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Personnel

SPECIAL TROPHIES AND AWARDS

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs,* and describes special trophies and awards programs sponsored by the United States Air Force (USAF) and by private organizations that seek Air Force participation. It applies to all active duty Air Force, Air Force Reserve (AFRES), and Air National Guard (ANG) members, and civilian employees paid through appropriated funds. It outlines how to nominate deserving individuals or units for these awards. Refer to **Attachment 1** for glossary of abbreviations and acronyms. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. HQ AFPC/DPPPRS must coordinate all supplements. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AF MP A, *Awards and Decorations*, applies.

(79MDW) This publication supplements Air Force Instruction 36-2805, *Special Trophies and Awards*. It provides guidance and procedures for the nomination, selection, and recognition of outstanding company grade officers (CGO), senior noncommissioned officers (SNCO), noncommissioned officers (NCO), Airmen (AMN), civilians (Cat I, II, III) and volunteers assigned to the 79th Medical Wing. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units or members, except those assigned directly to 79 MDW (quarterly awards only). 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. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/**.

SUMMARY OF CHANGES

This change incorporates interim change (IC) 2000-1 which changes the award criteria for the USAF First Sergeant of the Year Award (paragraphs **3.3.1.** through **3.3.1.5.**) and the 12 Outstanding Airmen of the Year (paragraphs **3.4.6.2.** through **3.4.6.2.5.**). See the last attachment of the publication, IC 2000-1, for the complete IC. A bar (|) indicates revision from the previous edition.

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Chapter 1

GENERAL INFORMATION REGARDING SPECIAL TROPHIES AND AWARDS

1.1. Nominating Procedures. Commanders at all levels actively advertise the nomination procedures for trophies and awards. Commanders verify achievements and nominate those qualified for appropriate awards. MAJCOM, FOA, or DRU commanders, vice commanders, or executive directors indorse nominations on their personnel. When nominating persons or units assigned to other commands, commanders acquire by letter, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to HQ AFPC/DPPPRS, with the parent MAJCOM, FOA, or DRU commander's coordination.

1.2. Air Force-level Awards. Air Force functional activities or private organizations establish Air Force-level awards. The designated OPR and HQ USAF/DPXPQ approve implementing instructions. Notify HQ USAF/DPXPQ when the award is terminated.

1.2.1. The experts in a given function will manage functional awards. Functional managers will ensure nomination write-ups are limited to two pages, using the Air Force Form 1206, ***Nomination for Award***. Exceptions to this requirement must be approved by HQ USAF/DPX. Functional areas requiring the use of base visits to determine award winners will limit such visits to one visit per base per award.

1.3. Wartime Guidance. Programs governed by this instruction will continue during conflicts below the level of declared war. In the event of a national emergency declared by Congress or the President of the United States, programs sponsored by Headquarters (HQ) USAF may be suspended. The Air Force will suspend administrative support for programs sponsored by private organizations.

1.4. Establishing Special Trophies and Awards Programs. Commanders at any level may establish special trophies and awards programs to recognize military and civilian members and units or organizations. Include such recognition programs in appropriate base supplements.

1.4.1. Awards may be named in honor of living or deceased Air Force military members and Department of the Air Force (DAF) civilians who had honorable records and made significant contributions to the Air Force or to the functional area in which the award is being established. Consider individuals of prominence or those whose careers or actions were important and meaningful to the function in which the award will be established. Thoroughly review the career and personal history of the individual to ensure the individual is worthy of such honor before naming an award in their honor. When establishing an award, the designated award OPR or manager will send a letter, signed by the appropriate commander or vice commander, to HQ AFPC/DPPPRS notifying of the establishment of the award. Include the award and criteria in an appropriate supplement or instruction. Process all supplements and instructions in accordance with AFI 37-160V1, *The Air Force Publications and Forms Management Programs – Developing and Processing Publications*. Commanders at all levels are responsible for ensuring and maintaining the integrity of special trophies and awards programs. All awards named for individuals will be established only in accordance with this instruction. The requirements of this instruction are mandatory when considering memorial-type awards. List what sources were reviewed to perform the background check and that verification has been made that no

derogatory information was found on the individual which would preclude naming an award in their honor.

1.4.2. Possible sources to review when determining individuals' suitability for memorialization are:

1.4.2.1. Military personnel records (retired or deceased military members), which are located at the National Personnel Records Center (NPRC), Air Force Reference Branch, 9700 Page Boulevard, St. Louis MO 63132-5100.

1.4.2.2. Civilian personnel records (retired or deceased DAF civilians), which are located at the National Archives and Records Administration, NPRC (Civilian Personnel Records), 111 Winnebago Street, St. Louis MO 63118.

1.4.2.3. Public libraries for archived newspaper articles.

1.4.2.4. Local newspapers.

1.4.2.5. Local courthouse records.

1.4.2.6. Local Air Force Office of Special Investigations or Security Police.

1.4.2.7. Interview family, friends, acquaintances, and coworkers.

1.4.3. Do not duplicate existing trophies and awards programs in either name or criteria. (Recognizing an achievement or accomplishment in performance reports or a citation to accompany an award is not considered duplication or dual recognition.) Award elements will not duplicate elements of existing formal award programs. Refer to AFI 65-601, volume 1, *USAF Budget Guidance and Procedures,* for further guidance regarding funding for award elements. Awards must be of nominal value. Awards may not be redeemable for cash, merchandise, or services. The cost of awards will be commensurate with the significance of the achievement being recognized.

1.4.4. A one-time unique trophy or award may be given to an individual or unit whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force.

1.5. Travel for Military Members or Department of the Air Force Civilians. Air Force military or Department of the Air Force civilian personnel selected for an award listed in this instruction will attend the presentation ceremonies at government expense. When a unit is selected to receive an award, the unit commander attends the presentation ceremony to accept the award on behalf of the unit.

1.6. Travel for Non-Military Members or Non-Department of the Air Force Civilians. When individuals who are neither military members nor Department of the Air Force civilians are selected as recipients of these awards, authorize invitational travel so they may attend the presentation ceremony. Refer to the Joint Travel Regulation for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians.

1.6.1. MAJCOM commanders or vice commanders are authorized to approve spouse travel for award recipients assigned to their command. This approval authority may not be further delegated. When spouse travel is approved, invitational travel orders will be issued and only transportation costs will be funded. Per diem will not be paid. If there is no spouse, the member may elect to invite one family member to attend the award ceremony. Spouse travel applies to only the following Air Force-level awards ceremonies:

1.6.1.1. USAF First Sergeant of the Year Award.

1.6.1.2. 12 Outstanding Airmen of the Year.

1.6.1.3. General and Mrs. Jerome F. O'Malley Award.

1.6.1.4. Verne Orr Award.

1.6.1.5. Joan Orr Air Force Spouse of the Year Award.

1.6.1.6. Lance P. Sijan USAF Leadership Award.

1.6.1.7. Koren Kolligian Trophy (OPR'd by HQ USAF/SE).

1.6.1.8. Collier Trophy (OPR'd by HQ USAF/XOOA).

1.6.1.9. Cheney Award (OPR'd by HQ USAF/XOOA).

1.6.1.10. Aviator's Valor Award (OPR'd by HQ USAF/XOOA).

1.6.1.11. Mackay Trophy (OPR'd by HQ USAF/XOOA).

1.6.1.12. General Thomas D. White USAF Space Trophy (OPR'd by HQ USAF/XOOA).

1.7. Funds. Authorize funds for reasonable costs of trophies, plaques, and so forth for presentation purposes. Do not authorize cash awards.

1.7.1. Use appropriated funds for trophies and awards to recognize mission accomplishment. Such awards include Junior Officer, Noncommissioned Officer (NCO), or Airman of the Quarter or Year, functional work area, and so on. Refer to AFI 65-601, volume 1. This authority does not apply to awards for employees who are paid from nonappropriated funds (NAF) according to policies regarding the use of NAF.

1.7.2. Do not use NAFs to supplement awards paid from appropriated funds. When appropriated funds are not available or are not authorized, the commander may use NAF to buy trophies and awards, if authorized by AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Do not use NAFs for awards to civilian personnel who are paid from appropriated funds.

1.7.3. Handle trophies or funds donated to set up a special trophy or award under AFI 51-601, *Gifts to the Department of the Air Force*.

1.8. Air Force Recognition Ribbon Eligibility. Award this ribbon to certain recipients selected or announced as recipients of Air Force-level special trophies and awards. Any recipient selected since that particular award was established on an Air Force-wide level receives the ribbon.

1.8.1. The following military members wear the ribbon:

1.8.1.1. Named individuals who receive Air Force-level special trophies and awards listed in this instruction.

1.8.1.2. Named individuals who receive a functional Air Force-level special trophy or award managed by the functional area of responsibility. Recipients must be determined by Air Force-wide competition in that functional specialty.

1.8.1.3. Civilian recipients who meet the criteria in paragraphs **1.8.1.1.** and **1.8.1.2.** wear the Air Force Recognition lapel pin.

1.8.2. The following are not eligible to receive the ribbon:

1.8.2.1. Organizations, units, or activities cited as recipients of Air Force-level special trophies or awards.

1.8.2.2. Members assigned to such cited organizations, units, or activities. ***EXAMPLE:*** When a unit or organization is named as the recipient, no one in that cited unit or organization is awarded the ribbon.

1.8.2.3. Nominees and selectees of special trophies and awards programs at MAJCOM, FOA, DRU, base, or unit levels.

1.8.2.4. Nominees or selectees for 12 Outstanding Airmen of the Year (12 OAY). The appropriate ribbon (Outstanding Airman of the Year Ribbon) is described in paragraph **3.4.7.**

1.8.3. OPRs of Air Force-level functional special trophies and awards include entitlement information to the ribbon in instructions pertaining to their functional special trophies and awards programs. OPRs will send a message each year to their functional counterparts announcing the recipients of their respective awards. Send a copy of the message to the member's Military Personnel Flight (MPF), Customer Service Element, for personnel data system (PDS) update and file in the member's military personnel records.

