

**BY ORDER OF THE COMMANDER
908TH AIRLIFT WING**

**908TH AIRLIFT WING INSTRUCTION
36-2802**



22 DECEMBER 2014

Personnel

**QUARTERLY AND ANNUAL RECOGNITION
PROGRAMS**

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(Col Harold W. Linnean III)

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This operating instruction implements AFI 36-2805, *Special Trophies and Awards*. It establishes policies, procedures, and responsibilities relating to the 908th Airlift Wing (908 AW) quarterly and annual award programs, designed to recognize outstanding Company Grade Officers (CGO); Senior Noncommissioned Officers (SNCO); Noncommissioned Officers (NCO); Airman (AMN); First Sergeants (1st Sgts)(annual only); Civilian Employees and 908 AW Outstanding Volunteers. This program provides recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and effort to improve themselves, as well as to enhance their unit's efficiency and effectiveness. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Privacy Act Warning Statement: This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, AFI 36-2608 and E.O. 9397 (SSN). Privacy Act system of records notice F036 AF PC N, *Unit Assigned Personnel Information*, applies. 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/>. This publication applies to members or units assigned to or associated with the 908 AW. 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.

SUMMARY OF CHANGES

This rewrite deletes the requirement to physically meet the board and adds the requirement for AF Form 1206s paper boards. It addresses the change in format for each award and adds the category for civilian, CGO, and outstanding volunteer recipients.

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1. Award Categories:

- 1.1. Company Grade Officer (CGO) Category. CGOs in grades O-1 through O-3.
- 1.2. Senior Noncommissioned Officer (SNCO) Category. SNCOs in grades E-7 and E-8.
- 1.3. Noncommissioned Officer (NCO) Category. NCOs in grades E-5 and E-6.
- 1.4. Airman (AMN) Category. Airmen in grades E-1 through E-4.
- 1.5. First Sergeant of the year (FSOY) Category. Nominees must serve in the position of First Sergeant and have held SDI 8F000 at least six months during the award period in order to be eligible. (Annual only category)
- 1.6. Civilian Categories. The civilian categories will be managed by the Force Support Officer, 908th Force Support Squadron.
 - 1.6.1. Category I. Grades GS-1 through GS-6 and WG-1 through WG-6.
 - 1.6.2. Category II. Grades GS-7 through GS-11, WG-10 through WG-12, and WS-9 through WS-12.
 - 1.6.3. Category III. Grades GS-12 and above, and WS-13 and above.
- 1.7. Outstanding Volunteer. Military, dependent family members or civilians who volunteer their service and time to their communities. MXG, MSG, OG, ASTS, and Wing Staff may submit one nominee per year (Military or Civilian). (Annual only category)

2. Award Periods and Titles:

- 2.1. Quarterly Awards. Quarterly awards periods are 1 January through 31 March (1st Qtr), 1 April through 30 June (2d Qtr), 1 July through 30 September (3rd Qtr), and 1 October through 31 December (4th Qtr).
- 2.2. Annual Awards. The annual awards period is 1 January through 31 December.

3. Nomination Requirements:

- 3.1. Unit of Assignment. Personnel must be assigned to the nominating unit for the entire award period for quarterly award and at least one-half the nomination period for annual awards.
- 3.2. Rank or Grade. Personnel promoted during the award period will compete with their respective peers in the rank they possess at the time of the nomination.
- 3.3. Other Requirements. Nominees must: currently meet minimum acceptable standards on the fitness assessment program, not have a pending discharge or planning to separate prior to the end of the calendar year, not be on, nor have been on, the control roster during the award period; and not had an open/active unfavorable information file (UIF) or Article 15 during the award period.
 - 3.3.1. Only authorized to apply for one category during the same quarter/year.

4. Nomination Procedures:

- 4.1. Group/Unit Nomination Procedures. Groups/units will establish their own procedures for determining their nominees. Each group will submit only one nominee per category. Wing staff and ASTS each can submit one nominee per category. ([Attachment 5](#))

4.2. Military Nomination Packages. Military nomination packages flow from individual squadron or unit selection boards, through group level, to the 908 AW/CCC office.

4.3. Civilian Nomination Packages. Civilian nomination packages flow from individual squadron or unit selection boards, through group level boards (where applicable), to the 908 FSS/FSO.

4.4. Volunteer Nomination Packages. Volunteer nomination packages flow from individual squadron or unit selection boards, through group level boards (where applicable), to the 908 AW/CCC.

4.5. Documenting AF IMT 1206 Quarterly Awards.

4.5.1. Use the most current AF IMT 1206, *Nomination for Award* which is located on the Air Force e-Publishing website.

4.5.2. Military packages use 13 lines (including headings) on the AF IMT 1206, *Nomination for Award*. ([Attachment 2](#))

4.5.2.1. Fitness score and last date tested placed at the bottom of the AF IMT 1206, *Nomination for Award*.

4.5.3. Civilian Packages use 14 Lines (including headings) on the AF IMT 1206, *Nomination for Award*. ([Attachment 4](#))

4.5.4. Use of acronyms is permitted on quarterly packages. Double space after last bullet, type ACRONYMS: and list in alphabetical order.

