

**BY ORDER OF THE COMMANDER,  
51ST FIGHTER WING**



**51 FW INSTRUCTION 36-2805**

**19 SEPTEMBER 2003  
Certified Current 11 April 2012  
Personnel**

**QUARTERLY AND ANNUAL  
AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 51 FW/CCC (CMSgt Thomas L. Langdon)

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This instruction establishes policies and procedures for nomination, selection, and award of the 51st Fighter Wing (51 FW) and Team Osan Recognition Programs. It applies to all personnel assigned or attached to the 51 FW and /or Osan. The instruction does not apply to Air National Guard or Air Force Reserve units and members.

**1. Program Objectives.** Recognizing individual superior performance is very important. These programs are not a substitute for other Air Force awards. They are primarily incentive programs to recognize outstanding performers, thus contributing to the morale of the wing and base community. Program objectives are as follows:

- 1.1. Provide a base-level program to recognize outstanding achievement and performance for both wing and Team Osan members.
- 1.2. Identify personnel who strive for greater responsibility.
- 1.3. Complement unit recognition programs and provide a program to recognize wing and base outstanding performers.

Recognize outstanding volunteer community service in our base and local community.

- 1.4. Recognize outstanding Honor Guardsman contributions.

**2. Program Responsibilities.** The Commander, 51 FW retains overall responsibility for the wing and Team Osan programs. Commanders organize and manage unit and group/staff agency level awards programs to support the wing and base program. The following offices have specific responsibilities to support and administer the wing and Team Osan programs.

- 2.1. 51st Fighter Wing Command Chief Master Sergeant (51 FW/CCC) will:

- 2.1.1. Manage the programs and serve as overall point of contact.

- 2.1.2. Set suspense dates for package submissions.
  - 2.1.3. Disseminate award criteria to wing and base agencies.
  - 2.1.4. Establish a central collection point for all nominations.
  - 2.1.5. Establish and disseminate rotational tasking of board members for AMN, NCO, SNCO, and First Sergeant (annual only) selection boards to ensure fair and equitable representation for all those who compete in either the wing or Team Osan programs.
  - 2.1.6. Select members for each enlisted selection board.
  - 2.1.7. Advise board members of date, time, and location of selection board.
- 2.2. 51st Fighter Wing Executive Officer (51 FW/CCE). Implements the Company Grade Officer (CGO) awards program for both wing and Team Osan. The 51 FW/CCE or a designated representative will:
- 2.2.1. Select members for each CGO selection board.
  - 2.2.2. Advise board members of date, time, and location of selection board.
  - 2.2.3. Appoint a CGO board facilitator who will:
    - 2.2.3.1. Obtain the nomination packages from the 51 FW/CCC and distribute them to each selection board member.
    - 2.2.3.2. Facilitate the selection board process.
    - 2.2.3.3. Forward board results to 51 FW/CC for approval and to 51 FW/CCC for consolidation.
- 2.3. 51st Mission Support Squadron Civilian Personnel Flight (51 MSS/DPC). Administers the Civilian Quarterly Awards Program and will:
- 2.3.1. Convene the Civilian Selection Board and brief members on board procedures.
  - 2.3.2. Facilitate the selection board process.
  - 2.3.3. Forward board results to 51 FW/CCC on the specified date.
- 2.4. 51st Mission Support Squadron Family Support Center (51 MSS/DPF). Administers the Volunteer Selection Board and will:
- 2.4.1. Select members and convene Team Osan Volunteer of the Quarter selection board.
  - 2.4.2. Forward board results to 51 FW/CCC.
- 2.5. 51st Services Squadron (51 SVS). Administers the Team Osan Honor Guardsman Selection Board and will:
- 2.5.1. Select members and convene Honor Guardsman selection board.
  - 2.5.2. Forward board results to 51 FW/CCC.
- 2.6. 51st Fighter Wing Public Affairs (51 FW/PA) will:
- 2.6.1. Publicize the wing and Team Osan Quarterly and Wing Annual Awards Ceremonies in all applicable mediums

2.6.2. Provide appropriate media coverage for award winners and associated programs

### 3. General Procedures.

3.1. Eligibility. The nominee must meet the following criteria.

3.1.1. 51 FW Recognition Program: All active duty Air Force members and federal civilians (KGS and GS), assigned to the 51 FW are eligible if they meet the requirements in para **3.1.3.** through 3.1.6.

