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Personnel

WING RECOGNITION PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*, and Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*, and applies to all personnel assigned to the 433d Airlift Wing or attached units. It establishes procedures, policy, and assigns responsibilities for selecting a 433d Airlift Wing Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Junior Enlisted Airmen (JEA), First Sergeant (1st Sgt). All quarterly and yearly references pertain to calendar year. It also serves as a venue to improve morale, publicize examples of outstanding performers, and enhance esprit de corps for members of the Wing. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form (AF Form) 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processed prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and dispose of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

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1. General Information:

1.1. The objective of this program is to create an impartial and unbiased process to recognize outstanding 433d Airlift Wing (AW) personnel, boost morale and publicize examples of outstanding performers.

1.2. The Wing will hold in-person selection boards to select one CGO, SNCO, NCO, JEA, First Sergeant of the Quarter each quarter, and one CGO, SNCO, NCO, JEA, and First Sergeant of the Year (calendar year) each year. This program is intended to recognize individuals who have performed their military and community responsibilities in a sustained outstanding manner during each award period.

1.3. Quarterly awards are for the periods: January - March, April - June, July - September, and October - December. Submit nomination packages no later than the dates specified in chapter 6.

1.4. Annual awards cover the period 1 January through 31 December. Submit nomination packages no later than the dates specified in chapter 6.

1.5. Each Group will select one CGO, SNCO, NCO, JEA, First Sergeant and each quarter to compete for the 433 AW Quarterly Award. Each Group will select one, CGO, SNCO, NCO, JEA, and First Sergeant each year to compete for the Wing-level Annual award. If a Group has more than one 433 AW Quarterly Award winner in the same category and in the same year then that Group will submit one, and nominee per category that year for the Wing-level Annual award. The CGO, SNCO, NCO, JEA, and First Sergeant nominees submitted for the Wing-level Annual award are not limited to the 433 AW Quarterly Award winners. At the

discretion of the Group Commanders each group may submit an annual package of a nominee who did not win a quarterly award.

1.6. For the purpose of this instruction the 433d Wing Staff refers to all personnel assigned to the 433d Airlift Wing Staff and any attached unit or flight that is not assigned to one of the following Groups: Maintenance Group (MXG), Mission Support Group (MSG), Medical Group (MDG), or Operations Group (OG).

2. Responsibilities:

Table 1. Responsibilities.

433d AW Commander (433 AW/CC) Responsibilities
1. Ensures overall compliance of this instruction and is the final approving authority for all board selections
2. Authorizes funding for trophies and awards for 433 AW quarterly/annual award winners, In Accordance With (IAW) AFI 65-601, Vol I, Budget Guidance and Procedures
3. Notifies Group, Squadron Commanders and 433 AW/PA of award winners
433d Vice Commander (433 AW/CV) Responsibilities
1. Selects quarterly and yearly CGO selection board president and four board members , with one from each Group. The Board President will be the rank of Colonel (Col) and the four board members will be Lieutenant Colonel (Lt Col)
2. May waive the rank structure of the CGO board to meet duty related missions on a case-by-case basis. The standard from above should be closely advised to meet recognition accomplishment.
3. Will serve as final approval authority for a CGO nomination to be scored via package only in event of TDY, illness or emergency on the part of the nominee
4. Forwards CGO board results to 433 AW/CC for approval
5. Ensures quality of all annual award packages being forwarded for higher headquarters competition
433d Command Chief (433 AW/CCC) Responsibilities
1. Appoints a 433 AW Recognition Monitor, Technical Sergeant (TSgt) (TSgt or above) and may delegate #3, #4, and #5
2. Exercises management of this program for 433 AW/CC and acts as program manager for Wing Recognition Program
3. Ensures awards (plaques/trophies) are prepared for each Wing winner by the day of awards ceremony
4. Informs all Groups of package suspense dates for all categories within this instruction
5. Schedules and makes all necessary arrangements for all categories awards boards of this instruction
6. Reviews two interview (opinionated) questions proposed by each board members for each quarterly board
7. Serves as Board President for the 433 AW enlisted boards or selects a Chief Master Sergeant from any Group to fill-in
8. Tasks Groups for board members, one President and four board members; Encouraged one from each Group
9. Quarterly board should be comprised of all Chief Master Sergeants (CMSgts) however, if mission dictates a Senior Master Sergeant (SMSgt) may fill a position
10. Forwards enlisted board results to 433 AW/CC for approval and notification
11. Yearly JEA board will be comprised of all CMSgts
12. Annual 1 st Sgt/SNCO/NCO board will have Col as President and four CMSgts

13. Maintains winning award packages on record for a period of three (3) years
14. The rank structure of the Quarter (Qtr) or Annual board members may be altered due non-availability of stated rank structure (Chapter 5 dictates specific rank structure to be utilized but situations may arise that Chapter 5 cannot be met)
433d AW Recognition Monitor
1. Maintains appointment letters from each respective group and squadron of appointed Recognition Monitors
2. Assists 433 AW/CCC with notifications regarding all quarterly/annual board suspense dates
3. Collects and reviews award nomination packages for accuracy, completion and eligibility. Follows the Quarterly Awards Board Nominee Checklist within this instruction
4. Notifies Group and Squadron Commanders and recognition monitors of deficiencies found in packages for corrections
5. Assists 433 AW/CCC with determining location/date/time for 433 AW Quarterly/Annual boards
6. Provides Board President and board members with nominee packages and score sheets at least two (2) hours prior
7. Confirms nominee attendance with squadron recognition monitor at minimum of two (hours) prior to board
8. Performs additional duties delegated by the 433 AW/CCC
433 AW Staff Responsibilities
1. Submits their respective nominees directly to the 433 AW Recognition Monitor which includes; One JEA/NCO/SNCO and CGO.
2. Follows same guidance as Group Commander responsibilities
Squadron Responsibilities
1. Squadron Commanders will appoint in writing a Squadron Recognition Monitor
2. Squadron Commanders may chose to have an in-person or paper board to select one JEA/NCO/SNCO/1 st Sgt/CGO.
3. Submit quarterly squadron winners to respective Group for either an in-person or paper board
4. Each squadron who has winners at Group level is responsible to follow Quarterly Awards Board Nominee Checklist for submission to 433 AW Quarterly board
5. Squadron Commanders are encouraged to recognize their squadron winners publicly with a plaque, trophy or certificate of recognition
Group Commander Responsibilities
1. Appoints a Group Recognition Monitor and provides appointment letter to 433 AW Recognition Monitor. May delegate #2, #4, and #6
2. Notifies each respective squadron of Group Quarterly award nomination processes(either in-person or paper boards)
3. Selects one JEA/NCO/SNCO/1 st Sgt/CGO of the Quarter to meet 433 AW Quarterly/Annual boards. Validity of accomplishments must have occurred during the respective quarter.
4. Validates each nominee meets all requirements Physical Fitness Test (PT test) and is the "best of the best" to compete at Wing board. Ensures a quality control check is conducted on nominee packages prior to submission to 433 AW Recognition Monitor, i.e., no unfavorable information file, is not on a control roster, and no derogatory actions have been placed on nominee
5. Notifies Squadron Commanders of winning nominees moving forward to Wing board

