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59TH MEDICAL WING**

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RECOGNITION PROGRAM

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. This medical wing instruction (MDWI) outlines the 59th Medical Wing (MDW) Quarterly and Annual Recognition Program. This instruction applies to all personnel assigned or attached to the 59 MDW. This instruction does not apply to the Air National Guard or Air Force Reserve. The 59 MDW Command Chief Master Sergeant (CCC) oversees the entire program. Ensure unit operating instructions do not conflict with this instruction. This MDWI is designed to recognize outstanding Company Grade Officers (CGOs); Senior Noncommissioned officers (SNCOs); noncommissioned officers (NCOs); Airmen (Amn); First Sergeants (1st Sgts); Honor Guard members; physicians (annual only); and civilian employees. This program provides recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and efforts to improve themselves as well as enhance their unit's efficiency and effectiveness. This instruction requires collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10 U.S.C. 8013. Privacy Act System of Records Notices F036 AF PC N, *Unit Assigned Personnel Information*, and F036 AF PC V, *Awards and Decorations*, apply. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

Updated award categories. A margin bar (|) indicates newly revised material.

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1. Annual Award Nomination Requirements for Military and Civilian Nominees.

1.1. Award Period. The award period is 1 January through 31 December of each year.

1.2. Nomination Package Suspense. All packages are due by the suspense date determined by the Executive NCO to the Command Chief (59 MDW/CCCE/292-7015).

1.2.1. All nomination packages include electronic version of the AF Form 1206 *Nomination for Award* along with the one-page Single Unit Retrieval Format (SURF),

and physical training (PT) score sheet (active duty only). Send as three separate documents. Individual documents are required at higher levels of competition.

1.3. Criteria for Category Placement. Nominees are placed in categories based on the grade held for the majority of the award period. Categories are listed in table 1.1.

1.4. Time on Station Requirement. Nominees must be assigned to the 59 MDW for at least 2/3 of the award period.

1.5. Criteria for First Sergeant of the Year Award. Nominees must be assigned to the 59 MDW as a Primary Duty First Sergeant (AFSC 8F000).

1.6. Criteria for Honor Guard Member of the Year Award. Nominees must be assigned to the 59 MDW.

1.7. Military Member Eligibility Conditions. Military members are not eligible to compete for the awards listed if any of the following conditions existed during the award period:

1.7.1. Conviction by court-martial or civilian court.

1.7.2. Punishment pursuant to Uniform Code of Military Justice (UCMJ), Article 15.

1.7.3. Initiation of an unfavorable information file.

1.7.4. Placement on a control roster.

1.7.5. Has/had a failed PT test.

1.7.6. MSgts must be senior rater endorsement eligible to compete for the SNCO of the year at the wing level with exception of those that are not time in grade (TIG) eligible; however Community College of the Air Force (CCAF) and Professional Military Education (PME) must be completed.

1.7.7. Military nominees who have won an annual award at the wing level are not eligible to compete in the same category the following year during their assignment to the 59 MDW.

1.7.8. Enlisted personnel selected for commissioning.

1.7.9. Civilian nominees who have won an annual award at the wing level are not eligible to compete in the same category the following year during their assignment to the 59 MDW.

1.8. Deployed members are eligible to compete in all respective categories provided they are available at home station for at least 50% of the award period.

1.9. Civilian nominees must be within good standing in their unit and not have any disciplinary action being held against them.

Table 1.1. Quarterly/Annual Award Categories.

Category	Criteria
CGO	2nd Lt, 1st Lt, and Capt (O1- O3)
SNCO	MSgt - SMSgt (E7-E8)
NCO	SSgt - TSgt (E5-E6)
AMN	AB – SrA (E1-E4)

Civilian Non-Supervisory, Category I	GS-1 through GS-8; YA-1; YB-1; YE-1; YH-1, YI-1; YK-1; YL-1; YM-1 and YP-1; NF-01 through NF02 and CY01 through CY05. DCIPS: IA-1.
Civilian Non-Supervisory, Category II	GS-9 through GS-13; NF-IV; YB-2; YD-2; YE-2; YG-2; YH-2; YI-2; YL-2 and YM-2; NF-III through NF-IV. DCIPS: IA-2.
Civilian Supervisory, Category I	GS (1-8); WS (1-10); NS (comparable ranks), NF (comparable ranks). DCIPS: IA-1 through IA-2.
Civilian Supervisory, Category II	GS (9-13); WS (11 & above); NS (comparable ranks) and NF (comparable ranks). DCIPS: IA-3 and above.
Civilian Wage Grade	WG and WL at all grade levels. NA and NL at all grade levels.
First Sergeant	Any First Sergeant (E7–E8)
Honor Guard	Any Honor Guard Member (E1–E6)

2. Quarterly Award Nomination Requirements for Military and Civilian Nominees.

2.1. Award Periods:

- 2.1.1. 1 January through 31 March (1st Quarter).
- 2.1.2. 1 April through 30 June (2nd Quarter).
- 2.1.3. 1 July through 30 September (3rd Quarter).
- 2.1.4. 1 October through 31 December (4th Quarter).

