

**BY ORDER OF THE COMMANDER  
688TH INFORMATION OPERATIONS WING**

**688TH INFORMATION OPERATIONS  
WING INSTRUCTION 36-104**



**14 JUNE 2010**

**Personnel**

**QUARTERLY AND ANNUAL  
RECOGNITION PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 688 IOW/CCC

Certified by: 688 IOW/CV (Colonel  
William J. Morrow, Jr.)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs* and requires collecting and maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857, 10 U.S.C. 8013, Secretary of the Air Force and E.O. 9397 (SSN). The Privacy Act system of records notice F036 AF PC N, *Unit Assigned Personnel Information* and System of Records Notice F900 AF MP applies. The 688th Information Operations Wing (688 IOW) Quarterly and Annual Recognition programs is designed to recognize outstanding technicians, teams, Junior Enlisted Members (Airmen), Noncommissioned Officers (NCO), Senior Enlisted Members (SNCOs), Company Grade Officers (CGOs), and civilian categories I and II (supervisory and nonsupervisory). This instruction outlines policies and procedures for recognizing exceptional qualities of leadership through superior duty performance, self-improvement efforts, and involvement in base and community activities and applies to all uniformed and civilian personnel, assigned or attached to the 688 IOW. 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*; route AF Forms 847 to the publications/forms manager, 688 IOW/MSCP. Ensure that 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 the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Contact supporting records managers as required.

***SUMMARY OF CHANGES***

This publication has been substantially revised and must be reviewed in its entirety. This instruction incorporates the re-designation of AFIOC to the 688 IOW under Twenty-Fourth Air Force (24 AF) and Air Force Space Command (AFSPC), and removes all references to Security Hill, AIA, and ACC. All references to Team Lackland have been changed to Joint Base San Antonio-Lackland, and the Spirit Award has been removed with special passes being added. Additionally, the Defense Civilian Intelligence Personnel System (DCIPS), National Security Personnel System (NSPS), General Schedule (GS; includes GG), and Federal Wage Schedule (FWS) pay bands, plans, grades, and schedules were added to this instruction. Table 5.2 and Note 1 under paragraph 9.9.1, notes 1 and 2 under paragraph 9.10.4, and Table 5.2 have been deleted. A Glossary of References and Supporting Information have been added at Attachment 1.

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## 1. Award Categories:

### 1.1. 688 IOW Quarterly/Annual Awards:

- 1.1.1. Junior Technician
- 1.1.2. Senior Technician
- 1.1.3. Junior Enlisted Member
- 1.1.4. NCO
- 1.1.5. Senior Enlisted Member
- 1.1.6. CGO
- 1.1.7. Civilian Category I
- 1.1.8. Civilian Supervisory Category I
- 1.1.9. Civilian Category II
- 1.1.10. Civilian Supervisory Category II
- 1.1.11. Small Team
- 1.1.12. Large Team

## 2. Nomination Requirements for Annual Awards:

2.1. Award Period. The award period is 1 January through 31 December.

2.2. Assignment Requirement. Nominees for annual awards must be assigned to a 688 IOW organization for at least 6 months of the calendar year. If the member is deployed and the deployed location does not have a recognition program, members are eligible to compete for 688 IOW-level awards. **NOTE:** Nominees for 688 IOW Annual Awards are NOT limited to 688 IOW Quarterly Award winners during the calendar year.

2.3. Nomination Package Suspense. By 1 December of each year, 688 IOW/CCC will establish a specific due date for annual award submissions. However, the due date is subject to change to mirror Twenty-Fourth Air Force (24 AF) and Joint Base San Antonio-Lackland award nomination suspenses.

## 3. Nomination Requirements for Quarterly Awards:

### 3.1. Award Periods:

- 3.1.1. 1 January through 31 March (1st Quarter)

- 3.1.2. 1 April through 30 June (2d Quarter)
- 3.1.3. 1 July through 30 September (3d Quarter)
- 3.1.4. 1 October through 31 December (4th Quarter)

3.2. Assignment Requirement. Nominees for quarterly awards must be assigned to a 688 IOW organization for more than 1 ½ months (=>46 days) of the calendar quarter. Deployed members are eligible to compete for 688 IOW-level awards if no awards program exists at deployed location.

