

**BY ORDER OF THE COMMANDER
SEVENTH AIR FORCE**

**SEVENTH AIR FORCE INSTRUCTION
36-2802**



7 OCTOBER 2015

Personnel

**QUARTERLY/ANNUAL
AWARDS PROGRAM (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications is available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 7 AF/CCCE

Certified by: 7AF/CV
(Brig Gen Kyle W. Robinson)

Supersedes: 7AFI 36-2802, 17 Jul 2009

Pages: 15

This instruction implements AFD 36-28, *Awards and Decorations Programs*, and AFI 36-2805, *Special Trophies and Awards* for the Seventh Air Force (7 AF) Quarterly/Annual Awards Program for outstanding military and civilian personnel of the quarter and year. It specifies responsibilities and nomination/selection procedures. Read in conjunction with AFI 36-1001, *Managing the Civilian Performance Program*, AFI 36-1004, *The Air Force Civilian Recognition Program* and AFD 36-10, *Civilian Performance and Recognition*. This instruction applies to all personnel and units assigned to Headquarters 7 AF. For the purpose of this instruction, Headquarters 7 AF includes the 7 AF Staff, the 607th Air Operations Center (607 AOC) and the 607th Air Support Operations Group (607 ASOG). 7 AF includes Headquarters 7 AF as well as the 51st Fighter Wing (51 FW) and the 8th Fighter Wing (8 FW). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

The Privacy Act of 1974 applies to this instruction. This publication requires the collecting and maintaining of information protected by the Privacy Act of 1974. The authorized to collect and

maintain the records prescribed in this instruction is Title 10 U.S.C., Section 857, System of Records Notice F900 AF MP A, *Awards and Decorations*, applies.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. This revision updates paragraphs 1.2.4, 1.2.5, 1.2.8, 1.3.1.5.2, 1.5, 1.6.2, 1.7.2, 2.3.1, 2.4.7, 2.5.6, 3.1.2, 3.1.2.3, 3.2.1, 3.4.1, 4.2.1.2, Attachment 1, *Glossary of References and Supporting Information*, Attachment 2, *Quarterly Award for Military – Civilian*, Attachment 3, *Annual Award for Civilians*, have been updated. Attachment 4, *Annual Award for Military* has been added.

1. Program Overview.

1.1. Objective.

1.1.1. Recognize superior performance and outstanding achievements of personnel assigned to the 7 AF.

1.1.2. Contribute to the overall unit morale by recognizing outstanding performers.

1.2. Award Categories.

1.2.1. Airman (AMN) of the Quarter/Year: Enlisted in the grades of E-1 through E-4.

1.2.2. Noncommissioned Officer (NCO) of the Quarter/Year: Enlisted in the grades of E-5 through E-6.

1.2.3. Senior Noncommissioned Officer (SNCO) of the Quarter/Year: Enlisted in the grades of E-7 through E-9.

1.2.4. Base Honor Guard Member of the Year: Member of the Elite Honor Guard at base-level programs.

1.2.5. Base Honor Guard Program Manager of the Year: This award recognizes the enlisted base-level Program Manager who has made the most significant contribution in the area of Base Honor Guard program management.

1.2.6. First Sergeant (F/S) of the Year: Enlisted member who possesses the 8F000 Air Force Specialty Code (AFSC).

1.2.7. Company Grade Officer (CGO) of the Quarter/Year: Officers in the grades of O-1 through O-3.

1.2.8. Field Grade Officer of the Quarter/Year: Officers in the grades of O-4 through O-5.

1.2.9. 7 AF Outstanding Civilian of the Quarter/Year: Non-US/US Appropriated Fund/NAF.

1.2.9.1. Category 1 (Trades/Crafts/Laborer): The nominees must be a WG, WL, WS, KWB, NA, NL, NS (blue-collar), or equivalent.

1.2.9.2. Category 2 (Administrative/Technical): The nominees must be an YB, YE, YI, YL, YM, KGS-7, NF-III equivalent and below, and all CC positions.

1.2.9.3. Category 3 (Manager/Supervisor/Professional): The nominees must be a YA, YC, YD, YF, YG, YH, YJ, YK, YN, KGS-8, or NF-IV equivalent and above. In certain circumstances, NF-III employees may be considered in this category. If in doubt, please contact the Osan Civilian Personnel Flight.

1.3. Eligibility Requirements.

1.3.1. Military.

1.3.1.1. Must be active duty member assigned to the 7 AF.

1.3.1.2. Must not have had an active Unfavorable Information File or have received punishment pursuant to the Uniform Code of Military Justice (UCMJ), such as an Article 15, during the award period.