2.2. Nomination Package Suspense. All packages are due by the suspense date determined by the Executive NCO to the Command Chief (59 MDW/CCCE/292-7015).

2.2.1. All nomination packages include electronic version of the AF Form 1206 *Nomination for Award* along with the one-page SURF, and PT score sheet (active duty only). Send as three separate documents. See figure A2.1. Individual documents are required at higher levels of competition.

2.3. Criteria for Category Placement. Nominees are placed in categories based on the grade held for the majority of the award period. Categories are listed in table 1.1.

2.4. Time on station requirement for all categories. Nominees must be assigned to the 59 MDW for at least 2/3 of the award period.

2.5. Criteria for the 59 MDW Spirit Award. Units must be assigned to the 59 MDW. The first sergeant or designated representative must arrive with the unit guide-on to be eligible for the award.

2.6. Military Member Eligibility Conditions. Military members are not eligible to compete for the awards listed if any of the following conditions existed during the award period:

- 2.6.1. Conviction by court-martial or civilian court.
- 2.6.2. Punishment pursuant to UCMJ, Article 15.
- 2.6.3. Initiation of an unfavorable information file.
- 2.6.4. Placement on a control roster.
- 2.6.5. Has/had a failed PT test.

2.6.6. MSgts must be senior rater endorsement eligible to compete for the SNCO of the quarter at the wing level with exception of those that are not TIG eligible; however CCAF & PME must be completed.

2.6.7. Military and Civilian nominees who have previously won a quarterly award at the wing level are not eligible to compete in the same category during the same calendar year.

2.7. Civilian nominees must be within good standing in their unit and not have any disciplinary action being held against them.

3. Responsibilities.

3.1. The 59 MDW Commander will:

3.1.1. Exercise approval authority over board recommendations for all 59 MDW award recipients.

3.1.2. Present awards during recognition ceremonies, if available.

3.2. The 59 MDW Command Chief Master Sergeant will:

3.2.1. Act as office of primary responsibility for the 59 MDW Recognition Program.

3.2.2. Select the board Presidents at least one week prior and schedule a pre-brief with board Presidents at least two days prior to board competition.

3.2.3. Coordinate with the 59 MDW Executive NCO to the Command Chief (59 MDW/CCCE) and 59 MDW Awards Recognition Committee to organize the annual awards ceremonies.

3.2.4. Coordinate with the 59 MDW/CCCE and 59 MDW First Sergeants Council to organize the quarterly awards ceremonies.

3.3. The 59 MDW Executive NCO to the Command Chief will:

3.3.1. Coordinate and schedule dates, times, and locations for quarterly and annual boards or if an electronic board is used the 59 MDW/CCCE will set up user accounts for board members and presidents prior to the date of the "board" and provide instructions on the electronic board process.

3.3.2. Notify groups, board members, and nominees of dates, times, and locations when all boards will convene.

3.3.3. Collect nomination packages from groups. Distribute nomination packages electronically to the board members and presidents.

3.3.4. Act as focal point for both the quarterly and annual board process, awards ceremonies, and procure all required awards trophies and name plates.

3.3.5. Maintain board results (nomination packages, score sheets, and minutes) for current year plus one.

3.3.6. Ensure annual 59 MDW winning packages are delivered electronically to the office of the JBSA Command Chief or designee.

3.4. The 59 MDW Quarterly Awards Recognition Committee (59 MDW/First Sergeant Council) will:

3.4.1. Act as coordinator and host for the awards functions.

3.4.2. Coordinate and establish awards function logistics such as the script, master of ceremony, programs, and provide sponsors the names of the quarterly winners.

3.4.3. Send invitations and coordinate responses of distinguished visitors to ensure proper seating.

3.4.4. Provide the 59 MDW Public Affairs Office the list of award winners for publicity purposes.

3.5. The Board President will:

3.5.1. Contact each board member to confirm date, time, and place the board will take place. Ensure correct use of the rank order score sheet to evaluate members meeting the board.

3.5.2. Ensure nominees are evaluated fairly. Ensure board members understand the score system.

3.5.3. Review and reconcile all score sheets. Upon completion of the board each winner will be determined prior to the board members departing. The President will tally each board members score sheet and determine the winner prior to departure. The final score sheets will be given to the 59 MDW/CCCE.

3.5.4. Review each nomination package and rank nominees. The board President's rankings are not included in the total rankings unless there is a tie. In the event of a tie, the board President's rankings are used to determine the winner.

3.5.5. Meet with the CCC prior to the board (time/date determined by 59 MDW/CCCE).

3.6. If a face board is used military nominees will:

3.6.1. Meet the wing board at the designated time and date.

3.6.2. Wear the following uniform for quarterly and annual squadron, group, and wing selection boards.

3.6.2.1. Male - Service Dress Uniform with all authorized badges, ribbons, and devices.

3.6.2.2. Female - Service Dress Uniform (skirt or slacks) with all authorized badges, ribbons, and devices.

3.6.2.3. The SNCO board/CGO board is subject to uniform requirement changes as determined by the Command Chief/CGO Board President (respectively).