3.3. Nomination Package Suspense. By 1 February of each year, 688 IOW/CCC-E will publish specific due dates for quarterly award submissions. However, the due dates are subject to change to mirror 24 AF and Joint Base San Antonio-Lackland award nomination suspenses.

#### 4. Nomination Procedures:

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

- 4.1.1. Any conviction by court-martial or civilian court
- 4.1.2. Any punishment pursuant to UCMJ, Article 15
- 4.1.3. An active Unfavorable Information File
- 4.1.4. Placement on the Control Roster
- 4.1.5. Failing Physical Fitness Assessment score

4.2. Category Placement. Nominees are placed in categories (see Table 1.) based on the grade held for the majority of the award period.

**Table 1. Nominee Categories.**

Category	Criteria
Junior Technician	Airman Basic through Senior Airman (E-1 - E-4)
Senior Technician	Staff Sergeant or Technical Sergeant (E-5 - E-6)
Junior Enlisted Member	Airman Basic through Senior Airman (E-1 - E-4)
NCO	Staff Sergeant or Technical Sergeant (E-5 - E-6)
Senior Enlisted Member	Master Sergeant and Senior Master Sergeant (E-7 - E-8)
CGO	Second Lieutenant through Captain (O-1 - O-3)
Civilian Category I	YA-1, YD-1, WG-01 – WG-07; GS-01 - GS-08 (FOR DCIPS: IA-01 - IA-02 [Technical/Administrative]; IA-02 [Professional])
Civilian Category II	YA-2, YB-2, YB-3, YD-2, GS-09 - GS-13, WG-08 – WG-15. (FOR DCIPS: IA-03 [Technical/Administrative and Professional]; IA-04 [GG-/GS-13 equivalent and below])
Civilian Supervisory Category I	YC-1, WS-01 – WS-10; GS-01 - GS-08. (FOR DCIPS: IA-01 - IA-02 [Technical/Administrative and Professional - if they supervise subordinate employees])

Category	Criteria
Civilian Supervisory Category II	YC-2, YF-2, GS-09 - GS-13, WS-11 – WS-14. (FOR DCIPS: IA-03 [Supervision/Management]; IA-04 [GG-/GS-13 equivalent and below])
Small Team	2 to 10 members (any combination of 688 IOW civilians and 688 IOW military personnel without regard to grade)
Large Team	11 or more members (any combination of 688 IOW civilians and 688 IOW military personnel without regard to grade)

4.3. **Nomination Quotas.** The Group-level (38 CEG and 318 IOG) are authorized one nomination in each category. The Wing-staff agency (Command Section, DS, FM, HO, IG, MS, SE, and XP) is also authorized one nomination in each category.

4.4. **Nomination Packages.**

4.4.1. All nomination packages will be submitted electronically to 688 IOW/CCC-E in accordance with the previously established suspense.

4.4.2. Nomination packages will consist of an AF Form 1206, *Nomination for Award* (current Form version; in accordance with attachments 1 through 5) and a submission letter (Attachment 12). Nominations from a Group/Wing staff agency may be consolidated in a single letter.

4.5. **Documenting the AF Form 1206.** Number of lines for quarterly and annual awards will be determined by 24 AF and Joint Base San Antonio-Lackland guidance, with 688 IOW nominations written to the HIGHER standard if there is conflicting guidance. 688 IOW/CCC-E will ensure packages going forward to the 24 AF or Joint Base San Antonio-Lackland-level, meet the standard appropriate for that level of competition.

4.5.1. Use bullet format only (sub-bullets are not authorized). Do not use a flowing narrative format. See attachments 1-5 for specific category instructions.

4.5.2. Conclude the write-up with the following security review statement: "Security Reviewed by:" (Ensure the security manager inserts or prints their name, adds the date of their review, and signs [or place "//signed//" on the soft copy of AF Form 1206).

**5. Board Member Selection Process.** Board members will be determined by the 688 IOW/CCC (Junior and Senior Technicians, Amn, NCO, and SNCO awards), 688 IOW/CV (CGO and Team Awards) and 688 IOW/CA (civilian awards).