Chapter 2

PREPARING NOMINATION PACKAGES FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPPRS

2.1. Preparing Nominations.

2.1.1. Prepare nominations for awards HQ AFPC/DPPPRS manages as outlined in the respective paragraphs.

2.1.2. MAJCOMs, FOAs, and DRUs will ensure nominations arrive at HQ AFPC/DPPPRS by the dates shown for each award. MAJCOMs, FOAs, and DRUs will send a letter or message to HQ AFPC/DPPPRS by the date shown if no nominations will be submitted for any of these awards.

2.1.3. The following instructions apply to all awards for which HQ AFPC/DPPPRS is the OPR (unless noted otherwise in the award nomination instructions).

2.1.4. Use AF Form 1206, **Nomination for Award,** when required in the award description. Use a bullet or point-paper format, not running narrative. HQ AFPC/DPPPRS is the Air Force OPR for this form. Other functional awards OPRs may use the form.

2.1.5. For those awards requiring the write-up be placed on bond paper, limit each write-up to the length cited in the instructions for the award, and follow the prescribed format.

2.1.6. Do not sign the write-ups.

2.1.7. Send one base-level report of individual personnel (RIP) (records review) with each individual nomination. Do not send RIPs when submitting a team, unit, or organization.

2.1.8. Avoid flowery prose and hyperbole. State the facts.

2.1.9. Use the format in **Attachment 2** when biographies are required.

2.1.10. Use the format in **Attachment 3** when citations are required.

2.1.11. Send an original and five complete copies of each nomination package. ***EXCEPTION***: Send an original and eight copies for the 12 Outstanding Airmen of the Year and the USAF First Sergeant of the Year Award.

2.1.12. Fasten each nomination with paper clips and place in a folder. Do not include supporting documents such as published articles or books. Do not staple or punch holes in the packages.

2.1.13. Send through command channels and get the indorsement of the MAJCOM/FOA/DRU commander, vice commander, or executive director.

2.1.14. Do not send classified material.

2.1.15. Note any special requirements shown in the description of the award.

2.1.16. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.

2.1.17. The MAJCOM, FOA, or DRU Director of Personnel (DP) must sign negative submission responses.

Chapter 3

CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPPRS

3.1. Team of the Year Award. Each year, the Air Force Association (AFA) selects a specific enlisted career field for recognition. These are professionals who clearly display superior technical expertise, attract the praise of their superiors, and provide leadership and inspiration to their coworkers. Individuals nominated need not be members of a team in the traditional sense of the term; they need only be assigned to the same career field. The AFA honors the five members and their spouses (if applicable) at a ceremony each May in Washington DC. The period of the award is 1 January - 31 December. HQ AFPC/DPPPRS solicits nominations from the appropriate Air Force functional manager for that career field and provides further guidance to the functional manager concerning nominations. ***Note: Do not submit nominations unless you receive a tasking to do so from either AFPC or the Air Force functional manager of that career field.***

3.1.1. Limit the write-up to two single-spaced typewritten pages, using AF Form 1206 for both pages. Use bullet (talking paper or point paper) format. Do not sign the write-up.

3.1.2. Send a biography, limited to one single-spaced typewritten page (**Attachment 2**).

3.1.3. Send citation with each nomination (**Attachment 3**).

3.2. Non Commissioned Officers Association (NCOA) Vanguard Award. Each year, the NCOA recognizes a noncommissioned officer from each of the military services, who has performed a particularly heroic act, on or off duty, that resulted in the saving of life or in preventing serious injury. The NCOA conducts presentation ceremonies each summer at the NCOA's annual convention. The NCOA notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the NCOA. The period of service for the award is 1 January - 31 December.

3.2.1. Nominate Air Force enlisted members in grades SSgt through CMSgt for this award.

3.2.2. The heroic act must be voluntary action initiated by the nominee and not a result of directions or orders.

3.2.3. The act must have been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

3.2.4. Send nominations to HQ AFPC/DPPPRS by **1 March**.

3.2.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

3.2.6. Limit the write-up to one single-spaced typewritten page, using the AF Form 1206.

3.2.7. Send a biography limited to one single-spaced typewritten page (**Attachment 2**).

3.2.8. Do not send nominations for posthumous awards.

3.3. USAF First Sergeant of the Year Award. This award, established by the Air Force, recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant

career field, Special Duty Identifier 8F000. The Air Force Sergeants Association (AFSA) honors the recipient during presentation ceremonies each summer at the AFSA annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The award element consists of an engraved plaque. The period of service for the award is 1 January -31 December.

3.3.1. Nominees must serve in the position of First Sergeant **and** have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.3.1.1. 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, MAJCOM, 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.

3.3.1.2. Significant Self-Improvement. Show how the member 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, and so forth. 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. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.3.1.3. 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 Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.3.1.4. DELETED.

3.3.1.5. DELETED.

3.3.2. Each MAJCOM, FOA, and DRU may submit one nomination.

3.3.3. Send nominations to HQ AFPC/DPPPRS by **30 April**.

3.3.4. Send a general information page using the format shown in **Attachment 6**.

3.3.5. Limit the write-up to two single-spaced typewritten pages using the lead-off subjects in the above paragraphs. Use the AF Form 1206 for both pages.

3.3.6. Send a biography, limited to one single-spaced typewritten page (**Attachment 2**).

3.3.7. Send an original and eight copies of each nomination package.

3.3.8. Do not send nominations for posthumous awards.

3.4. 12 Outstanding Airmen of the Year (12 OAY) Award. Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. The AFA honors the 12 OAY and their spouses at its annual convention in Washington DC each year. HQ

AFPC/DPPP sends a message outlining nomination procedures to the MAJCOMs, FOAs, and DRUs each year. Send nominations to HQ AFPC/DPPPRS by **30 April**.

3.4.1. There are three categories of competition: Airman (airman through senior airman); NCO (sergeant and technical sergeant); and Senior NCO (master sergeant through chief master sergeant).

3.4.2. Base nominations only on achievements that occurred during the current calendar year. For example, the nominees' achievements for the 1998 program should cite achievements occurring from 1 January 1997 through 31 December 1997. Since nominees are representatives of the Air Force enlisted force, they must also stand the test of a "whole life/whole career" scrutiny, although the observation period for the award is 1 year.

3.4.3. All nominees must sign a statement of intent agreeing if selected as a MAJCOM, FOA, or DRU nominee, they will obtain the required retainability in order to compete at Air Force level. All nominees who meet the Air Force selection board must have sufficient retainability so that, if selected as a 12 OAY, they can serve on the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12 OAY. For example, the 1998 12 OAY serve from September 1998 through September 1999. Therefore, the 1998 MAJCOM and DRU nominees would need retainability through 30 September 1999. The annual HQ AFPC/DPP nomination message outlines procedures to follow to obtain retainability for those MAJCOM and DRU nominees who do not have sufficient retainability. Contact AFPC Personnel Procurement Division, Reenlistment Branch (HQ AFPC/DPPAE), for assistance regarding retainability. Failure on the part of the MAJCOM or DRU to meet retainability requirements on their nominee will result in the nominee being withdrawn from the Air Force-level competition. If an individual is not selected as a 12 OAY, cancel the extension.

3.4.4. Send statement of intent, signed and dated by the nominee, which includes the following statements verbatim:

3.4.4.1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as a 12 OAY."

3.4.4.2. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander and MAJCOM/CCC to publicize and promote 'the Air Force way of life' and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention."

3.4.4.3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.4.5. If the MAJCOM or DRU will not submit nominations, send a letter or message to HQ AFPC/DPPPRS advising of this.

3.4.6. Nomination packages will include:

3.4.6.1. A general information page formatted as shown in **Attachment 5**.

3.4.6.2. A write-up, limited to two single-spaced typewritten pages, using the AF Form 1206 for both pages. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers.

Nominations must include the following areas and cite examples that occurred **only during the award period**.

3.4.6.2.1. 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, MAJCOM, 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.

3.4.6.2.2. Significant Self-Improvement. Show how the member 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, and so forth. 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. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.4.6.2.3. 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 Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.4.6.2.4. DELETED.

3.4.6.2.5. DELETED.

3.4.6.3. Send a biography, limited to one single-spaced typewritten page (**Attachment 2**).

3.4.6.4. Send an original and eight copies of each nomination package.

3.4.7. Outstanding Airman of the Year Ribbon (OAYR). Each airman nominated to the Air Force-level competition receives the OAYR. HQ AFPC/DPPPRS sends a letter to the nominees' respective MAJCOM or DRU. The letter is the source document indicating those individuals listed in the letter are authorized to wear the OAYR. The MPF places a copy of the letter in the member's personnel record. MPFs will follow update procedures in AFI 36-2803, *Individual and Unit Awards and Decorations*. (See AFI 36-2803 and AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, for more information regarding wear of the ribbon.) The Air Force message announcing the 12 OAY is an additional source document for the 12 selectees only. The 12 selectees wear the OAYR with bronze service star device.

3.4.8. Service Dress Uniform. All individuals nominated to the Air Force-level competition receive a service dress uniform from Headquarters Army and Air Force Exchange (AAFES). HQ AAFES sends a letter to the nominees authorizing the uniform.

3.4.9. Outstanding Airman Badge (OAB). The 12 OAY wear the OAB for 1 year from the date of formal presentation. The badge is presented to the 12 OAY during the AFA convention each September.