6. Notifies Group Recognition Monitor of winning nominees and ensures all packages meet the Quarterly Awards Board Nominee Checklist within this instruction
7. Makes every effort to ensure Group winners are made available to meet the wing board. Informs 433 AW/CCC for absent enlisted and 433 AW/CV for absent CGO nominees who is/are incapable of meeting board due to Temporary Duty Assignment (TDY), emergency leave, or illness
8. Provides winning names to the 433 AW/CCC, 433 AW Recognition Monitor for enlisted and 433 AW/CV, and 433 AW/CCC for CGO
9. Groups may not submit the same wing quarterly award winners in two successive quarters
10. If a Group did have a 433 AW Quarterly Award winner in one in any of the categories they may only submit one nominee for the annual board. I.E., Two (2) NCOs won wing level quarterly award, only one (1) may compete for annual board
11. Group Commanders are encouraged to recognize their group winners publicly with a plaque, trophy or certificate of recognition
Squadron Recognition Monitor
1. Timely advise supervisory personnel of Squadron/Group/Wing Quarterly Award Board suspenses
2. Conduct quality checks on all quarterly/yearly packages to ensure guidance of this instruction have been followed
3. Communicate with respective Group to ensure availability of winners for Wing level board
4. Provide feedback to Squadron Commanders & respective supervisors of outcome of packages
5. Create a tracking device of quarterly winners
Supervisor Responsibilities
1. Encourage subordinates to track their accomplishments for award & recognition submissions this includes enlisted, and CGO.
2. Ensure nominee meets & is current with AF PT standards
3. Author a descriptive Nomination For Award AF Form 1206 to highlight significant accomplishments of performance (see Chapter 7). Supervisors are encouraged to use acronyms in the bullets and list the acronym on the back of the AF Form 1206
4. Follow guidance of this instruction
5. Notify nominee of time/date/location of board and uniform is Service Dress for Wing level board
6. Brief nominee to not discuss board questions with anyone
7. Verify nominee's records for accuracy. Virtual Military Personnel File (VMPPF) ribbons print out matches ribbons, Records Review RIP reflects correct levels of Professional Military Education (PME) and medals
8. Quality check nominee's uniform and conformity to AFI 36-2903 for accessories, hair, etc
9. Be prepared to submit a yearly package for those nominees who win a 433 AW Quarterly award
10. Use Attachment 8 "Nominee Checklist"
11. Address "Meeting Board" attachment 9 of this instruction with nominee to set them up for success
Nominee Responsibilities
1. Track accomplishments to provide to supervisor. Encouraged to track on a monthly basis
2. Ensure uniform complies to Dress and Personal Appearance of Air Force Personnel AFI 36-2903 as well as accessories and hair style
3. Validate personnel records are accurate which includes ribbons, levels of PME & Air Force Specialty Code (AFSC) skill level
4. Follow "Meeting Board" attachment 9 of this instruction to set yourself up for success
5. Do not discuss board questions with anyone

Wing Enlisted and CGO Selection Board President's Responsibilities
1. Assigns one of the four categories to board members: Military Law, Military Instructions, Military History or Current Events to each board member at the time of appointment. Ensures each board member submits two proposed interview questions, in the category assigned, to the 433 AW/CCC and the Board President at least one week prior to the board. Notifies board members of the approved questions on the day of the board
2. Summons appropriate board at designated time and location as directed by the 433 AW/CCC or 433 AW Recognition Monitor
3. Guarantees exact adherence to board member guidance and unbiased scoring of all packages.
4. Score only with whole numbers (see attachment 6) and utilize (attachment 7) for score tally for finalizing board
5. May chose to include an absent nominees package will be scored by the board. Utilize the following equation for grading: Assign the absent nominee an interview score for each interview question. This score will be the average of the score received by the other nominees for that individual question. I.E., Question #1 scores an average of 33 points of 5 competitors, equates to 6.6 averaged score. This would apply for 1 or more absent nominees. The AF Form 1206 would be graded in the same fashion as the remainder of the AF Form 1206s. May disqualify an absent nominee from the board
6. Works with the 433 AW Recognition Monitor to validate scoring, determines projected winners and breaks any ties
7. Discloses board results only to the 433 AW Recognition Monitor and will forward board recommendations to the 433 AW/CCC and 433 AW/CV, as appropriate, immediately upon validation of packages
8. Due to unforeseen circumstances the Board President has authority to select other rank structures to accommodate the board requirements. This decision should be last resort (Chapter 5 dictates specific rank structure to be utilized but situations may arise that Chapter 5 cannot be met). This decision must be coordinated with 433 AW/CV for CGO boards and 433d AW/CCC for enlisted boards
Board Member Responsibilities
1. Prepare and send one (1) primary and one (alternate) board questions to 433 AW/CCE (CGO Board) and 433 AW/CCC from the category assigned by the Board President one (1) week prior to scheduled board. Questions will be opinionated and worded so each nominee gives an opinion versus a yes or no response
2. Review AF Form 1206 nomination forms and score each nomination package. Scores packages and all written material will be given to Board President and 433 AW Recognition Monitor after the interview of each category
3. Score only with whole numbers (see attachment 6)
4. Do not disclose or use any method to indicate their scoring of a nominee's package or interview questions during or after board. Do not disclose over-all-score with anyone
5. Board Members will be in Uniform of Day (UOD)
Public Affairs Responsibilities
1. Support the Wing, Groups and Squadrons by properly recognizing all quarterly and annually award winners through internal and external media channels as appropriate.

3. Eligibility Criteria:

Table 2. Eligibility Criteria.

