

**BY ORDER OF THE COMMANDER
673D AIR BASE WING (PACAF)**

**673D AIR BASE WING INSTRUCTION
36-2801**



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Personnel

WING RECOGNITION PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*, and is used in conjunction with AFI 36-2805, *Special Trophies and Awards*, and 673 ABWI 32-6003, *Unaccompanied Housing*. This instruction establishes guidance and procedures relating to the 673d Air Base Wing quarterly and annual awards programs. The intent of this program is to support mission effectiveness through recognition of outstanding military and civilian performers assigned to the 673d Air Base Wing. This publication applies to all members and units of the 673d Air Base Wing at Joint Base Elmendorf-Richardson (JBER). This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and their members on Joint Base Elmendorf-Richardson (JBER). Submit requests for waivers through the chain of command to the publication Office of Primary Responsibility (OPR) for non-tiered compliance items. This instruction cannot be supplemented or further extended. Refer recommended changes and questions about this publication to the OPR, using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for Glossary, References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; as implemented by

AFPD 36-28 Awards and Decorations Programs, AFMAN 36-2125V3 , Mechanized Personnel Procedures, AFMAN 36-2601, Military Personnel Records System, and EO 9397 (SSN). Privacy Act system of records notice F036 AF PC N - Unit Assigned Personnel Information, applies and is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>".

1. Program Objective. To recognize outstanding professionalism, technical competence and extraordinary performance for members assigned/attached to the 673d Air Base Wing (673 ABW). Recognition programs exist in order to reward those individuals and teams who have made significant contributions to the mission, installation and community.

2. Program Roles and Responsibilities. The following offices/organizations have specific responsibilities to support and administer the wing recognition program.

2.1. The **673 ABW/CC** directs implementation of the recognition program and approves all award winners.

2.2. The **673 ABW/CD** presides over Civilian Category I, II, III and IV annual awards selection boards.

2.3. The 673 ABW/CCC:

2.3.1. Manages the overall 673 ABW Quarterly/Annual Awards process and presides over all wing enlisted annual awards selection boards.

2.3.2. Publishes the wing's Quarterly/Annual Awards schedule establishing nomination package suspenses along with wing board and recognition ceremony dates. The schedule will be released no later than 15 Jan each year.

2.3.3. Assists the 673 ABW/CCCE with coordinating the wing's quarterly/annual selection boards to include approving board member nominations, providing necessary guidance and reviewing/verifying board results prior to 673 ABW/CC endorsement.

2.3.4. Coordinates the selection and submission of all wing annual military award winners to 11 AF for the 12 Outstanding Airmen of the Year (OAY), Honor Guard Member (HGM), Honor Guard Program Manager (HGPM), First Sergeant of the Year and Company Grade Officer (CGO) of the Year competitions.

2.3.5. Establishes and presides over the Wing Quarterly Awards Ceremony and Wing Annual Awards Banquet Committees.

2.3.6. Reviews this instruction on an annual basis.

2.4. The 673 ABW/CCCE:

2.4.1. Coordinates with the 673 ABW/CCC to develop and provide all wing organizations with a wing quarterly/annual awards schedule that includes all nomination package suspenses, selection board dates and proposed ceremony/banquet dates.

2.4.2. Drafts messages providing instructions and establishing all necessary suspenses for quarterly/annual awards and forwards messages to group and Wing Staff Agency (WSA) OPRs for action.

2.4.3. Coordinates the wing's Airman (AMN), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), CGO, Civilian and Team quarterly/annual selection

boards. Tasks include solicitation of board members, collecting nomination packages and distributing packages to board members for scoring.

2.4.4. Prepares email correspondence containing nominee packages and sends to each board president before board convening date(s).

2.4.5. Briefs board presidents on procedures before board convening date (as required).

2.4.6. Obtains all award board results and drafts a memorandum identifying the winners for 673 ABW/CCC review, prior to sending to the 673 ABW/CC for endorsement.

2.4.7. Identifies and secures funding for acquisition of trophies, awards and other miscellaneous expenses including engraved plates for all awards.

2.4.7.1. Obtains trophies for quarterly winners in the AMN, NCO, SNCO, CGO, Civilian Category I, Civilian Category II, Civilian Category III, Civilian Category IV and Honor Guard Member categories.