**Table 2. Annual and Quarterly Awards.**

Category	Board Member Criteria
Junior Technician	One E-5 or E-6 from each Group and one from the Wing staff agency with rotating E-7 as Board President
Senior Technician	One E-7 or E-8 from each Group and one from the Wing staff agency with rotating E-7 or E-8 as Board President
Airman	One E-5 or E-6 from each Group and one from the Wing staff agency with one E-7 (rotating amongst Wing staff agencies) as Board President
NCO	One E-7 or E-8 from each Group and one from the Wing staff agency with 688 IOW/CCF or designated representative as Board

Category	Board Member Criteria
	President
SNCO	One E-8 or E-9 from each Group and one from the Wing staff agency with 688 IOW/CCC as Board President
CGO	One O-4 or O-5 from each Group and one from the Wing staff agency with 688 IOW/CV or designated representative as Board President
Civilian Category I	One IA-5/GS-15/YF-3 or O-6/O-5 from each Group and one from the Wing staff agency with 688 IOW/CA or designated representative as Board President
Civilian Supervisory Category I	One IA-5/GS-15/YF-3 or O-6/O-5 from each Group and one from the Wing staff agency with 688 IOW/CA designated representative as Board President
Civilian Category II	One IA-5/GS-15/YF-3 or O-6/O-5 from each Group and one from the Wing staff agency with 688 IOW/CA or designated representative as Board President
Civilian Supervisory Category II	One IA-5/GS-15/YF-3 or O-6/O-5 from each Group and one from the Wing staff agency with 688 IOW/CA or designated representative as Board President
Small Team	688 IOW/CA, 688 IOW/CCF and 688 IOW/CCC with 688 IOW/CV or designated representative as Board President
Large Team	688 IOW/CA, 688 IOW/CCF and 688 IOW/CCC with 688 IOW/CV or designated representative as Board President

## 6. Board Evaluations:

6.1. CGO. 688 IOW/CV establishes board procedures, delivers specific instructions to each board president, and ensures results are forwarded to 688 IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval. Board members use the CGO Award Board Member Score Sheet at Attachment 6, to rate individual nomination packages.

6.2. Enlisted. 688 IOW/CCC establishes board procedures, delivers specific instructions to each board president, and ensures results are forwarded to 688 IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval. Board members use the Amn/NCO/SNCO Award Board Member Score Sheet at Attachment 7, to rate individual nomination packages.

6.3. Civilian. 688 IOW/CA establishes board procedures, delivers specific instructions to each board president, and ensures results are forwarded to 688 IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval. Board members use the Civilian Award Board Member Score Sheet at Attachment 8, to rate individual nomination packages.

6.4. Technician. 688 IOW/CCC establishes board procedures for Junior and Senior Technician categories. 688 IOW/CCC will deliver specific instructions to each board president, and ensures results are forwarded to 688 IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval. Board members use the Technician Award Board Member Score Sheet at Attachment 9, to rate individual nomination packages.

6.5. Team. 688 IOW/CV establishes board procedures for Team Awards. 688 IOW/CV will deliver specific instructions to each board president, and ensures results are forwarded to 688

IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval. Board members use the Team Award Board Member Score Sheet at Attachment 10, to rate individual nomination packages.

6.6. Score Sheets. Board presidents review all score sheets and complete the Board President Score Sheet at Attachment 11, and forward this score sheet to 688 IOW/CCC-E.

## **7. Announcement of Winners:**

7.1. Individual and Team Awards. Each nominee will be presented a quarterly or annual award certificate, and winners will be presented an additional certificate and memento. Each civilian winner will also receive a Notable Achievement award.

7.1.1. All winners will receive a reserved parking pass. Military members will be given a 1-day pass (quarterly winners) or 3-day pass (annual winners). Commanders and supervisors of civilian members are encouraged to give civilian winners a Time-Off Award of up to 8 hours (quarterly winners) or not more than 3 days (annual winners).

## **8. Consideration for Higher Level Awards:**

8.1. Joint Base San Antonio-Lackland Awards:

8.1.1. All local 688 IOW quarterly and annual awards winners compete in the Joint Base San Antonio-Lackland competition. If a GSU-based member is selected for a 688 IOW quarterly or annual award, his/her package WILL NOT be forwarded to Joint Base San Antonio-Lackland as this award level is based on geography (physical assignment to Lackland AFB). In this case, the highest-placed Lackland-assigned competitor's package will be forwarded to compete at Joint Base San Antonio-Lackland. **NOTES:** Junior and Senior Technician and Team award winners exist only within 688 IOW and GSUs (internal award).