OFFICER		01-03	
ENLISTED	SNCO	NCO	JEA
	E-9-E7	E-6-E5	E-4-E1
1st Sgt with Air Force Specialty Code (AFSC 8F000) E-8 and E-7			
1. Each Wing quarterly winner is automatically considered by his/her Group for the Annual Wing Board			
2. If 433 AW Staff, Group or Squadron has a qualified nominee in the respective categories			
3. All nomination packages for the Annual Wing award are from the current calendar year			
4. 1st Sgts must serve in the First Sgt position for a minimum of six (six months) to be eligible for 1 st Sgt of the Year; Serve a minimum of three (3) months to be eligible for quarterly submission			
5. All nominees must have a current and passing PT score IAW AFI 36-2905			
6. No delinquencies on Government Travel Card (less than 60 days) past due			
7. No Unfavorable Information File (UIF) or Article 15s; No Unexcused absences in past 12 months; No Class 4 dental or physicals			

4. Nomination Package Requirements:

4.1. All Quarterly nomination packages will be submitted in a **BLUE** two-pocket folder (no other color will be accepted) that contains a completed AF Form 1206 (see Attachment 3 for additional guidance), official Military Personnel Data System (MILPDS) Record Review Report on Individual Personnel (RIP), Air Force Fitness Assessment Score Sheet, and a 433d Airlift Wing Quarterly Awards Board Nomination Package Checklist. Submit 4 additional blue two-pocket folders with copies of all required items except the checklist. Please attempt to submit all folders with the same color.

4.1.1. Nominations will be submitted on AF Form 1206 (see Attachment 2 for additional guidance). The maximum number of lines in the "Specific Accomplishments" area shall be limited to 13, including the 3 mandatory headings. Additional lines will not be scored. Use a bullet format with a 12 pitch font. Avoid flowery writing style and exaggeration. State the facts. Ensure the AF Form 1206 heading blocks is properly completed. Information for these blocks should come from the MILPDS RIP (See Attachment 4). Acronyms are authorized to be used in the bullets; spell out the acronyms on the back of the AF Form 1206.

4.1.2. Only include an Individual Record Review RIP obtained from MILPDS. Contact the unit commander support staff to request a current Individual MILPDS RIP. Remove pages that may print out but do not contain information. The relevant pages will have the nominee's Personal Data, Education Data, Decorations & Awards, Performance Reports, and Classification Data. The Duty AFSC listed in the RIP should be the same on the AF Form 1206 (see Attachment 3).

4.1.3. The members AF Fitness Assessment score will be printed from the Air Force Fitness Management System (AFFMS) accessed via the Air Force Portal. The score sheet must be an unaltered page (see Attachment 5).

4.2. Annual award requirements will parallel higher headquarters annual guidance, and/or AFI 36-2805, *Special Trophies and Awards*.

5. Board Procedures:

5.1. Enlisted and CGO nominees will meet Wing quarterly recognition boards in person. In cases where a nominee is unavailable due to TDY, emergency leave, illness or any other reason, the affected board will follow the guidance under Board President responsibilities (#3) of this instruction. Annual recognition boards will be scored by package only.

Table 3. Board Procedures.

BOARD	PRESIDENT	MEMBER
CGO	COL	1 LT COL PER GROUP
QUARTERLY ENLISTED RECOGNITION BOARD COMPOSITION		
BOARD	PRESIDENT	ALL MEMBERS
1ST SGT	CMSGT	CMSGT
SNCO	CMSGT	CMSGT
NCO	CMSGT	CMSGT
AMN	CMSGT	CMSGT
ANNUAL ENLISTED RECOGNITION BOARD COMPOSITION		
BOARD	PRESIDENT	ALL MEMBERS
1ST SGT	COL	CMSGT
SNCO	COL	CMSGT
NCO	COL	CMSGT
AMN	CMSGT	CMSGT

6. Calendar of Events.

Table 4. Calendar of Events.

AWARD PERIOD	NOMINATION SUSPENSE	BOARD DATE	CEREMONY DATE
1ST QUARTER 1 January – 31 March	1700 hours Saturday, of the April Unit Training Assembly(UTA)	April UTA Sunday	May Team Commander's Call
2ND QUARTER 1 April – 30 June	1700 hours Saturday, of the July UTA	July UTA Sunday	August Team Commander's Call
3RD QUARTER 1 July – 30 September	1700 hours Saturday, of the October UTA	October UTA Sunday	November Team Commander's Call
4TH QUARTER 1 October – 31 December	1700 hours Saturday,	December UTA	January Team Commander's Call

	of the December UTA	Sunday	
ANNUAL 1 January – 31 December	As instructed by the 433 AW/CCC	As instructed by the 433 AW/CCC	Annual Award Banquet As Scheduled

6.1. Nominations for Twelve Outstanding Airmen of the Year (12 OAY), First Sergeant of the Year, and Junior Officer of the Year are due by the suspense date established by 4th Air Force (normally mid January).

7. Evaluation Process for 433 AW Quarterly and Annual Boards.

7.1. Effective evaluation of the AF Form 1206, Nomination for Award, requires a detailed process. Strong emphasis must be on initiative, achievement, and impact, not writing style.

7.2. The Board President and each Board Member will be provided a **BLUE** two-pocket folder that contains an AF Form 1206, official MilPds Record Review Rip, Air Force Fitness Assessment Score Sheet, and a 433d Airlift Wing Quarterly Awards Board Nomination Package Checklist, 433d Airlift and a Wing Award Program Individual's Score Card (Attachment 6).

7.3. An interview schedule will be provided to Commanders, First Sergeants, and Supervisors prior to the board date. Nominees are encouraged to arrive at least 15 minutes early and should plan to be there for up to one hour. Interviews may last 5-10 minutes.

7.3.1. It is appropriate to have a practice interview at the unit level to help the members feel at ease in this environment.

7.4. Everyone in a category meeting the board will be asked the same questions. Different questions may be used for different categories if the Board President deems the change is justified to reflect the level of military experience in that category. The questions will not allow for just a "yes or no" answer. They will be constructed to ask for an opinion and there are no wrong answers.

7.4.1. At the conclusion of each interview, only the Board President may ask for feedback from a nominee. It is appropriate for nominees to ask questions or provide comments regarding programs or policies. This is an opportunity for Wing members to provide feedback to Wing leadership. The nominee's comments will not be scored or affect the current score given. All score sheets will be collected by the Board President prior to asking the nominee for additional feedback.

