

**BY ORDER OF THE COMMANDER
460TH SPACE WING**

460 SPACE WING INSTRUCTIONS 36-2805

5 AUGUST 2015



Personnel

***SPECIAL TROPHIES AND
AWARDS PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Col John W. Wagner)

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This publication implements Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*, and establishes policies and procedures relating to the 460th Space Wing (460 SW) annual and quarterly awards program. It applies to all military members and civilian employees stationed, assigned, or employed at Buckley AFB to include all tenant units, Air National Guard, and Air Force Reserves. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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1. Overview. These programs provide recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and effort to improve themselves, as well as, to enhance their unit's (to included deployed locations) efficiency and effectiveness.

2. Responsibilities.

2.1. The 460 SW/CC will:

2.1.1. Have final approval authority over board recommendations for all 460 SW military and civilian Quarterly/Annual Award recipients.

2.1.2. Present awards during the recognition programs, if available.

2.2. The 460 SW Vice-Commander (CV) will:

2.2.1. Serve as board president (or a designated representative) for Company Grade Officer (CGO) and Civilian (CIV) boards.

2.2.2. Task each Group Commander and the Wing Director of Staff for their participation or the participation of their deputies as a board member for each CGO, and CIV Quarterly/Annual board. Additionally, the 460 SW/CV will assign a Board President from the pool of members identified by the Group Commanders. The CV has the option of convening a pre-board to discuss the rules of engagement with the selected board members.

2.2.3. Forward all score sheets from Quarterly/Annual boards to the 460 SW Executive Assistance to the Command Chief (CCCA).

2.3. The 460 SW Command Chief (CCC) will:

2.3.1. Serve as the overall 460 SW Awards Program Manager.

2.3.2. Establish the Wing Quarterly/Annual Award board schedule and provide suspense dates for all boards, via memorandum.

2.3.3. Establish Office of Primary Responsibility (OPR) for Wing Awards and provide event dates for ceremonies, via memorandum.

2.3.4. Provide oversight of the Annual Awards Ceremony.

2.4. The 460 SW/CCCA

- 2.4.1. Act as the designated representative for the 460 SW/CCC on all matters pertaining to the program.
- 2.4.2. Notify board members of dates, times, and locations for convening boards.
- 2.4.3. Compile nomination packages electronically and email score sheets, AF Form 1206s, and supporting documents to board members.
- 2.4.4. Organizing and conducting boards.
- 2.4.5. Collect score sheets from board presidents and review/calculate results. Prepare letter with proposed recipients for 460 SW/CCC concurrence and 460 SW/CC or 460 SW/CV approval.
- 2.4.6. Obtain awards for each Wing level winner and obtain appropriate engraving. Ensure sponsor-provided gifts are available for award winners.
- 2.4.7. Ensure photos are posted on the annual recognition boards throughout the base.

2.5. 460 SW Protocol (CCP) will:

- 2.5.1. Extend invitations to civilian community distinguished visitors for the Wing level Quarterly and Annual awards ceremonies. Protocol will coordinate RSVPs and pass them to the appropriate representatives to ensure sufficient seating.

2.6. Public Affairs will:

- 2.6.1. Provide support as needed. This includes providing official photos and services to nominees and providing services at Wing level events such as award ceremonies and banquets.

2.7. Awards Ceremony OPR will:

- 2.7.1. Coordinate with the Leadership Development Center (LDC) or suitable location for the event.
- 2.7.2. Prepare the script for the ceremony. Provide final copy of script to the 460 SW/CCC to review no later than 72 hours prior to the event.
- 2.7.3. Contact and confirm appropriate support from the Chapel, Honor Guard, Communication Squadron, Public Affairs, and/or other needed agencies for the ceremony.
- 2.7.4. Work closely with the 460 SW/CCP to contact all on and off base organizations supporting the awards program, confirm their attendance/non-attendance, and help establish a seating plan and chart.
- 2.7.5. Select a Master of Ceremonies, proffer, and other needed key positions for the ceremony.
- 2.7.6. Contact all nominees and coordinate uniform/dress requirements, rehearsal times, and general information for the ceremony.
- 2.7.7. Ensure set up, tear down, and practices for the ceremonies, as necessary.