1.3.1.3. Must meet fitness standards IAW AFI 36-2905, *Fitness Program*.

1.3.1.4. Enlisted.

1.3.1.4.1. Must possess an Air Force specialty skill level commensurate with grade, or demonstrated outstanding performance in an approved retraining program during the award period.

1.3.1.4.2. Will be considered in the category of competition for the grade they held for the majority of the award period (>45 days for quarterly awards, >6 months for annual awards).

1.3.1.5. Officers.

1.3.1.5.1. Will be considered in the category of competition for the grade they held for the majority of the award period (>45 days for quarterly awards, >6 months for annual awards).

1.3.1.5.2. CGO candidates must be in the grades of Second Lieutenant through Captain as of the last day of the award period, 31 December, to compete for the annual CGO award.

1.3.1.5.3. CGO packages will not contain any off duty education bullets unless it relates to their current position (ex: Master's Degree programs).

1.3.1.6. First Sergeants.

1.3.1.6.1. Must have held the 8F000 AFSC for a minimum of 6 months during the award period.

1.3.1.7. Civilian.

1.3.1.7.1. Must be assigned to the 7 AF.

1.3.1.7.2. Must not have disciplinary action(s) pending or taken during the award period.

1.3.1.7.3. Must have been employed for a period of at least three months in order to be nominated for a quarterly award and have been employed for the period of January through December to compete for an annual award.

1.3.1.7.4. Quarterly and annual nominees must receive an acceptable

performance appraisal.

1.4. Recognition Periods.

- 1.4.1. 1 January through 31 March: First Quarter.
- 1.4.2. 1 April through 30 June: Second Quarter.
- 1.4.3. 1 July through 30 September: Third Quarter.
- 1.4.4. 1 October through 31 December: Fourth Quarter.
- 1.4.5. 1 January through 31 December: Annual.

1.5. Recognition Boards: Recognition boards at the 7 AF level review the nomination package, and will convene a physical board for Enlisted only. Subordinate units are highly encouraged to have their nominees meet a board before meeting the 7 AF Board.

1.6. Awards Ceremonies.

1.6.1. Quarterly/Annual Awards Ceremonies: A ceremony will be held to recognize all nominees and will be the occasion for announcement of the winners. Ceremonies will be scheduled by the 7 AF/CCC.

1.6.2. The 7 AF/CCCE will work closely with the Air Force Forces (AFFOR) Staff, AOC, and ASOG First Sergeants to orchestrate and publicize the Headquarters 7 AF quarterly awards ceremonies.

1.7. Awards Benefits.

1.7.1. Each quarterly/annual winner will receive a quarterly/annual award, such as an engraved plaque or statuette.

1.7.2. Annual military and civilian award recipients will represent 7 AF at higher-level competitions, including 12 Outstanding Airmen of the Year (12 OAY), First Sergeant (F/S) of the Year, Base Honor Guard (HG) Member of the Year, Base Honor Guard Program Manager of the Year, and CGO of the Year when approved by the 7 AF/CC.

1.7.3. Quarterly Headquarters 7 AF award winners will compete in the Team Osan Quarterly Awards program when approved by the 7 AF/CC.

2. Responsibilities/Authorities.

2.1. 7 AF/CC.

2.1.1. Is the authority for the 7 AF Awards Program; maintains final selection approval authority or designates representatives as appropriate.

2.1.2. Promotes active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

2.1.3. Oversees the appropriate selection of mementos for personnel recognition.

2.2. 7 AF/CV.

2.2.1. Maintains overall responsibility for both Headquarters and 7 AF Company Grade Officer (CGO), Field Grade Officer (FGO), and Civilian quarterly and annual awards

boards. Oversees, reviews, resolves all splits, and monitors the officer recognition board process.

2.3. 7 AF/CS.

2.3.1. Serves as the board president for both Headquarters and 7 AF boards involving officer and civilian category awards or determines an appropriate substitute if unable.

2.3.2. Ensures officer board members are selected and fair, and accurate processes are used.

2.3.3. Ensures eligible 7 AF CGO annual award recipient packages are forwarded to higher headquarters award programs for competition, when applicable.

2.3.4. Forwards final results to the 7 AF Command Chief Executive Assistant (CCCE) for final processing.

2.4. 7 AF/CCC.