3.4.10. The office of the Chief Master Sergeant of the Air Force (HQ USAF/CCC) sends travel and billeting information for the 12 OAY and their spouses to attend the AFA convention. In addition to being recognized and honored at the AFA's annual convention, each of the 12 OAY serves as a member of the AFA Enlisted Advisory Council for the year immediately following the annual AFA convention. As members of this council, they attend subsequent meetings at the call of the council chairman.

3.4.11. Travel Funding for the 12 OAY. Fund travel from normal temporary duty (TDY) funds of the unit to which the 12 OAY are assigned in order that they may attend the AFA convention, any follow-on meetings of the AFA Enlisted Advisory Council, and all other events requiring their attendance in support of recruiting and retention.

3.4.11.1. If unit funds are insufficient to fund travel, MAJCOMs will provide any additional funding to the units to cover travel or other related expenses involving the 12 OAY in regard to public appearances and so forth on behalf of recruiting and retention matters.

3.4.11.2. MAJCOM/CCCs will maintain records of all travel (cost, where the trips were taken, and whether the unit or MAJCOM paid) performed by the 12 OAY in support of recruiting and retention. They will report these statistics to the CMSAF quarterly.

3.4.11.3. If a 12 OAY is reassigned during his or her one-year tenure, the gaining unit and MAJCOM funds the required travel. To assist in meeting out-of-pocket expenses while the 12 OAY attend the AFA convention and any follow-on meetings and events, commands are authorized to award them $300 to help defray these costs.

3.4.11.4. Commanders may fund these out-of-pocket expenses under their special morale and welfare expenditure authority. Refer to AFI 34-201, *Use of Nonappropriated Funds*.

3.4.12. The 12 OAY may receive the supplemental clothing allowance listed in AFI 36-3014, *Clothing Allowance for Air Force Personnel.*

3.4.13. Publicize the 12 OAY program at all levels and offer command presentation of the Outstanding Airman Ribbon. Maximum public exposure of the program is desired, including local radio and television appearances. Coordinate all public affairs activities in conjunction with the 12 OAY program with the MAJCOM, FOA, and DRU public affairs offices.

3.5. Air Force Association (AFA) Aerospace Awards. Each year, the AFA gives several trophies and awards of Air Force-wide interest relating to aerospace activity. These awards are:

These awards are:

3.5.1. Theodore Von Karman Award. For the most outstanding contribution to national defense by either a military member or Department of the Air Force civilian, unit, or group of individuals in the field of science and engineering, preferably relating to aerospace activity. Consider the contribution in the broadest sense of the term.

3.5.2. David C. Schilling Award. For the most outstanding contribution to national defense in the field of manned flight in the atmosphere or space by either a military member or Department of the Air Force civilian, unit, or group of individuals. While priority is given to activity directly related to manned flight, do not overlook a significant contribution in the area of policy or procedure that advances flight activity.

3.5.3. Gill Robb Wilson Award. For the most outstanding contribution to national defense in the field of arts and letters covering a wide range of activity, including writing, speaking, media relations, sculpturing, painting, and so on by either a military member or Department of the Air Force civilian, unit, or group of individuals.

3.5.4. Hoyt S. Vandenberg Award. For the most outstanding contribution directly or indirectly in the field of aerospace education or training by either a military member or Department of the Air Force civilian, unit, or group of individuals.

3.5.5. Citation of Honor**.** For the most outstanding contribution to national defense significantly exceeding standard performance by either an Air Force military member, Department of the Air Force civilian, unit, or group of individuals. Nominations for enlisted members are encouraged to be submitted for this award.

3.5.6. The period of service for these awards is 1 January - 31 December.

3.5.7. Each MAJCOM, FOA, and DRU may submit one nomination for each award.

3.5.8. Submit nominations to HQ AFPC/DPPPRS by **1 February**.

3.5.9. All Air Force military members, organizations, and Department of the Air Force civilians are eligible for nomination unless otherwise stated. Retirees are not eligible.

3.5.10. Base nominations on achievements occurring during the current calendar year. This does not, however, rule out a project that may have been started more than a year ago but was completed during the current calendar year.

3.5.11. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.5.12. Include a citation, limited to 50 or less key words that describe the nominee's accomplishments (**Attachment 3**).

3.5.13. Do not send posthumous nominations.

3.6. General and Mrs. Jerome F. O'Malley Award. This award is named in honor of the late General and Mrs Jerome F. O'Malley, former Commander, Tactical Air Command. It recognizes the wing commander and spouse whose contributions to the Nation, the Air Force, and the local community best exemplify the highest ideals and positive leadership of a military couple in a key Air Force position. The master award element consists of a French crystal eagle in flight on an engraved base. The recipients receive a citation and an engraved French crystal clock at a presentation ceremony conducted by the Chief of Staff, USAF. The period of service for the award is 1 January - 31 December.

3.6.1. Nominees must have served as a wing commander for at least 6 months during the award period to be eligible for consideration.

3.6.2. Nominations must include specific facts and examples identifying the nominees as exceptional leaders and spokespersons for the Air Force. The write-up should focus on what the nominees did as a team and the results of their accomplishments. Ensure the write-up focuses equally on the contributions of the spouse. Include specific examples in the following areas:

3.6.2.1. Leadership. Innovation and ingenuity in solving problems and in developing systems, programs, and ideas that positively impacted on the mission, morale, and welfare of Air Force or

wing activities and personnel. The leadership abilities of both the wing commander and spouse must clearly demonstrate professionalism, integrity, morality, and excellence in inspiring others by personal example, conduct, and character.

3.6.2.2. Positive and Articulate Spokespersons for the Air Force. Projection of leadership into the private community as evidenced by the wing commander and the spouse's assumption of leadership roles and participation in social, cultural, religious, and other wing or community service activities.

3.6.2.3. Other Accomplishments. Other achievements or accomplishments which set the wing commander and the spouse apart from others of similar responsibilities. Include unique contributions to the Nation, the Air Force, the wing, the base, or the community.

3.6.3. Each MAJCOM, the ANG, and the AFRES may nominate one wing commander and spouse.

3.6.4. Submit nominations to HQ AFPC/DPPPRS by **15 March**.

3.6.5. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.6.6. Send a "joint" biography limited to one single-spaced typewritten page (**Attachment 2**).

3.6.7. Send a citation for each nomination (**Attachment 3**).

3.6.8. Nominations for posthumous awards are accepted.

3.7. Joan Orr Air Force Spouse of the Year Award. This award, sponsored by the Air Force Association, honors the late Mrs Joan Orr, wife of former Secretary of the Air Force Verne Orr. The award recognizes spouses of military members for their significant contributions to the Air Force. The award element consists of an engraved plaque presented at the Air Force Association annual convention in Washington DC each September. The period of service for the award is 1 January - 31 December.

3.7.1. The nominee's husband or wife must be serving in the Air Force (active duty, Guard, or Reserve). Military members (active duty, Guard, or Reserve) are not eligible to be nominated for the award.

3.7.2. Nominations will include facts and specific accomplishments that clearly state the individual's contributions to the Air Force. The write-up should state what the nominee did and the results of the nominee's efforts. When applicable, nominations will include specific examples in any of these areas:

3.7.2.1. Participation in Base and Community Activities.

3.7.2.2. Articulate and Influential Spokesperson for the Air Force.

3.7.2.3. Voluntary Service in Air Force-related Organizations and Activities.

3.7.2.4. Contributions to the States or to the Nation.

3.7.2.5. Moral and Religious Leadership.

3.7.2.6. Contributions to the Resolution of Contemporary Social Problems.

3.7.2.7. Membership in Professional, Civic, or Cultural Organizations.

3.7.2.8. Self-Improvement Efforts.

3.7.2.9. Leadership and Other Accomplishments.

3.7.3. Each MAJCOM, FOA, and DRU may submit one nomination.

3.7.4. Submit nominations to HQ AFPC/DPPPRS by **1 March**.

3.7.5. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.7.6. Send a biography limited to one single-spaced typewritten page (**Attachment 2**).

3.7.7. Send a citation limited to 50 or less key words (**Attachment 3**).

3.7.8. Nominations for posthumous awards are accepted.

3.8. Verne Orr Award. The Air Force Association (AFA) established this award in honor of former Secretary of the Air Force Verne Orr. The award recognizes an Air Force unit (active or Reserve) that makes the most effective use of its human resources. The AFA conducts a presentation ceremony each September during the AFA convention. The award element consists of a large permanent wall plaque, displayed in the Pentagon, listing each winning unit. The AFA presents a smaller replica to the winning unit. All Air Force units and organizations are eligible, regardless of size. The accomplishments of the unit should be mission-oriented and focus on how the unit excelled in its use of people to achieve its full potential and accomplish the mission. The period of service for the award is 1 January - 31 December.

3.8.1. Each MAJCOM, FOA, and DRU may submit one nomination.

3.8.2. Submit nominations to HQ AFPC/DPPPRS by **1 March**.

3.8.3. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages.

3.8.4. Send a citation, limited to 50 or less key words (**Attachment 3**).

3.9. Lance P. Sijan USAF Leadership Award. The award is named in honor of the late Captain Lance P. Sijan, an Air Force Academy graduate and combat pilot, who was posthumously awarded the Medal of Honor for his intrepidity while evading capture by the North Vietnamese and during his subsequent captivity as a POW. The award recognizes the accomplishments of officers and enlisted leaders, assigned at wing level and below, who demonstrate the highest qualities of leadership in the performance of their duties and the conduct of their lives. It is limited to those members whose duties require them to assume active leadership roles. Each recipient receives a citation and a large wall sculpture portraying Captain Sijan and key events in his military career. The Chief of Staff, USAF, conducts the presentation ceremony each year. The period of service for the award is 1 July - 30 June.