2.8. 460 SW Director of Staff (460 SW/DS) will:

2.8.1. Ensure 460 SW Staff Agencies has a formal recognition program.

2.9. 460 SW Group Commanders will:

2.9.1. Ensure Group has a formal recognition program.

2.10. 460 SW Units will:

2.10.1. Establish and operate recognition programs similar to the procedures set forth in this instruction.

2.10.2. Compete in Wing and Team competition. *Note:* Tenant and Partner units will only compete Mansfield competitions.

2.10.3. Submit properly formatted AF Form 1206 and supporting documentation IAW with this instruction.

2.10.4. Upon request, submit appropriate unit personnel as board panel members.

2.11. Mile High Honor Guard Non-Commissioned officer In Charge (NCOIC) will:

2.11.1. Operate awards program per Buckley Air Force Base Honor Guard program.

3. Nomination Criteria

3.1. 460 SW Quarterly/Annual Award Eligibility:

3.1.1. Military personnel are determined eligible for award if they meet the following requirements:

3.1.2. Must not have had an open unfavorable information file (UIF) or control roster action during the award period.

3.1.3. Must not have had any incidents of a discreditable nature, such as, but not limited to, disciplinary actions, letters of indebtedness, administrative or non-judicial punishment, etc., during the award period.

3.1.4. Must meet all physical fitness standards during the entire award period.

3.1.5. Must be progressing satisfactorily through their upgrade training.

3.1.6. Nominees for Annual Awards are not required to have previously been Quarterly Award winners.

3.1.7. Nominees must have been eligible for the category for the majority of the awards period.

3.1.8. Quarterly/Annual Nominees must be assigned to the 460 SW or a Tenant/Partner Unit (Mansfield Awards Only). CGO of Year nominees must have been assigned to Air Force Space Command (AFSPC) for a period of six (6) months of the award period.

3.1.9. Civilian personnel are determined eligible for award if they meet the following requirements:

3.1.9.1. Must not have had any disciplinary action, nor have any substantiated finding of discrimination or grievance against them during the award period.

3.1.9.2. Nominees for Annual Awards are not required to have previously been Quarterly Award winners.

3.1.9.3. Nominees must have been eligible for the category for majority of the awards period.

3.1.9.4. Quarterly/Annual Nominees must be assigned to the 460 SW or a Tenant/Partner Unit.

3.2. Award Categories:

3.2.1. Military:

3.2.1.1. Company Grade Officer (CGO): O-1 through O-3 (no O-4 selects).

3.2.1.2. Senior Non-Commissioned Officer (SNCO) E-7 through E-8 (no E-9 selects).

3.2.1.3. Non-Commissioned Officer (NCO) E-5 through E-6.

3.2.1.4. Junior Enlisted: E-1 through E-4.

3.2.2. Civilian:

3.2.2.1. Civilian Category I Non-Supervisory: GS-1 through GS-8, WG-1 through WG-7, WL-1 through WL-5, NF I through NF II, CY-01 through CY-02, NA-01 through NA-08, and NL-01 through NL-08.

3.2.2.2. Civilian Category I Supervisory: GS-1 through GS-8, WS-1 through WS-10, NF-IV, and NS-1 through NS-10

3.2.2.3. Civilian Category II Non-Supervisory: GS-9 through GS-13, WG-8 through WG-15, WL-6 through WL-15, NF-III through NF-IV, NA-09 through NA-15, and NL-09 through NL-15.