4. Nomination Procedures.

4.1. Nomination Criteria. Annual nominations are not limited to prior 59 MDW quarterly award winners.

4.2. Quarterly nominations are limited to 13 lines (including headings). Annual nominations are limited to 30 lines (including headings).

4.2.1. Military Award Category Headings (CGOs, Enlisted Categories; see Attachments 2 and 3):

4.2.1.1. Leadership and Job Performance in Primary Duty: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit 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., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

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

4.2.1.3. Base or Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the Company Grade Officers Council, Chairperson, enlisted dining-out, member of Air Force Sergeants Association. Community Involvement may also include religious/faith-based organizations, charitable organizations (such as Habitat for Humanity, food banks, etc.), local school functions, and so forth.

4.3. Civilian Award Category Headings (Civilian Categories; see Attachment 4).

4.3.1. Job Performance in Primary Duty: Describe 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. Also identify recognition of duty performance earned at the unit, installation, command, Air Force, or Department of Defense levels.

4.3.2. Leadership Qualities: Describe significant leadership accomplishments. Include the development of new techniques contributing to increased mission effectiveness. These qualities could be evidenced by supervisors or by non-supervisory personnel through management of a project associated with their primary duties.

4.3.3. Other Accomplishments: Recognize contributions to the mission such as volunteering for on-duty projects in other work centers or units. For example, a secretary volunteers to help produce a report for a visiting inspection team; a budget analyst shares his/her expertise with a peer in another unit to resolve a complex problem. Include any significant self-improvement through off-duty education, training or achievements in professional associations directly related to official duties. For example, a local area network administrator takes off-duty computer courses and receives a certification; a secretary takes courses leading to certification as a Professional Secretary; an engineer joins a professional association that has a goal of keeping members abreast of current

developments in his/her career field. Include base or community involvement. For example, participation in unit advisory councils, membership in unit booster club, Sunday School teacher, Little League coach, and so forth.

4.4. Contractors are not eligible to compete for awards.

5. Honor Guard and First Sergeant

5.1. All submissions are limited to single-spaced, size 12 font, bullet format description of the individual's accomplishments during the award year on a SF 1206 (Current Version).

5.2. The Honor Guard member of the Year group nominees will compete at the 59th Medical Wing Annual Award Board. The winner at the wing level will go onto compete at the AETC small unit level.

5.2.1. Honor Guard Award Headings (Honor Guard Categories; see Attachment 5).

5.2.1.1. Leadership and Job Performance in Honor Guard Duties (20 Lines)

5.2.1.2. Significant Self Improvement to Military Funeral Honors and Ops (8 Lines)
Examples of accomplishments include but are not limited to: nominees' participation and impact on ceremonies; participation in training opportunities as an instructor or student; and programs initiated by nominee that contributed significantly to the Honor Guard mission.

5.3. The First Sergeant of the Year group nominees will compete at the 59th Medical Wing Annual Award Board. The winner at the wing level will go onto compete at the JBSA level as well as the AETC small unit level. The categories will be the same as in section 4.2.1.

6. Award Elements. Awards are given to Award Recipients in All Categories.

6.1. Award Mementos. Quarterly award recipients receive a memento appropriately engraved with their name, unit, and award period and award title. Annual award recipients will receive a memento appropriately engraved with their name, award title, award period and "59th Medical Wing." Squadrons, groups and wing are authorized to use 604 funds to purchase appropriate mementos for their quarterly/annual winners.

6.2. Passes for Quarterly/Annual Military Members. Wing military award recipients are awarded a one-day pass for quarterly winners and a two-day pass for annual winners. Squadron and group level winners will be recognized at the discretion of the squadron or group commander.

6.3. Passes for Quarterly/Annual Civilian Members. Wing civilian award recipients are awarded a one-day pass for quarterly and annual winners. Squadron and group level winners will be recognized at the discretion of the squadron or group commander.

6.3.1. Time off for wing level awards will be awarded using SF Form 52, *Request for Personnel Action*. This form must be submitted to the 59 MDW/ADC with a completed AF Form 1768, *Staff Summary Sheet*.

7. Board Selection Process.

7.1.1. Wing level annual and quarterly board members MUST have prior group level board experience in order to serve on the wing-level boards.

7.1.2. CGO quarterly boards. The wing quarterly boards for CGOs will consist of five Field Grade Officers (FGOs) (Major – Lt. Col.) and a colonel as president. Each of the seven groups are rotated throughout the awards season. See Attachment A7.1 Quarterly Award Board Rotational Schedule.

7.1.3. CGO annual boards. The wing annual boards for CGOs will consist of six FGOs (Major – Lt. Col.) and a colonel as president. Each of the seven groups will be represented at the annual board.

7.1.4. Enlisted quarterly boards. The wing quarterly boards for the Airman board will consist of five NCOs (SSgt-TSgt) and a Chief Master Sergeant (CMSgt) as president. The NCO board will consist of five SNCOs Master Sergeant (MSgt)-Senior Master Sergeant (SMSgt) or first sergeant, and a CMSgt as President. The SNCO board will consist of 5 group superintendents and the 59 MDW Command Chief as president. Each of the seven groups are rotated throughout the boards. See Attachment A7.1 Quarterly Award Board Rotational Schedule.