2.4.7.2. Prints certificates for the Dorm Room and Team of the Quarter winners.

2.4.7.3. Coordinates with the Wing Annual Awards Committee on obtaining trophies for annual winners in the AMN, NCO, SNCO, CGO, Civilian Category I, Civilian Category II, Civilian Category III, Civilian Category IV, Honor Guard Member, Honor Guard Program Manager and First Sergeant categories.

2.4.8. Provides instructions to wing award winners to have photos taken for posting on the wing recognition board.

2.4.9. Publishes a recurring schedule for the "Arctic Warrior of the Week" award.

2.4.9.1. Prepares certificate and coin for presentation at the winner's work section.

2.4.9.2. Coordinates with units to ensure winner is present in their work section.

2.4.9.3. Sends slide with narrative to 673 ABW/PA for posting on JBER webpage.

2.4.10. Represents the 673 ABW/CCC on all matters pertaining to the wing recognition program.

2.4.11. Assists 673 ABW/CCC with annual review of this instruction.

2.5. The 673 FSS/FSOX:

2.5.1. Executes the Honor Guard Member of the Quarter/Year Award selection process in accordance with this instruction. Coordinates selection results and the proposed winner with 673 MSG/CCC and 673 MSG/CC prior to forwarding to 673 ABW/CCCE.

2.5.2. Prepares and forwards nomination packages for the wing's HGM and HGPM of the Year. Coordinate with superintendents, first sergeants and/or supervisors to ensure Honor Guard (HG) members are not nominated for another category within the 12 OAY Program. Members can only be nominated for and compete in one category of the 12 OAY Program.

2.5.3. Forwards results to the 673 ABW/CCCE on or before the announced wing suspense date.

2.6. **Group/Squadron Commanders.** Establish unit/group procedures for determining nominees in concert with the guidelines established in this instruction. Ensure nominees are made available for higher level selection programs and recognition ceremonies to the maximum extent practicable.

3. Eligibility, Selection and Nomination Procedures:

3.1. Nominees in quarterly and annual categories must be assigned to JBER for a minimum of one-half the nomination period to be eligible for consideration. The time required is 46 days for quarterly awards and 184 days for annual awards consideration. Deployed Airmen assigned to the 673 ABW are eligible for all categories.

3.2. Nominees submitted for annual awards **DO NOT** have to be quarterly award recipients. Individual quarterly/annual award winners from previous quarter/year **CANNOT** be nominated for the same category the following quarter/year. For example, the 2015 AMN of the Year cannot be submitted as a nominee for the 2016 AMN of the Year.

3.3. Nominees for quarterly/annual awards cannot be nominated for/compete in multiple categories. For example, the HGM of the Year nominee cannot also be nominated for AMN of the Year. Nominees are only allowed to compete in one category at a time.

3.4. Nominees will compete in the category for the grade they held during the majority of the award period. Quarterly nominees will compete in the category for the rank or grade they possessed the majority of the quarter (minimum 46 days). Annual nominees must be nominated and compete in the category of the rank or grade they possessed for the majority of the year (minimum 184 days).

3.5. Any servicemember assigned/attached to the 673 ABW can compete in the appropriate award category so long as they meet all eligibility criteria.

3.6. Military nominees must not have any negative quality force factors and must not be on, nor have been on, a control roster at any point during the award period. Nominees must not be, or have been, under investigation at any point during the award period. Nominees must not have had an open/active Unfavorable Information File (UIF) or Article 15 during the award period.

3.7. Military nominees must have a current passing Air Force fitness score of 80 or higher, and must have maintained a passing score throughout the entire award period. Nominees on profile and unable to test may compete as long as their most current score meets AF standards. Submit current Air Force Fitness Management System II fitness score sheet with each nomination. The document must be submitted with all information and charts on a single page. The nominee's professional appearance and military image must also be carefully considered by the nominating official.

3.8. Civilian nominees must meet performance standards, not have had disciplinary action(s) pending or taken during the award period and must have received an acceptable performance appraisal.