3.2.2.4. Civilian Category II Supervisory: GS-9 through GS-13, WS-11 through WS-14, NF-IV, and NS-11 through NS-15.

3.3. Quarterly/Annual Award Periods

3.3.1. First Quarter: 1 January through 31 March.

3.3.2. Second Quarter: 1 April through 30 June.

3.3.3. Third Quarter: 1 July through 30 September.

3.3.4. Fourth Quarter: 1 October through 31 December.

3.3.5. Annual: 1 January through 31 December.

3.4. Nomination Process

3.4.1. Quarterly Nomination Packages

3.4.1.1. Nomination packages will be prepared on AF Form 1206 and typed in bullet format. Use the most current form version. The form can be found and downloaded from <http://www.e-publishing.af.mil>.

3.4.1.2. Nomination Headings for all enlisted, officer, and civilian categories on AF Form 1206 are as follows: (see Attachment 2, Nomination Format for specific guidelines for quarterly nomination packages).

- 3.4.1.2.1. All In, All the Time.
- 3.4.1.2.2. Leadership Fueled by Innovation.
- 3.4.1.2.3. Strengthen Self, Strengthen the Mission.
- 3.4.1.2.4. Giving Back.

3.4.1.3. For military categories the following documents must be present in addition to the AF Form 1206:

- 3.4.1.3.1. Single Unit Retrieval Form (SURF)
- 3.4.1.3.2. Air Force Fitness management System II Print Out

3.4.2. Annual Nomination Packages

3.4.2.1. For enlisted grades, annual packages will be formatted IAW the requirements for 12 Outstanding Airman of the Year (OAY), as prescribed in AFI 36-2805, which can be found at <http://www.e-publishing.af.mil/>.

3.4.2.2. For CGO and all civilian categories, annual packages will be formatted IAW the requirements set forth in Air Force Space Command Instruction 36-2805, which can be found at <http://www.e-publishing.af.mil/>.

3.4.2.3. For First Sergeant of the Year, packages will be formatted IAW the requirements set for the in AFI 36-2805, which can be found at <http://www.e-publishing.af.mil/>.

3.5. Board Scoring Procedures

3.5.1. AF Form 1206:

3.5.1.1. Each AF Form 1206 will be reviewed by the Board President and all board members. Once all AF Form 1206 have been reviewed, they will be assigned a point value of six (6) through ten (10), with 0.5 point intervals (see Attachment 5, Board Member Score Sheet for additional guidance).

3.5.2. Face-to-Face Board Interview:

3.5.2.1. Face-to-Face Board interviews will be held for Junior Enlisted, NCO and CGO Quarterly Awards. (*Note:* There will be no face-to-face board for 460 SW Annual Awards).

3.5.2.2. Face-to-Face Boards will be conducted using the Interview sheet (see Attachment 6, Board Interview Score Sheet for additional guidance).

3.5.2.3. The Board President and all board members will assign each interview a score of zero (0) through two (2) points, with 0.5 point intervals.

3.5.2.3.1. Any nominee unable to conduct the face-to-face board interview will be given the average board score once all nominees have been interviewed. To determine the average board score, each board member will add all board scores and then divide them by the number of face-to-face board interviews conducted. Example, if there were three (3) face-to-face boards conducted and the scores were 1.5 points for the first interview, two (2) points for the second interview, and one (1) point for the last interview. You would then add up the scores (1.5 + 2 +

1) and then divide that number by three (3). This means that you would give anyone not conducting the face-to-face board a board score of 1.5.

3.5.2.3.2. Board members need to break all ties they have on their own score sheet.

3.5.3. Upon completion of the interviews all board members will add the assigned points for the AF Form 1206 with the assigned points from the face-to-face board and log these onto the Board Member Score Sheet (Attachment 5, Board Member Score Sheet). Once the score sheet is completed the board member will sign their sheet and turn this into the Board President.

3.5.4. Once all score sheets are received from the board members the Board President will input all of the scores onto the Board President Score Sheet (Attachment 7, Board President Master Score Sheet). The board president will then rank the nominees starting with one (1) as the best score and descending to the lowest overall score.

