaluate the packages based on the substance of the write-ups. Quality and impact of the accomplishments are important, not the quantity. However, please keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job.

4.5.8.4. Rank the packages 1st, 2nd, 3rd, etc. Do not submit a tie to the board president. In the event of equal scores, review packages and decide which to rate higher.

Remember this is a "whole person" program and you are selecting the individual who you think will best represent the wing using the scoring criteria.

4.5.8.5. Rankings of board members will be added and the package with the highest overall ranking (lowest total number) will be the winner for that category. All significant differences as determined by the board during discussion.

4.5.9. **Board Results.**

4.5.9.1. The board president provides 21 SW/CCA the results of the board after it adjourns.

4.5.9.2. Board results and nomination packages are retained IAW AFMAN 37-139, *Records Disposition Schedule*, Table 36-33, R17 for 1 year after completion of the board

4.5.10. **Scoring Category Guidelines.**

4.5.10.1. **Leadership and 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 quarter/year. You should be looking for individual accomplishments--not unit accomplishments.

4.5.10.2. **Other.** The member must have shown improvement through off-duty education (military and civilian classes, professional development, self-development), achievement in professional, cultural societies or associations, development of creative abilities, et cetera during the award period. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class. The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. 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 not as strong as being in a leadership position (president, secretary, coach, etc.).

4.5.10.3. Compare the accomplishments of each nominee and then score accordingly. Pay careful attention to the category criteria. Filler and fluff do not count for anything. Do not score each category independently. Using the whole-person concept, grade the packages on a scale of 6-10 point system, using half point increments, you must differentiate between nominees. (Table 1.1.)

4.6. **Quarterly Awards.**

4.6.1. "Team Pete" quarterly award is specifically designed to recognize members from the Colorado Springs area. Nominations suspense date will be published to all applicable units. All groups should submit their package via e-mail directly to 21 SW Awards Program Workflow, 21sw.awards.program@peterson.af.mil NLT the suspense date.

4.6.2. Nominations not adhering to established formats will be returned to the respective group. Late nomination packages will be considered at the discretion of the 21 SW/CV, 21 SW/CCC, and 21 SW/DS for appropriate categories.

4.6.3. **Leadership and Job Performance:** (8 lines maximum for quarterly nominations, 16 lines maximum for annual nominations). 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. Consider development of quality management principles, new techniques, and contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

4.6.4. **Other:** (2 lines maximum for quarterly nominations, 4 lines maximum for annual nominations). The member must have shown improvement through off-duty education (military and civilian classes, professional development, and self-development), achievement in professional, cultural societies or associations, development of creative abilities, to include, etc during the award period. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class. The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. 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 not as strong as being in a leadership position (president, secretary, coach, etc.). May contain any additional accomplishments the nominating official deems significant.

4.7. Annual Awards.

4.7.1. The Team Pete Installation Awards Program is specifically designed to recognize installation level personnel and will not be used to select 12 OAY, First Sergeant, CGO or Civilian of the Year nominees or winners for any participating unit or be forwarded to higher headquarters. Peterson AFB "Team Pete" Annual Award Program nominations suspense date will be published via letter to all applicable units. All groups should submit their package via e-mail directly to 21 SW Awards Program Workflow, 21sw.awards.program@peterson.af.mil NLT the suspense date.

4.7.2. Nominations not adhering to established formats will be returned to the respective group. Late nomination packages will be considered at the discretion of the 21 SW/CV, 21 SW/CCC, and 21 SW/DS for appropriate categories.

4.7.3. **Leadership and 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 year. You should be looking for individual accomplishments--not unit accomplishments.

4.7.4. **Other.** The member must have shown improvement through off-duty education (military and civilian classes, professional development, self-development), achievement in professional, cultural societies or associations, development of creative abilities, to include, etc. during the award period. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class. The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. 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 not as strong as being in a leadership position (president, secretary, coach, etc.).