7.5. The quarterly winner in each category is automatically eligible for consideration by their Group to meet the 433d Wing Annual Awards Board. Additional information will be provided in time to the Group and Squadron Commanders to complete these special selection Board packages.

7.5.1. The package content and structure for the Annual Wing Board will be determined by 4th AF guidelines for package submission. The Annual Board Structure is outlined in 5.1. Since there is no interview process, the additional 40 points will be applied to the additional documentation required in the annual package as determined by the 433AW/CC and the 433 AW/CV at the time the Annual Wing Board is convened.

7.5.2. The 433AW/CC or the 433 AW/CV or appointed Board President will determine the nominee reviewing process for packages submitted to the convening board using 433d Airlift Wing Instruction 36-2801 as a guideline to identify the most qualified candidate for the 4th AF OAY board.

7.6. When evaluating an AF Form 1206, the individual's write-up **must not exceed 13 lines; sub-bullets are discouraged** and count towards the maximum of number of lines. Nominations will be single-spaced typewritten lines, including the three category headings: **Leadership & Job Performance**, **Significant Self-Improvement**, and **Base/Community Involvement**. Nominations should include specific facts, achievements, and examples showing individuals are exceptional. Achievements should distinguish the nominee from his or her peers. Acronym's are authorized and must be spelled out on back of AF Form 1206.

7.6.1. Evaluation for both the quarterly and annual awards will be based on a combination of the AF Form 1206 (**most current version**), and the personal interview for a total score of 100. The AF Form 1206 is worth 60 percent of the overall weighted score; (1) **Leadership & Job Performance**: the individual's primary duty is the most important area within the AF Form 1206 and is worth 40 points. (2) The other two areas, **Significant Self-improvement** and **Base/Community** involvement are worth 10 points each for a total of 20 points combined. The Personal Interview is worth 40 percent of overall weighted value comprised of the following: (1) Dress and Appearance, and Military Bearing are worth 4 points each for a total of 8 points, (2) Communication Skills as demonstrated in the interview portion make up the remaining 32 points.

7.6.2. There are only three approved categories: **Leadership & Job Performance**, **Significant Self-Improvement** and **Base/Community Involvement** that will be scored. Any combination of lines may be used to fulfill the 13 line requirement, but achievement or accomplishment placed in the wrong category will not be scored. Additionally, any lines exceeding the maximum number of lines will not be scored. Each line will be evaluated on its own merit. Board members have the opportunity to award the maximum points to each section and can score each category using whole or half point increments.

7.6.2.1. **Leadership & Job Performance** (40 points maximum): This section should incorporate 66% of each nominee's total write-up. Describe significant leadership accomplishment and how well the nominee 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 nominee that positively impacted the unit and/or the mission. Include results of Air Force, Major Command (MAJCOM), and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Maintenance Professional of the Year, and so forth. Below are guidelines to assist board members in differentiating the impact on the mission and leadership role.

7.6.2.1.1. Innovative Methods/Programs, developed, designed, implemented, and impact etc.

7.6.2.1.2. Process Improvement – cost saving, percentage improved or reduced, etc.

7.6.2.1.3. Superior leadership or Management skills/accomplishments

7.6.2.1.4. Verified and quantifiable results

7.6.2.1.5. Key additional duties with significant impact

7.6.2.1.6. Wing-level Working Group, Committee member, Project Officer, etc.

7.6.2.1.7. AFRC, AF or Department of Defense involvement (i.e. tests site, program, equipment, etc.)

7.6.2.1.8. Winning wing-level and higher awards (both individual and unit)

7.6.2.2. **Significant Self-Improvement** (10 points maximum): The primary focus of this section is the nominee's professional and personal development and how it benefits the Air Force. This section should incorporate 17% of the individual's total write-up. Although most board members are familiar with this category the key factors to this are individual commitment level and personal sacrifice. This category may be judged by the following questions: How much time was expended? How much effort was involved? Was the achievement done on duty or during individual off-duty time?

7.6.2.2.1. Off-duty Education—College (in-residence, on-line, correspondence classes, etc.) or master's degrees in the case of CGOs.

7.6.2.2.2. Professional Military Education (PME); specific progress, attendance or completion (Squadron Officer School (SOS), Airmen Leadership School (ALS), Non-Commissioned Officer Academy (NCOA) or Senior Non-Commissioned Officer Academy (SNCOA), Community College of the Air Force (CCAF).

7.6.2.2.3. Upgrade Training (Career Development Course, formal training courses, Standards/Evaluations, etc)

7.6.2.2.4. Advanced career field training and Computer Based Training (CBT).

7.6.2.2.5. Air Mobility Command (AMC) Warfare Center Readiness training

7.6.2.2.6. Conference or symposiums related to job or career field – how nominee used information to improve process, mission impact, etc.

7.6.2.3. **Base/Community Involvement** (10 points maximum): This section rounds out the whole person concept. The section should incorporate 17% of the individual's total write-up. The nominee's commitment level and personal sacrifice are the key factors in evaluating this section. How much time and effort was involved? What was the amount of time committed to the achievement and the frequency? Did the nominee participate or lead the effort?

7.6.2.3.1. Involvement with professional organizations (Air Force Sergeants Association (AFSA), Non-Commissioned Officers Association (NCOA), Top 3, Airman's Council, CGO council, 5-6 Council, Reserve Officer's Association (ROA), Reserve Enlisted Association (REA), Air Force Association (AFA), and other similar organizations.)

7.6.2.3.2. Key leadership position on executive council coupled by achievement and results

7.6.2.3.3. Sustained participation in Honor Guard, if appropriate.

7.6.2.3.4. Leadership position or role in community

7.6.2.3.5. Special Olympics, Boy Scouts, Big Brother/Sister, etc. (# of hours (hrs), frequency, etc.)

7.6.2.3.6. Coaching sporting teams (squadron intramural teams, adult or youth programs, etc)

7.6.2.3.7. Base sponsored programs (Junior Achievement, Governor's Mentoring, etc.)

7.6.2.3.8. Quarterly/Annual Awards/Other Base or AF Committees

7.6.3. **PERSONAL INTERVIEW** (40 Points Maximum): The primary purpose of the board is to evaluate nominees' dress and appearance, military bearing, facial expression, and quality of responses to questions.