3.5.4.1. If there is a difference in the ranking of more than one (1) point between board members, those board members with differential in ranking will be required to discuss the packages and interview. This discussion will continue until the rankings are changed to be within one (1) point of each other.

3.5.5. Once all the scores have been inputted on the Board President's Score Sheet, the Board President will take the rank order of all nominees from each board member's score sheet, with the lowest overall ranking being the best.

3.5.5.1. In the event of a tie for overall score, the Board President's scores will be introduced to break the tie.

3.5.6. All score sheets will be returned to the 460 SW/CCCA upon completion of the board.

3.5.7. Board members are prohibited from discussing or disclosing results of the board outside of the selection boardroom until after the recognition ceremony.

3.5.8. The winner of the 460 SW Award will move forward and compete in their respective category for the Team Buckley Award.

3.6. Award Selection Board.

3.6.1. Board Composition:

3.6.1.1. Civilian (CIV) Category (CAT) I/II Non-Supervisory (NS)/Supervisory (S)/Company Grade Officer (CGO): Board President (O-5) or higher, three (3) board members (O-4/GS-12 or above).

3.6.1.2. Senior Non-Commissioned Officer (SNCO): Board President (E-9), three (3) board members (E-9).

3.6.1.3. Non-Commissioned Officer (NCO): Board President (E-8 or E-9), three (3) board members (E-7 or E-8).

3.6.1.4. Junior Enlisted: Board President (E-7 or E-8), three (3) board members (E-5 through E-7).

4. Special Awards:

4.1. Team Excellence Award:

4.1.1. The purpose of this award is to recognize outstanding achievement/accomplishment that demonstrates initiative or excellence in an operation or event.

4.1.2. To be eligible for the award your team must be a work center, flight, or a group of individuals. No Squadrons will be considered for this award.

4.1.3. Nominations will be submitted via AF Form 1206 using the following headings (see Attachment 3, Nomination Format for specific guidelines for quarterly nomination packages):

4.1.3.1. **HEADER:** Accomplishments Toward Mission.

4.2. SrA Kristopher G. Mansfield Award:

4.2.1. SrA Kristopher G. Mansfield tragically lost his life while returning home from duty on 4 September 2004, as a result of a drunk driver. The award memorializes the exemplary conduct and performance of SrA Kristopher G. Mansfield. It also serves to reinforce leadership, core values, and dedicated service foremost in the minds of 460th Space Wing personnel. His fine example is representative of and in keeping with the highest tradition of the 460th Space Wing and Team Buckley junior enlisted corps. Award period is from 1 May to 30 April.

4.2.2. Nominations Packages:

4.2.2.1. Nominees must be submitted on AF Form 1206 consisting of a maximum of 15 bullets, double spaced using the following categories:

4.2.2.1.1. On and Off Duty Professionalism. Describe how the member projects and/or promotes professionalism both on and off duty. Describe how the member positively influenced the military family community and/or civilian community on a local, state, or national level.

4.2.2.1.2. Efforts to Prevent Others from Driving Under the Influence of Alcohol. Describe how the nominee participated in proactive efforts (such as Airman Against Drunk Driving) or has taken other measures to prevent people from driving after consuming alcohol. Also include actions the nominee has taken to educate others on the consequences of driving after consuming alcohol.

4.2.2.1.3. Adherence to Safety Standards. Describe the nominee's adherence to safety standards both on and off duty. Also include actions taken to promote safety compliance to others.

4.2.2.2. Provide a copy of all Enlisted Performance Reports (EPR). If there is no EPR on file, include a list of accomplishments (no more than one page, double spaced, 12-point font).

4.2.2.3. On a separate sheet of paper prepare two (2) or three (3) sentences to be used on the award certificate should the member be selected as the winner. Use words that most significantly capture the nominee's strength and accomplishments.