4.8. Quarterly/Annual Awards Ceremony, Awards, and Honors.

4.8.1. Award recipients will be announced at an appropriate function or venue as approved by 21 SW/CCC.

4.8.2. An appropriate memento for all military and civilian winners is authorized.

4.8.3. Awards Program Committee.

4.8.3.1. Coordinates with 21 SW Protocol and support agencies.

4.8.3.2. Announces awards ceremonies, prepares necessary communications to notify nominees, organizations, and sponsors.

4.8.3.3. Coordinates and arranges seating, arranges place cards, flag displays, coordinates with the Visitor Center to escort all off-base sponsors to the awards ceremony, works script and emcee issues in conjunction with the 21 SW/CCC or designee.

4.8.3.4. Arranges photographic support for awards presentations and as otherwise required.

4.9. Program Responsibilities.

4.9.1. 21 SW/CC.

4.9.1.1. Is the authority for the Team Pete Awards Program. As such, the 21 SW/CC or designee will receive all board results and is the final approval authority for all selections.

4.9.1.2. Promotes active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

4.9.1.3. Oversees the appropriate selection of mementos for personnel recognition.

4.9.2. 21 SW/CV.

4.9.2.1. Oversees and monitors the officer recognition board process.

4.9.2.2. Ensures officer board members are selected and fair and accurate processes are used.

4.9.3. 21 SW/CCC.

4.9.3.1. Is the 21 SW OPR for the Team Pete Recognition Program.

4.9.3.2. Monitors enlisted recognition board selection criteria and procedures.

4.9.4. 21 SW/DS.

4.9.4.1. Oversees and monitors the civilian recognition board process.

4.9.4.2. Ensures board members are selected and fair and accurate processes are used.

4.9.5. 21 SW/CCA.

4.9.5.1. Assists 21 SW/CV, 21 SW/CCC, and 21 SW/DS or designated representatives with scheduling, appointment, notification, and administration of selection boards.

4.9.5.2. Ensures appropriate units and agencies are notified of all appropriate suspense dates. Notifies unit commanders, commanders' execs, group superintendents, first sergeants, and courtesy copies group secretaries of nomination package and board member suspense dates.

4.9.5.3. Works with 21 SW/CV, 21 SW/CCC, and 21 FSS to set up board times and locations.

4.9.5.4. Collects tenant nomination packages sends packages through email to each board member for each category. Email will contain:

4.9.5.4.1. Copy of each nomination package for particular category.

4.9.5.4.2. Score sheet (see Attachment 12).

4.9.5.4.3. Master tally sheet (board president only, see Attachment 13).

4.9.5.5. Assists with board members briefing (verify nomination package contents, scoring process, and disclosure requirements).

4.9.5.6. Verifies board scores in conjunction with board presidents.

4.9.5.7. Establishes dates, times, and locations for all ceremonies.

4.9.6. 21 SW/PA.

4.9.6.1. Arranges for publicity (i.e., Space Observer, Satellite Flyer, marquee, etc.) and processes hometown news releases for 21 SW award recipients.

4.10. Nomination Process.

4.10.1. 21 SW and tenant units may nominate one individual per category from their respective unit. For example, DET 4, AFOTEC may nominate one individual in each category. All nomination packages will contain the following documents:

4.10.1.1. **Group/Tenant Unit Nomination Email:** Will include a list of all group/tenant unit nominees and the following statement, "I have reviewed the PIFs of all military nominees and there is no derogatory information or existing UIF." E-mails will be sent by group/unit commanders or their designated representatives and forwarded to 21 SW Awards Program workflow, 21sw.awards.program@peterson.af.mil with an attached nomination document.

4.10.1.2. **Nomination Document:** (See Attachment 11). The document will contain nominee's information and ceremony information. All requested information must be filled out prior to submitting the document. The nomination document will contain and be scored on two headings. These headings will not count against the line total for that section. As such, no additional information will appear on the same line with the headings. Use bullet format and double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. All nominations will be scored on the categories below:

4.10.1.3. **Leadership and Job Performance:** (8 lines maximum for quarterly nominations, 16 lines maximum for annual nominations). 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. Consider development of quality management principles, new techniques, contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

4.10.1.4. **Other:** (2 lines maximum for quarterly nominations, 4 lines maximum for annual nominations). The member must have shown improvement through off-duty education (military and civilian classes, professional development, and self-development), achievement in professional, cultural societies or associations, development of creative abilities, to include, etc during the award period. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class. The member must have contributed to the military or civilian community's welfare, morale or status during the reporting period. 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 not as strong as being in a leadership position (president, secretary, coach, etc.). May contain any additional accomplishments the nominating official deems significant.