7.6.3.1. **Dress and Appearance** (4 points):

7.6.3.1.1. Uniform: cleaned, pressed, and proper fitting, etc. (1 Point)

7.6.3.1.2. Accouterments properly placed on the uniform. (1 Point)

7.6.3.1.3. Decorations: ribbons in proper order, clean/serviceable condition. (1 Point)

7.6.3.1.4. Hair: appropriate style, length, color, approved ornamentation, etc. Jewelry: not more than **three** rings, correct earrings, any visible necklace, etc. (1 Point)

7.6.3.2. **Military Bearing** (4 Points):

7.6.3.2.1. Room entry: direct route and appropriate facing movements (1 Point)

7.6.3.2.2. Reporting: appropriate introduction (1 Point)

7.6.3.2.3. Posture (1 Point)

7.6.3.2.4. Ability to maintain military bearing through-out the proceedings. (1 Points)

7.6.3.3. **Communication Skills** (30 points):

7.6.3.3.1. Each of the four voting board members will ask one question from one of the following areas as assigned by the Board President: (Military Law, Military History, Military Instructions, and Current Events). Each question is worth a maximum 8 points each.

7.6.3.3.2. Each nominee shall be graded on:

7.6.3.3.2.1. Pronunciation/annunciation

7.6.3.3.2.2. Eye contact: direct and impartial

7.6.3.3.2.3. Demonstrated ability to organize thoughts, answers/address the subject.

7.6.3.3.2.4. Speech: appropriate rate, pitch, volume, etc.

7.6.3.3.2.5. Non-verbal; appropriate use of facial expressions, gestures, etc.

7.7. Each Board Member will fill out and sign a 433d Airlift Wing Award Program, Individual Score Card (Attachment 6). Upon completion of an interview, the board member will place 433d Airlift Wing Award Program, Individual Score Card (Attachment 6) face down on the table for the 433 AW Recognition Monitor to collect and hold for the Board President. At no time will any the board members or president indicate or discuss with each other, the Board President, the 433 AW Recognition Monitor or any other person inside or outside the board meeting the individual scores they have given to nominees while the board is convened.

7.8. After all interviews for a quarterly board are done; the Board President and the 433 AW Recognition Monitor will transcribe each board member's scores on the 433d Airlift Wing Award Program, Individual Score Card (Attachment 6) to the 433d Airlift Wing Award Program, President's Tally Sheet (Attachment 7). The Board President and the 433 AW Recognition Monitor will total each column and the nominee with the highest total will be the winner. In the event of a tie, the Board President will add their Board President score for each of the candidates having the same (tied) score. The candidate with the highest score (the four board members and the Board President's score) will be declared the winner. If adding the Board President's score to each of the candidates same (tied) score does not result in a winner and the score remains tied then the 433AW/CC will declare the winner in the tied category.

KENNETH D. LEWIS, JR., Colonel, USAFR
Commander, 433d Airlift Wing

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

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

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

AFI 36-2905, *Fitness Program*, 1 July 2010

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 3 March 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, use most current (*Information Management Tool*) IMT version

AF Form 1206, *Nomination for Award*, use most current (*Information Management Tool*) IMT version

Abbreviations and Acronyms

AFA—Air Force Association

AF Form—Air Force Form

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFFMS—Air Force Fitness Management System

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSA—Air Force Sergeants Association

AFSC—Air Force Specialty Code

ALS—Airman Leadership School

AMC—Air Mobility Command

Amn—Airmen

AW—Airlift Wing

AWI—Air Wing Instruction

CBT—Computer Based Training

CCAF—Community College of the Air Force

CC—Wing Commander

CCC—Wing Command Chief
CCE—Wing Executive Officer
CGO—Company Grade Officer
CMSGT—Chief Master Sergeant
COL—Colonel
CV—Vice Commander
IMT—Information Management Tool
JEA—Junior Enlisted Airmen
IAW—In Accordance With
LT COL—Lieutenant Colonel
MAJCOM—Major Command
MDG—Medical Group
MILPDS—Military Personnel Data System
MSG—Mission Support Group
MXG—Maintenance Group
NCO—Non-Commissioned Officer
NCOA—Non-Commissioned Officer Academy
NCOA—Non-Commissioned Officer Association
NLT—No Later Than
OAY—Outstanding Airmen of the Year
OG—Operations Group
OPR—Office of Primary Resource
PA—Public Affairs
PME—Professional Military Education
POC—Point of Contact
PT—Physical Fitness Test
QTR—Quarter
RDS—Records Disposition Schedule
REA—Reserved Enlisted Association
ROA—Reserve Officers Association
RIP—Report on Individual Personnel
1st Sgt—First Sergeant

SGT—Sergeant

SMSGT—Senior Master Sergeant

SNCO—Senior Non-Commissioned Officer

SNCOA—Senior Non-Commissioned Officer Academy

SOS—Squadron Officer School

TDY—Temporary duty

TSGT—Technical Sergeant

UIF—Unfavorable Information File

UOD—Uniform of Day

UTA—Unit Training Assembly

VMPF—Virtual Military Personnel File

Attachment 2**NOMINATION PACKAGE CHECKLIST AND AF FORM 1206**

A2.1. Below is a sample Nomination Package Checklist. When the appropriate Item # is completed and placed in the appropriate pocket of the folder, the submitter will place an "X" in the column labeled "Included In Package" and then place his or her initials in the "Submitter Initials" column. The Submitter will print his or her name in the "Submitted By" line and contact phone number on the "Phone Number" line. Place this checklist in the Original two-pocket folder only. The 4 additional Nomination Package copies do not require a copy of this checklist.

Figure A2.1. Nomination Package Checklist.