3.1.2. Team Osan Recognition Program: HQ 7 AF and 51 FW Quarterly Award winners, Honor Guard, Volunteers, active duty service members of all tenant and sister service units, federal/host nation civilians assigned to Osan are eligible to compete in the Team Osan Recognition Program if they meet the requirements in para **3.1.3.** through 3.1.6.

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

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

3.1.3.2. Nominees must meet weight or body fat standards IAW AFI 40-502, The Weight and Body Fat Management Program.

3.1.3.3. Nominees in training must be making satisfactory progress.

3.1.3.4. Nominees must not have received any adverse administrative, non-judicial, or judicial action during the nomination period.

3.1.3.5. Individuals must be assigned to Osan for the entire quarter they are being considered in and at least 120 days for annual consideration.

3.1.3.6. First Sergeants are eligible for the First Sergeant of the Year category only.

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

3.1.5. An individual selected as a previous quarterly wing/Team Osan winner is ineligible to compete in another quarter during the same calendar year. The previous year's annual wing winner is ineligible to compete for the current year's annual award. An exception is granted if the individual is competing in a different category.

3.2. Categories of Competition. **Team Osan is Quarterly Only**

3.2.1. Junior Enlisted. E-1 thru E-4

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

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

3.2.4. First Sergeant: Personnel with PAFSC 8F000. **(51 FW Annual Only)**

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

3.2.6. Civilian Category I: Trades/Crafts/Laborer: All WG/WL/WS or KWB grade levels (blue-collar employees only)

3.2.7. Civilian Category II: Administrative/Technical: GS-07 or KGS-07, or below

3.2.8. Civilian Category III: Manager/Supervisor: GS-08, KGS-08, or above

3.2.9. Volunteer: Military or civilian, to include family members, and military and federal retirees.

3.2.10. Honor Guardsman: Member of Osan Air Base Honor Guard.

3.3. Periods of competition are on a calendar year cycle. See **Attachment 1** for package submissions/board dates for both the 51 FW/Team Osan Quarterly and Annual Awards.

3.4. Nomination Procedures.

3.4.1. Quarterly and Annual Award programs.

3.4.1.1. 51 FW Quarterly/Annual: Each group, including the 51 FW staff agencies, may nominate one individual in each category (Amn, NCO, SNCO, CGO and Civilian). 51 SVS provide the Honor Guard of the Quarter/Year.

3.4.1.2. Team Osan - **Quarterly Program Only**: HQ 7AF and 51 FW Quarterly Award Winners, Honor Guard, Volunteers, active duty service members of all tenant and sister service units, federal/host nation civilians assigned to Osan may nominate one individual in each category.

3.4.2. Nominations for all military competition categories will be prepared on AF Form 1206, Nomination for Award, using bullet statements (**Attachment 2**). Only accomplishments from the current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity.

3.4.2.1. Quarterly nominations in the military competition categories are limited to 28 lines, to include headings, on the front side of the AF Form 1206 (**See Attachment 3**). Annual nominations formats will be determined prior to the annual competitions. They are subject to modification based on higher headquarters requirements.

3.4.2.2. Group commander/equivalent or designated representative must submit a transmittal letter listing their nominations (**Attachment 3**) after they have been reviewed for accuracy. All tenant unit commanders can submit directly to 51 FW/CCC.

3.4.2.3. AF Form 1206 Headings. Use the following headings for each military category (**contained in Attachment 3**):

3.4.2.3.1. Leadership and Job Performance in Primary Duty.

3.4.2.3.2. Significant Self-Improvement.

3.4.2.3.3. Base or Community Involvement.

3.4.2.4. Civilian categories are contained in 51 FWI 36-2809. For volunteers contact 51 MSS/DPF and for honor guard, contact 51 SVS.