2.4.1. OPR for both Headquarters and 7 AF Recognition Programs.

2.4.2. Administers the enlisted portion of the 7 AF Outstanding Personnel Recognition and Awards Program.

2.4.3. Serves as the board president for both Headquarters and 7 AF boards involving enlisted and Honor Guard category awards.

2.4.4. Publishes suspense dates in January of each year. The schedule will list suspense dates for the entire calendar year.

2.4.5. Budgets for the purchase and engraving of both Quarter/Annual Headquarters and 7 AF awards.

2.4.6. Appoints an annual award banquet chairperson for both the Headquarters 7 AF Annual Luncheon and the 7 AF Annual Banquet.

2.4.7. Ensures eligible 7 AF enlisted annual award packages (12 OAY, Base HG Member of the Year, Base HG Program Manager of the Year, and F/S of the Year) are forwarded for competition at higher headquarters award programs, as applicable.

2.4.8. Forwards final results to the 7 AF/CCCE for final processing.

2.5. 7 AF/CCCE.

2.5.1. Serves as the focal point for nomination package turn-in, for all categories.

2.5.2. Ensures all leaders of units within 7 AF are notified of all appropriate suspense dates, nomination package requirements, and board member requirements.

2.5.3. Communicates board member information to the 7 AF/CS and 7 AF/CCC, as appropriate.

2.5.4. Secures board times and locations, and communicates with board presidents, board members, and nominees, as appropriate.

2.5.5. Compiles/distributes nomination review packages for all boards (Airman, Noncommissioned Officer, Senior Noncommissioned Officer, First Sergeant, Honor Guard, CGO, FGO and Civilian). Ensures packages include all necessary material.

- 2.5.6. Establishes and maintains a historical file of all boards conducted in accordance with the records management program.
- 2.5.7. Ensures the purchase of approved mementos and arranges engraving for award recipients.
- 2.5.8. Arranges for copies of award recipients photographs and places them in appropriate 7 AF recognition program display cases.
- 2.5.9. Works closely with the AFFOR Staff, AOC, and ASOG First Sergeants to orchestrate and publicize the Headquarters 7 AF quarterly awards ceremonies.
- 2.5.10. Coordinates directly with the 51 FW and 8 FW/CCC Executive Assistants in reference to annual awards suspense dates, nomination packages, and board member requirements.
- 2.6. Wing/Squadron Commanders.
 - 2.6.1. Establishes quarterly/annual programs within their organizations.
 - 2.6.2. Ensures all nomination packages are submitted on time and in the prescribed format.
 - 2.6.3. Conducts quality force reviews on all nominees, i.e., unfavorable information files, control rosters, dress and appearance and fitness standards.
- 2.7. Wing Command Chief Master Sergeants/Executive Assistants.
 - 2.7.1. Coordinates directly with the 7 AF/CCCE in reference to annual awards suspense dates, nomination packages and board member requirements.
- 2.8. Headquarters 7 AF First Sergeants.
 - 2.8.1. Coordinates directly with the 7 AF/CCCE in reference to quarterly and annual awards suspense dates, nomination packages and board member requirements.
 - 2.8.2. Works closely with the 7 AF/CCCE to orchestrate and publicize the Headquarters 7 AF quarterly awards ceremonies.
- 2.9. Public Affairs.
 - 2.9.1. Provides newspaper coverage of quarterly/annual award winners and ceremonies.
 - 2.9.2. Processes hometown news releases.
 - 2.9.3. Coordinates with Air Force News (AFN) to air the names of the winners on AFN Television and Radio.
 - 2.9.4. Provides other publicity as appropriate.
 - 2.9.5. Provides/coordinates all aspects of multimedia support for annual award nominees/banquet.
- 2.10. Protocol.
 - 2.10.1. Ensures all General Officers and Colonels (O-6 and above) receive formal invitations to all quarterly and annual luncheons or banquets as applicable.

2.10.2. Assists the 7 AF/CCCE, First Sergeants, and banquet POCs on proper Distinguished Visitor (DV) protocols during award ceremonies, luncheons and banquets, to include invitations, parking, seating assignments/identification, flag placements, ruffles and flourishes as appropriate, and DV announcements.

3. Headquarters 7 AF Quarterly/Annual Awards Program.

3.1. Headquarters 7 AF Quarterly Awards Nominations.

3.1.1. Each Headquarters commander (Air Operations Center, Air Support Operations Group and the Headquarters Section Commander) may submit one nominee per category (AMN, NCO, SNCO, CGO, FGO and Civilian (one per category)) to the 7 AF/CCC no later than 1200 hours on the suspense date. The 7 AF/CCC serves only as a focal point for nomination package turn-in for non-enlisted members. **NOTE:** The 7 AF/CCC will publish all quarterly and annual suspense dates in January each year.