3.9. Each group and the CPTS/WSA may submit one nomination per recognition category.

4. Annual Awards. AMN, NCO, SNCO, CGO, HGM, HGPM and First Sergeant of the Year nominees must meet AETC 12 Outstanding Airmen of the Year (12 OAY) eligibility requirements. These requirements are established and released annually by Higher Headquarters (HHQ).

5. AMN, NCO, SNCO, CGO, and Civilian of the Quarter/Year Nomination Procedures:

5.1. Submit quarterly/annual award nominations to 673 ABW/CCCE using the most current version of the AF Form 1206, Nomination for Award, on or before the established suspense date.

5.2. Complete nomination packages in accordance with the format and instructions provided on the 673 ABW SharePoint® site. Bullets must be limited to accomplishments performed exclusively during the award period.

5.3. The AMN, NCO, SNCO, CGO, HGM, HGPM and First Sergeant of the Year winners will be submitted as the wing's nominees to 11 AF as part of the PACAF Annual Awards competition which feeds into the 12 OAY and Chief Master Sergeant of the Air Force (CMSAF) Recognition Programs.

6. Enlisted (AMN, NCO and SNCO) of the Quarter/Year Selection Procedures:

6.1. The enlisted **Quarterly** award categories will have three separate selection boards (AMN, NCO and SNCO) consisting of six enlisted Airmen who are senior in rank to all nominees. Each group and the CPTS/WSA will have a member on all boards. Individual quarterly boards will be package only (no face-to-face board) and will be structured as follows:

6.1.1. Airman Board - five NCOs plus one MSgt board president.

6.1.2. NCO Board - five SNCOs plus one SMSgt as board president.

6.1.3. SNCO Board - five CMSgts. The board president will be the 673 ABW/CCC or a designated representative.

6.1.4. AF Form 1206 nomination packages will be received and individually scored by board members. Board members will not score nomination packages from their own organizations. Results will be compiled by the board president and forwarded to the 673 ABW/CCCE in accordance with the established suspense.

6.2. The enlisted **Annual** award categories will have six separate selection boards (AMN, NCO, SNCO, HGM, HGPM and First Sergeant of the Year). The First Sergeant of the Year, HGM and HGPM are further detailed in paragraphs 9 and 12 of this instruction. Individual annual boards will consist of a package and a face-to-face board for all six categories.

6.3. The enlisted annual award selection boards (AMN, NCO, SNCO and First Sergeant) will be comprised of a CMSgt from each group and the CPTS/WSA. The board president will be the 673 ABW/CCC. Individual annual boards will be structured as follows:

6.3.1. All enlisted annual award boards will be conducted in two parts. Part one is based on the AF Form 1206 nomination and accompanying documents in the package. Part two consists of a face-to-face board.

6.3.2. AF Form 1206 nomination packages will be received and individually scored by board members prior to the face-to-face board convening.

6.3.3. Any nominee that is unable to meet the face-to-face board will receive a cumulative average of the scores in each category.

6.4. Board members will score the nomination packages (except those from their own organization). Each board member, based on the total score, will then rank order each nominee in the "ranking" column on the provided score sheet. The board president will use the Board President Score Sheet to compute the composite score of each nominee by adding the values from the "ranking" columns of each board member's score sheets. The nominee with the lowest total score in the "Final Ranking" row is the winner. **NOTE:** The board president's scoring will be used only as a tie breaker.

7. Company Grade Officer of the Quarter/Year Selection Procedures:

7.1. The quarterly CGO selection board structure will, at a minimum, consist of one colonel (board president) and five field grade officers or civilian grade equivalent.

7.2. The annual CGO selection board will be chaired by the 673 ABW/CD or a designee in the grade of O-6.

7.3. The CGO quarterly and annual boards will be package only.

7.4. Board members will score the nomination packages (except those from their own organization). Each board member, based on the total score, will then rank order each nominee in the "ranking" column on the provided score sheet. The board president will use the Board President Score Sheet to compute the composite score of each nominee by adding the values from the "ranking" columns of each board member's score sheets. The nominee with the lowest total score in the "Final Ranking" row is the winner. **NOTE:** The board president's scoring will be used only as a tie breaker.

8. Civilian of the Quarter/Year Categories I, II, III and IV Selection Procedures:

8.1. The quarterly civilian selection board, at a minimum, consists of one field grade officer (board president) and five civilians in the grade of GS-11 or higher. The annual civilian selection board will be chaired by the 673 ABW/CD or a designee in the grade of O-6 or a minimum of GS-13.

