

**BY ORDER OF THE COMMANDER  
HEADQUARTERS SECOND AIR FORCE  
(AETC)**

**SECOND AIR FORCE INSTRUCTION 36-2802**

**21 FEBRUARY 2014**  
Certified Current on 22 July 2014

**Personnel**



**TRAINING SQUADRON OF THE YEAR**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 2 AF/DS  
(Lt Col Jileene M. Vivians)

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*, and establishes procedures policy and responsibilities for selecting the Second Air Force Training Squadron of the Year (TSY). This program is to recognize 2 AF training squadrons within the training wings and the 381st Training Group. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Attachment 1 is a glossary of references and supporting information. Attachment 2 is revised to illustrate preparation example AF Form 1206.

- 1. Purpose.** TRAINING SQUADRON of the YEAR: To recognize the outstanding mission accomplishment, professionalism, and dedication of the top training squadron in Second Air Force. It also serves as a venue to improve morale and enhance esprit de corps for members assigned to the training wing and groups. This award is named the General William R. Looney III Training Squadron of the Year Trophy.
- 2. Award Period.** The award cycle is 1 January through 31 December. Accomplishments must have occurred during this period.
- 3. Program Responsibilities.** The Second Air Force Vice Commander (2 AF/CV) is OPR for the TSY award program.

**4. Eligibility Requirements.** Training wing and 381st Training Group nominees may consist of only training squadrons. (i.e, BMT, tech training, etc...) and excludes training support squadrons.

**5. Nomination Officials.** Training Wing/381st Training Group CV/CDs are nomination officials.

**6. Nomination Procedures.** Nomination packages will be submitted on an AF Form 1206, Nomination for Award (limited to one page, bullet format), citation (no more than 12 lines and 250 words), and nomination memo. Nominations will be submitted to 2 AF/CV, when requested through Task Management Tool, as outlined in paragraph 7, via electronic media using the following categories:

6.1. Mission Statement: Mission statement and a short synopsis of impact, example, "Produce the world's best-trained forces!".

6.2. Significant Unit Accomplishments: Describe significant leadership accomplishments and how well the unit performed assigned primary duties. Define the scope and level of responsibilities and the impact on the wing/group's mission. Include any new technology, initiatives or techniques developed by the unit that positively impact the unit and/or mission. Include results of Air Force, MAJCOM and numbered air force-level inspections and evaluations (Not to exceed 20 Lines).

6.3. Significant Unit Improvements: Show how the unit developed or improved skills related to primary duties; e.g., formal training programs, certifications, and so forth. Include completion rates of any professional military education, including number of awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion as a unit, and overall grade point average. Cite any other relevant efforts that significantly enhanced mission effectiveness, personal development, and efforts to improve work areas or facilities (Not to exceed 9 Lines).

6.4. Base/Community Support: Define the scope and impact of the unit's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in professional military and civilian organizations, associations, and events (Not to exceed 9 Lines).

**7. Nomination Package Suspense.** TSY award packages are due to the 2 AF/CV by the 1st day of February each year. See following timeline for guidance:

**Table 7.1. Timeline Guidance.**

ACTION	TARGET TIME FRAME
ANNOUNCE AWARD NOMINATION CALL SUSPENSE--	-- NLT 15 January
BOARD PREPARATIONS--	-- August through September
AWARD NOMINATIONS DUE TO 2 AF--	-- 1st Day of February
AWARD BOARD NOMINATION STAFFING--	-- Second week of February
RESULTS STAFFING--	-- NLT Third week of February
AWARD PRESENTATION--	-- Refer to paragraph 8.6

## 8. Selection Procedures and Announcement of Winners.

8.1. Evaluation and selection board for TSY award will be chaired by 2 AF/CV and will consist of TRW/CVs, and 381 TRG/CD.

8.2. All board members will complete a score sheet according to the scale listed. Scoring will be based on a scale of 1 to 10 (1/2-point increments) for:

8.2.1. 8.5 to 10— Exceptional performance/contribution.

8.2.2. 7.0 to 8.5— Outstanding performance/contribution.

8.2.3. 5.5 to 7.0— Standard performance/contribution.

8.3. Nominations will be assessed with considerations addressing.

8.3.1. Nature and results of unit accomplishments/initiatives related to the work environment that set the unit apart from other AETC units.

8.3.2. Unit efforts to improve mission effectiveness, personnel development, and efforts to enhance work areas or facilities.

8.3.3. Benchmark processes demonstrating innovative or highly successful training procedures.

8.4. In the event of a tie, large variance in scoring or an extremely close vote, the board president will make the final decision on a winning nomination.