8.2. 24 AF/AFSPC:

8.2.1. All 688 IOW annual award winners are automatically submitted to 24 AF for higher headquarters consideration. Active duty enlisted winners at 24 AF will compete at AFSPC for the 12 Outstanding Airmen of the Year (12 OAY) competition.

NOTES: If a GSU-based member is selected for a 688 IOW annual award, his/her package WILL be forwarded to 24 AF/AFSPC as the 688 IOW representative.

## **9. Program Responsibilities:**

9.1. 688 IOW/CC:

9.1.1. Exercises approval authority over all board recommendations.

9.1.2. Presents awards during recognition ceremonies or designates a representative.

9.2. 688 IOW/CV:

9.2.1. Office of primary responsibility for CGO and team awards programs.

9.2.2. Board president of quarterly and annual CGO and Team awards boards or designates a representative.

9.2.3. Establishes CGO and Team Award board procedures and ensures results are forwarded to 688 IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval.

9.3. Group Commanders/Directors/Superintendents:

9.3.1. Determine nominees for 688 IOW-level awards by conducting a visible awards process within their respective organizations.

9.3.2. Conduct a quality force review on all candidates prior to submission as 688 IOW-level award nominees. Consult with 688 IOW/CCF to ensure military members meet eligibility criteria outlined in paragraphs 4.1 through 4.1.5.

9.3.3. Ensure their organization meets tasking requirements and suspense dates set by 688 IOW/CCC-E.

9.4. 688 IOW/CA:

9.4.1. Office of primary responsibility for all civilian award programs.

9.4.2. Board president of quarterly and annual civilian award boards or designates a representative.

9.4.3. Compiles civilian nominee packages and forwards to board members with an instruction letter and score sheet at least 2 days prior to board.

9.4.4. Establishes civilian award board procedures and ensures results are forwarded to 688 IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval.

9.5. 688 IOW/CCC:

9.5.1. Provides day-to-day oversight of the 688 IOW Awards Program.

9.5.2. Advises 688 IOW/CC, 688 IOW/CV, and 688 IOW/CA on health and effectiveness of 688 IOW Awards Program.

9.5.3. Coordinates with Group/Wing staff agency superintendents to identify board members and presidents.

9.5.4. Establishes enlisted award board procedures and ensures results are forwarded to 688 IOW/CCC-E for consolidation and submission to 688 IOW/CC for approval.

9.5.5. Meets with enlisted board presidents at least 2 days prior to scheduled boards to deliver board instructions and to resolve any concerns.

9.5.6. Performs as the Board President for SNCO quarterly and annual awards.

9.6. 688 IOW/CCC-E:

9.6.1. Establishes date, time, and location of all boards.

9.6.2. Schedules conference rooms to conduct all boards.

9.6.3. Selects one board member from each Group/Wing staff agency meeting criteria specified in Table 2.1.

9.6.4. Schedules a conference room for an awards board pre-brief meeting (at least 2 days prior to the boards) and invites all board presidents and members.

9.6.5. Notifies board presidents, board members, and nominees of dates, times and locations of award boards.

9.6.6. Acts as focal point for collection of AF Form 1206 from Groups/Wing staff agency.

9.6.7. Prepares and forwards board member folders to respective board presidents no later than the scheduled awards board pre-brief meeting.

9.6.8. Prepares congratulatory certificates for all winners on behalf of 688 IOW/CC.

9.6.9. Coordinates with vendor to ensure award hardware is appropriately prepared for each winner prior to the 688 IOW Awards Ceremony.

9.6.10. Provides 688 IOW Awards Ceremony coordinators with all information necessary to ensure an accurate announcement of award recipients.

9.6.11. Provides 688 IOW Public Affairs Office the list of all award winners for publicity purposes.

9.6.12. Coordinates schedule, collection and posting of 5x7 color photos of winners for Building 2000 Awards display case.

9.6.13. Ensures all nomination packages are properly prepared and submitted to 24 AF/CCC according to published suspense dates.

9.6.14. Ensures all nomination packages are properly prepared and submitted to Joint Base San Antonio-Lackland according to published suspense dates.

9.6.15. Coordinates with 688 IOW/MS to purchase award hardware.

#### 9.7. Supervisors:

9.7.1. Support 688 IOW recognition programs by submitting superior performers as described in this instruction and encouraging maximum participation in the quarterly and annual award ceremonies.