3.9.1. Each MAJCOM, FOA, or DRU may submit one individual in each of the following categories:

3.9.1.1. Senior Officer (major through colonel).

3.9.1.2. Junior Officer (2d lieutenant through captain).

3.9.1.3. Senior Enlisted (MSgt through CMSgt).

3.9.1.4. Junior Enlisted (Amn through TSgt).

3.9.2. Include the following areas in each write-up:

3.9.2.1. Scope of Responsibility. Include duty title, level of organization, number of individuals (military and civilian) supervised directly and indirectly, dollar value of assets controlled, or programs for which nominee has direct responsibility.

3.9.2.2. Professional Leadership. Nominees must demonstrate exceptional leadership traits in accomplishing the mission or overcoming unique problems and emergencies.

3.9.2.3. Leadership Image. Nominees must inspire others by personal example, by character and conduct displayed as leaders, and by eagerness to assist in the accomplishment of goals.

3.9.2.4. Community Involvement. Projection of leadership into the private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, and religious, as well as other community service activities, may also be considered.

3.9.3. Send nominations to HQ AFPC/DPPPRS by **30 August**.

3.9.4. Limit the write-up to two single-spaced typewritten pages using the AF Form 1206 for both pages. Use the lead-off topics mentioned in paragraph **3.9.2.**

3.9.5. Send a biography limited to one single-spaced typewritten page (**Attachment 2**).

3.9.6. Send a citation with each nomination (**Attachment 3**).

3.9.7. Do not send nominations for posthumous awards.

3.10. Government Employees Insurance Company (GEICO) Military Service Awards. GEICO established these awards to annually recognize military enlisted members from each of the military Services for their contributions to military or private communities in three categories:

3.10.1. Drug and alcohol abuse prevention.

3.10.2. Fire prevention and fire safety.

3.10.3. Traffic safety and traffic accident prevention.

GEICO selects a recipient in each category from the five military Services that submit nominations. The award elements consist of an engraved plaque and a $2,500 cash award presented by GEICO. GEICO conducts presentation ceremonies each spring in Washington DC. GEICO notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony and provides lodging and round-trip transportation to Washington DC to the recipient and spouse (if applicable).

3.10.4. Nominees must be Air Force active duty, Reserve, or Guard enlisted members. The period of service for the award is 1 October - 30 September. Nominations may also span several prior years, may be ongoing, or may have been accomplished during the award year.

3.10.5. Send nominations to HQ AFPC/DPPPRS by **15 October**.

3.10.6. Each MAJCOM, FOA, or DRU may submit one nomination in each category.

3.10.7. Write-ups will include facts and specific accomplishments, either on or off duty, that describe how the military or civilian community has benefited.

3.10.8. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

3.10.9. Send a biography limited to one single-spaced typewritten page (**Attachment 2**).

3.10.10. Do not send nominations for posthumous awards.

Chapter 4

AWARDS FOR WHICH NOMINATIONS MAY BE SUBMITTED DIRECTLY TO SPONSOR

4.1. Nomination Procedures. The following awards do not require submission to HQ AFPC/DPPPRS. MAJCOMs, FOAs, and DRUs desiring to submit nominations for these awards may submit directly to the sponsor. The sponsors request each MAJCOM/FOA/DRU submit only *one nomination for each award. The MAJCOM, FOA, or DRU commander, vice commander, or executive director must indorse each nomination*.

4.2. Ten Outstanding Young Americans Award. Air Force military members and Department of the Air Force civilians may be nominated for this award. The US Jaycees sponsor the program and give annual awards to ten outstanding young men and women from throughout the United States. The recipients are chosen for exceptional achievements that have been significant to their profession, communities, states, or the nation.

4.2.1. Men and women in any field, who are 21 through 39 years of age, are eligible.

4.2.2. Nominees must not become 40 years of age before 1 January of the year that the awards will be given.

4.2.3. Nominees must be native or naturalized citizens of the United States or have applied for US citizenship.

4.2.4. Date of the accomplishment or achievement does not matter.

4.2.5. Posthumous nominations are acceptable.

4.2.6. Submit nominations on forms that the US Jaycees mail to all MAJCOMs, FOAs, and DRUs. If additional forms are needed, request them from the US Jaycees. Ensure the nominee and the MAJCOM/FOA/DRU commander, vice commander, or executive director sign the last page of the form.

4.2.7. Select ***three areas only*** from the choices of achievements listed below. Highlight and underscore the areas selected in the nomination write-up. Follow the instructions included in the form.

4.2.7.1. Personal improvement.

4.2.7.2. Financial success and economic innovation.

4.2.7.3. Social improvement to major contemporary problems.

4.2.7.4. Philanthropic contribution or voluntary service.

4.2.7.5. Politics or governmental service.

4.2.7.6. Scientific or technological contributions.

4.2.7.7. Legal reform.

4.2.7.8. Cultural achievement (to include contribution in literature, history, education, or the arts).

4.2.7.9. Academic leadership.

4.2.7.10. Academic accomplishment.

4.2.7.11. Moral and religious leadership.

4.2.7.12. Success in the influence of public opinion (news media and other means).

4.2.7.13. Any other important contributions to community, state, or nation.

4.2.8. Send the form to the US Jaycees, Box 7, Tulsa, Oklahoma 74121-0007, by **1 August** each year. Include one color photograph (5 by 7 inches), head and torso view, of the nominee. Military members wear the service dress uniform without headgear.

4.3. Wright Brothers Memorial Trophy. Given annually by the National Aeronautic Association (NAA), this award recognizes a civilian for significant public service of enduring value to aviation in the United States. Public service includes either public service as a full-time employee of government or as an unpaid volunteer serving on a government commission, agency or service which made a major contribution of enduring value to the public. Aviation, interpreted broadly, includes aerospace activities. Nominees must be living American citizens.

4.3.1. Send nominations to the NAA, 1815 North Fort Myer Drive, Suite 700, Arlington, Virginia 22209, by **1 July** each year.

4.3.2. Limit the write-up to three single-spaced typewritten pages using the format at **Attachment 4**. The left margin must be l l/4 inches.

4.3.3. Send a citation limited to 30 key words.

4.4. Institute of Navigation (ION) Awards. The ION annually sponsors several awards pertaining to the science of navigation.

4.4.1. Achievements occurring during the past calendar year receive preference by the ION.

4.4.2. Each MAJCOM, FOA, or DRU may submit one nomination for each of the following awards to the ION:

4.4.2.1. Norman P. Hays Award. Awarded to an individual engaged in management in the military service, federal government, or private industry and recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation.

4.4.2.2. Thomas L. Thurlow Award. Awarded to an individual making an outstanding contribution in one of the following areas involving air or ground navigation: invention or design for any type of navigation equipment; new method of navigation; navigational research or study; or effort toward general advancement of the science of navigation.

4.4.2.3. P. V. H. Weems Award. Awarded to an individual for continuing contributions to the advancement of navigation. (The award is intended to recognize individuals who have, over a long period of years, made significant contributions to navigation but whose accomplishments in any given years were not so outstanding as to overshadow all others.)

4.4.2.4. Superior Achievement Award. Awarded annually for outstanding performance to a practicing navigator (as contrasting the science of navigation).

4.4.3. Nominate either Department of the Air Force civilians or Air Force military members.

4.4.4. Submit nominations on forms that are available upon request from the ION.

4.4.5. Send nominations by **15 February** to The Institute of Navigation, Award Selection Committee Chairman, 1800 Diagonal Road, Suite 480, Alexandria, Virginia 22314.

4.5. Katharine Wright Memorial Award. The Gates Learjet Corporation established this award in 1981. In 1990, Gates Learjet Corporation transferred title of this award to the NAA to administer in perpetuity. The award is made annually to a woman who has: provided encouragement, support, and inspiration to her husband, and thus, was instrumental in his success or made a personal contribution to the advancement of the art, sport, and science of aviation and space flight over an extended period of time.

4.5.1. Send nominations to the NAA by **1 April**.

4.5.2. Each MAJCOM, FOA, or DRU may submit one nomination direct to the NAA. Do not send nominations to HQ AFPC/DPPPRS.

4.5.3. Limit the write-up to two single-spaced typewritten pages using the format at **Attachment 4**. Ensure the left margin is 1 1/4 inches.

4.5.4. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

4.6. Air Force Sergeants Association (AFSA) Pitsenbarger Award. The AFSA recognizes an Air Force enlisted member who has performed a heroic act, on or off duty, that resulted in the saving of life or the prevention of serious injury. AFSA conducts presentation ceremonies each summer during the AFSA's annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the AFSA.

4.6.1. The period of service for the award is 1 January - 31 December.

4.6.2. Nominate Air Force enlisted members in grades AB through CMSgt who have performed a heroic act on or off duty.

4.6.3. The heroic act must be of such a nature as to have placed the nominee in risk of personal danger and been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

4.6.4. Submit nominations to the AFSA by **1 May**.

4.6.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

4.6.6. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

4.6.7. Send a biography limited to one single-spaced typewritten page (**Attachment 2**).

4.6.8. Do not send nominations for posthumous awards.

4.6.9. Send nominations to the AFSA, P.O. Box 50, Temple Hills, Maryland 20757.

4.7. Form Prescribed. AF Form 1206, **Nomination for Award**.

Chapter 5 (Added-79MDW)

79TH MEDICAL WING SPECIAL TROPHIES AND AWARDS PROGRAM

5.1. (Added-79MDW) Program Objectives. Recognizing individual superior performance is very important. These programs are not a substitute for other Air Force awards. They are primarily incentive programs to recognize outstanding performers, thus contributing to the morale of the wing and base community. Program objectives are as follows:

5.1.1. **(Added-79MDW)** Provide a wing-level program to recognize outstanding achievement and performance for wing members.