*433d Airflt Wing
Quarterly Awards Board
Nomination Package Checklist*

Item #	Title	Included In Package (x)	Submitter Initials
1	AF IMT 1206		
	- Proper Header Info From RIP	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Place an "X" When Complete</div> <div style="border: 1px solid red; padding: 5px; display: inline-block;">Place Initials Here When Complete</div>	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Place an "X" When Complete</div> <div style="border: 1px solid red; padding: 5px; display: inline-block;">Place Initials Here When Complete</div>
	- Proper Format		
	- Content From Current Quarter		
	- Commander's Signature		
	-- See Sample AF 1206		
2	Records Review RIP		
	- From MILPDS		
	- Request From Unit Orderly Room		
	-- 24 Hours Minimum to Receive		
	-- See Sample RIP		
3	AF Fitness Scores		
	- Print From AF Portal		
	-- See Sample Printout		
4	Nomination Package Checklist		
	- Submit One Copy Per Nomination		
	- See Sampil Checklist		
	Submitted By: _____	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Print POC Name</div>	
	(Print Name, Rank)		
	Phone Number: _____	<div style="border: 1px solid red; padding: 5px; display: inline-block;">Print POC Phone Number</div>	
Submit Checklist in the Original Package Only			
Submit 5 Copies in 5 Separate Blue Two Pocket Folders			
Items Will Be Inserted In A Blue Two Pocket Folder			
AF 1206 in Left Pocket			
RIP & Fitness Score in Right Pocket			
Turn In Packages to MPF Customer Service			
Direct Questions to SMSgt Donaldson 925-7015 or CMSgt VonQuintus 925-1541			

Figure A2.2. AF Form 1206.

Fill in all heading blocks utilizing the formatting used in this example

NOMINATION FOR AWARD		
AWARD 433d Airlift Wing Airman, NCO, Senior NCO of the Quarter	CATEGORY (If Applicable) NCO	AWARD PERIOD 1 Jan 08 - 31 Mar 08
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt John J. Smith	SSN (Enter Last 4 Only) 1111	MAJCOM, FCA, OR DRU AFRC
DAFSC/DUTY TITLE 1A251/Loadmaster Craftsman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 945-6800 & Commercial (210) 925-6800	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 68th Airlift Squadron /215 Galaxy Road, Suite 2/Lackland AFB /TX/78236-0106		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) LtCol James A. Jones/DSN 945-6801 & Commercial (210) 925-6801 James A. Jones		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <p>Use bullet statements Start the bullet, with a dash followed by one space and then the text - First main bullet justified on the left margin If you must wrap a bullet to a second line, line up the second line with the text above -- Sub-bullets have two spaces, then two dashes, a space, then the text - Second main bullet lines up with the first main bullet - IG, check ride, etc., ratings are treated as quotes from the report or evaluator i.e., "Outstanding Performer" or "Outstanding" or "Exceptionally Qualified"</p>		
<p>SIGNIFICANT SELF-IMPROVEMENT</p>		
<p>BASE AND COMMUNITY INVOLVEMENT</p>		

Commander's Signature Here

Form Must Contain These 3 Headings
 LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
 SIGNIFICANT SELF-IMPROVEMENT
 BASE AND COMMUNITY INVOLVEMENT

Use Single Space
 Fill in the Front of the Form Only

Attachment 3

SAMPLE MILPDS RECORDS REPORTS ON INDIVIDUAL PERSONNEL (RIP)

A3.1. The official MilPds RIP is a 5 page document that contains relevant information to assist the board in verifying information. *The submitter will remove any pages from the RIP that may print out but do not contain information.* The relevant pages will have the Nominees Personal Data, Education Data, Decorations & Awards, Performance Reports, and Classification Data. The Duty Air Force Specialty Code listed in the RIP should be the same on the AF 1206. A sample first page is included here (the information displayed is fictional)