9.7.2. Assist in identifying qualified candidates to serve as board presidents and members as described in Table 5.1.

#### 9.8. Winners:

9.8.1. Provide 688 IOW/CCC-E with a full-color 5x7 head and shoulders photo in service dress uniform (military) or professional business attire (civilian) within 5 duty-days of the 688 IOW Awards Ceremony at which they are declared the winner.

#### 9.9. Board President:

9.9.1. Contacts each board member to confirm the date, time and place the board will convene. If a virtual board is convened, packages are to be forwarded to board members at least 24 hours in advance. Board members should understand the Board President's expectations to ensure a fair and equitable process. Ensure the use of score sheets at attachments 6, 7, 8, 9 and 10 to document board members' evaluations.

9.9.2. Ensure nominees are evaluated fairly using the "*whole person*" concept (except for technician awards where award criteria is based solely on technical achievements and accomplishments). Ensure board members understand the entire nomination package is

evaluated on a scale of 6 to 10 points. Ensure each board member then “racks and stacks” the nominations based upon their scores (four packages with scores of 7, 7.5, 6.5 and 10 points would be rated as 10 = 1, 7.5 = 2, 7 = 3 and 6.5 = 4). In cases where two or more board members have “rack and stacked” the same package with a discrepancy/variation of two or more positions (one board member has a package as #1, while a second board member has that same package as #3 or #4), the board president will lead the members to resolve their differences through discussion. If the board members are unable to achieve resolution, the board president will resolve the scoring difference.

9.9.3. Review and reconcile all score sheets. Remind board members to sign and date their score sheets before passing them to you. Soft copy submissions will have the word "signed" for the signatures. Consolidate board member score sheets (attachments 6, 7, 8, 9 or 10) onto the board president's score sheet (Attachment 11) and forward them to 688 IOW/CCC-E.

9.9.4. Reconcile the scores/rankings from each board member and rank nominees. Enter this information in the appropriate area of the Board President Score Sheet at Attachment 11. 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 a winner for Junior and Senior Technician, CGO, Team, and Civilian categories.

9.9.5. Advise board members not to reveal information pertaining to board proceedings (e.g., package scores, board discussion, etc.) to include names of nominees recommended for selection as award winners.

#### 9.10. Board Member:

9.10.1. Conduct an impartial review and score each nomination package solely on its merits (not what you know about the individual), without regard to a nominee's grade, gender, office of assignment, etc. Quality NOT quantity of information provided on the AF Form 1206 is the most significant discriminator. Member's MUST put aside all prejudices and evaluate packages in accordance with the guidelines provided in this instruction.

9.10.2. For Technician and Team Awards, consider efforts to accomplish assigned duties. Scores should be based not only on individual/team effort, but also on the result/impact of their efforts.

9.10.3. For Amn, NCO, SNCO, CGO, and civilian awards, consider each nominee's efforts to accomplish assigned duties, to improve themselves, and to engage in base and community activities. Scores should not only be based on the individual's efforts, but also an indicator of the result/impact of their efforts.

#### 9.11. Scoring Guide:

- 10.0 - Absolutely Superior
- 9.5 - Outstanding
- 9.0 - Few Could Be Better
- 8.5 - Strong
- 8.0 - Slightly Above Average

7.5 - Average

7.0 - Slightly Below Average

6.5 - Below Average

6.0 - Lowest

9.12. **Forms Adopted:**

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

ROBERT J. SKINNER, Colonel, USAF  
Commander

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

Air Force Policy Directive 36-28, *Awards and Decorations Programs*, 1 August 1997

Air Force Manual 33-363, *Management of Records*, 1 March 2008

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFISRA**—Air Force Intelligence, Surveillance and Reconnaissance Agency

**AFMAN**—Air Force Manual

**AFNEWS**—Air Force News

**AFPAM**—Air Force Pamphlet

**AFPD**—Air Force Publishing Directive

**AFSPC**—Air Force Space Command

**CGO**—Company Grade Officer

**DoD**—Department of Defense

**e-Publishing**—the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))

**E.O.**—Executive Order

**FOUO**—For Official Use Only

**GPA**—Grade Point Average

**GSU**—Geographically Separated Unit

**HQ USAF or HAF**—Headquarters Air Force, includes the Secretariat and the Air Staff

**MAJCOM**—Major Command

**NCO**—Noncommissioned Officer

**12 OAY**—12 Outstanding Airmen of the Year

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**PDG**—Professional Development Guide