Chapter 5

WING COMMANDER

5.1. “Gold Knight” Award. The 21 SW/DS and each 21 SW Group Commander may nominate one team (work center, flight, group of individuals, etc.) for recognition of outstanding efforts by a team. Nomination packages will consist of no more than eight bullets highlighting specific accomplishments that have resulted in significant positive impact to the 21 SW, the USAF, the DOD or the Nation (see Attachment 14). Top Secret packages may be submitted. Deployed teams may not be submitted. Nominations will be provided to 21 SW/CCA by e-mail no later than the third day of each month.

5.1.1. **Selection.** The Wing Commander will select the “Gold Knight” award based on the team’s accomplishments. This recognition will occur at a wing stand-up briefing or other applicable venue. The 21 SW/CC will recognize these individuals with a trophy and certificate.

Note: 21st Space Wing Commander Signature block consist of 3 lines. Below is an example for this award.

5.2. Prescribed and Adopted Forms:

5.2.1. Prescribed Forms: No forms prescribed.

5.2.2. Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Awards*

STEPHEN N. WHITING
Colonel, USAF
Commander

ATTACHMENT 1
SAMPLE GROUP NOMINATION EMAIL

Must be sent by the Group Commander or designated representative to 21 SW/CCA OPR and the 21 SW/CC Workflow box by 1200 noon of the suspense date.

DD MMM YYYY

MEMORANDUM FOR 21 SW/CCA

FROM: 21 MSG/CC

SUBJECT: 21st Mission Support Group 2nd Quarter Award Nominees

1. I proudly submit the following individuals as the 21st Mission Support Group nominees for the 21st Space Wing 2nd Quarter Awards:

<u>Category</u>	<u>Name</u>
Amn:	A1C Olivia "Olivia" Gorman
NCO:	TSgt Michael "Michael" Venning
SNCO:	MSgt Robert "Bob" Goble
CGO:	Capt David "Dave" Knight
Civ Cat I:	Ms. Sheri "Shur-ree" Burks
Civ Cat II:	Ms. Elaine "Elaine" Barry
Civ Sup Cat I:	Mr. Edward "Ed" Miller

2. I have reviewed the PIF of each military nominee, as well as verified member has a passing PT Test score, and there is no derogatory information or an Unfavorable Information File (UIF) established.

3. The following individuals will participate as board members for the boards indicated:

Amn Board:	TSgt Ethel Horvath / 21 CES
NCO Board:	MSgt Mark King / 21 MSG
SNCO Board:	CMSgt Abe Hamdan / 21 FSS
CGO Board:	Major Ricardo Garcia / 21 FSS
Civilian Cat I:	David Duke / 21 FSS
Civilian Cat II:	David Duke / 21 FSS
Civilian Sup Cat I:	David Duke / 21 FSS

4. If you have any questions, please feel free to contact my POC, CMSgt Cynthia Solomito at 556-9241.

//SIGNED//
EMILY A. BUCKMAN, Colonel, USAF
Commander

ATTACHMENT 2

GUIDANCE FOR THE AF IMT 1206

SAMPLE OF AF IMT 1206, NOMINATION FOR 21 SW QUARTERLY AWARDS.