8.2. Civilian quarterly and annual boards will be package only.

8.3. Each group commander and the CPTS/WSA may submit one nominee in each of the following categories:

8.3.1. Civilian Category I (Junior Level): Non-supervisory WG-1 through WG-8, WL-1 through WL-8, GS-1 through GS-8, NA-1 through NA-6, NL-1 through NL-6 and NF-I and NF-II.

8.3.2. Civilian Category II (Intermediate Level): Non-supervisory WG-9 and above, WL-9 and above, GS-9 through GS-11, NA-7 and above, NL-7 and above and NF-III.

8.3.3. Civilian Category III (Senior Level): Supervisory personnel in grades WS-1 through WS-10, GS-9 through GS-12, to include non-supervisory GS-12, NS-10 and above and NF-IV.

8.3.4. Civilian Category IV (Senior Level): Supervisory personnel in grades WS-11 and above, GS-13 and above and NF-V. **NOTE:** All individuals in the grade levels identified above are eligible, regardless if their title matches their job.

8.4. Nominations will be evaluated on nature of the achievement, development of techniques or procedures that significantly increased mission effectiveness and breadth of impact.

8.5. Board members will score the nomination packages (except those from their own organization). Each board member, based on the total score, will then rank order each nominee in the "ranking" column on the provided score sheet. The board president will use the Board President Score Sheet to compute the composite score of each nominee by adding the values from the "ranking" columns of each board member's score sheets. The nominee with the lowest total score in the "Final Ranking" row is the winner. Note: The board president's scoring will be used only as a tie breaker.

9. First Sergeant of the Year Nomination and Selection Procedures:

9.1. The First Sergeant of the Year Award is part of the CMSAF Recognition Program. Each group and the WSA may submit one First Sergeant of the Year nomination to the 673 ABW/CCCE in accordance with instructions provided by HHQ.

9.2. All first sergeants assigned to the 673 ABW that meet eligibility requirements should be considered for the First Sergeant of the Year Award.

9.3. The First Sergeant of the Year selection board will be comprised of five CMSgts with the 673 ABW/CCC serving as the board president. Individual annual boards will be structured as follows:

9.3.1. First Sergeant annual award boards will be conducted in two parts. Part one is based on the AF Form 1206 nomination package. Part two consists of a face-to-face board.

9.3.2. AF Form 1206 nomination packages will be received and individually scored by board members prior to the face-to-face board convening.

9.3.3. Any nominee that is unable to meet the face-to-face board will receive a cumulative average of the scores in each category.

9.4. Board members will score all of the nomination packages. Each board member, based on the total score, will then rank order each nominee in the "ranking" column on the provided score sheet. The board president will use the Board President Score Sheet to compute the composite score of each nominee by adding the values from the "ranking" columns of each board member's score sheets. The nominee with the lowest total score in the "Final Ranking" row is the winner. **NOTE:** The board president's scoring will be used only as a tie breaker.

10. Team of the Quarter Award Nomination and Selection Procedures:

10.1. This award recognizes the **team** that provided the most significant and recognizable contributions to the mission or the installation. Examples would be planning and executing large ceremonies/events, bringing diverse teams together to innovate/improve operations, and so on.

10.2. A team typically consists of between 3 and 15 eligible candidates (military and/or civilian). Exceptions must be routed through the 673 ABW/CCC for consideration.

10.3. Each team or event lead may submit one nomination per quarter. Submit nominations for Team of the Quarter to the 673 ABW/CCCE.

10.4. Follow the template and instructions located on the 673 ABW SharePoint® site. Packages are evaluated by the 673 ABW/CD and CCC with the 673 ABW/CC ultimately selecting the winner.

10.5. The recipient of this award is chosen based on how well the team contributed to wing or installation activities.

11. “Arctic Warrior of the Week” Award Nomination and Selection Procedures:

11.1. The purpose of the “Arctic Warrior of the Week” Award is to provide immediate public recognition to outstanding performers within the 673 ABW. Military members in the rank of AB/PV1 to SrA/SPC, government civilians up to GS-7 or equivalent and Category I and Category II Non-Appropriated Fund (NAF) employees can be recognized via this program.