7.1.5. Enlisted annual boards. The wing annual boards for the Airman board will consist of seven NCOs [Staff Sergeant (SSgt)-Technical Sergeant (TSgt)] and a CMSgt as president. The NCO board will consist of six SNCOs MSgt-SMSgt and a CMSgt as President. The NCO board members will also be responsible for the Honor Guard packages. This will be a package review only. The SNCO/First Sergeant board will consist of seven group superintendents and the 59 MDW Command Chief as president. Each of the seven groups will be represented at the annual board.

7.1.6. Civilian. Not applicable; nominees are evaluated by package only. The CGO board will review the civilian packages along with the CGO packages.

8. Package Only Procedures.

8.1. If the CCC deems to use an electronic board instead of a face to face board the 59 MDW/CCCE will follow the below procedures.

8.1.1. The board members and Presidents will have their account created by the 59 MDW/CCCE prior to the opening of the board.

8.1.2. The 59 MDW/CCCE will send an email to the board members and Presidents with instructions on how to access their account and to familiarize themselves with the website. Closer to the date of the board the 59 MDW/CCCE will send an email to the board members and Presidents informing them that the packages are available for review only.

8.1.3. The day of the board the 59 MDW/CCCE will email or contact the board members and Presidents to inform them that the board has “opened” and that they have until a pre-designated time to input their ratings.

8.1.4. Once the board “closes” the 59 MDW/CCCE will contact the Board Presidents if there are any ties that require their vote. If there is not a tie then the 59 MDW/CCCE will notify the 59 MDW/CCC of the winner from the respective categories.

8.2. Face to Face Board Questions.

8.2.1. Amn, NCO, SNCO, and CGO. Board members ask one fact based opinionated question each based on general military knowledge. 59 MDW/CCCE will provide topic areas for each group in call message.

8.2.2. Fact- based opinionated questions should be structured so the nominee is required to give his/her opinion about the particular issue. (Example: What AFI covers fitness and do you think fitness should be mentioned in an EPR/OPR?)

8.3. Board Evaluations.

8.3.1. Excused Absence. If a military nominee is unable to meet the board due to emergency leave, planned leave, hospitalization, convalescent leave or temporary duty out of the area, then he/she will receive a score average based on the other nominee's board scores. The president will add up the board scores of each board member for all nominees and then divide by the number of nominees.

8.3.2. Amn, NCO, SNCO, and CGO board members use the rank order score sheet to rate the individual nomination packages and board appearances. The board president will review all the scores and resolve any discrepancies prior to the board members departure. Once the winner has been determined, the board President will notify the 59 MDW/CCCE. The board members will use rank order to determine the winner. See Attachment A8.1 Rank Order Score Sheet and A9.1 Face Board Evaluation Sheet.

8.3.3. First Sergeant & Honor Guard are package only.

8.4. Board members use the rank order score sheet to rate the individual nomination packages. The board president will review all the scores and resolve any discrepancies prior to the board members departure. Once the winner has been determined, he/she will notify the 59 MDW/CCCE.

8.5. Civilians are package only. Refer to section 7.5.3.1.

9. Announcement of Winners.

9.1. All wing quarterly award recipients are recognized at a wing-wide ceremony held on a date to be determined by 59 MDW/CCCE.

9.2. The Spirit Award winner will be selected by the designated wing leadership and sponsors present at the awards ceremony base upon the amount of unit spirit and pride demonstrated. Specifically the group's war cry/chant will be considered. Extra points are awarded for original and unique statements.

9.3. All wing annual award recipients are recognized at a wing-wide ceremony on a date to be determined by 59 MDW/CCCE.

10. Consideration for Higher Level Awards.

10.1. Only 59th Medical Wing annual award winners will compete at the JBSA level. The nominees sponsoring unit will purchase tickets for the annual JBSA Award luncheon/banquets.

10.2. The 59 MDW annual winners will serve as 59 MDW nominees for the Air Force 12 Outstanding Airman of the Year (OAY) program (Enlisted Only), the Air Force First Sergeant of the Year Award, Honor Guard Member of the Year, and the Air Force Association (AFA) Annual Awards. Nomination packages are forwarded to Air Education and Training Command for competition in the 12 OAY program. Nominations for AFA are forwarded to the AFA POC.