3.4.3. For military packages, submit five legible copies of the nomination package to the 51 FW/CCC on the determined suspense date.

**4. Selection Boards.** Separate selection boards will be convened for 51 FW and Team Osan Quarterly programs.

4.1. Enlisted Selection Board.

4.1.1. The SNCO board will be chaired by a CMSgt and will have a minimum of two other board members in the grade of CMSgt.

- 4.1.2. The NCO board will be chaired by a SMSgt and will have a minimum of three board members in the grade of SMSgt or MSgt.
- 4.1.3. The Airman board will be chaired by a MSgt and will have a minimum of three board members in the grade of TSgt or SSgt.
- 4.1.4. The 51 FW/CCC will preside over the First Sergeant of the Year board along with at least two other CMSgt First Sergeants when available.
- 4.1.5. Scoring will be accomplished in accordance with the directions contained in [Attachment 4](#).
- 4.2. Company Grade Officer selection board will be chaired by a major or lieutenant colonel and will have at least two other field grade officer board members.
- 4.3. The Civilian Selection Board will be determined by 51 MSS/DPC and their governing directives.
- 4.4. The Volunteer Selection Board will be determined by 51 MSS/DPF.
- 4.5. The Honor Guard Selection Board will be determined by 51 SVS.
- 4.6. Selection Board Responsibilities.
  - 4.6.1. All board chairpersons will meet with the responsible agency to receive instructions on presiding over the board. (Enlisted board chairpersons will meet with 51 FW/CCC, CGO board chairperson will meet with 51 FW/CCE, etc.) All military board members will obtain nomination packages from the 51 FW/CCC.
  - 4.6.2. All boards will be records only.
  - 4.6.3. All board chairpersons will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.
  - 4.6.4. All military board members will score and merit rank all nomination packages prior to the board convening. See [Attachment 5](#) and [Attachment 6](#) for scoring guidelines/explanation.
  - 4.6.5. Military board chairpersons will collect score sheets and consolidate the merit ranking on the board president score sheet provided. Board chairpersons will sign score sheet and provide all score sheets to the 51 FW/CCC upon board completion (see [Attachment 4B](#)).
  - 4.6.6. Under no circumstances will selection board results be released prior to announcement of award winners at the combined recognition ceremonies.

## 5. Recognition.

- 5.1. All winners will receive the following:
  - 5.1.1. An appropriate memento.
  - 5.1.2. Be recognized at the quarterly and annual awards recognition ceremonies, as appropriate.
  - 5.1.3. Other honors, as appropriate.
- 5.2. The Osan First Sergeants Council will coordinate and conduct appropriate and timely awards ceremonies for recognizing all wing and base nominees and award winners covered by this instruction.

**6. Twelve Outstanding Airmen of the Year for PACAF.** The 51 FW Annual Award winners in the enlisted categories will represent the 51 FW as nominees for the PACAF Twelve Outstanding Airmen of the Year. Prepare nominations on the AF Form 1206 according to AFI 36-2805. Use the format for the Twelve Outstanding Airmen of the Year.

**7. Air Force References.**

- 7.1. AF136-2903, *Dress and Personal Appearance of Air Force Personnel.*
- 7.2. AFI 40-502, *The Weight and Body Fat Management Program.*
- 7.3. AFI 36-2805, *Special Trophies and Awards.*

WILLIAM L. HOLLAND, Brigadier General, USAF  
Commander

## Attachment 1

## WING/TEAM OSAN PROPOSED PACKAGE SUBMISSION AND BOARD DATES

## A1.1. 51 FW Quarterly.

Quarter	Packages Due	Board Date	Ceremony Date
1 <sup>st</sup> Qtr, 1 Jan – 31 Mar	3 <sup>rd</sup> Tue in Apr	3 <sup>rd</sup> Thurs in Apr	Last Fri in Apr
2 <sup>nd</sup> Qtr, 1 Apr – 30 Jun	3 <sup>rd</sup> Tue in Jul	3 <sup>rd</sup> Thurs in Jul	Last Fri in Apr
3 <sup>rd</sup> Qtr, 1 Jul – 30 Sep	3 <sup>rd</sup> Tue in Oct	3 <sup>rd</sup> Thurs in Oct	Last Fri in Apr
4 <sup>th</sup> Qtr, 1 Oct – 31 Dec	3 <sup>rd</sup> Tue Jan	3 <sup>rd</sup> Thurs in Jan	Last Fri in Apr