(TITLES, CATEGORIES, AWARD PERIODS, GUIDANCE, HEADINGS)

AWARD

21st Space Wing Quarterly Awards
 200X 12 Outstanding Airmen of the Year Airman, NCO, SNCO
 USAF First Sergeant of the Year
 200X Company Grade Officer of the Year
 200X Civilian of the Year

CATEGORY

Airman, NCO, SNCO, CGO
 Non-Supervisory Category I or II
 Supervisory Category I or II

AWARD PERIOD

1 Jan – 31 Mar XX
 1 Apr – 30 Jun XX
 1 Jul – 30 Sep XX
 1 Oct – 31 Dec XX

SPECIFIC ACCOMPLISHMENTS:

AF IMT 1206 will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his/her peers. Nominations cite examples that occurred only during the award period. Use point paper or talking paper format (bulleted, short statements or key points).

Quality and impact of the accomplishments are important. It is not the "importance" of one's job, but what the individual did within their job. What did the individual do to make a difference and improve their niche in the Air Force? Pay careful attention to the category criteria. Filler and fluff do not count for anything. Better, faster cheaper or number of people led wherever possible.

Headings are required and need to be all uppercase. As such, no additional information will appear on the same line with the heading. Acronyms are recommended, but not required, to be included on each package. They may be listed at the bottom or back of the AF IMT 1206, *Nomination for Award*, in alphabetical order.

Quarterly Awards: A write-up, limited to 15 lines not including headers, bullet format. Double bullets are indented and single spaced underneath the main bullet.

Annual Awards: A write-up, limited to 30 lines including headers, single-spaced bullet format.

AMN, NCO, SNCO, and CGO Headings

Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments; how well member performed assigned 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 impacted unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections, etc. Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year

Significant Self-Improvement. 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 PME. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

Base or Community Involvement. 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, etc.

Civilian Non-Supervisory Categories I and II

Job Accomplishments, Efficiency and Productivity. Define the scope and level of responsibilities and the unit and mission impact.

Demonstrated Leadership Qualities and Initiative. Describe significant leadership accomplishments and how well he/she performed assigned duties. Include any new initiative/techniques developed by the employee that positively impacted the unit and/or mission.

Self-Improvement and Development. Show how member developed or improved skills related to primary duties. Include any education related or unrelated to primary duties (i.e. class/course/degree enrollment or completion, grade point average, etc.). Cite any other relevant training or activity that significantly enhanced his or her value as an employee.

Base and Community Involvement. Define the scope and impact of his or her positive leadership or involvement in both the military and civilian community. Include leadership/membership/participation in unit activities, professional organizations, and local events (i.e. Sunday school teacher, sports coach Booster Clubs, Toastmasters, etc.).

Civilian Supervisory Categories I and II

Motivates and Creates a Productive Work Environment. Show how the individual motivates subordinates and enhances productivity. Focus on tangible results and include any new programs developed to achieve results.

Encourages Innovation and Removes Unnecessary Barriers: Provide examples of innovation and ways efficiency has been improved by removing obstacles to work accomplishment. Quantify results.

Encourages Professional Growth of Staff. Show how the supervisor has developed subordinates and classes/courses provided and completed by subordinates.

Communicates and Promotes a Collaborative Environment. Provide examples of how the supervisor encourages teamwork and idea-sharing.

Acronyms. All acronyms must be listed in alphabetical order on page 1, two lines below the last bullet and continue to the second page if necessary. Example listed below:

Acronyms:

AFCEA - Armed Forces Communications and Electronics Association

APDP - Acquisition Professional Development Program

CMAFS- Cheyenne Mountain Air Force Station

PPRP- Pikes Peak Readers Program

SABC - Self Aid and Buddy Care

SABER - Simplified Acquisition of Base Engineering Requirements

UCC - Unit Control Center

ATTACHMENT 3
SAMPLE 21 SW BOARD MEMBERS SCORE SHEET

21 SW QUARTERLY AWARD SCORE SHEET
1ST QUARTER 20XX
AMN CATEGORY

Board President: 21 SW/CCC or designated representative

Board Members: TSgt Board Member 21 MDG SSgt Board Member 21 SW/DS
 SSgt Board Member 21 MSG TSgt Board Member 721 MSG
 MSgt Board Member 21 OG TSgt Board Member 821 ABG