**PME**—Professional Military Education

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**SNCO**—Senior Noncommissioned Officer

**UCMJ**—Uniform Code of Military Justice

**USC**—United States Code

**USAF**—United States Air Force

**VTC**—Video-Teleconferencing

**Attachment 2****AF FORM 1206 (NOMINATION FOR AWARD)****ADMINISTRATIVE INSTRUCTIONS**

All entries should be entered in ALL CAPS

**AWARD**

688 IOW QUARTERLY AWARD or 688 IOW ANNUAL AWARD

**CATEGORY**

JR TECH, SR TECH, AMN, NCO, SNCO, CGO, SMALL TEAM, LARGE TEAM, ENTRY CIVILIAN CATEGORY I AND II AND CIVILIAN SUPERVISORY CATEGORY I AND II

**AWARD PERIOD**

(XX = last two digits of current year):

1 Jan – 31 Mar XX

1 Apr – 30 Jun XX

1 Jul – 30 Sep XX

1 Oct – 31 Dec XX

1 Jan – 31 Dec XX (for annual submission)

**RANK/NAME OF NOMINEE**

Self-explanatory for individual award

For team award, provide a title best describing the team

**SSN (Enter last 4 Only)**

Self-explanatory for individual award

Not required for Team Award

**MAJCOM, FOA, OR DRU**

AFSPC

**NOMINEE'S TELEPHONE**

DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX

**UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE**

688 IOW/102 HALL BLVD, SUITE 311/LACKLAND AFB/TX/78243-7038

**RANK/NAME OF UNIT COMMANDER/COMMANDER'S TELEPHONE**

COL/ROBERT J. SKINNER/DSN: 969-2091 & COMM: (210) 977-2091

**Attachment 3****AF FORM 1206 (NOMINATION FOR AWARD)  
JUNIOR AND SENIOR TECHNICIAN AWARD  
CONTENT GUIDELINES****SPECIFIC ACCOMPLISHMENTS:**

Describe how well the nominee performed assigned primary 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, Numbered-Air Force-level inspections and/or evaluations. Include technician-related awards received (e.g., SENSOR OLYMPICS, 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.

NOTE 1: Number of lines for 688 IOW quarterly and annual awards will be determined by 24 AF and Joint Base San Antonio-Lackland guidance, with nominations written to the HIGHER standard if there is conflicting guidance. 688 IOW/CCC-E will ensure packages going forward to compete at the 24 AF or Joint Base San Antonio-Lackland-level meet the standard appropriate for that level of competition.

NOTE 2: Use bullet format only. Do not use a flowing narrative format. Sub-bullets are NOT authorized.

NOTE 3: Acronym lists are permitted on the front or back of the AF Form 1206.

NOTE 4: Classification: May contain classified material up to TS/SCI. All bullets must be portion marked with appropriate classification markings.

NOTE 5: Conclude the write-up with the following security review statement: "Security Reviewed by:" (Insert/print name of security manager and must be signed/dated by security manager). Annotate the security review statements at the bottom of the quarterly submission or the back of the annual.

**Attachment 4****AF FORM 1206 (NOMINATION FOR AWARD)  
AMN, NCO, SNCO AND CGO AWARD  
CONTENT GUIDELINES****SPECIFIC ACCOMPLISHMENTS BLOCK:****LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (60% of score):**

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, Numbered-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 (20% of score):**

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 member.

**BASE OR COMMUNITY INVOLVEMENT (20% of score):**

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.).

NOTE 1: Number of lines for 688 IOW quarterly and annual awards will be determined by 24 AF and Joint Base San Antonio-Lackland guidance, with nominations written to the HIGHER standard if there is conflicting guidance. 688 IOW/CCC-E will ensure packages going forward to compete at the 24 AF or Joint Base San Antonio-Lackland-level meet the standard appropriate for that level of competition.

NOTE 2: Use bullet format only. Do not use a flowing narrative format. Sub-bullets are NOT authorized.

NOTE 3: Acronym lists are permitted on the front or back of the AF Form 1206.

NOTE 4: Classification: UNCLASSIFIED.