5.1.2. **(Added-79MDW)** Identify personnel who strive for greater responsibility.

5.1.3. **(Added-79MDW)** Complement unit recognition programs and provide a program to recognize wing outstanding performers.

5.1.4. **(Added-79MDW)** Recognize outstanding volunteer community service in our base and local community.

5.2. (Added-79MDW) Program Responsibilities. The 79 MDW Commander retains overall responsibility for the wing programs. Group/Squadron commanders organize and manage unit and group/staff agency level awards programs to support the wing program. The following offices have specific responsibilities to support and administer the wing programs.

5.2.1. **(Added-79MDW)** 79 MDW Command Chief Master Sergeant (79 MDW/CCC) will:

5.2.1.1. **(Added-79MDW)** Manage the programs and serve as overall point of contact.

5.2.1.2. **(Added-79MDW)** Set suspense dates for package submissions.

5.2.1.3. **(Added-79MDW)** Disseminate award criteria to wing and base agencies.

5.2.1.4. **(Added-79MDW)** Coordinate with the 79 MDW Executive Assistant (79 MDW/CCCE) and 79 MDW First Sergeant's Council to organize the Quarterly/Annual Awards ceremonies.

5.2.1.5. **(Added-79MDW)** Establish and disseminate rotational tasking of board members for AMN, NCO, SNCO and First Sergeant (annual only) selection boards to ensure fair and equitable representation for all those who compete in the wing programs.

5.2.1.6. **(Added-79MDW)** Select members for each enlisted selection board.

5.2.1.7. **(Added-79MDW)** Advise board members of date, time and location of selection board. Schedule a pre-brief with board members at least two days prior to board competition.

5.2.2. **(Added-79MDW)** The 79 MDW Director of Staff (79 MDW/DS) or designated representative will:

5.2.2.1. **(Added-79MDW)** Administer the Company Grade Officer (CGO) awards program for the wing.

5.2.2.2. **(Added-79MDW)** Select members for each CGO selection board and advise them of date, time and location of selection board.

5.2.2.3. **(Added-79MDW)** Appoint a CGO board facilitator who will:

5.2.2.4. **(Added-79MDW)** Obtain the nomination packages from the 79 MDW/CCCE and distribute them to each selection board member.

5.2.2.5. **(Added-79MDW)** Notify board members when the board will convene and brief the CGO selection board procedures and tabulate results following the review.

5.2.2.6. **(Added-79MDW)** Forward board results to the 79 MDW/CC for approval and to 79 MDW/CCC for consolidation.

5.2.3. **(Added-79MDW)** The 79 MDW/CCCE and the First Sergeant's Council will:

5.2.3.1. **(Added-79MDW)** Coordinate and schedule date, times and locations for boards.

5.2.3.2. **(Added-79MDW)** Coordinate and establish awards logistics such as the script, master of ceremony and programs, as well as provide to sponsors the names of the quarterly and annual winners.

5.2.3.3. **(Added-79MDW)** Notify groups, board members and nominees of dates, times and locations when boards will convene.

5.2.3.4. **(Added-79MDW)** Collect nomination packages from groups. Distribute nomination packages during board member meeting with the Command Chief at least two workings days prior to board date.

5.2.3.5. **(Added-79MDW)** Act as focal point for the quarterly/annual awards ceremonies and procure all required awards.

5.2.3.6. **(Added-79MDW)** Maintain board results (nomination packages, score sheets and minutes) for current year plus one.

5.2.3.7. **(Added-79MDW)** Send ceremony invitations and coordinate responses of DVs to ensure proper seating.

5.2.3.8. **(Added-79MDW)** Provide the 79 MDW Public Affairs office the list of award winners for publicity purposes.

5.2.3.9. **(Added-79MDW)** Forward 79 MDW Honor Guard members packages to the 316 WG/CCCE for competition at the Team Andrews Recognition Board.

5.2.4. **(Added-79MDW)** The 79 MDW Civilian Liaison Office or designated representative will:

5.2.4.1. **(Added-79MDW)** Act as Office of Primary Responsibility for all 79 MDW civilian awards programs.

5.2.4.2. **(Added-79MDW)** Appoint a chairperson and board members for the civilian boards.

5.2.4.3. **(Added-79MDW)** Retrieve nomination folders for the civilian recognition boards from the 79 MDW/CCCE.

5.2.4.4. **(Added-79MDW)** Provide instructions and suspense dates for the civilian boards.

5.2.4.5. **(Added-79MDW)** Notify board members when board will convene and brief the board members on board procedures.

5.2.4.6. **(Added-79MDW)** Facilitate the selection board process and forward board results to 79 MDW/CCC on the specified date.

5.2.5. **(Added-79MDW)** 79 MDG/CCC, 579 MDG/CCC or designated representative will:

5.2.5.1. **(Added-79MDW)** Select members as requested by the 79 MDW/CCC and convene the 79 MDW Volunteer of the Quarter/Year selection board.

5.2.5.2. **(Added-79MDW)** Forward board results to 79 MDW/CCC.

5.2.6. **(Added-79MDW)** 79 MDW Public Affairs Office (79 MDW/PA) will:

5.2.6.1. **(Added-79MDW)** Publicize the wing quarterly and wing annual awards ceremonies in all appropriate mediums.

5.2.6.2. **(Added-79MDW)** Provide appropriate media coverage for award winners and associated programs.

5.2.7. **(Added-79MDW)** The Board President will:

5.2.7.1. **(Added-79MDW)** Contact each board member to confirm date, time and place the board will convene. Ensure score sheets (see Attachments) are used correctly to evaluate members meeting the board.

5.2.7.2. **(Added-79MDW)** Ensure nominees are evaluated fairly. Ensure board members understand the scoring system and have all packages calculated/scored before the interview board. Once package scores have been submitted to the Board President, board members may not change their scores.

5.2.7.3. **(Added-79MDW)** Review and reconcile all score sheets. Consolidate score sheets and feedback sheets with nomination packages and forward to 79 MDW/CCCE.

5.2.7.4. **(Added-79MDW)** Advise board members not to reveal information pertaining to board proceedings, to include the names of nominees recommended for selection as award winners.

5.2.7.5. **(Added-79MDW)** Review each nomination package and rank nominees. Ensure board members break their ties prior to releasing results to the board president. 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.

5.2.8. **(Added-79MDW)** Military Nominees will:

5.2.8.1. **(Added-79MDW)** Meet the wing board at the designated time and date.

5.2.8.2. **(Added-79MDW)** Wear the following uniform for quarterly and annual squadron, group and wing selection boards:

5.2.8.2.1. **(Added-79MDW)** Male - Service Dress Uniform with all authorized badges, ribbons and devices.

5.2.8.2.2. **(Added-79MDW)** Female - Service Dress Uniform (skirt or slacks) with all authorized badges, ribbons and device.

5.3. (Added-79MDW) General Procedures.

5.3.1. **(Added-79MDW)** Eligibility. The nominee must meet the following criteria:

5.3.1.1. **(Added-79MDW)** Nominees must meet Air Force Quality Force standards to include meeting current Air Force fitness standards during the award period to be eligible to compete. Individuals on the control roster, having an unfavorable information file, or pending administra-

tive/disciplinary actions are not eligible. If an ineligible individual is nominated, the 79 MDW/CCC will return the package and the nominee will not meet the board.

5.3.1.2. **(Added-79MDW)** First Sergeants are eligible for the First Sergeant of the Year category only.

5.3.1.3. **(Added-79MDW)** Commanders will ensure each civilian nominee meets performance standards.

5.3.1.4. **(Added-79MDW)** An individual selected as a previous quarterly wing winner is ineligible to compete in another quarter during the same calendar year. The previous year's annual wing winner is ineligible to compete for the current year's annual award. An exception is granted if the individual is competing in a different category.

5.3.2. **(Added-79MDW)** Categories of Competition.

5.3.2.1. **(Added-79MDW)** Airman: E-1 through E-4.

5.3.2.2. **(Added-79MDW)** Noncommissioned Officer (NCO): E-5 through E-6.

5.3.2.3. **(Added-79MDW)** Senior Noncommissioned Officer (SNCO): E-7 through E-8.

5.3.2.4. **(Added-79MDW)** First Sergeant: Personnel with PAFSC 8F000 (79 MDW Annual Only).

5.3.2.5. **(Added-79MDW)** Company Grade Officer (CGO): O-1 through O-3.

5.3.2.6. **(Added-79MDW)** Civilian Category One (Civ Cat I): GS-01 through GS-06 and equivalent.

5.3.2.7. **(Added-79MDW)** Civilian Category Two (Civ Cat II): GS-07 through GS-08 and equivalent.

5.3.2.8. **(Added-79MDW)** Civilian Category Three (Civ Cat III): GS-09 through GS-12 and equivalent.

5.3.2.9. **(Added-79MDW)** Military Volunteer: Enlisted or Company Grade Officer personnel in categories listed above.

5.2.3.10. **(Added-79MDW)** Civilian Volunteer: Civilian employee in categories listed above.

NOTE: Honor Guard members will compete at the Team Andrews Recognition Boards.

5.3.3. **(Added-79MDW)** Periods of competition are on a calendar year cycle.

5.3.4. **(Added-79MDW)** Nomination Procedures.

5.3.4.1. **(Added-79MDW)** Quarterly and annual award programs.

5.3.4.1.1. **(Added-79MDW)** 79 MDW Quarterly/Annual: All nominees must be permanently assigned to the 79 MDW for a minimum of six weeks for quarterly awards and six months for annual awards. Each group, including the 79 MDW staff agencies, may nominate one individual in each category Amn, NCO, SNCO, CGO, civilian, military volunteer and civilian volunteer. Annual nominations are not limited to prior 79 MDW quarterly award winners.