3.1.2. Submit an electronic copy, limited to nine lines, not including headings, of the AF Form 1206, *Nomination for Award* to 7afccce@us.af.mil. Use bullet format. See **Attachment 2, 3** and 7 AF Form 3, *7 AF Quarterly Awards Military Score Sheet (Officer – Civilian)*, 7 AF Form 5, *Annual 7 AF Awards Military Score (Military – Civilian)*, 7 AF Form 6, *Composite Score Sheet*, 7 AF Form 7, *7 AF Quarterly Staff Board Member Score Sheet* for specific instructions. The 7 AF Form 3, and 7 AF Form 7 will be used for board members to score each military category individually.

3.1.2.1. A board will convene to determine a winner based on the information listed on the AF Form 1206, and nominee's performance at physical board for enlisted members. Officer and Civilian winners will be determined solely on their AF Form 1206. Each board member will rank each nominee using the score sheet depicted in 7 AF Form 3 for Officer and Civilian AF Form 1206s and 7 AF Form 7 for Enlisted (#1 being the best package, #2 being the second best package, etc.). The President will then total the board members' rank-ordered scores for each nominee on a composite score sheet, with the lowest cumulative-ranked score being the recommended selectee; see 7 AF Form 6. In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

3.1.3. Nominations not prepared according to this instruction or not received by the deadline will not be considered for quarterly competition.

3.2. Headquarters 7 AF Annual Awards Nominations.

3.2.1. Each Headquarters commander (Air Operations Center, Air Support Operations Group, and the Headquarters Section Commander) may submit one nominee per category (AMN, NCO, SNCO, First Sergeant, CGO, FGO, and Civilian (one per the three civilian categories)) to the 7 AF/CCCE no later than 1200 hours on the suspense date.

3.2.2. Submit an electronic copy, limited to 27 lines not including the headings, of the AF Form 1206 to 7afccce@us.af.mil. Use bullet format. See **Attachment 2 and 3**, for specific instructions. Additional guidance and requirements for AMN, NCO, SNCO (12 OAY), First Sergeant of the Year, and CGO of the Year packages will be disseminated annually, once published and released by Higher Head Quarters (HHQ).

3.2.3. Nominations not prepared according to this instruction or not received by the deadline will not be considered for yearly competition.

3.3. Headquarters 7 AF Board Composition: Board composition will be determined by the 7 AF/CCC and will normally consist of representatives from eligible units.

3.3.1. Enlisted Boards.

3.3.1.1. Headquarters board members will normally consist of a representative from each group. The 7 AF/CCC or designated representative will serve as President.

3.3.1.2. A board will convene to determine a winner based on the information listed on the AF Form 1206 and individual records review rip.

3.3.1.3. Board members will rank each nominee using the score sheet depicted on the 7 AF Form 5, with #1 being the best package, #2 being the second best package, etc. The President will then total the board members rank-ordered scores for each nominee, with the lowest cumulative- ranked score being the recommended selectee; see 7 AF Form 6. This form will be used for board members to score each civilian category individually. In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

3.3.1.4. The President will sign and date the score composite sheet(s).

3.3.2. CGO, FGO, and Civilian Boards.

3.3.2.1. The President will be the 7 AF/CS or a designated officer.

3.3.2.2. The board will normally be comprised of the President and three board members. The board will consist of O-5s and above only.

3.3.2.3. A board will convene to determine a winner based solely on the information listed on the AF Form 1206. Each board member will rank each nominee using the score sheets depicted on the 7 AF Form 5, with #1 being the best package, #2 being the second best package, etc. The President will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee; see 7 AF Form 6. In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

3.3.2.4. The President will sign and date the score composite sheet(s).

3.4. Quarterly Awards Ceremony.

3.4.1. The 7 AF/CCCE in conjunction with the 7 AF/CCC and AOC, ASOG, and AFFOR Staff First Sergeants will plan, organize, and oversee the quarterly awards ceremonies on a rotation basis in the following order: 1Q 607th Air Operations Center, 2Q 607th Air Support Operations Group, 3Q 607th Support Squadron, and 4Q 7 AF Staff.

3.5. Annual Awards Luncheon.

3.5.1. The 7 AF/CCC will solicit and select a CGO and SNCO from the Headquarters 7 AF units to plan, organize, and oversee the annual award luncheon. The selection of these two individuals will be made by 15 October each year.