## A1.2. Team Osan Quarterly.

Quarter	Packages Due	Board Date	Ceremony Date
1 <sup>st</sup> Qtr, 1 Jan - 31 Mar	3 <sup>rd</sup> Tue in May	3 <sup>rd</sup> Thurs in May	Last Fri in May
2 <sup>nd</sup> Qtr, 1 Apr - 30 Jun	3 <sup>rd</sup> Tue in Aug	3 <sup>rd</sup> Thurs in Aug	Last Fri in Aug
3 <sup>rd</sup> Qtr, 1 July - 30 Sep	3 <sup>rd</sup> Tue in Nov	3 <sup>rd</sup> Thurs in Nov	Last Fri in Nov
4 <sup>th</sup> Qtr, 1 Oct - 31 Dec	3 <sup>rd</sup> Tue in Feb	3 <sup>rd</sup> Thurs in Feb	Last Fri in Feb

**NOTE:** All dates are tentative and subject to change due to mission requirements.

**Attachment 2****SAMPLE OF NOMINATION COVER LETTER**

MEMORANDUM FOR 51 FW/CC

FROM: 51 MSG/Tenant Groups or Other Unit/CC

SUBJECT: Airman/NCO/SNCO/CGO of the Quarter Nomination

The following individuals are nominated for Team AB Airman/NCO/SNCO/CGO of the Quarter for the period of 1 Jan through 31 Mar. I certify that each individual does not have an Unfavorable Information File, an Article 15, nor are they on the Weight Management Program.

<b>CATEGORY</b>	<b>RANK/NAME</b>	<b>UNIT ADDRESS</b>	<b>ORGANIZATION</b>
AIRMAN	A1C Jane Wood	Unit 2000, APO AP 92778	51 SVS
NCO	TSgt Wanna Win	Unit 2000, APO AP 92778	51 LRS
SNCO	SMSgt John Doe	Unit 2000, APO AP 92778	51 SFS
CGO	Capt Al Woods	Unit 2000, APO AP 92778	51 CES

JOHN M. DOE, Colonel, USAF  
Commander

Nominations Attached

## Attachment 3

## SAMPLE NOMINATION FORMAT

NOMINATION FOR AWARD		
AWARD OSAN AIR BASE QUARTERLY/ANNUAL AWARD	CATEGORY (If Applicable) AMN,NCO,SNCO,CGO	AWARD PERIOD 1 Jan - 31 Mar 01
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSGT DOE, JOHN J.	SSN 000-00-0000	MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE 3A071, NCOIC, Awards and Decorations	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 784-2444/COMM: 82-661-2444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 51 MSS/DPME, Osan Air Base, APO AP 96278-2097		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col Anyore, John D., DSN: 784-4442 COMM: 82-661-4442		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> The nominee's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increase mission effectiveness during the award period.</p> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b> The nominee should show improvement during the award period</p> <p>i.e.    Education/CCAF                      PME Completion           Skill-Level Upgrade                Quality Classes           Achievements                        Degree Awards</p> <p><b>BASE OR COMMUNITY INVOLVEMENT</b> Accomplishments should show improvement during the award period</p> <p>i.e     Volunteer Work                        Special Olympics           AF Suggestions Submitted        Blood Drives           Letters of Appreciation            Youth Center           Medals Award</p> <p><i>NOTE: The entire AF Form 1206 is limited to a maximum of 25 bullets, not to include the headings for quarterly nominations. Annual packages require front and back of the AF Form 1206 to be completed.</i></p>		

**Attachment 4****SCORING PROCEDURES FOR MILITARY SELECTION BOARD MEMBERS**

**A4.1.** When scoring, please review the entire nomination package to ensure you get a whole-package view.

**A4.2.** Score the candidate's package using the 6.5 to 10 point scale. Use of tenths is highly encouraged (i.e. 6.5, 6.6, 6.7). Document your score for that candidate on the "total score" line of your score worksheet.