5.3.4.1.1.1. **(Added-79MDW)** Nominees must be serving in the applicable grade for the award concerned as of the last day of the award period.

5.3.4.1.1.2. **(Added-79MDW)** Nominees must meet the standards of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 10-248, *Fitness Program*, appropriate levels of Professional Military Education, and other applicable quality force indicators.

5.3.4.1.1.3. **(Added-79MDW)** Quarterly/Annual award nominees cannot have any negative quality force indicators during the period nominated.

5.3.4.1.2. **(Added-79MDW)** For military packages, submit five legible copies of the nomination package to the 79 MDW/CCCE on the determined suspense date.

5.3.4.2. **(Added-79MDW)** Nominations for all military competition categories will be prepared on AF Form 1206, *Nomination for Award*, using bullet statements (**Attachment 9 (Added)**). Quarterly and annual volunteer awards are submitted using the Volunteer Worksheet (**Attachment 16 (Added)**). Limit bullet inputs in Block D to accomplishments listed in Block C. Only accomplishments from the current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity.

5.3.4.2.1. **(Added-79MDW)** Quarterly nominations in the military competition categories are limited to 15 lines, excluding headings, on the front side of the AF Form 1206 (see **Attachment 9 (Added)**). Annual nominations formats will be determined prior to the annual competitions. They are subject to modification based on higher headquarters requirements.

5.3.4.2.2. **(Added-79MDW)** Annual nominations packages are limited to one full page, AF IMT 1206, *Nomination for Award*. Nominations should include specific facts and examples showing that the individuals are exceptional. Achievements should also distinguish the Airmen from their peers. Nomination should include all headings listed in their specific category, citing examples that occurred only during the current calendar year.

5.3.4.2.3. **(Added-79MDW)** Group commander/equivalent or designated representative must submit a transmittal letter listing their nominations after they have been reviewed for accuracy (see **Attachment 19 (Added)**).

5.3.4.2.3.1. **(Added-79MDW)** LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (0-40 points): 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, 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.

5.3.4.2.3.2. **(Added-79MDW)** SIGNIFICANT SELF-IMPROVEMENT (0-15 points): 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 (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. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.3.4.2.3.3. **(Added-79MDW)** BASE AND COMMUNITY INVOLVEMENT (0-10 points): 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 Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

5.3.4.2.4. **(Added-79MDW)** AF Form 1206 Headings. Use the following headings for both military and civilian categories contained in **Attachment 9 (Added)**.

5.4. (Added-79MDW) Selection Boards. Separate selection boards will be convened for 79 MDW Quarterly Programs.

5.4.1. **(Added-79MDW)** Enlisted Selection Board.

5.4.1.1. **(Added-79MDW)** The SNCO board will be chaired by a CMSgt and will have a minimum of three other board members in the grade of CMSgt.

5.4.1.2. **(Added-79MDW)** The NCO board will be chaired by a CMSgt and will have a minimum of three board members in the grade of SMSgt or MSgt.

5.4.1.3. **(Added-79MDW)** The Airman board will be chaired by a CMSgt or SMSgt and will have a minimum of two board members in the grade of TSgt or SSgt.

5.4.1.4. **(Added-79MDW)** The 79 MDW/CCC will preside over the First Sergeant of the Year board along with at least two other CMSgt First Sergeants when available.

5.4.1.5. **(Added-79MDW)** Scoring will be accomplished in accordance with the directions contained in **Attachment 13 (Added)**, **Attachment 14 (Added)**, **Attachment 15 (Added)**, **Attachment 16 (Added)**, & **Attachment 16 (Added)**.

5.4.2. **(Added-79MDW)** The Company Grade Officer selection board will be chaired by a Major or Lieutenant Colonel and will have at least two other field grade officer board members.

5.4.3. **(Added-79MDW)** The civilian review board is composed of the 79 MDW Civilian Liaison, CGO or SNCO from each of the two groups and one civilian from wing staff.

5.4.4. **(Added-79MDW)** The Volunteer Selection Board will be determined by 79 MDW/CCC.

5.4.5. **(Added-79MDW)** Selection Board Responsibilities.

5.4.5.1. **(Added-79MDW)** All board chairpersons will meet with the responsible agency to receive instructions on presiding over the board. Enlisted board chairpersons will meet with 79 MDW/CCC, CGO board chairperson will meet with 79 MDW/DS, etc. All military board members will obtain nomination packages from the 79 MDW/CCC.

5.4.5.2. **(Added-79MDW)** All military boards will be face-to-face unless circumstances dictate records only. Civilian and volunteer boards will be records only.

5.4.5.3. **(Added-79MDW)** All board chairpersons will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.

5.4.5.4. **(Added-79MDW)** All military board members will score and merit rank all nomination packages prior to the board convening.

5.4.5.5. **(Added-79MDW)** Military board chairpersons will collect score sheets and consolidate the merit ranking on the board president score sheet provided. Board chairpersons will sign score sheet and provide all score sheets to the 79 MDW/CCC upon board completion.

5.4.5.6. **(Added-79MDW)** Under no circumstances will selection board results be released prior to announcement of award winners at the recognition ceremonies.

5.5. (Added-79MDW) Board Questions:

5.5.1. **(Added-79MDW)** Civilian, Volunteer and First Sergeant: Not applicable; nominees are evaluated by package only.

5.5.2. **(Added-79MDW)** AMN, NCO and SNCO: All enlisted questions will come from the Air Force Handbook 1 – Inaugural Edition "AIRMAN" **www.airman.af.mil**.

5.5.2.1. **(Added-79MDW)** Board members ask two opinionated questions each based on general military knowledge.

5.5.2.2. **(Added-79MDW)** Opinionated questions should be structured so the nominee is required to give his/her opinion about the particular issue. (Example: State a fact and ask the member to give their opinion.)

5.5.3. **(Added-79MDW)** CGO: All CGO questions will cover the following:

5.5.3.1. **(Added-79MDW)** Military History.

5.5.3.2. **(Added-79MDW)** Current Events.

5.5.3.3. **(Added-79MDW)** Two opinionated questions from board members. Note: Be familiar with their AF IMT 1206, *Nomination for Award*.

5.5.4. **(Added-79MDW)** Board Evaluations:

5.5.4.1. **(Added-79MDW)** Excused Absence. If a nominee is unable to meet the board due to emergency leave, planned leave, CCF approval, hospitalization, convalescent leave or TDY out of the area, they will receive a score average based on the other nominee's board scores.

5.5.4.2. **(Added-79MDW)** Civilian: Board members will use **Attachment 15 (Added)** to rate the individual nomination packages. The board president will review all the score sheets and complete the Board President Master Score Sheet and forward to the civilian liaison.

5.5.4.3. **(Added-79MDW)** CGO: Board members will use **Attachment 13 (Added)** & **Attachment 17 (Added)** to rate the individual nomination packages. The board president will review all the score sheets and complete the Board President Master Score Sheet and forward to the 79 MDW/CCC.

5.5.4.4. **(Added-79MDW)** Military and civilian volunteer: Board members will use **Attachment 9 (Added)** to rate the individual nomination packages. The board president will review all the score sheets (**Attachment 18 (Added)**) and complete the Board President Master Score Sheet and forward to the 79 MDW/CCC.

5.6. (Added-79MDW) Announcement of Winners.

5.6.1. **(Added-79MDW)** All wing quarterly award recipients are recognized at a wing-wide ceremony normally held within the last two weeks of the month, Jan, Apr, Jul and Oct for the previous quarter (subject to 79 MDW/CC schedule).

5.6.2. **(Added-79MDW)** All wing annual award recipients are recognized at a wing-wide ceremony in Jan/Feb for the previous calendar year.

5.7. (Added-79MDW) Recognition.

5.7.1. **(Added-79MDW)** All winners will receive the following:

5.7.1.1. **(Added-79MDW)** An appropriate memento.

5.7.1.2. **(Added-79MDW)** Be recognized at the quarterly and annual awards recognition ceremonies, as appropriate.

5.7.1.3. **(Added-79MDW)** Other honors, as appropriate.

5.7.2. **(Added-79MDW)** The 79 MDW First Sergeants Council will coordinate and conduct appropriate and timely awards ceremonies for recognizing all wing and award winners covered by this instruction.

5.8. (Added-79MDW) Twelve Outstanding Airmen of the Year for AFDW. The 79 MDW Annual Award winners in the enlisted categories will represent the 79 MDW as nominees for the AFDW Twelve Outstanding Airmen of the Year. Prepare nominations on AF Form 1206. Use the format for the Twelve Outstanding Airmen of the Year.

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

(79MDW)

GARBETH S. GRAHAM, Brig General, USAF
Commander

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

AAFES —Army and Air Force Exchange Service

AFA —Air Force Association

AFI —Air Force Instruction

AFPC —Air Force Personnel Center

AFRES —Air Force Reserve

AFRR —Air Force Recognition Ribbon

AFSA —Air Force Sergeants Association

ANG —Air National Guard

DAF —Department of the Air Force

DPXPQ —Quality Force/Awards & Decorations

DRU —Direct Reporting Unit

FOA —Field Operating Agency

GEICO —Government Employees Insurance Company

HQ USAF —Headquarters United States Air Force

ION —Institute of Navigation

JFTR —Joint Federal Travel Regulation

MAJCOM —Major Command

MPF —Military Personnel Flight

MSSQ —Mission Support Squadron

NAA —National Aeronautic Association

NAF —Nonappropriated Funds

NCO —Noncommissioned Officer

NCOA —Non Commissioned Officers Association

OAB —Outstanding Airman Badge

OAY —Outstanding Airmen of the Year

OAYR —Outstanding Airman of the Year Ribbon

OPR —Office of Primary Responsibility

PD —Policy Directive

RIP —Report of Individual Personnel

SAF/PA —Secretary of the Air Force Office of Public Affairs

TDY —Temporary Duty

UIF —Unfavorable Information File

USAFR —United States Air Force Reserve

Attachment 1 (79MDW)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AF136-2903, Dress and Personal Appearance of Air Force Personnel.