4. The 7 AF Annual Awards Program.

4.1. 7 AF Annual Awards Nominations.

4.1.1. Each 7 AF unit (Headquarters, 8 FW, and 51 FW) may submit one nominee per category (AMN, NCO, SNCO, Honor Guard, First Sergeant, CGO, FGO, and Civilian) to the 7 AF/CCCE no later than 1200 hours on the suspense date.

4.1.2. Submit an electronic copy, limited to 30 lines including the headings, of the AF Form 1206 to 7afccce@osan.af.mil. Use bullet format. See **Attachment 2 and 3** for specific instructions. Additional guidance and requirements for AMN, NCO, SNCO (12 OAY), Honor Guardsman, First Sergeant and CGO of the Year packages will be disseminated annually, once published and released by HHQ.

4.1.3. Nominations not prepared according to this instruction or not received by the deadline will not be considered for yearly competition.

4.2. 7 AF Board Composition. Board composition will be determined by the 7 AF/CCC and will normally consist of representatives from eligible units.

4.2.1. Enlisted Boards.

4.2.1.1. 7 AF board members will normally consist of a representative from each unit. The 7 AF/CCC or designated representative will serve as President.

4.2.1.2. Board Members will be selected by the First Sergeants, with each unit having one representative.

4.2.1.3. A board will convene to determine a winner based solely on the information listed on the AF Form 1206. Each board member will rank each nominee using the score sheet depicted on the 7 AF Form 5 with #1 being the best package, #2 being the second best package, etc. The President will then total the board members rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee; see 7 AF Form 6. In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

4.2.1.4. The board president will sign and date the score composite sheet(s).

4.2.2. CGO, FGO, and Civilian Boards.

4.2.2.1. The President will be the 7 AF/CS or a designated O-6 and above.

4.2.2.2. The board will normally be comprised of the President and four board members. Other than the President, the board will consist of O-5 and above only.

4.2.2.3. A board will convene to determine a winner based solely on the information listed on the AF Form 1206. Each board member will rank each nominee using the score sheets depicted in 7 AF Form 5, with #1 being the best package, #2 being the second best package, etc. The President will then total the rank-ordered scores for each nominee, with the lowest cumulative-ranked score being the recommended selectee; see 7 AF Form 6. In the event of a tie, the President determines the ranking of those involved in the tie, to determine the recommended selectee.

4.2.2.4. The President will sign and date the score composite sheet(s).

4.3. 7 AF Annual Awards Banquet.

4.3.1. The 7 AF/CCC and 7 AF/CS will appoint committee chairpersons, one SNCO and one Officer, and the initial planning meeting will be held not later than the 15th of September.

4.3.2. The 7 AF/CCC, 7 AF/CCCE, the awards banquet committee, and other members as necessary, will plan, organize, and oversee the annual awards banquet.

4.3.3. The annual awards banquet will be held on the last Saturday in February.

4.3.4. Nominees will wear mess dress or semi-formal during the annual awards banquet.

TERRENCE J. O'SHAUGHNESSY,
Lieutenant General, USAF
Commander

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

AFPD 36-10, *Civilian Performance and Recognition*, 23 September 2015
AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014
AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999
AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009
AFI 36-2805, *Special Trophies and Awards*, 14 March 2013
AFI 36-2905, *Fitness Program*, 21 October 2013
AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

7 AF Form 3, *7 AF Quarterly Awards Military Score Sheet (Officer – Civilian)*
7 AF Form 5, *Annual 7 AF Awards' Military Score (Military – Civilian)*
7 AF Form 6, *Composite Score Sheet*
7 AF Form 7, *7 AF Quarterly Staff Board Member Score Sheet*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

12 OAY—Twelve Outstanding Airmen of the Year
607 AOC—607th Air Operations Center
607 ASOG—607th Air Support Operations Group
51 FW—51st Fighter Wing
7 AF—Seventh Air Force
8 FW—8th Fighter Wing
AFFOR—Air Force Forces
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFN—Air Force News
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AFSC—Air Force Specialty Code