Figure A3.1. Sample MILPDS Records Reports on Individual Personnel (RIP).

```

$DEPHDR$ R5          RRRRAR
Sun Mar 24 14:20:49 2008
          PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

          *RCD RVW RIP*

TSG SMITH, JOHN J, XXX-XX-1111

68 AIRLIFT SQ FRLKH1

                                (PART I)

          *****PERSONAL DATA*****
DOB: 12 APR 1969          MIL PH: 9256800 HOME PH: 210XXXXXXX
SEX: MALE                BUS PH: 210XXXXXXX
RACE: WHITE
HISP-DECL: DECLINE TO RESPOND
RELIGION: NO REL PREFERENCE
ETHNIC GROUP: OTHER
CIT-STAT: BY BIRTH IN UNITED STATES
CTRY-ORIG-CIT: 10-UNITED STATES OF AMERICA
MARITAL STATUS: MARRIED
DEPEN IN HOUSEHOLD: 4   TOTAL DEPEN: 4
MIL STATUS OF SPOUSE:
SPOUSE'S SSAN:
MAILING ADDRESS: 1318 MOCKINGBIRD LANE
                  SAN ANTONIO, TX   78200
CIV-OCCUPATION: MECHANIC
AIRLINES: FEDERAL EXPRESS
POSITION: OTHER
TYPE ACFT: BOEING 747 SERIES

          *****EDUCATION DATA*****
CIVILIAN -   HIGHEST: 30-59 SEMESTER HOURS/45   YEAR: 31 MAY 2003
             SPECIALTY: BUS ADM/MGT TRANSPORT MGT
             2ND HIGHEST:                       YEAR:
             SPECIALTY:
             3RD HIGHEST:                       YEAR:
             SPECIALTY:

MILITARY -   FME COURSE:                       METHOD:           YEAR:
             AIRMAN LEADERSHIP SCHOOL           RESIDENCE        15 AUG 1992
             NCO LEADERSHIP SCHOOL             RESIDENCE        19 SEP 2000

RESC-NGIB-ELIG-STAT:
AA

          *          *          *          *          *
          PER THE PRIVACY ACT OF 1974, DATA CONTAINED ON THE DD FORM 93 (RECORD OF
          EMERGENCY DATA) AND LIFE INSURANCE FORMS ARE NOT MAINTAINED IN THE PERSONNEL
          DATA SYSTEM. THEREFORE, IF THERE HAVE BEEN ANY CHANGES OR YOU WANT TO REVIEW
          THESE FORMS, PLEASE MAKE AN APPOINTMENT WITH THE MPF CUSTOMER ASSISTANCE
          SECTION. FOR IMA'S, PLEASE CONTACT HQ ARPC/DPSS, TOLL FREE 1-800-525-0102,
          EXTENSION 388, OR DSN 926-6528.
          *          *          *          *          *

Sun Feb 24 14:20:49 2008

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Attachment 4

SAMPLE AF FITNESS ASSESSMENT SCORE SHEET

A4.1. The Fitness Assessment Score must be printed from the AF Portal Fitness Management System webpage.

Table A4.1. Sample AF Fitness Assessment Score Sheet.

Report of Individual Fitness for: SSAN: XXX-XX-XXXX

[Click here to print](#)

Pascode: Prepared on: 06/10/2011 at 12:13 GMT

Age	Gender	Height	Weight	BMI
27	M	71.5"	158.0 lbs	21.7 kg/m ²
		Score	Points	Max Points
1.5 Mile Run		10:17	57.90	60.00
Abdominal Circumference		31.00"	20.00	20.00
Push Ups		52	8.60	10.00
Sit-ups		50	8.70	10.00
Test entered/changed by: COOPER		<i>Total Points</i>	95.20	100.00
Exemption Type: DEPLOYMENT	Next test due date: 11/30/2011	Fitness Level	Excellent	

Remarks:

Member Air Force fitness ranking is: **Top 25% of the AF**

Member age and gender fitness ranking is: **Top 25% of the AF**

Individual Fitness Assessment History

Individual Test History

Name:		Rank:	Unit	SSAN: XXX-XX-XXXX			
Test Date	Cardio Results	Abdominal Circumference (in)	Push Ups	Sit-ups	Composite Score	Fitness Level	Test Entered By
05/18/2011	10:17 / 57.90	31.00" / 20.00	52 / 8.60	50 / 8.70	95.20	Excellent	COOPER
11/18/2010	10:17 / 57.90	31.00" / 20.00	52 / 8.60	50 / 8.70	95.20	Excellent	RIVERS
05/02/2010	9:55 / 45.00	30.00" / 30.00	47 / 8.50	47 / 8.50	92.00	Excellent	HERNANDEZ
07/30/2009	10:45 / 42.00	32.50" / 30.00	35 / 7.75	37 / 7.40	87.15	Good	EUBANKS
10/05/2008	10:19 / 43.50	32.00" / 30.00	45 / 8.25	47 / 8.25	90.00	Excellent	EUBANKS
02/27/2008	10:32 / 43.50	30.50" / 30.00	62 / 10.00	52 / 9.00	92.50	Excellent	PACHOLKE
08/16/2007	10:43 / 42.00	28.00" / 30.00	62 / 10.00	42 / 7.75	89.75	Good	PACHOLKE
08/22/2006	12:08 / 39.00	29.00" / 30.00	52 / 8.75	34 / 7.10	84.85	Good	JOYNER
05/25/2006	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt	JOYNER
05/20/2005	11:03 / 42.00	31.00" / 30.00	55 / 8.75	45 / 8.00	88.75	Good	JOYNER
03/25/2004	11:08 / 40.50	29.00" / 30.00	52 / 8.75	50 / 8.75	88.00	Good	NUSSBAUMER

Individual Education & Intervention History

Enroll Date Education/Intervention Completion Date

No Education & Intervention History at this Time

PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.

Attachment 5

433D AIRLIFT WING AWARD PROGRAM INDIVIDUAL'S SCORE CARD

Table A5.1. 433d Airlift Wing Award Program Individual's Score Card.

 <p>433d Airlift Wing Award Program Individual's Score Card</p> <p>Nominee #:</p>		
AF Form 1206	Max Point s	Actual Score
<p><i>Leadership & Job Performance</i> This is the most difficult section to score, because everyone does an outstanding job in his or her area of expertise. Use the following guidelines to assist in scoring:</p> <ol style="list-style-type: none"> 1. Innovative Methods/Programs, developed, designed, implemented and impact, etc. 2. Process Improvement – Cost saving, percentage improved or reduced, etc. 3. Superior leadership or Management skills/accomplishments. 4. Quantify and Qualify results. 5. Key additional duties with significant impact. 6. Wing-level Working Group, Committee member, Project Officer, etc. 7. Air Mobility Command, Air Force or Department of Defense involvement (i.e. tests site, program, equipment, etc.) 8. Winning wing-level and higher awards (both individual and unit). 	40	
<p><i>Significant Self-Improvement</i> The key factors to this are individual commitment level and personal sacrifice. You can judge this by answering the following questions: How much time was expended? How much effort was involved? Was the achievement done on duty or during individual off duty time?</p> <ol style="list-style-type: none"> 1. Off-duty Education – College (in-residence, on-line, correspondences classes, etc.) 2. PME: specific progress, attendance or completion (ALS, NCOA or SNCOA). 3. Upgrade Training (Career Development Courses, formal training courses, Stan/Eval, etc.) 4. Advance career field training and CBTs. 5. AMC Warfare Center Readiness training. 6. Conference or symposiums related to job or career field – how member used information to improve process, mission impact, etc. 	10	

<p>Base & Community Involvement The individual's commitment level and personal sacrifice are the key factors in evaluating this section. How much time and effort was involved? What was the amount of time committed to the achievement and the frequency? Did the member participate or lead the effort?</p> <ol style="list-style-type: none"> 1. Involvement with Professional Organizations (AFSA, NCOA, Top 3, Airman's Council, 5-6 Council, CGO, and etc.) 2. Key leadership position on executive council couple by the achievement or results. 3. Base Honor Guard and sustained participation. 4. Leadership position or role in community. 5. Special Olympics, Boy Scouts, Big/Brother/Sister, etc. (# of hrs, frequency, etc.) 6. Coaching sporting teams (Squadron intramural teams, adult or youth programs, etc.) 7. Base sponsored programs (Junior Achievement, Governor's Mentoring, etc.) 8. Quarterly/Annual Awards Committee. 	<p>10</p>	
<p>Total:</p>	<p>60</p>	
<p>Personal Interview</p>	<p>Max Points</p>	<p>Actual Score</p>
<p>Dress and Appearance</p> <ol style="list-style-type: none"> 1. Uniform; cleaned, pressed and proper fitting, etc. (1 Point) 2. Accouterments properly place on the uniform. (1 Point) 3. Decorations: ribbons in proper order, clean/serviceable condition. (1 Point) 4. Hair: appropriate style, length, color, approved ornaments, and etc. Jewelry: not more than three rings, correct earrings, any visible necklace, and etc. (1 Point) 	<p>4</p>	