AFI 40-502, The Weight and Body Fat Management Program.

AFI 36-2805, Special Trophies and Awards.

AFI 36-1004, Managing the Civilian Recognition Program

Attachment 2

(SAMPLE - BIOGRAPHY)

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE: Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

Attachment 3

CITATION FORMAT FOR SPECIAL TROPHIES AND AWARDS

CITATION TO ACCOMPNAY THE AWARD OF

THE _____ AWARD FOR 19__

TO

JOHN J. JONES

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12th Operation Support Squadron, Randolph Air Force Base, Texas, from 1 July 1997 to 30 June 1998. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, we well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect great credit upon himself and the United States Air Force.

NOTE: Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 50 key words which properly describe the nominee's accomplishments or achievements.

Attachment 4

NOMINATION FORMAT FOR WRIGHT BROTHERS MEMORIAL TROPHY AND KATHARINE WRIGHT MEMORIAL AWARD

NOMINEE: (Identify the nominee and provide his or her address and complete commercial telephone number)

BY: (MAJCOM/FOA/DRU. Give the name, address, and commercial phone number of the MAJCOM/FOA/DRU commander or vice commander)

FOR: (State concisely the specific achievement for which the nominee is being cited)

JUSTIFICATION: (Give complete but concise details justifying the award)

_____

_____

_____

NOTE: Limit the write-up to three single-spaced typewritten pages. ***EXCEPTION:*** Limit write-ups for the Katharine Wright Memorial Award to two single-spaced typewritten pages. Double-space between headings of NOMINEE, BY, FOR, and JUSTIFICATION. Left margin must be 1 1/4 inches.

Attachment 5

GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMEN OF THE YEAR PROGRAM

NAME OF AWARD:	12 OUTSTANDING AIRMEN OF THE YEAR, 19__
FROM:	AIR EDUCATION AND TRAINING COMMAND (MAJCOM/FOA/DRU)
INCLUSIVE DATES OF ACHIEVEMENT:	1 JANUARY 19___ - 31 DECEMBER 19___
NOMINEE:	JOHN Q. DOE
GRADE:	AIRMAN FIRST CLASS
CATEGORY OF COMPETITION:	(AIRMAN, NCO, or SENIOR NCO)
SSN:	123-45-6789
PRESENT ORGANIZATION AND STATION:	123d SUPPORT GROUP 457 F STREET STE 789 JONES AFB, KENTUCKY 12345-5000 457 F STREET STE 789 JONES AFB, KENTUCKY 12345-5000
PROJECTED ASSIGNMENT AND REPORTING DATE:	NONE
PERMANENT HOME ADDRESS:	3502 S. LIMESTONE STREET LEXINGTON, KENTUCKY 40506

NOMINATED FOR: 12 Outstanding Airmen of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative ser-

vices provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, 123d Support Group. Member has not had an open unfavorable information file (UIF) during the award period.

NOTE: Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 6

GENERAL INFORMATION SHEET FOR USAF FIRST SERGEANT OF THE YEAR AWARD

NAME OF AWARD:	USAF FIRST SERGEANT OF THE YEAR AWARD, 19__
FROM:	AIR MOBILITY COMMAND (MAJCOM/FOA/DRU)
INCLUSIVE DATES OF ACHIEVE-MENT:	1 JANUARY 19__ - 31 DECEMBER 19__
NOMINEE:	JANICE K. SMITH
GRADE:	MASTER SERGEANT
SSN:	123-45-6789
PRESENT ORGANIZATION AND STATION:	92ND COMMUNICATIONS SQUADRON 110 W. ARNOLD ST. FAIRCHILD AFB WA 99011-9461
PROJECTED ASSIGNMENT AND REPORTING DATE:	NONE
PERMANENT HOME ADDRESS:	1050 YORK CREEK RD HUNTER, TEXAS 78230

NOMINATED FOR: USAF First Sergeant of the Year Award for outstanding leadership as First Sergeant of the 92nd Communications Squadron. Member has not had an open unfavorable information file (UIF) during the award period.

NOTE: Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 7

IC 2001-1 TO AFI 36-2805, SPECIAL TROPHIES AND AWARDS

1 MAY 2001

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2001-1 which adds an additional requirement to the statement of intent that **all** nominees for the 12 Outstanding Airmen of the Year program must sign in order to compete in the program (paragraph **3.4.4.**) and adds a new paragraph requiring Command Chief Master Sergeants (MAJCOM/CCCs) to utilize the annual 12 OAY for the purposes of enhancing Air Force retention and recruiting (**3.4.11.**). See the last attachment of the publication, IC 2001-1, for the complete IC. A bar (|) indicates revision from the previous edition.

3.4.4. Send statement of intent, signed and dated by the nominee, which includes the following statements verbatim:

3.4.4.1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as a 12 OAY."

3.4.4.2. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander and MAJCOM/CCC to publicize and promote 'the Air Force way of life' and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention."

3.4.4.3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

3.4.11. Travel Funding for the 12 OAY. Fund travel from normal temporary duty (TDY) funds of the unit to which the 12 OAY are assigned in order that they may attend the AFA convention, any follow-on meetings of the AFA Enlisted Advisory Council, and all other events requiring their attendance in support of recruiting and retention.

3.4.11.1. If unit funds are insufficient to fund travel, MAJCOMs will provide any additional funding to the units to cover travel or other related expenses involving the 12 OAY in regard to public appearances and so forth on behalf of recruiting and retention matters.

3.4.11.2. MAJCOM/CCCs will maintain records of all travel (cost, where the trips were taken, and whether the unit or MAJCOM paid) performed by the 12 OAY in support of recruiting and retention. They will report these statistics to the CMSAF quarterly.

3.4.11.3. If a 12 OAY is reassigned during his or her one-year tenure, the gaining unit and MAJCOM funds the required travel. To assist in meeting out-of-pocket expenses while the 12 OAY attend the AFA convention and any follow-on meetings and events, commands are authorized to award them $300 to help defray these costs.

3.4.11.4. Commanders may fund these out-of-pocket expenses under their special morale and welfare expenditure authority. Refer to AFI 34-201, *Use of Nonappropriated Funds*.

Attachment 8

IC 2000-1 TO AFI 36-2805, SPECIAL TROPHIES AND AWARDS

25 AUGUST 2000

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 2000-1 which changes the award criteria for the USAF First Sergeant of the Year Award (paragraphs **3.3.1.** through **3.3.1.5.**) and the 12 Outstanding Airmen of the Year (paragraphs **3.4.6.2.** through **3.4.6.2.5.**). See the last attachment of the publication, IC 2000-1, for the complete IC. A bar (/) indicates revision from the previous edition.

3.3.1. Nominees must serve in the position of First Sergeant **and** have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.3.1.1. **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, MAJCOM, 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.

3.3.1.2. **Significant Self-Improvement.** Show how the member 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, and so forth. 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. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.3.1.3. **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 Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.3.1.4. DELETED.

3.3.1.5. DELETED.

3.4.6.2. A write-up, limited to two single-spaced typewritten pages, using the AF Form 1206 for both pages. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include the following areas and cite examples that occurred **only during the award period**.

3.4.6.2.1. 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, MAJCOM, 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.

3.4.6.2.2. Significant Self-Improvement. Show how the member 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, and so forth. 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. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.4.6.2.3. 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 Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.4.6.2.4. DELETED.

3.4.6.2.5. DELETED.

Attachment 9 (Added-79MDW)

SAMPLE--AF IMT 1206, NOMINATION FOR AWARD (ENLISTED/OFFICER/CIVILIAN)

NOMINATION FOR AWARD

(SEE NOTE 1)	CATEGORY *(If Applicable)* SEE NOTE 2	AWARD PERIOD SEE NOTE 3
RANK/NAME OF NOMINEE *(First, Middle Initial, Last)* SRA/JOHN D. DOE	SSN 1234	MAJCOM, FOA, OR DRU
DAFSC/ DUTY TITLE 3A051/NCOIC, COMMANDERS SUPPORT STAFF	NOMINEE'S TELEPHONE *(DSN & Commercial)*	
UNIT/ OFFICE SYMBOL/STREET ADDRESS/BASE/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: DO NOT START TEXT ON THIS LINE
- Member's unique and significant contributions to the mission during the past quarter/calendar year

SELF-IMPROVEMENT: DO NOT START TEXT ON THIS LINE
- Improvements shown through off-duty education, achievements in professional societies or associations, development of creative abilities and so on during the past quarter/calendar year

BASE/COMMUNITY INVOLVEMENT: DO NOT START TEXT ON THIS LINE
- Member's tangible or intangible contributions to both the military and civilian communities during the past quarter/calendar year

NOTES:

1. Military – 79 MDW Quarterly: Use "AMN, NCO, SNCO, CGO OF THE QUARTER"
   Military – 79 MDW Annual: Use "79 MDW ANNUAL AWARDS"
   Civilian – Use "CIVILIAN OF THE QUARTER/YEAR"

2. Enter: AMN, NCO, SNCO, FIRST SERGEANT or CGO as appropriate
   Civilian: Use "CATEGORY I (GS 1-6), II (GS 7-8), III (GS 9-12)"

3... Quarterly:.. Enter 01.JAN.-.31.MAR.XX or 01.APR.-.30.JUN.XX or 01.JUL..-.30.SEP.XX or 01.OCT.-.31.DEC.XX
.....Annual:.. Enter 01.JAN.-.31.DEC.XX

* USE THE ABOVE CATEGORIES FOR BOTH THE QUARTERLY AND ANNUAL PROGRAMS
* Quarterly nominations will be limited to 15 total lines, excluding the 3 headings.
* No space between lines and headings (as shown).
* Annual nominations will be limited to a single-spaced page. Use the above categories exactly, unless otherwise instructed.
* Do not bold any items in the identification block.
* Indent and align all bullet statements (as shown). For subordinate level items, indent each line accordingly.