NOTE 5: Conclude the write-up with the following security review statement: "Security Reviewed by:" (Insert/print name of security manager and must be signed/dated by security manager). Annotate the security review statements at the bottom of the quarterly submission or the back of the annual.

**Attachment 5**

**AF FORM 1206 (NOMINATION FOR AWARD)  
SMALL/LARGE TEAM AWARD  
CONTENT GUIDELINES**

**SPECIFIC ACCOMPLISHMENTS:**

Describe how well the team performed assigned primary 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 team that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include team-related awards received (e.g., Information Assurance Unit of the Year, etc.). The team's leadership and performance, including the development of new techniques, must contribute significantly to increased mission effectiveness during the current calendar year or quarter, as applicable.

List Team Members at the bottom of the quarterly submission or the back of the annual submission as follows:

Name	Organization	Role
Mr. John Doe	688 IOW/DS	Team Lead
Capt Jim Brown	688 IOW/MSR	Team Member
TSgt Jane Smith	23 IOS	Team Member

NOTE 1: Number of lines for 688 IOW quarterly and annual awards will be determined by 24 AF and Joint Base San Antonio-Lackland guidance, with nominations written to the HIGHER standard if there is conflicting guidance. 688 IOW/CCC-E will ensure packages going forward to compete at the 24 AF or Joint Base San Antonio-Lackland-level meet the standard appropriate for that level of competition.

NOTE 2: Use bullet format only. Do not use a flowing narrative format. Sub-bullets are NOT authorized.

NOTE 3: Acronym lists are permitted on the front or back of the AF Form 1206.

NOTE 4: Classification: May contain classified material up to TS/SCI. All bullets must be portion marked with appropriate classification markings.

NOTE 5: Conclude the write-up with the following security review statement: "Security Reviewed by:" (Insert/print name of security manager and must be signed/dated by security manager). Annotate the security review statements at the bottom of the quarterly submission or the back of the annual.

**Attachment 6****AF FORM 1206 (NOMINATION FOR AWARD)  
CIVILIAN AWARD  
CONTENT GUIDELINES****SPECIFIC ACCOMPLISHMENTS BLOCK:****LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (60% of score):**

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 impact the unit and/or mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations.

**SELF-IMPROVEMENT INITIATIVES (20% of score):**

Show how the member developed or improved skills related to primary duties; e.g., formal training, on-the-job training, Office of Personnel Management courses, local training courses offered by the Civilian Personnel Office or local contractors, independent study, non-credit courses, and so forth. Include completion of any PME, including awards earned in-residence attendance; e.g., Squadron Officer School. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, and grade point average (GPA) 3.5 or above.

**BASE OR COMMUNITY INVOLVEMENT (20% of score):**

Define the scope and impact of the member's positive leadership and involvement in both the military and civilian communities. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events

NOTE 1: Number of lines for 688 IOW quarterly and annual awards will be determined by 24 AF and Joint Base San Antonio-Lackland guidance, with nominations written to the HIGHER standard if there is conflicting guidance. 688 IOW/CCC-E will ensure packages going forward to compete at the 24 AF or Joint Base San Antonio-Lackland-level meet the standard appropriate for that level of competition.

NOTE 2: Use bullet format only. Do not use a flowing narrative format. Sub-bullets are NOT authorized.

NOTE 3: Acronym lists are permitted on the front or back of the AF Form 1206.

NOTE 4: Classification: UNCLASSIFIED.

NOTE 5: Conclude the write-up with the following security review statement: "Security Reviewed by:" (Insert/print name of security manager and must be signed/dated by security manager). Annotate the security review statements at the bottom of the quarterly submission or the back of the annual.

Attachment 7

CGO AWARD BOARD MEMBER SCORE SHEET

Table A7.1. CGO AWARD BOARD MEMBER SCORE SHEET.