8.5. Winner Determination:

8.5.1. Winner is determined to be the training squadron that receives the highest score from the evaluation board members.

8.5.2. Board scoring sheets will be forwarded to 2 AF/CV for review. 2 AF/CV will forward results and recommendation of overall winner to 2 AF/CCC and 2 AF/CC who will coordinate final approval.

8.6. The Second Air Force Commander will make a formal announcement and notify the wing/group commanders of TSY award winner.

8.7. The Second Air Force Commander will present the TSY award trophy to the winning wing/group concurrent with site location visit or at the semi-annual AETC Spring Senior Leader Conference, NAF breakout session only.

MALCOLM T. JOHNSON, Colonel, USAF  
Vice Commander, Second Air Force

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

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

***Prescribed Forms***

No Prescribed Forms

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AF**—Air Force

**BMT**—Basic Military Training

**CC**—Commander

**CCC**—Command Chief

**CD**—Deputy Commander (Group Level)

**CV**—Vice Commander

**MAJCOM**—Major Command

**NAF**—Numbered Air Force

**OPR**—office of primary responsibility

**TSY**—Training Squadron of the Year

## Attachment 2

AF FORM 1206, NOMINATION FOR TRAINING SQUADRON OF THE YEAR, *SAMPLE*

NOMINATION FOR AWARD		
AWARD TRAINING SQUADRON OF THE YEAR	CATEGORY (If Applicable) SQUADRON AWARD	AWARD PERIOD 1 JAN 12 - 31 DEC 12
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 532D TRAINING SQUADRON	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 276-5376 COMM: (805) 606-5376	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 532 TRS / CC / 597 7TH STREET, SUITE 104 / VANDENBERG AFB / CA / 93437-5305		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) LIEUTENANT COLONEL DAVID M. FRANKLIN / DSN: 276-5376 / COMM: (805) 606-5376		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
MISSION STATEMENT: - Execute CSAF's #1 priority: Strengthen the Nuc Enterprise...we train & educate America's front-line nuc pros!		
SIGNIFICANT UNIT ACCOMPLISHMENTS: - 134K+ world-class trng hrs delivered; generated 420+ missileers/mnx techs--refueled COCOM's wartime msn - Executed historic sq merger; created unique ICBM ops/mnx schoolhouse--saved \$1.1M/yr...fulfilled 4-Star vsn - Sq won AETC's '12 George C. Kenney Innovation Awd! Dev'd iron clad TQ process...90+ cert'd for nuc trng! - Executed 3-to-1 crse consolidation plan; elim'd redundancy/streamlined trng--saved \$1M+ in annual trng costs - Led AF's 2d lrgst PRP prgm w/o add'l manning; 430+ cert'd, 5K+ hrs w/0 errors...Nation's nuc surety fortified - Piloted biggest COCOM OPLAN update in 20 yrs! Rev'd 41K TS/COMSEC docs--max'd warfighter lethality - Steered all 2M0 CDC production; 5/7 lvl trng ready for 2K+ nuc techs & 4 MAJCOMs--3 mos ahead of sched - Expert EWO vault mgmt..."#1/48 prgms"; secured AFSPC's lrgst TS acct, 80K pgs--zero devs in 3 HHQ insps! - Flawless mgmt of AFSPC's lrgst COMSEC acct; aced 30 SW/SCS insp w/o error--another "base benchmark!" - Nailed exacting AETC/A10 PRP insp; zero errors in hi-vis AF-lvl prgm--vital nuc surety/safety tenants upheld - Sensational Grnd Sfty prgm; 5 facilities/45K+ sq/ft scoured for compliance w/2 minors--30 SW/SE: "Superb" - Declared \$1.1M ICBM mnx sim IOC! Slashed \$2.2M+ in acq costs--transformed 21M & nuclear convoy trng! - ID'd AF-level trng & accession disconnect; crafted 7% PRP elim production fix--secured 13N CF sustainment - Built OPLAN 8010 trng "deep dive" for AFGSC/CC; dev'd 1st-ever ops/mnx sync'd scenario...O-9: "Perfect" - Executed 15-mbr CAT thru catastrophic water line rupture; defended nuc warplan/80K TS pgs--no trng impact - Crushed '12 20 AF SAV & tough AETC/A10 PRP audit; aced 28 ICBM ops evals--TF-214/CC: "Impressive!" - Executed \$250K Depot Lvl Repair acct; bolstered crit ICBM sim usage--mnx techs better prep'd for nuc duties - Textbook stewardship of \$177M equip account; tracked 2K+ trng/pilferable items--0 errors during gp/wg insp! - Planned & coor'd AFGSC \$470K PT dump valve modification--minimized downtime w/zero trng deficiencies - World-class cadre; 95% "Outstanding" or "Exc" on gp no-notice evals, flawless SMT--perfection the standard		
SIGNIFICANT UNIT IMPROVEMENTS: - Certified 2-sq merge complete! 85 prgms eval'd in tough 10-day TRG insp--sq rdy for combined ops/mnx trng - PRP Tiger Team catalyst; crafted pre-screen proc inputs for BMT & 145 ROTC dets--saves AF \$3.1M per/yr! - Nuc pipeline optimized! ID'd seam in fraud enlistment process; forged CONOPS w/HQ--saved \$40K+ per/yr - Dev'd innovative TS clearance process w/NAF...cut process time 50%! Grad'd 430+ stdnts w/0 sec incidents - Elim'd equip shortfall/secured AFGSC trng assets; thwarted 31-day work stoppage for 64 stdnts--\$480K saved - Nailed 40% ICBM crse overhaul; lrgst TO rev in 18 yrs! Pulled-off early completion/achieved 98% grad rate - Honchoed \$29K ICBM equip upgrade; modernized 18 block/613-hr course--exceeds MAJCOM contract req's - Built 3-star mnx/ops synergy CONOPS; exposed integration lvl complexity--energized NAF/CC's HC strategy - Fought hard & won \$130K+ for msl guidance set trainer--key crse trng constraint elim'd/trng fidelity enhanced!		
BASE/COMMUNITY SUPPORT: - Won TRG's '12 Verne Orr & Top Ops Sq Awd! 1K+ meals served, ran nat'l OKC charity & led 8 base events - Spearheaded VAFB's lrgst fundraiser...carnival & \$1M auto show raised \$9K+ for local underprivileged kids - Vice-Chaired VAFB's lrgst charity; 250+ hrs/12 committees/\$60K budget--1.2K gifts & food to 200 local kids - Led civic outreach to 60+ legislators/local mbrs; showcased \$10M sim--community relationships flourishing! - Spearheaded AFPC roadshow; facilitated career dev for 350+ base personnel--CFM raved: "Excellent work!" - Heart of VAFB's Habitat for Humanity; provided 22/29 mbrs...100+ hrs in "amazing" service--built 2 homes - Recruited 15-mbr team for CGOC Adopt-A-Highway event; cleared 50+ lbs of debris--fortified AF/civ bonds - Servant ldrs; org'd 2 blood drives, saved 28 w/AADD, Alcohol Prev prgm reached 650 teens--built civ bonds - Staged 300+ Amn feed, drove 30 SW/CC mentorship dinner & TRG Special obs event...this is your TTSOY!		