4.2.3. Criteria:

4.2.3.1. Nominee must be assigned to 460th SW or Tenant/Partner Unit.

4.2.3.2. Member must hold the grade of E-4 or below as of 30 April.

4.2.3.3. Air Force, Army, Navy, Marine Corps, and Coast Guard may each have one winner. Additionally, there may be one winner each from the reserve and guard. Nominees from different branches of service, reserve or guard will not compete against each other, rather only within their branch of service.

4.2.3.4. If a member has previously won this award, facts and/or results used for the winning nomination may not be used. Only new information will be accepted. If a member has been previously nominated, but not selected for award, facts and/or results from that package may be used again, as long as they pertain to the current award period.

4.2.3.5. 460 SW Units and Tenant/Partner Units may submit more than one nomination.

4.2.4. Selection Process:

4.2.4.1. The 460 OG/CCC will:

4.2.4.1.1. Serve as the board president for the Air Force award recipient.

4.2.4.1.2. Establish the award schedule and provide suspense dates.

4.2.4.1.3. Select four (4) board members, (E-7 or higher). At least one board member needs to be selected from 460 Space Communications Squadron (SCS).

4.2.4.1.4. The board president will ensure that all board members are familiar with the guidance established in this regulation concerning this award.

4.2.4.1.5. Establish the award schedule and provide suspense dates.

4.2.4.2. Sister services, Reserve, and Guard organizations will conduct their own selection process, similar to the procedures set forth in this guidance.

4.2.4.3. All award winners' names will be submitted to 460 SW/CCC.

4.2.5. Award and Certificate Process

4.2.5.1. All nominees will receive a certificate and a 1-Day pass. The overall winner will receive a plaque, presented by the 460 SW/CC or designee. Members of the Mansfield family may offer additional award benefits at their discretion.

4.2.5.2. The award should be presented in conjunction with the beginning of the "Quest for Zero" safety campaign, or as directed by the 460 SW/CC.

4.3. Golden Hammer Award:

4.3.1. The purpose of this award is to recognize above and beyond dedication and performance to Building a Better Buckley Together (B3T).

4.3.2. Any individual or group is eligible for the award and can be nominated at any time. It is open to 460 SW Units and Tenant/Partner Units, military and civilian personnel.

4.3.3. Nominations will be submitted via AF Form 1206 using the following headings in narrative format (see Attachment 4, Nomination Format for specific guidelines for quarterly nomination packages):

4.3.3.1. **HEADER:** Building a Better Buckley Together

4.3.4. Selection Process:

4.3.4.1. The 460 MSG/CCC will:

4.3.4.1.1. Serve as the board president for the Air Force award recipient.

4.3.4.1.2. Establish the award schedule and provide suspense dates.

4.3.4.1.3. Select four (4) board members, (E-7 or higher). At least one board member needs to be selected from 460 Mission Support Group (MSG).

4.3.4.1.4. The board president will ensure that all board members are familiar with the guidance established in this regulation concerning this award.

4.3.4.1.5. Establish the award schedule and provide suspense dates.

4.3.4.2. All award winners' names will be submitted to 460 SW/CCC.

4.3.5. Award and Certificate Process

4.3.5.1. The overall winner will receive a certificate and coin, presented by the 460 SW/CC or designee.

4.3.5.2. The award should be presented in conjunction with an installation event, or as directed by the 460 SW/CC.

JOHN W. WAGNER, Colonel, USAF
Commander

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

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 36-704, *Discipline and Adverse Actions*, 22 July 1994

AFI 36-1004, *Managing the Civilian Recognition Program*, 03 December 2009

AFI 36-2805, *Special Trophies and Awards Programs*, 14 March 2013

Prescribed Forms

No prescribed forms.