NOMINEE'S NAME	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10	COMMENTS/RANKING

10 - ABSOLUTELY SUPERIOR; 9.5 - OUTSTANDING; 9.0 - FEW COULD BE BETTER; 8.5 - STRONG; 8.0 - SLIGHTLY ABOVE AVERAGE; 7.5 - AVERAGE; 7.0 - SLIGHTLY BELOW AVERAGE; 6.5 - BELOW AVERAGE; 6.0 - LOWEST

BOARD MEMBER'S SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

**Attachment 8**

**AMN, NCO, SNCO AWARD BOARD MEMBER SCORE SHEET**

**Table A8.1. AMN, NCO, SNCO AWARD BOARD MEMBER SCORE SHEET.**

NOMINEE'S NAME	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10	COMMENTS/RANKING

10 - ABSOLUTELY SUPERIOR; 9.5 - OUTSTANDING; 9.0 - FEW COULD BE BETTER; 8.5 - STRONG; 8.0 - SLIGHTLY ABOVE AVERAGE; 7.5 - AVERAGE; 7.0 - SLIGHTLY BELOW AVERAGE; 6.5 - BELOW AVERAGE; 6.0 - LOWEST

BOARD MEMBER'S SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

Attachment 9

CIVILIAN AWARD BOARD MEMBER SCORE SHEET

Table A9.1. CIVILIAN AWARD BOARD MEMBER SCORE SHEET.

NOMINEE'S NAME	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10	COMMENTS/RANKING

10 - ABSOLUTELY SUPERIOR; 9.5 - OUTSTANDING; 9.0 - FEW COULD BE BETTER; 8.5 - STRONG; 8.0 - SLIGHTLY ABOVE AVERAGE; 7.5 - AVERAGE; 7.0 - SLIGHTLY BELOW AVERAGE; 6.5 - BELOW AVERAGE; 6.0 - LOWEST

BOARD MEMBER'S SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

Attachment 10

TECHNICIAN AWARD BOARD MEMBER SCORE SHEET

Table A10.1. TECHNICIAN AWARD BOARD MEMBER SCORE SHEET.

NOMINEE'S NAME	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10	COMMENTS/RANKING

10 - ABSOLUTELY SUPERIOR; 9.5 - OUTSTANDING; 9.0 - FEW COULD BE BETTER; 8.5 - STRONG; 8.0 - SLIGHTLY ABOVE AVERAGE; 7.5 - AVERAGE; 7.0 - SLIGHTLY BELOW AVERAGE; 6.5 - BELOW AVERAGE; 6.0 - LOWEST

BOARD MEMBER'S SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

Attachment 11

TABLE A11.1. TEAM AWARD BOARD MEMBER SCORE SHEET.

NOMINEE'S NAME	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10	COMMENTS/RANKING

10 - ABSOLUTELY SUPERIOR; 9.5 - OUTSTANDING; 9.0 - FEW COULD BE BETTER; 8.5 - STRONG; 8.0 - SLIGHTLY ABOVE AVERAGE; 7.5 - AVERAGE; 7.0 - SLIGHTLY BELOW AVERAGE; 6.5 - BELOW AVERAGE; 6.0 - LOWEST

BOARD MEMBER'S SIGNATURE

\_\_\_\_\_ Date: \_\_\_\_\_

Attachment 12

**BOARD PRESIDENT MASTER SCORE SHEET**

**Table A12.1. BOARD PRESIDENT MASTER SCORE SHEET.**

NOMINEE'S NAME	BOARD MEMBER RANK NAME UNIT	TOTAL	RANK					

10 - ABSOLUTELY SUPERIOR; 9.5 - OUTSTANDING; 9.0 - FEW COULD BE BETTER; 8.5 - STRONG; 8.0 - SLIGHTLY ABOVE AVERAGE; 7.5 - AVERAGE; 7.0 - SLIGHTLY BELOW AVERAGE; 6.5 - BELOW AVERAGE; 6.0 - LOWEST

PERSON RANKED #1 RECEIVES 1 POINT #2 RECEIVES 2 POINTS #3 RECEIVES 3 POINTS ETC.....LOW POINT TOTAL IS WINNER

BOARD PRESIDENT'S SIGNATURE \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment 13**  
**SUBMISSION LETTER**

(DATE)

MEMORANDUM FOR 688 IOW/CC

FROM: NOMINATING ORGANIZATION

SUBJECT: AWARD NOMINATIONS

1. *Organization* is proud to submit a nomination package in the category--**identify category**.

**OR**

1. *Organization* is proud to submit nomination packages in the following categories:

*(List all categories)*

2. *All packages have been reviewed by a security manager and contain no classified information.*

3. For additional information, please contact my POC (**Rank Last Name**) at (enter **telephone number**).

***Nominating Official's Signature Block***  
(CC or Director)