11.2. Each group and the CPTS/WSA will submit nominations according to the recurring schedule published by the 673 ABW/CCCE.

11.3. Nominations will be submitted to the 673 ABW/CCCE on Fridays no later than 1200L. If Friday is a holiday, then nominations are due on the preceding Thursday no later than 1200L. Accomplishments will be in narrative format, can be duty or community service related and should showcase positive impacts on the 673 ABW and support to JBER mission partners.

11.4. Nominees must meet the applicable requirements in paragraph 3 of this instruction for at least 30 days prior to award.

11.5. The 673 ABW/CC and 673 ABW/CCC, or their designated representatives, will present the award at the member’s work section.

12. Honor Guard Member (HGM) of the Quarter/Year and HG Program Manager (HGPM) of the Year Nomination and Selection Procedures:

12.1. All Base Honor Guard Airmen are eligible and can be considered for quarterly and annual recognition. Group commander or director nominations are not required for this award. The 673 FSS/FSOX will coordinate nomination and selection with nominee’s primary duty organization to ensure no negative quality indicators exist and that team members have not been nominated to compete in another award category.

12.2. The 673 FSS/FSOX will identify nominees by weighing all Honor Guard Airmen against pre-established selection criteria.

12.3. Nomination packages for HGM quarterly awards are not required. The winner is selected following a performance-based board evaluation.

12.4. HGM quarterly award winners will be determined by the HGPM, Honor Guard NCOIC and at least one Chief Master Sergeant. The HGM winner from the previous quarter

will serve as an advisor to the board and cannot compete. The 673 MSG/CCC, or designated representative, will serve as the board president for quarterly and annual boards.

12.5. The HGM and HGPM of the Year Awards are part of the CMSAF Recognition Program and are recognized at PACAF and higher headquarters. The 673 FSS/FSOX will prepare HGM and HGPM of the Year nominations in accordance with annual guidance received from PACAF.

12.6. Nomination packages for annual awards will be received and individually scored by board members prior to the board convening. HGM of the Year selection will be based on the member's nomination package combined with an in-person performance-based board evaluation. The HGPM of the Year selection will be based solely on the nomination package.

12.7. Board members will score all of the packages. Each board member, based on the total score, will then rank order each nominee in the "ranking" column on the provided score sheet. The board president will use the Board President Score Sheet to compute the composite score of each nominee by adding the values from the "ranking" columns of each board member's score sheets. The nominee with the lowest total score in the "Final Ranking" row is the winner. **NOTE:** The board president's scoring will be used only as a tie breaker.

12.8. Forward name of the winner to the 673 ABW/CCCE in accordance with established suspense.

13. Dorm Room of the Quarter Nomination and Selection Procedures:

13.1. The 673 ABW/CC is responsible for the enlisted dormitory inspection program and tasks squadron commanders with conducting quarterly dorm room inspections. Squadron commanders select their top room to compete at their respective group. Each group and CPTS/WSA will nominate their best room to compete during the wing-level inspection.

13.2. Squadron commanders, group commanders and/or their respective first sergeants, should conduct room inspections each quarter using a locally developed checklist maintained by the First Sergeant Council. Inspections will be conducted no later than the 15th day of Apr, Jul, Oct and Jan.

13.3. The 673 ABW/CCCE will coordinate with the First Sergeant Council OPR to establish a date/time for the wing inspections.

13.4. Quarterly dorm room inspections will be conducted by the 673 ABW/CCC and a designated 673 ABW first sergeant. The winner will be announced during the wing quarterly awards ceremony.

14. Board Procedures. All boards will begin on time at their respective location. Approximately 1 week prior to convening, the 673 ABW/CCCE will publish board times and locations (as applicable).