GLENN A. YAP, Colonel, USAF, MSC
Administrator, 59th Medical Wing

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

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

AF Pamphlet 36-2241, *Professional Development Guide*, 1 October 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

AF Form 1768, *Staff Summary Sheet*

SF Form 52, *Request for Personnel Action*

Abbreviations and Acronyms

AFA—Air Force Association

Amn—Airmen

CCAF—Community College of the Air Force

CCC—Command Chief Master Sergeant

CCCE—Executive NCO to the Command Chief

CGO—Company Grade Office

CMSgt—Chief Master Sergeant

FGO—Field Grade Officer

JBSA—Joint Base San Antonio

IAW—In Accordance With

MAJCOM—Major Command

MDW—Medical Wing

MDWI—Medical Wing Instruction

MSgt—Master Sergeant

NCO—Noncommissioned Officer

OAY—Outstanding Airman of the Year

OPR—Office of Primary Responsibility

POC—Point of Contact

PME—Professional Military Education

PT—Physical Training

SMSgt—Senior Master Sergeant

SNCO—Senior Noncommissioned Officer

SSgt—Staff Sergeant

SURF—Single Unit Retrieval Format

TSgt—Technical Sergeant

TIG—Time In Grade

UCMJ—Uniform Code of Military Justice

WRT—Web Recognition Tool

1st Sgt—First Sergeant

Attachment 2

EXAMPLE OF NOMINATION FOR AWARD, AF FORM 1206 (DESCRIPTION)

Figure A2.1. Example of Nomination for Award (Description).

NOMINATION FOR AWARD		
AWARD 59th MEDICAL WING RECOGNITION PROGRAM, *Note 1	CATEGORY (If Applicable) * Note 2	AWARD PERIOD * Note 3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) * Note 7	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU * Note 5
DAFSC/DUTY TITLE * Note 7	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 554-XXXX/(210)292-XXXX * Note 6	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE * Note 7		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) * Note 8		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>*NOTES</p> <p>1. This is the only entry you will use; regardless of when you are submitting the AF Form 1206. For annual awards, "Outstanding Airman of the Year" will be used.</p> <p>2. Enter category: JEM, NCO, SEM, CGO, or CIV Category (CIV NON-SUP CAT I, CIV NON-SUP CAT II, CIV NON-SUP CAT III, CIV SUP-CAT I, CIV SUP-CAT II, CIV WG), First Sergeant, HG JEM, HG NCO. (Annual only).</p> <p>3. Enter period: Jan - Mar XX, Jul - Sep XX, Oct - Dec XX or Jan - Dec XX. Replace XXs with the last two digits of the calendar year of that award period.</p> <p>4. Enter the last 4 digits of the nominee's SSN; e.g. 1234</p> <p>5. Use the MAJCOM applicable to YOUR organization (AETC)</p> <p>6. Replace Xs with your 4-digit duty phone number.</p> <p>7. Enter items in all capital letters. Use 2 spaces instead of "/" except where typing your "unit/office symbol".</p> <p>8. Enter Unit Commander's information in all capital letters. On wing submissions, the Group Commander will be used as the Unit Commander.</p> <p>*When sending Surf and Fitness Report please send as individual attachments NOT as one scanned document.</p> <p>*When sending files please label as following: DO NOT DEVIATE 59 MDW_RANK/NAME_SURF 59 MDW_RANK/NAME_FIT 59 MDW_RANK/NAME_Category (ex. JEM or CIV SUP-CAT II)</p> <p>*Avoid the use of ACRONYMS; if you feel you MUST use them, you MUST explain their meaning.</p>		

Attachment 3

AF FORM 1206 MILITARY CATEGORY EXAMPLE

Figure A3.1. Sample AF Form 1206.

NOMINATION FOR AWARD		
AWARD 59th MEDICAL WING RECOGNITION PROGRAM	CATEGORY (If Applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
AF IMT 1206 MILITARY EXAMPLE		
(Use single-spaced, bullet format) Mandatory headings for military categories:		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: - Describe significant leadership accomplishments 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, MAJCOM, Number Air Force-level inspections and/or evaluations. Include awards received (e.g., NCO of the Quarter, Maintenance Professional of the Year, etc.). The nominee's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar year or quarter, as applicable.		
SIGNIFICANT SELF-IMPROVEMENT: - Show how the nominee developed or improved skills related to primary duties (e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, etc.). Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, grade point average, etc.). Cite any other relevant training or activity that significantly enhanced the nominee's value as a military citizen. The nominee must show this improvement through on and off duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the current calendar year or quarter, as applicable.		
BASE OR COMMUNITY INVOLVEMENT: - Define the scope and impact of the nominee's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (e.g., President of Top 3, Chairman of dining out committee, member of Air Force Association, Sunday School teacher, etc.).		
NOTES: 1. Quarterly award nominations are limited to 13 lines on the front page of a single AF IMT 1206, including the mandatory headings listed above. 2. Annual award nominations are limited to 30 lines on the front page of a single AF IMT 1206, including the mandatory headings listed above. 3. Use bullet format only. Do not use a flowing narrative format. 4. Do not sign this form.		
Avoid the use of ACRONYMS; if you feel you MUST use them, you MUST explain their meaning.		

Attachment 4

AF FORM 1206 CIVILIAN CATEGORY EXAMPLE

Figure A4.1. Sample AF Form 1206, Civilian Category Example.