Adopted Forms

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations & Acronyms

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFSPC—Air Force Space Command

CAT—Category

CGO—Company Grade Officer

CIV—Civilian

EPR—Enlisted Performance Report

IAW—In Accordance With

LDC—Leadership Development Center

MDG—Medical Group

MSG—Mission Support Group

NCO—Non-Commissioned Officer

NCOIC—Non-Commissioned Officer In Charge

NS—Non-supervisory

OAY—Outstanding Airman of the Year

OG—Operations Group

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

S—Supervisory

SCS—Space Communications Squadron

SNCO—Senior Non-Commissioned Officer

SW—Space Wing

UIF—Unfavorable Information File

Attachment 2

NOMINATION FORMAT- ENLISTED, OFFICER, CIVILIAN 1206

Figure A2.1. Nomination Format- Enlisted, Officer, Civilian 1206

NOMINATION FOR AWARD		
AWARD 460th Space Wing Quarterly Awards	CATEGORY (If Applicable) see para 3.2	AWARD PERIOD see para 3.3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Self Explanatory	MAJCOM, FOA, OR DRU AFSPC	
DAFSC/DUTY TITLE Self Explanatory	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 847-XXX & Comm: (720) 847-XXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Self Explanatory		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Self Explanatory		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Award package:</p> <ul style="list-style-type: none"> - 14 total line to include headers - You have freedom to place bullets where they best represent the nominee - NO acronym list, use only Air Force approved acronyms (https://doctrine.af.mil/DTM/dtmglossary.htm) - Abbreviations may be used as long as they are easily understood to the reader - Must be bullet format <p>General information:</p> <ul style="list-style-type: none"> - Emphasis should be placed on performance with result and impact - Only included accomplishments during award period <p>Headers:</p> <p>ALL IN ALL THE TIME</p> <ul style="list-style-type: none"> - Identify how the individual efficiently and effectively performed their duties in support one or all of the 460th Space Wing Priorities: <ol style="list-style-type: none"> 1. Maximize missile warning and Overhead Persistent Infrared operations 2. Deliver Outstanding installation support 3. Support and reward Team Buckley personnel and their families 4. Integrate the Air Force Inspection System into the 460th Space Wing <p>LEADERSHIP FUELED BY INNOVATION</p> <ul style="list-style-type: none"> - Describe how the individual's actions resulted in increased capability, saved money or time - Leadership is not restricted to those in positions of authority but is also demonstrated by those who guide their peers by instruction or example on the path to improvement <p>MINIMUM OF SIX (6) BULLETS OR MAXIMUM OF EIGHT (8) BULLETS FOR THE ABOVE TWO (2) HEADERS</p> <p>STRENGTHEN SELF, STRENGTHEN MISSION: (ONE (1) BULLET MIN, TWO (2) BULLETS MAX)</p> <ul style="list-style-type: none"> - Describe how the individual utilized opportunities to obtain personal and professional development, education, technical training, and certification to improve their utility to the Air Force, mission, and unit personnel <p>GIVING BACK: (ONE (1) BULLET MIN, TWO (2) BULLETS MAX)</p> <ul style="list-style-type: none"> - Identify how the individual had direct, positive impact within their community both on/off base, as a Wingman, and the greater Air Force family 		

Attachment 3

NOMINATION FORMAT- TEAM EXCELLENCE 1206

Figure A3.1. Nomination Format- Team Excellence 1206

NOMINATION FOR AWARD		
AWARD 460th Space Wing Quarterly Awards	CATEGORY (If Applicable) Team Excellence	AWARD PERIOD see para 3.3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Self Explanatory	MAJCOM, FOA, OR DRU .AFSPC	
DAFSC/DUTY TITLE Self Explanatory	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 847-XXX & Comm: (720) 847-XXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Self Explanatory		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Self Explanatory		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) ACCOMPLISHMENTS TOWARD MISSION: (SIX (6) BULLETS) - Identify how the team efficiently and effectively performed supporting the mission - Focus on performance, innovation, and impact to unit and above		