AF IMT 1206, 20000701 PREVIOUS EDITION IS OBSOLETE.

Attachment 10 (Added-79MDW)

AWARDS BOARD FEEDBACK SHEET

Nominee's Grade/Name: _____

DRESS AND APPEARANCE

- UNIFORM (ASK YOURSELF- IF THEY TRULY EXCEED THE STANDARD)

  - FITS CORRECTLY
  - CLEAN AND CRISPLY PRESSED
  - RIBBONS/DEVICES ARE CLEAN
  - STRIPES ARE SEWN ON STRAIGHT
  - US INSIGNIA/BADGES ARE ALIGNED CORRECTLY AND POLISHED
  - CORRECT PANT/SKIRT LENGTH
  - BLOUSE AND PANT/SKIRT MATERIAL MATCHES
  - 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 PRONUNCIATIONS
- CHOICE OF WORDS
- ORGANIZED THOUGHTS
- SMOOTH ARTICULATION
- EYE CONTACT
- LISTENING
- NO UNNEEDED GESTURES

- OVERALL IMPRESSION:

_____

_____

_____

_____

QUESTIONS

- ABILITY TO ORGANIZE RESPONSES
- KNOWLEDGE OF SUBJECT
- CONCISENESS OF ANSWER
- HAVE A DEFINITE OPINION FOR OPINIATED QUESTIONS

- OVERALL IMPRESSION:

_____

_____

_____

_____

Attachment 11 (Added-79MDW)

BOARD PRESIDENT'S MASTER SCORE SHEET

BOARD PRESIDENT: _____

NOMINEES'S LAST NAME	_____ MBR'S NAME SCORE	_____ MBR'S NAME SCORE	_____ MBR'S NAME SCORE	_____ MBR'S NAME SCORE	_____ BOARD PRES NAME SCORE	RANK ORDER SCORE

NOTE: The board president will use this form to consolidate scores recorded by each of the board members on each of the nominees. Board presidents do not enter their score unless a tie for the winner occurs. The nominee with the lowest total rank score is the winner.

CERTIFICATION: I certify that this master score sheet accurately reflects a compilation of the total scores provided by all board members and is accurate and complete to the best of my knowledge. I understand it is my responsibility to return this master score sheet and the score sheets from all board members to the 79 MDW/CCCE office within two hours of the completion of this board.

_____

BOARD PRESIDENT'S SIGNATURE/DATE

Attachment 12 (Added-79MDW)

BOARD PRESIDENT SHEET

Board Selection:_____

Rank Last Name, First Name

Oath: "I solemnly affirm that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special qualities of all of the nominees and the efficiency of the United States Air Force."

"I will hold as sacred the confidentiality of my results, shared with none, until formal public announcement is made by vested authority."

Board Member Signature:_____

Board Member Signature:_____

Board Member Signature:_____

Board Member Signature:_____

Board Member Signature:_____

Date:_____

Attachment 13 (Added-79MDW)

AMN/NCO/SNCO/CGO
INDIVIDUAL BOARD MEMBER'S TOTAL SCORE SHEET

BOARD MEMBER: _____

INDIVIDUAL	LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY 0-40 PTS	SIGNIFICANT SELF IMPROVEMENT 0-15 PTS	BASE OR COMMUNITY INVOLVEMENT 0-10 PTS	TOTAL PACKAGE SCORE 0-65 PTS	INTERVIEW BOARD SCORE 0-20 PTS	TOTAL SCORE 0-85 PTS	RANK ORDER*

COMMENTS:

_____

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_____

Attachment 14 (Added-79MDW)

AMN/NCO/SNCO/CGO
INDIVIDUAL BOARD MEMBER'S INTERVIEW SCORE SHEET

BOARD MEMBER: _____

INDIVIDUAL	DRESS AND APPEARANCE 0-5 PTS	MILITARY IMAGE 0-5 PTS	COMMUNICATION 0-5 PTS	QUESTIONS 0-5 PTS	TOTAL INTERVIEW SCORE 0-20 PTS	RANK ORDER*

Attachment 15 (Added-79MDW)

CIVILIAN CATEGORY I/II/III & FIRST SERGEANT INDIVIDUAL BOARD MEMBER'S TOTAL PACKAGE SCORE SHEET

BOARD MEMBER: _____

INDIVIDUAL	LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY 0-40 PTS	SIGNIFICANT SELF IMPROVEMENT 0-15 PTS	BASE OR COMMUNITY INVOLVEMENT 0-10 PTS	TOTAL PACKAGE SCORE 0-65 PTS	RANK ORDER*

COMMENTS:

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Attachment 16 (Added-79MDW)

QUARTERLY/ANNUAL MILITARY/CIVILIAN VOLUNTEER NOMINATION PACKAGE

A.

Volunteer'sName/Rank: Volunteer Job Title:

VolunteerSupervisor'sName: Wing/Group:

VolunteerSupervisor'sPhone: Nominating Office:

B. Give a Brief Volunteer Job Description for your volunteer:

C. List all organizations where nominee volunteered this quarter and the number of hours volunteered at each organization.

ORGANIZATION	# HOURS	ORGANIZATION	# HOURS
1.		4.	
2.		5.	
3.		6.	

D. List accomplishments for area(s) listed in Block C. Fill out this section completely (bullets only).

Attachment 17 (Added-79MDW)

SCORE SHEET

_____	_____	_____
Quarter	Category	Date

_____

Nominee's Name and Grade

SCORE SHEET

(*Package Review*)

Scoring: All board members will use one score sheet to rate each nomination.

Ties: The Board Recorder will review the results with the senior member "Board President" to determine the winner through "notional scoring". If there is still a tie, the member with the most "first place" votes will be the winner. "Notional scoring" means packages are numerically ranked.

Notes: Board Recorder will collect any additional notes before board members are dismissed.

Confidentiality: Board scores will be complied by the board recorder and held in confidence until public release. Board members will not know the outcome until the quarterly/annual awards ceremony.

Conduct of members: Discussions amongst board members will be limited to the text of AF Form 1206s. No outside discussion of personal knowledge will be allowed. Actual board member scores will not be shared with other board members.

Category	Possible Points	Points Awarded
Total Number of Hours Volunteered (this Award Period)	10	
Specific Accomplishments and Impact of Service	10	
Effect of Innovative Solutions	10	
Other Accomplishments	10	
Total	40	

COMMENTS:

_____

_____

_____

Oath: "I solemnly affirm that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special qualities of all of the nominees and the efficiency of the United States Air Force."

"I will hold as sacred the confidentiality of my results, shared with none, until formal public announcement is made by vested authority."

_____	_____
Board Member's Name	Board Member's Signature

Attachment 18 (Added-79MDW)

79TH MEDICAL WING QUARTERLY/ANNUAL AWARDS MASTER SCORE SHEET – CIVILIAN & MILITARY VOLUNTEER MEMBERS

INDIVIDUAL	TOTAL NUMBER OF HOURS VOULNTEERED (THIS AWARD PERIOD) 10 PTS	SPECIFIC ACCOMPLISHMENTS AND IMPACT OF SERVICE 10 PTS	EFFECT OF INNOVATIVE SOLUTIONS 10 PTS	OTHER ACCOMPLISHMENTS 10 PTS	TOTAL PACKAGE SCORE 0-40 PTS	RANK ORDER*

Attachment 19 (Added-79MDW)

AWARD SUBMISSIONS

MEMORANDUM FOR 79 MDW/CC

FROM: *(Your Group)*

SUBJECT: 79 MDW _____ Quarter 200_ Award Submissions

1. It is my pleasure to forward the following _____ Quarter Award packages for competition at the 79 MDW Awards Board. All people nominated *will be* available for the board convening for their respective ranks and if not, the reason is stated next to their name.

2. I certify that the nominees have no incidents of a derogatory nature, such as a pattern of bad checks, disciplinary action, letters of indebtedness, letters of reprimand, active Unfavorable Information File, etc., during the nomination period.

CATEGORY	WINNER	MIL MEMBERS AVAILIBILITY *(If NO, please explain)*
AMN	Amn Name/Group	Yes/No
NCO	NCO Name/Group	Yes/No
SNCO	SNCO Name/Group	Yes/No
CGO	CGO Name/Group	Yes/No
CAT I	CAT I Name/Group	N/A
CAT II	CAT II Name/Group	N/A
CAT III	CAT III Name/Group	N/A
Military Volunteer	Mil Vol Name/Group	N/A
Civilian Volunteer	Civ Vol Name/Group	N/A

3. The following board members have been selected in their respective categories.

CATEGORY	RANK/NAME
CGO –	
Enlisted –	
Civilian –	

4. Point of contact is TSgt Jane Doe at (202) 555-5555.

//SIGNED//
COMMANDER SIGNATURE BLOCK

24 AFI 36-2805/79 MDWS1 17 OCTOBER 2006

Attachments:

AF IMT1206 (Categories: Amn, NCO, SNCO, CGO, Civilian Cat 1, 2, 3; Military Volunteer & Civilian Volunteer Packages)