NOMINATION FOR AWARD		
AWARD 59th MEDICAL WING RECOGNITION PROGRAM	CATEGORY (If Applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>AF IMT 1206 CIVILIAN EXAMPLE</p> <p>(Use single-spaced, bullet format) Mandatory headings for civilian categories:</p> <p>JOB PERFORMANCE IN PRIMARY DUTY: - Describe 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. Also identify recognition of duty performance earned at the unit, installation, command, Air Force, or DoD levels.</p> <p>LEADERSHIP QUALITIES: - Describe significant leadership accomplishments. Include the development of new techniques contributing to increased mission effectiveness. These qualities could be evidenced by supervisors or by non-supervisory personnel through management of a project associated with their primary duties.</p> <p>OTHER ACCOMPLISHMENTS: - Recognize contributions to the mission such as volunteering for on-duty projects in other work centers or units. For example, a secretary volunteers to help produce a report for a visiting inspection team; a budget analyst shares his/her expertise with a peer in another unit to resolve a complex problem. - Include any significant self-improvement through off-duty education, training or achievements in professional associations directly related to official duties. For example, a LAN administrator takes off-duty computer courses and receives a certification; a secretary takes courses leading to certification as a Professional Secretary; an engineer joins a professional association that has a goal of keeping members abreast of current developments in his/her career field. - Include base or community involvement. For example, participation in unit advisory councils, membership in unit booster club, Sunday School teacher, Little League coach, and so forth.</p> <p>NOTES:</p> <ol style="list-style-type: none"> Quarterly award nominations are limited to 13 lines on the front page of a single AF IMT 1206, including the mandatory headings listed above. Annual award nominations are limited to 30 lines on the front page of a single AF IMT 1206, including the mandatory headings listed above. Use bullet format only. Do not use a flowing narrative format. Do not sign this form. <p>Avoid the use of ACRONYMS; if you feel you MUST use them, you MUST explain their meaning.</p>		

Attachment 5

AF FORM 1206 HONOR GUARD CATEGORY EXAMPLE

Figure A5.1. Sample AF Form 1206, Honor Guard Category Example.

NOMINATION FOR AWARD		
AWARD 59th MEDICAL WING RECOGNITION PROGRAM	CATEGORY (If Applicable) HG JEM	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>AF IMT 1206 HONOR GUARD EXAMPLE</p> <p>(Use single-spaced, bullet format) Mandatory headings for honor guard categories:</p> <p>LEADERSHIP AND PERFORMANCE IN HONOR GUARD DUTIES: (20 lines)</p> <p>SIGNIFICANT SELF IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPS: (8 lines)</p> <p>All submissions are limited to single-spaced, size 12 font, bullet format description of the individual's accomplishments during the award year. The headings will be divided into two categories: (1) Leadership and Job Performance in Honor Guard Duties (20 lines); (2) Significant Self-Improvement to Military Funeral Honors & Ops (8 lines). Examples of accomplishments include but are not limited to: nominees' participation and impact on ceremonies; participation in training opportunities as an instructor or student; and programs initiated by nominee that contributed significantly to the Honor Guard mission.</p> <p>NOTES:</p> <p>1. Annual award nominations are limited to 30 lines on the front page of the AF IMT 1206, including the mandatory headings listed above.</p> <p>2. Use bullet format only. Don not use a flowing narrative format.</p> <p>4. Do not sign this form.</p> <p>Avoid the use of ACRONYMS; if you feel you MUST use them, you MUST explain their meaning.</p>		

Attachment 6

AF FORM 1206 FIRST SERGEANT CATEGORY EXAMPLE

Figure A6.1. Sample AF Form 1206, First Sergeant Category Example.

NOMINATION FOR AWARD		
AWARD 59th MEDICAL WING RECOGNITION PROGRAM	CATEGORY (If Applicable) First Sergeant	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU
DAFSC/DUTY TITLE 8F000/First Sergeant	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: see attachment 3		
SIGNIFICANT SELF-IMPROVEMENT: see attachment 3		
BASE OR COMMUNITY INVOLVEMENT: see attachment 3		
NOTE: 1. Annual award nominations are limited to 30 lines on the front page of the AF IMT 1206, including the mandatory headings listed above. 3. Be consistent with abbreviation i.e. 1st sgt vs (1Sgt) throughout 1206 4. Use bullet format only. 5. Do not sign this form. 6. Avoid use of ACRONYMS; if you feel you MUST use them, you MUST explain their meaning		

Attachment 7

QUARTERLY AWARD BOARD ROTATIONAL SCHEDULE

Figure A7.1. Quarterly Award Board Rotational Schedule.