Attachment 4

NOMINATION FORMAT- B3T 1206

Figure A4.1. Nomination Format- B3T 1206

NOMINATION FOR AWARD		
AWARD 460th Space Wing Quarterly Awards	CATEGORY (If Applicable) B3T	AWARD PERIOD see para 4.3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Self Explanatory	MAJCOM, FOA, OR DRU AFSPC	
DAFSC/DUTY TITLE Self Explanatory	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 847-XXX & Comm: (720) 847-XXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Self Explanatory		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Self Explanatory		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) BUILDING A BETTER BUCKLEY TOGETHER: (EIGHT (8) line max NARRATIVE) - Narrative explaining how individual or team went above and beyond through dedication and performance to Build a Better Buckley		

Attachment 5

BOARD MEMBER SCORE SHEET

Figure A5.1. Board Member Score Sheet



**460 SPACE WING
QUARTERLY/ANNUAL AWARDS
BOARD MEMBER SCORE SHEET**

NOMINEE NAME & RANK	Package Total Score (6-10 PTS)	Board Total Score (0-2 PTS)	TOTAL SCORE (0-12 PTS)

Scoring Considerations
PERFORMANCE OF DUTIES - word picture and innovation
SCOPE/LEVEL OF RESPONSIBILITIES - demands, performance, and responsibility to mission and others
PROFESSIONAL COMPETENCE - knowledge/accomplishment, leadership, and expertise
LEADERSHIP - interaction with peers/subordinates and internal/external impact
EDUCATION - level and utilization
SPECIFIC ACHIEVEMENTS - awards and recognition

Package Scoring	
Points	Definition
10	ABSOLUTELY SUPERIOR
9.5	OUTSTANDING PACKAGE
9.0	FEW COULD BE BETTER
8.5	STRONG PACKAGE
8.0	SLIGHTLY ABOVE AVERAGE
7.5	AVERAGE
7.0	SLIGHTLY BELOW AVERAGE
6.5	WELL BELOW AVERAGE
6.0	LOWEST IN POTENTIAL

Feedback: _____

I hereby certify that I have reviewed all scoring instructions and training provided. These results were reached in an unbiased and fair manner.

Board Member Name and Signature: _____ Date: _____

Attachment 6

BOARD MEMBER INTERVIEW SCORE SHEET

Figure A6.1. Board Member Interview Score Sheet



**460 SPACE WING
QUARTERLY/ANNUAL AWARDS
BOARD MEMBER INTERVIEW SCORE SHEET
(TOTAL: 0-2 PTS)**

Nominee's Rank & Name: _____

DRESS AND APPEARANCE:
- Consider fit, ribbons/devices order and condition, sleeve/pant length, hair, accessories, makeup, etc.

Feedback: _____

MILITARY BEARING:
- Consider reporting statement, sitting posture, appropriate rank/titles, tone of voice, fidgeting, etc.

Feedback: _____

COMMUNICATION SKILLS:
- Consider pronunciation, choice of words, articulation, eye contact, listening, appropriate use of hand gestures, etc.

Feedback: _____

OPINIONATED QUESTIONS:
- Consider ability to organize responses, subject knowledge, brevity vs rambling, clarity, definite/solid opinion, etc.

Feedback: _____

TOTAL INTERVIEW SCORE (0 – 2 points in half point increments): _____

Attachment 7

BOARD PRESIDENT MASTER SCORE SHEET

Figure A7.1. Board President Master Score Sheet



**460 SPACE WING
QUARTERLY/ANNUAL AWARDS
BOARD PRESIDENT MASTER SCORE SHEET**

Nominee's Name	Board Member's Name	Board Member's Name	Board Member's Name	Board President's Name	Total Score	Rank Order
_____	_____	_____	_____	_____		

**IAW Buckley OI 36-2805, President's scores will only be marked for all tied packages*

"I certify that this master score sheet accurately reflects the total scores that I provided, and is the final results are accurate and complete to the best of my knowledge."

Board Member Signature: _____ Date: _____

Board Member Signature: _____ Date: _____

Board Member Signature: _____ Date: _____

"I certify that all board members have been provided the required training. Furthermore, I certify that all scores are accurate and was reached in an unbiased manner."

Board President Signature: _____ Date: _____