15. Convening Authorities.

15.1. The 673 ABW/CD is the convening authority for CGO and civilian category boards.

15.2. The 673 ABW/CCC is the convening authority for enlisted boards.

16. Board President Responsibilities.

- 16.1. Contact board members to notify them of any additional requirements.
- 16.2. Ensure all members are properly briefed and that the board is executed in accordance with this instruction.
- 16.3. For face-to-face boards only, ensure room is set up properly prior to the start of the board.
- 16.4. Attempt to resolve significant differences between any board members' final rankings.
- 16.5. In the event of a tie, where no other unbiased means of breaking the tie can be determined, the board president will cast the tie-breaking vote by factoring in his/her scoring of the packages.
- 16.6. Ensure all board members sign their score sheets prior to dismissing the board.
- 16.7. Collect all score sheets from board members and return them to the 673 ABW/CCCE. Board members may keep AF Form 1206s, but may not copy and/or distribute them until after the winners have been announced at the quarterly awards ceremony or annual awards banquet.
- 16.8. Inform board members not to discuss board results with anyone.
- 16.9. Prepare the Board President Score Sheet. Board member scores are not annotated on this sheet. Annotate the rank order (all numbers will be between 1-5). Add these across and the nominee with the lowest score is the winner. Board presidents should engage the 673 ABW/CCCE should they have questions or need clarification. Sign and route this document back to the 673 ABW/CCCE in accordance with established suspense.

17. Board Member Responsibilities.

- 17.1. Be consistent when scoring each AF Form 1206. Apply the same criteria and/or considerations to each package. Evaluate fairly and equitably using the same set of standards for each nominee being scored.
- 17.2. Scoring emphasis should be placed on significant leadership accomplishments, level of responsibility, scope/span of control relative to grade and impact on the mission/unit. Additionally, consider significant actions relative to training/education and community/base involvement. Specific scoring instructions are outlined on the quarterly and annual board member score sheets. Board members should engage their board president should they have questions or need clarification.
- 17.3. Determine which nominee is the most deserving of the recognition and will best represent the unit/wing at the next level of competition (as applicable).
- 17.4. Do not discuss the board results with anyone other than the board president.

18. Award Presentations:

- 18.1. Wing quarterly award nominees and winners will be recognized during the quarterly awards ceremony. Quarterly awards will be presented in April, July, October and January.
- 18.2. Wing annual award nominees and winners will be recognized at a ceremony during the month of February.

18.3. Winners will receive their respective award at the quarterly/annual ceremony. Every effort must be made to ensure all nominees are present.

19. Dress:

19.1. Dress for the Quarterly Awards Ceremony will be Airman Battle Uniform (ABU) for all attendees.

19.2. Dress for the Annual Awards Ceremony will be mess-dress or semi-formal for military. Civilians will wear business or formal evening attire. Any deviations from this standard will be specified by the 673 ABW/CC.

20. Recognition Committees:

20.1. Quarterly Awards Committee chairs are appointed via a rotating schedule. The 673 ABW/CCC establishes a quarterly schedule, tasking each group to handle the quarterly awards ceremony. The committee chair is responsible for acquiring the necessary volunteers to help execute the event(s) during their assigned quarter. The committee chair should work closely with the 673 ABW/CCCE.

20.2. The 673 ABW/CCC will select the committee chair(s) for the 673 ABW Annual Awards Ceremony. The committee chair(s) is/are responsible to establish appropriate subcommittees and solicit adequate volunteers to execute the event.

20.3. The 673 ABW/CCC will provide guidance and oversight for the quarterly and annual awards ceremonies.

21. Information Collections. No information collections are required by this publication.

GEORGE T.M. DIETRICH III, Colonel, USAF
Commander

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

AFPD 36-28, *Awards and Decorations Program*, 26 April 2016

AFI 36-1004, *The Air Force Civilian Recognition Program*, 13 January 2012

AFI 36-2805, *Special Trophies and Awards*, 31 December 2015

673 ABWI 32-6003, *Unaccompanied Housing*, 25 April 2012

Prescribed Forms

No forms were prescribed by this publication

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

ABU—Airman Battle Uniform

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AMN—Airman

ANG—Air National Guard

CGO—Company Grade Officer

CMSAF—Chief Master Sergeant of the Air Force

HG—Honor Guard

HGM—Honor Guard Member

HGPM—Honor Guard Program Manager

HHQ—Higher Headquarters

JBER – Joint Base Elmendorf-Richardson

NCO—Noncommissioned Officer

OAY—Outstanding Airmen of the Year

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SNCO —Senior Noncommissioned Officer

UIF—Unfavorable Information File

WSA—Wing Staff Agency