NOMINATION EVALUATION

<i>AMN</i>	<i>GROUP</i>	<i>SCORE</i>	<i>RANK</i>
A1C First MI Nominee	21 MDG		
SrA First MI Nominee, Jr	21 MSG		
A1C First MI Nominee	21 OG		
SrA First MI Nominee	21 SW/DS		
A1C First MI Nominee	721 MSG		
SrA First MI Nominee	821 ABG		

Board Member Signature: _____

Board Member Printed Name: _____

Date: _____

ATTACHMENT 4

SAMPLE 21 SW BOARD PRESIDENT SCORE SHEET

BOARD PRESIDENT'S 21 SW QUARTERLY AWARDS SCORE SHEET 1ST QUARTER 20XX AMN CATEGORY

Board President: 21 SW/CCC or designated representative

Board Members: TSgt Board Member 21 MDG SSgt Board Member 21 SW/DS
 SSgt Board Member 21 MSG TSgt Board Member 721 MSG
 MSgt Board Member 21 OG TSgt Board Member 821 ABG

NOMINATION EVALUATION

AMN	GROUP	MDG	MSG	OG	DS	MSG	ABG	PRES	SCORE	RANK
A1C First MI Nominee	21 MDG									
SrA First MI Nominee, Jr.	21 MSG									
A1C First MI Nominee	21 OG									
SrA First MI Nominee	21 SW/DS									
A1C First MI Nominee	721 MSG									
SrA First MI Nominee	821 ABG									

The 21 SW Winner is: _____ Group: _____ Unit: _____

The Team Pete nominee is: _____ Group: _____ Unit: _____

Date: _____

Board President Signature: _____

ATTACHMENT 5
SAMPLE BIOGRAPHY

SENIOR AIRMAN JOHN Q. DOE

000-00-0000

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science clubs. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE: A biography, limited to one, single-spaced typewritten page (21 lines max) using 12 font, with 1 inch margins (top, bottom, right and left). Double-space between name, SSN, and AFSC.

REFERENCE: AFI 36-2805, Attachment 2

ATTACHMENT 6
SAMPLE STATEMENT OF INTENT

(Must be on official letterhead)

MEMORANDUM FOR HQ AFPC/DPPPRS

FROM: TSgt Jan E. Kays

SUBJECT: Statement of Intent for the 20XX Twelve Outstanding Airmen of the Year (12 OAY)

1. I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection.
2. If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may positively impact upon Air Force recruiting and retention.
3. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.

JAN E. KAYS, TSgt, USAF
Duty Title

NOTE: Enlisted members who have applied for a commissioning program are not eligible for the 21st Space Wing Annual Awards Program.

ATTACHMENT 7
SAMPLE STATEMENT OF RELEASE

(Must be on official letterhead)

MEMORANDUM FOR HQ AFPC/DPPPRS

FROM: TSgt Jan E. Kays

SUBJECT: Statement of Release for the 20XX Twelve Outstanding Airmen of the Year*

1. I do/do not grant permission to release any information contained in my nomination packages and any announcement messages, press releases, or publicity regarding my winning this award.

2. DISCLOSURE STATEMENT: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12OAY competition.

JAN E. KAYS, TSgt, USAF
Duty Title

***FIRST SERGEANT:**

SUBJECT: Release Statement for 20XX First Sergeant of the Year Award

***COMPANY GRADE OFFICER:**

SUBJECT: Release Statement for 20XX Company Grade Officer of the Year Award

ATTACHMENT 8

ANNUAL NOMINEE PACKAGE REQUIREMENTS BREAKDOWN

AMN

<input type="checkbox"/>	Biography
<input type="checkbox"/>	Records Review Rip
<input type="checkbox"/>	Statement of Intent
<input type="checkbox"/>	Public Release Statement
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)
<input type="checkbox"/>	

NCO

<input type="checkbox"/>	Biography
<input type="checkbox"/>	Records Review Rip
<input type="checkbox"/>	Statement of Intent
<input type="checkbox"/>	Public Release Statement
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