<p>Military Bearing</p> <ol style="list-style-type: none"> 1. Room entry: Appropriate facing movements. (1 Point) 2. Reporting: appropriate introduction. (1 Point) 3. Posture. (1 Point) 4. Ability to maintain their military bearing through-out the proceedings. (1 Points) 	<p>4</p>	
<p>Communication Skills (4 Questions)</p> <ol style="list-style-type: none"> 1. One question from each board member, with 8 points eligible per question. 2. Pronunciation/Annunciation. 3. Eye contact: direct and impartial. 4. Demonstrates ability to organize thoughts, answers/address the subject. 5. Speech: appropriate rate, pitch, volume, etc. 6. Non-verbal's: Appropriate use of facial expressions, gestures, etc. 	<p>32</p>	
<p>Total:</p>	<p>40</p>	

Board Member's Signature

Unit:

Date:

Attachment 6

433D AIRLIFT WING AWARD PROGRAM PRESIDENT’S TALLY SHEET

Table A6.1. 433d Airlift Wing Award Program President’s Tally Sheet.

	433d Airlift Wing Award Program President’s Tally Sheet			
	Award Period: 1 2 3 4 A Category: _____			
	433 #1 Nominee	433 #2 Nominee	433 #3 Nominee	433 #4 Nominee
433 #1 Board Member				
433 #2 Board Member				
433 #3 Board Member				
433 #4 Board Member				
Point Total:				
Tie Breaker				
President’s Scores				
Revised Point Total:				

NOTES:

1. Transcribe each board member’s rank order number from their respective score tally sheet.
2. Total each column and circle the highest total. This will be the winner.
3. In case of a tie, the board president’s scores will be used to determine a final winner.

I hereby attest that on _____ the Quarterly/Annual Award Board met and has declared _____ from the _____ as the winner.

Board President Signature

Date

Attachment 7

NOMINATION CHECKLIST

Table A7.1. Nomination Checklist (Use this to print and file in BLUE folder).

433d Airlift Wing Quarterly Awards Board Nomination Package Checklist			
Item #	Title	Included in Package(x)	Submitter Initials
1	AF IMT 1206		
	- Proper Header Info From RIP		
	- Proper Format		
	- Content From Current Quarter		
	- Commander's Signature		
	-- See Sample AF 1206 (433 AWI 36-2801)		
2	Records Review RIP		
	- RIP from MILPDS		
	- Request from Unit Orderly Room		
	-- 24 Hours Minimum to Receive		
	-- See Sample RIP		
3	AF Fitness Scores		
	- Print from AF Portal		
	-- See Sample Printout		
4	Nomination Package Checklist		
	- Submit One Copy Per Nomination		
	-- See Sample Checklist		
	Submitted By: _____ (Print Name, Rank)		
	Note: If printed, please print legibly		
	Phone Number: _____		
Submit Checklist in the Original Package Only			
Submit 5 Copies in Separate Blue Two Pocket Folders			
Items Will Be Inserted in a Blue Two Pocket Folder, as follows:			
- AF Form 1206 in Left Pocket			
- RIP & Fitness Score in Right Pocket			
- Contact your respective Group POC for turn in procedures for Wing Quarterly Board			

Attachment 8

HOW TO MEET A BOARD

HOW TO MEET A BOARD

PREPARATION

First impressions are lasting impressions; therefore, your military bearing must be impeccable. The board will be looking for sharp, snappy, and precise facing movements. All boards allow points for dress and appearance. If you master all items listed, you are guaranteed all of them.

1. Have your uniform, FULL SERVICE DRESS ready well in advance of the day you are to meet the board. Some handy tips:
 - a. Check your uniform for proper size and length. If in doubt have your supervisor check it. Do not mix suit pants and coats.
 - b. Make sure your uniform is cleaned and pressed well ahead of time. Take a look at your shoes and ensure they are serviceable and clean. Check out all those ribbons you have earned and make sure they are serviceable and also match what your VMPF rip says.
2. *Males:* Get a haircut that far exceeds the standards one day prior to meeting the board. *Females:* The same applies, but make sure the hair on the back of the neck does not extend lower than the bottom of your collar.
3. When practicing your speech, practice panning the board while speaking. Talk to everyone on the board, not just the chairperson. Good eye contact is essential for good communication. You are graded on how well you communicate. Panning also helps you to relax.
4. Be early. When you arrive, there will be a Sgt of Arms standing outside the meeting room. He/she will provide instructions, such as reporting procedures. If not, be sure to ask.
5. Do not take your hat or your purse into the room.
6. If you are instructed to knock before entering, knock once, firmly. Await to be told to enter from the board panel.
7. When you open the door, take a good look at the room. Look for the chair you will be sitting in. March the most direct route to position yourself in front of the chair facing the board president. Perform the most appropriate facing moving to center yourself on the table. You will say **“Sir/Ma’am, Airman/Sergeant reports to the Junior Enlisted Member of the Quarter or Year/NCO of the Quarter or Year Board/ Senior Enlisted of the Quarter or Year as directed.”** The board president will say, “Please have a seat.”
8. It is highly encouraged to sit at attention or a relaxed position of attention.
9. Sit down on the edge of the chair with a small gap between your back and the chair back. Do not lean back- this will wrinkle the back of your uniform and create the image of being too laid back.
10. Sit at attention and place your hands on your thighs.
11. When answering questions, do not turn your body; turn your head and face towards the persons asking the questions. Smile and establish a rapport with the board.
12. After being asked a question, repeat the question and give your answers always using Sir/Ma’am. Try to give more than the basic answer, and use the full name and rank in your answer. Example: “What is the most important line in the Amn’s Creed to you and why?” “Ma’am, the most important line to me, is I am Wingman, Leader and Warrior because when I do all these things I am impacting our AF mission and I will always be prepared for what

the AF has to offer me.” While answering the question, pan the board. Good eye contact with the board is critical as each board member will be grading you on how well you communicate.

13. If you do not understand a question, ask them to repeat it.

14. If you do not know the answer to a question, answer, “Sir/Ma’am, I do not know the answer.” However, should you recall the answer to a previous question you did not answer or felt you answered incorrectly, be sure to ask the chairperson for permission to answer that question.

15. If they ask, “Do you have any comments?”, then answer, “Sir/Ma’am, I would like to take this time to thank the members of the board. It has been an honor and privilege to meet the board. Thank you very much.”

16. When you are finished, the chairperson will instruct you that you are dismissed.

- a. Answer, “Thank you, Sir/Ma’am.” Stand back up at the position of attention, execute the appropriate facing movements and march to the door.

OVERALL

Be yourself. The board wants to know you. You must believe you are worthy of the award being presented. Someone else did. You would not have been nominated otherwise. REMEMBER: You are going to be nervous. This is natural, everyone else will be nervous too, including the board members. But, if you prepare well ahead of time (practice makes perfect), your self-confidence will overshadow any nervousness you have. Good luck!