**A4.3.** Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "merit rank order" column of your score worksheet. Your score will be transferred to the score worksheet used by the board president to rack-n-stack candidates' standings in merit rank order.

Scoring Guide:

**A4.4.** Each board member must sign their individual score sheet and the board president must sign the Master Score Sheet indicating verification of board results.

**A4.5.** All score sheets will be returned to the 51 FW/CCC upon completion of board.

**A4.6.** Board members will not discuss or disclose results of the board outside of the selection boardroom until after the recognition ceremony.

**A4.7.** Score is based on three Categories:

A4.7.1. Leadership and Job Performance in Primary Duty

A4.7.2. Significant Self-Improvement

A4.7.3. Base or Community Involvement

**A4.8.** Scoring Scale:

10--Absolutely Tops

9.5--Outstanding Record

9.0--Few could be better

8.5--Strong Record

8.0--Slightly Higher than average

7.5--Average

7.0--Slightly below average

6.5--Well below average

Attachment 5

SAMPLE SCORE SHEETS FOR MILITARY BOARDS

OSAN AB AMN/NCO/SNCO/CGO OF THE QUARTER/ANNUAL SCORE SHEET

Board Member

	CANDIDATE'S RANK/NAME	SCORE	MERIT RANK ORDER	<b>Scoring Guider:</b>
1	SrA Bob	7.5	2	Score is based on three Categories: 1. Leadership and Job Performance in Primary Duty 2. Significant Self-Improvement 3. Base or Community Involvement
2	SrA Joe	8.5	1	
3	A1C Tim	7	3	
4				<b>Scoring Scale:</b> 10--Absolutely Tops 9.5--Outstanding Record 9.0--Strong Record 8.0--Slightly Higher than average 7.5--Average 7.0--Slightly below average 6.5.--Well below average
5				
6				
7				
8				
9				
10				

**Scoring Process:**

1. When scoring, please review the entire nomination package to ensure you get a *Whole-package* view.
2. Score the candidate's package using the **6.5 to 10 point scale**. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7) Document your score for that candidate on the "total score" line of your score worksheet
3. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "merit rank order" column of your score worksheet. Your score will be transferred to the score worksheet used by the board president to rack n stack candidates' standings in merit rank order.

**Attachment 6**

**SCORING PROCEDURES FOR MILITARY SELECTION BOARD PRESIDENT**

COMPOSITE SCORING PROCESS: AFTER EACH BOARD MEMBER HAS INDIVIDUALLY SCORED AND MERIT RANKED THE NOMINEE, THE BOARD PRESIDENT WILL TRANSFER THE MERIT RANKING TO THE BOARD PRESIDENT SHEET. THE LOWEST SCORE IS THE WINNER (SEE ROW 1 BELOW). THE BOARD PRESIDENT ONLY MERIT RANKS IN THE CASE OF A TIE AND MUST SIGN THE SHEET INDICATING ALL IS TRUE AND CORRECT.

**OSAN AB AMN/NCO/SNCO/CGO OF THE QUARTER/ANNUAL SCORE SHEET**

**Board President**

	Candidate's Rank/Name	Board President	Board Member 1	Board Member 2	Board Member 3	Total Merit Rank
1	SrA Bob	ranks only in case of tie	2	2	2	6
2	SrA Joe	ranks only in case of tie	1	3	3	7
3	A1C Tim	ranks only in case of tie	3	3	2	8
4						
5						
6						
7						
8						
9						
10						

**Composite Scoring Process:**

After each board member has individually scored and merit ranked the candidate, transfer the merit ranking to this sheet. Add the columns and the candidate with the lowest score is the winner. The Board President only merit ranks in the case of a tie.

Board President Signature: \_\_\_\_\_