<u>1st Quarter</u>	<u>AMN</u>	<u>NCO</u>	<u>SNCO</u>	<u>CGO</u>
<i>PRESIDENT</i>	CSPG	MDOG	CCC	CSPG
	359	959	MDSG	59
	559	DG	559	359
	DG	MDSG	359	DG
	959	559	CSPG	959
	MDOG	359	DG	MDOG

<u>2nd Quarter</u>	<u>AMN</u>	<u>NCO</u>	<u>SNCO</u>	<u>CGO</u>
<i>PRESIDENT</i>	359	959	CCC	359
	MDSG	CSPG	959	MDSG
	559	DG	MDOG	559
	CSPG	MDOG	MDSG	CSPG
	DG	MDSG	559	DG
	959	559	359	959

<u>3rd Quarter</u>	<u>AMN</u>	<u>NCO</u>	<u>SNCO</u>	<u>CGO</u>
<i>PRESIDENT</i>	559	DG	CCC	559
	MDOG	359	CSPG	MDOG
	MDSG	CSPG	DG	MDSG
	359	959	959	359
	CSPG	MDOG	MDOG	CSPG
	DG	MDSG	MDSG	DG

<u>4th Quarter</u>	<u>AMN</u>	<u>NCO</u>	<u>SNCO</u>	<u>CGO</u>
<i>PRESIDENT</i>	MDSG	CSPG	CCC	MDSG
	959	559	559	959
	MDOG	359	359	MDOG
	559	DG	CSPG	559
	359	959	DG	359
	CSPG	MDOG	959	CSPG

Attachment 8

RANK ORDER SCORE SHEET

Figure A8.1. Example of Rank Order Score Sheet.

59 MDW Score Sheet

Categories	CANDIDATE'S RANK/NAME	PACKAGE SCORE	BOARD SCORE	MERIT RANK ORDER
Score each candidate's package based on the following categories: <ul style="list-style-type: none"> • Leadership/Job Performance • Significant Self-Improvement • Base/Community Involvement 				
<u>Board Scoring Process</u>				
1. Score the candidate's package using the 6.0 to 10 point scale prior to face board. Document your scores for each candidate in the appropriate score column.				
2. Scoring is weighted: package 80% and face board 20%				
3. Merit Rank Order will be used to determine winners in the event of a tie. Document your rank order score for each candidate in the "Merit Rank Order" column above. Rank candidates with 1 being highest, 2-runner up, etc (if necessary). Candidate with lowest total "Merit Ranking" is selected winner.				
<u>1206 Scoring Guide</u> Score is based on three categories: <ol style="list-style-type: none"> 1. Leadership/Job performance in Primary Duty 2. Significant Self-Improvement 3. Base or Community Involvement 				
<u>Scoring Scale</u>				
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				
6.0--Needs significant improvement				

Print Name: _____

Signature: _____

Date: _____

Attachment 9

FACE BOARD EVALUATION TOOL

Figure A9.1. Example of Face Board Evaluation Tool.

AWARDS BOARD FEEDBACK SHEET

Nominee's Grade/Name: _____

DRESS AND APPEARANCE

- UNIFORM (ASK YOURSELF- IF THEY TRULY EXCEED THE STANDARD)
- FITS CORRECTLY
- CLEAN AND PRESSED
- RIBBONS/DEVICES ARE CLEAN
- STRIPES ARE SEWN ON STRAIGHT
- U.S. INSIGNIA/BADGES ARE ALIGNED CORRECTLY AND POLISHED
- CORRECT PANT/SKIRT LENGTH
- BLOUSE AND PANT/SKIRT MATERIAL MATCH
- TIE/TAB IS STRAIGHT AND CENTERED
- BUTTONS ARE BUTTONED
- MATERIAL IN POCKETS
- SHOES – SHINED WITH HEELS AND SOLES BLACKENED, ETC
- HAIR IS WITHIN STANDARDS
- CORRECT NUMBER OF RINGS (NO MORE THAN 3)
- CORRECT TYPE AND NUMBER OF EARRINGS

OVERALL IMPRESSION:

MILITARY BEARING

- REPORTING (IN THE MANNER YOU HAVE BEEN BRIEFED)
- USE OF APPROPRIATE TITLES (SIR/MA'AM)
- CORRECT POSTURE – (SITTING AT ATTENTION)

OVERALL IMPRESSION:

COMMUNICATION SKILLS

- CLEAR PRONUNCIATION
- CHOICE OF WORDS



ORGANIZED THOUGHTS
SMOOTH ARTICULATION
EYE CONTACT
LISTENING
NO UNNEEDED GESTURES

OVERALL IMPRESSION:

QUESTIONS

ABILITY TO ORGANIZE RESPONSES
KNOWLEDGE OF SUBJECT
CONSCIOUSNESS OF ANSWER
HAVE A DEFINITE OPINION FOR QUESTIONS

OVERALL IMPRESSION:

Attachment 10

HOW TO MEET A BOARD

A10.1. As the saying goes, “First impressions are lasting impressions.” All boards allow points for dress, appearance, and military bearing. If you study and master the tips below, you will greatly increase your chances for success.

A10.2. Preparation.

A10.2.1. Write down your goals, aspirations, and extra curricular activities. Example: “I have just finished my career development course and am awaiting my 5-skill level. I am enrolled in the Community College of the Air Force and currently possess 24 credit hours. My goal is to receive my Associate’s Degree within two years.” Board members are judging how you express yourself.

A10.2.2. Write down your hobbies and a brief synopsis of your career, this is often an icebreaker question and gives you a chance to talk about yourself.

A10.2.3. Study a copy of the narrative that accompanied your nomination. Board members often ask you to expound on information they find in the write up.

A10.2.4. Obtain and memorize a current chain of command.