AMN—Airman

CGO—Company Grade Officer

DV—Distinguished Visitor

FGO—Field Grade Officer

F/S—First Sergeant

HG—Honor Guard

HHQ—Higher Head Quarters

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

PME—Professional Military Education

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officer

UCMJ—Uniform Code of Military Justice

Attachment 3

ANNUAL AWARD FOR CIVILIAN

Figure A3.1. Annual Award for Civilian

NOMINATION FOR AWARD		
AWARD Annual	CATEGORY (if Applicable) (Note #1)	AWARD PERIOD 1 Jan - 31 Dec 14
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-5/First M. Last		MAJCOM, FQA, OR ORU PACAF
DA/SG/DUTY TITLE Chief, Systems & Architecture Branch	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-784-XXXX COMM: 011-82-031-XXXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/MAILING STATE/ZIP CODE 7 AF/A2X/Unit 2047/Osan Air Base/Republic of Korea/APO AP/96278		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/First M. Last /DSN: 315 784-XXXX / COMM 011-82-0505-784-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use SPSM-SSACM, DSN format) (SEE NOTES 3, 4, and 5)		
<p>CONTRIBUTIONS TO IMPROVE THE WORK CENTER OPERATIONS/SPECIAL ACTS:</p> <ul style="list-style-type: none"> - Describe how well he or she improved operations; highlighted the support they provided for any special projects; explain any other outstanding services the employee provided that benefited the mission, etc. - Provide factual and substantiated examples of the nominee's significant performance, achievements and special acts above general job requirements, that warrant this recognition. - Include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures or processes which resulted in increased mission effectiveness. 		
<p>PARTICIPATION IN COMMUNITY ACTIVITIES:</p> <ul style="list-style-type: none"> - Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. - Include leadership, mentorship or participation in unit advisory councils, associations, additional duties, community and/or civic activities and family enhancement. 		
<p>SELF-DEVELOPMENT:</p> <ul style="list-style-type: none"> - Describe the nominee's self-improvement efforts, if applicable. - Include training and educational activities. 		
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Use the term, Category I, II, or III as appropriate. 2. The AF Form 1206 is to be no more than 27 lines not counting headers. 3. Cite only those accomplishments that occurred during that award period. 4. Additional information will not be included on the headings line. 5. Limit acronyms to those considered as normal US Air Force terminology. 		
<p>1206</p> <p>* There are no specific points assessed to any category, but Contributions to Improve the Work Center Operations/Special Acts will count 70% of score and the other two categories will each be worth 15% of score. Board members will rate each package with #1 being the best package #2 being the second best package ect.</p>		
<p>AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE FOR OFFICIAL USE ONLY (When filed 9)</p>		

Attachment 4

ANNUAL AWARD FOR MILITARY

Figure A4.1. Annual Award for Military

NOMINATION FOR AWARD		
AWARD Annual	CATEGORY (if Applicable) (Note #1)	AWARD PERIOD 1 Jan - 31 Dec 14
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First M. Last	MAJCOM, FSA, OR DRU PACAF	
DAF/ODUTY TITLE 3D172/Executive Communications Section Chief	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 315-784-XXXX COMM: 011-82-0505-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/MAILING/STATE/ZIP CODE 7 AF/A6E /Unit 2047/Osan Air Base/Republic of Korea/APO AP/96278		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col/First M. Last /DSN: 315 784-XXXX / COMM 011-82-0505-784-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single spaces, omit format) (SEE NOTES 3, 4, and 5)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. - Define the scope and level of responsibility and the impact on the mission and unit. - Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. - Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and or evaluations. - Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year and so forth. 		
<p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, One-the-Job-Training, off-duty Educations related to primary duties, and so forth - Include completion of any awards earned during in-residence PME. - (Master Degree bullets for Officers are prohibited) For Enlisted include any off duty education not directly related to primary duties; e.g. class, course. - Cite any other relevant training or activity that has significantly enhanced the member's value as a military citizen. 		
<p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community - Include leadership, mentorship or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of the Top 3, Dining-In/Out committee, member of Air Force Sergeants Association, Sunday school teacher and so forth. 		
<p>NOTES:</p> <ol style="list-style-type: none"> 1. Use the term, AMN, NCO, SNCO, F/Sgt or CGO as appropriate. 2. The AF Form 1206 is to be no more than 27 lines not counting headers. 3. Cite only those accomplishments that occurred during that award period. 4. Additional information will not be included on the headings line. 5. Limit acronyms to those considered as normal US Air Force terminology. 		
<p>1206 * There are no specific points assessed to any category, but Leadership and Job Performance in Primary Duty will count 70% of score and the other two categories will each be worth 15% of score. Board members will rate each package with #1 being the best package #2 being the second best package ect.</p>		
<p>AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE FOR OFFICIAL USE ONLY (When Filled In)</p>		