SNCO

<input type="checkbox"/>	Biography
<input type="checkbox"/>	Records Review Rip
<input type="checkbox"/>	Statement of Intent
<input type="checkbox"/>	Public Release Statement
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

First Sergeant

<input type="checkbox"/>	Biography
<input type="checkbox"/>	Records Review Rip
<input type="checkbox"/>	Public Release Statement
<input type="checkbox"/>	Citation
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

Company Grade Officer

<input type="checkbox"/>	Records Review Rip
<input type="checkbox"/>	Biography
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

CIV CAT I

<input type="checkbox"/>	Biography
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

CIV CAT II

<input type="checkbox"/>	Biography
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

CIV SUP CAT I

<input type="checkbox"/>	Biography
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

CIV SUP CAT II

<input type="checkbox"/>	Biography
<input type="checkbox"/>	10 Action Photos
<input type="checkbox"/>	Official Photo (8X10)

ATTACHMENT 9

SAMPLE 21 SW ANNUAL/QUARTERLY AWARD NOMINEES COVER LETTER

(Must be on official letterhead)

MEMORANDUM FOR 14 AF/CCC

FROM: 21 SW/CC
775 Loring Avenue, Suite 205
Peterson AFB CO 80914-1290

SUBJECT: 2d Quarter Award Nominees

1. It's my pleasure to announce the 21st Space Wing Quarterly Award nominees for the 2d Quarter 2009:

Airman:	SrA Olivia "Olivia" Gorman, 21st Mission Support Group, 21 CONS/LGCAA, 135 Dover Street, Suite 1055, Peterson AFB, CO 80914
Noncommissioned Officer:	TSgt Michael "Michael" Venning, 21st Mission Support Group, 21 CONS/LGCAA, 135 Dover Street, Suite 1055, Peterson AFB, CO 80914
Senior Noncommissioned Officer:	MSGt Robert "Bob" Goble, 21st Mission Support Group, 21 CS/SCXPQ, 175 E. Stewart Ave, Peterson AFB, CO 80914
Company Grade Officer:	Capt Andre "Andre" Pennington, 21st Space Wing, 21 SW/JA, 775 Loring Ave, Ste 212, Peterson AFB, CO 80914
Civilian Category I:	Mr. Elias "Elias" Kunishige, 721st Mission Support Group, 721 MSG/CEFO, 1 NORAD Road, Suite 1108, Cheyenne Mountain AFS, CO 80914
Civilian Category II:	Mr. William "William" Torres, 21st Medical Group, 21 DS/SGDA, 559 Vincent Street, Peterson AFB, CO 80914
Civilian Supervisory Category II:	Mr. Edward "Ed" Miller, 721st Mission Support Group, 21 CES/CEOHS, 580 Goodfellow Street, Peterson AFB, CO 80914
Civilian Supervisory Category II:	Ms. L. J. "LJ" Van Belkum, 21st Space Wing, 21 SW/IG, 775 Loring Ave, Suite 212, Peterson AFB, CO 80914

2. If you have any questions, please contact our POC, TSgt Tanisha Hunter, 21 SW/CCA, DSN 834-2108, tanisha.hunter@peterson.af.mil.

STEPHEN N. WHITING
Colonel, USAF
Commander

ATTACHMENT 10**SAMPLE 21 SW ANNUAL AWARD INDIVIDUAL NOMINEE COVER LETTER**

(Must be on official letterhead)

MEMORANDUM FOR 14 AF/CCC

FROM: 21 SW/CC
775 Loring Avenue, Suite 205
Peterson AFB CO 80914-1290

SUBJECT: 20XX8 Twelve Outstanding Airmen of the Year *

1. It is with great pride that I nominate SSgt Rory E. Sturm, Jr. from the 721st Security Forces Squadron, 21st Space Wing, for the 12 Outstanding Airman of the Year 20XX*, NCO category. He meets the established requirements for the award and has demonstrated exceptional leadership and performance in his assigned duties.

2. If you have any questions, please contact our POC, TSgt Tanisha Hunter, 21 SW/CCA, DSN 834-2107, tanisha.hunter@peterson.af.mil.