A10.2.5. Females: Should wear skirts. Wear slacks and low quarters or low heeled pumps. It’s easier to get the length right on slacks than skirts, and it’s less likely to change when you sit and stand. Lower heels make it easier to make facing movements.

A10.2.6. Practice facing movements in the same shoes you will be wearing when you meet the board. Determine the location of the board and practice on the same floor covering. Lastly, do a pre-visit to the area/room where the board will be held to familiarize yourself with your surroundings.

A10.2.7. Invest in new shoes. If it is raining the day that your board meets, carry your shoes in a plastic bag and change when you get there. Ensure the welt seams of the shoes are free of dirt and dust. If you use edge dressing, ensure you have a fresh coat on. Take a small piece of cloth or old nylon hose to wipe the dust off your shoes.

A10.2.8. If the weather is bad, carry your uniform in a garment bag and change when you get there.

A10.2.9. Do not mix trouser and coat weights. Always get your service dress dry cleaned as a set—never do your trousers and coat separately. This will prevent uneven fading.

A10.2.10. Buy new collar brass and ribbons. Ensure your buttons are straight. Ensure ribbons are in the proper order and that any you wear are listed in PC-III (see your orderly room folks).

A10.2.11. Use masking tape to remove lint from service dress coat.

A10.2.12. Males: Wear shirt garters. Droopy socks and a baggy shirt do not convey the image of a winner.

A10.2.13. Do not have anything in your pockets except your ID card—no keys, change, etc.

A10.2.14. If you meet the board in short sleeve shirt, clean your name tag with wax to remove scratches. Better yet, get a brand new name tag.

A10.2.15. Males: Get a haircut one or two days before meeting the board. Females: Ensure bangs are off your eyebrows and hair does not extend below the bottom of your collar. Don't even make it close—board members shouldn't have to look twice to see if you're in compliance.

A10.3. Meeting the Board.

A10.3.1. Be early. Stand while you wait—do not sit down.

A10.3.2. When you arrive, there will be an official greeter, probably standing outside the meeting room. They should inform you who is on the board, what the reporting instructions are, and any other special instructions—If not, ASK!

A10.3.3. Do not take your hat or purse in the room.

A10.3.4. If you are instructed to knock before entering, knock *once*, but firmly.

A10.3.5. When you open the door, take a good look at the room. Look for the chair you will be sitting in. March by the most direct route to position yourself in the front of the chair facing the board president. Do not stop and perform a facing movement, stop in place. Save the facing movement for your departure. Look directly at the president, salute (if it's an officer) and say, "Sir/Ma'am, Airman/Sergeant _____ reports to the (Airman/NCO of the Quarter/Year, Senior Airman Below-the-Zone) board." The chairperson will return your salute (if officer) and instruct you to be seated.

A10.3.6. Back up until you feel the calves of your legs touch the chair. Do not look back or down. Don't turn your back to the board members until you are departing.

A10.3.7. Sit in the middle of the chair—not on the edge, nor all the way back.

A10.3.8. Sit at attention and place your hands on your thighs. The idea is to be erect and alert, but not rigid. NEVER slouch or recline, even though the chairperson may tell you to relax.

A10.3.9. Do not cross your legs. Place one foot slightly in front of the other.

A10.3.10. Smile and establish rapport with the board.

A10.3.11. The first questions are usually relaxing icebreakers, such as, "Where you are from?" or "Where do you work?"

A10.3.12. When answering questions, do not turn your body—turn your head toward the person asking the question and then pan the board members when giving your answer. Good eye contact is very important.

A10.3.13. After being asked a question, repeat the question and preface your answer with "Sir/Ma'am." Try to give more than the basic answer and use full name and rank in your answer. Example: "Who is the Air Force Chief of Staff?" "Sir, The Air Force Chief of Staff is General Michael D. Ryan, former Commander of United States Air Forces in Europe."

A10.3.14. If you do not understand a question, ask the board member to repeat it. If you do not know the answer at that point, ask to return to the question later. If you know part of the

answer, give it—partial credit is better than none at all. Lastly, if you flat don't know, simply tell the board you don't know the answer to that question.

A10.3.15. When answering opinion type questions, give a thoughtfully considered one. Tell the board members whether or not your opinion is in line with current policy. Most importantly, defend your position with logic, fact, and personal experience, not emotion. Be tactful, don't crusade, don't apologize.

A10.3.16. If the board asks you if you have any comments, thank them for their time and add any other comments that may be appropriate.

A10.3.17. When you are finished, the president will say "Airman/Sergeant _____ you are dismissed."

A10.3.17.1. Answer," Thank you, Sir/Ma'am"

A10.3.17.2. Push down on your thighs with your hands, stand up and look directly at the president.

A10.3.17.3. Salute (if officer) and wait for the salute to be returned. If the president is enlisted, nod your head once.

A10.3.17.4. Perform the appropriate facing movement to put you in direct line with the door. Exit the room smartly, marching with coordinated arm swing.

A10.4. Be yourself. The board wants to know you. You must believe you are worthy of the award being presented--that you are a *WINNER*. Someone else believed it, otherwise they would not have taken time to nominate you.