NOMINATION FOR AWARD	
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i>	532D TRAINING SQUADRON
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format) (Continued)</i>	
ACRONYMS:	
AADD - Airmen Against Drunk Driving	
AETC - Air Education and Training Command	
AF - Air Force	
AFSC - Air Force Specialty Code	
AFGSC - Air Force Global Strike Command	
AFPC - Air Force Personnel Center	
AFSPC - Air Force Space Command	
ALCM- Air-Launched Cruise Missile	
BMT - Basic Military Training	
CAT - Crisis Action Team	
CC - Commander	
CDC - Career Development Course	
CF - Career Field	
CFM - Careerfield Functional Manager	
CGOC - Company Grade Officer Council	
COCOM - Combatant Command	
COMSEC - Communications Security	
CONOPS - Concept of Operations	
CSAF - Chief of Staff of the Air Force	
EWO - Emergency War Order	
HC - Human Capital	
HHQ - Higher Headquarters	
HQ - Headquarters	
ICBM - Intercontinental Ballistic Missile	
ID'd - Identified	
IOC - Initial Operational Capability	
MAJCOM - Major Command	
NAF - Numbered Air Force	
OKC - Operation Kids Christmas	
OPLAN - Operations Plan	
PRP - Personnel Reliability Program	
PT - Payload Transporter	
ROTC - Reserve Officer Training Corps	
SAV - Staff-Assistance Visit	
SCS - Space Communications Squadron	
SE - Safety	
SMT - Subject Matter Testing	
SW - Space Wing	
TF - Task Force	
TO - Technical Orders	
TQ - Teaching Qualification	
TRG - Training Group	
TS - Top Secret	
TSOY - Training Squadron of the Year	
VAFB - Vandenberg Air Force Base	