STEPHEN N. WHITING
Colonel, USAF
Commander

***FIRST SERGEANT:**

SUBJECT: 20XX First Sergeant of the Year Award
Award: First Sergeant of the Year 20XX

***COMPANY GRADE OFFICER:**

SUBJECT: 20XX Company Grade Officer of the Year Award
Award: Company Grade Officer of the Year 20XX

***CIVILIANS:**

SUBJECT: 20XX Civilian of the Year
Award: Civilian of the Year 20XX

ATTACHMENT 13

SAMPLE TEAM PETE BOARD PRESIDENT SCORE SHEET

**BOARD PRESIDENT'S
TEAM PETE AWARDS SCORE SHEET
1ST QUARTER 20XX
JUNIOR ENLISTED CATEGORY**

Board President: 21 SW/CCC or designated representative

Board Members: TSgt Board Member BA SSgt Board Member 21 SW/DS
 SSgt Board Member NORAD TSgt Board Member 721 MSG
 MSgt Board Member NORTHCOM TSgt Board Member 821 ABG

NOMINATION EVALUATION

AMN	GROUP	BA	NORAD	NORTHCOM	21 SW	AFSPC	311 AS	PRES	SCORE	RANK
AIC First MI Nominee	BA									
SrA First MI Nominee, Jr.	NORAD									
AIC First MI Nominee	NORTHCOM									
SrA First MI Nominee	AFSPC									
AIC First MI Nominee	21 SW									
SrA First MI Nominee	311 AS									

The 21 SW Winner is: _____ Group: _____ Unit: _____

The Team Pete nominee is: _____ Group: _____ Unit: _____

ATTACHMENT 14**SAMPLE 21 SW “GOLD KNIGHT” NOMINATION FORM****21 SW “GOLD KNIGHT” NOMINATION FORM APRIL 20XX**

TEAM: (State your team’s name--this will be used for the certificate)

21 SCS HQ/AFSPC move support team

PROJECT/ACHIEVEMENT: (State in 7 or less sentences the accomplishments of the team)

The 21 SCS team provided exceptional communications support for the large-scale, short-notice HQ/AFSPC building 1 move.

TEAM MEMBERS: (List the rank and name of the team members) Maj Mark Wood, Mr Larry Day, Mr Steve Decker, 2Lt Ricky Anderson, 2Lt Ashley Hardt, Mr Jesus Davila, Ms Rita Hahn, TSgt James Kindall (AFSPC/A6N – chopped to SCS for the project duration), TSgt Rodolfo Reyes, SSgt Richard Bailey, SSgt Shawn Cox, SSgt Ryan Ihnken, SSgt Kerktan Rowe, SSgt David Willet, SrA Sean Russell, A1C Thomas Parsons, (PANS contractors) Mr Rod Pohlman, Mr John Lopez, Mr Charles Maze, Mr Winston Walters, Ms Tiffany Hernandez, Mr Jay Stephenson, Mr Walt Johnson, Mr Don Knowles, Mr Erik Nieves, Mr Mike Ramirez, Mr Preston Hayden.

BULLETS TO SUPPORT THE NOMINATION: (This is only eight lines--no more)

- Largest PAFB comm move; planned in 2 wks--“Outstanding!” by AFSPC/CC, DS, A6
- Moved 870 people/computers, 1K phones in 4 days--would typically take 3-4 weeks
- Led team with JA, IG, CONS, MSS; re-worked military support as training 3 days prior
- Teamed with CONS, FM to process funding, mod contract in 2 days vice 4+ wks
- Telephone shop 24-hr ops for 5 days; PANS manned temp bldg 1 help desk 4 days
- Created/taught 3 CSA/TCO training classes for 100+ bldg 1 pers--smoothed transition
- Created two new quick-turn reqt systems to meet AFSPC/CC-directed project speed
- 95% follow-up work done in under 1 day--fixed 30+ pri 1 and 500+ mis-entered reqts

STEPHEN N. WHITING
Colonel, USAF
Commander