4.5.5. Quarterly package is due NLT than 1000 hours, Saturday of the UTA on which the Quarterly Board is held. Additionally, the entire nomination package, including the following items listed below, must be submitted electronically. ([Attachment 14](#))

4.5.6. Any package not meeting requirements listed in paragraph 4.5 will be disqualified.

4.5.7. Packages not received by the deadline will be returned without action.

4.6. Documenting AF IMT 1206 Annual Awards.

4.6.1. Military packages use 30 lines (including headings) on the AF IMT 1206, *Nomination for Award*. Only use acronyms common to all Air Force members and do not include acronym table. ([Attachment 2](#))

4.6.1.1. Fitness score and last date tested placed at the bottom of the AF IMT 1206, *Nomination for Award*.

4.6.2. First Sergeant packages limit the write-up to 30 lines (to include headers, if applicable) using the front side of the AF IMT 1206, *Nomination for Award*. Only use acronyms common to all Air Force members and do not include acronym table. ([Attachment 2](#))

4.6.3. Annual recipients in Amn, NCO, SNCO, CGO and FSOY will be the 908 AW nominees to 42 ABW and 22 AF for the 12 Outstanding Airmen of the Year Program.

4.6.3.1. Packages meeting 42 ABW and 22 AF will include:

4.6.3.1.1. AF IMT 1206, *Nomination for Award*. ([Attachment 2](#))

- 4.6.3.1.2. One base-level RIP (Records Review Rip).
- 4.6.3.1.3. Current Air Force Fitness Management System (AFFMS) print-out of member's physical fitness history.
- 4.6.3.2. Packages selected to go past 22 AF, will add the following:
 - 4.6.3.2.1. General information page formatted as shown in AFI 36-2805. ([Attachment 18](#))
 - 4.6.3.2.2. Biography. Limit to one single-spaced typewritten page as shown in AFI 36-2805. ([Attachment 15](#))
 - 4.6.3.2.3. Statement of intent signed by the nominee as defined in AFI 36-2805. ([Attachment 16](#))
 - 4.6.3.2.4. A public release statement. ([Attachment 17](#))
 - 4.6.3.2.5. JPEG image of squadron shield.
- 4.6.4. Volunteer nominations use 15 lines (No headers required) on the AF IMT 1206, *Nomination for Award*. ([Attachment 3](#))
- 4.6.5. Annual nominations are not limited to prior quarterly award winners for that year.
- 4.6.6. Yearly package is due NLT 1000hrs, Saturday of the January UTA. Additionally, the entire nomination package, including the following items listed above, must be submitted electronically. ([Attachment 14](#))
- 4.6.7. Any package not meeting requirements in [paragraph 4.6](#) will be disqualified
- 4.6.8. Packages not received by the deadline will be returned without action.

5. Selection Board Composition and Procedures:

5.1. The selection board will have representatives from OG, MXG, MSG, and ASTS/Wing Staff. Board president will be the Vice Wing Commander or delegated representative. The president will be notified the month prior to board. Board members **will not** be a direct supervisor of a nominee for that nominee's board conducted under this recognition program. If necessary the board president will score to resolve a tie.

- 5.1.1. CGO: One O-5 and three O-4s.
- 5.1.2. SNCO: Four CMSgts/CMSgt Selectees
- 5.1.3. NCO: Four E-8s/E-7s.
- 5.1.4. AMN: Four E-6s/E-5s.
- 5.1.5. Volunteer: One civilian in the grade of WS/GS 11/CMSgt or above (board president), three others of equal or greater equivalent grade of the nominees.
- 5.1.6. Annual Awards and First Sergeant of the Year: The 908 AW/CCC will serve as the board president for the First Sergeant Board and the board will consist of at least four additional CMSgts/CMSgt Selectees. The Vice Commander will serve as the board president for the annual AMN, NCO, SNCO awards, and there will be at least four additional CMSgts/CMSgt Selectees. The Vice Commander will serve as the board president for the CGO of the Year Board, and there will be one O-5 and three O-4's or

above. Board member names will be approved by 908 AW/CC. If necessary the board president will score to resolve a tie.

5.2. Board Evaluations:

5.2.1. AMN, NCO, SNCO, 1st Sgt, and CGO. Board members use the Annual/Quarterly Awards Score Sheet to rate the individual nomination packages. ([Attachment 6](#))

5.2.2. Civilian. Board members use the Quarterly Awards Score Sheet to rate the individual nomination packages. ([Attachment 7](#))

5.2.3. Volunteer. Board members use the Quarterly Awards Score Sheet to rate the individual nomination packages. ([Attachment 6](#))

5.3. Award Recipient Selection. Award recipient selection will be determined by the nominee who has the lowest rank order (#1) from each category with the final approval made by the 908 AW/CC.

5.3.1. AMN, NCO, SNCO, 1st Sgt, and CGO. The board president reviews all score sheets and enters all scores onto the Board President Master Score Sheet. The winner is selected not based on the total points of all the categories/packages, but on the lowest ranking composite (e.g. #1, #2, #3). When the board has concluded, the board recorder hand-carries all score sheets and the Board President Master Score Sheet to the 908 AW/CCC, Award Program Manager who will submit to 908 AW/CC for approval.

5.3.2. Civilian. The board president reviews all Awards Score Sheets, passes them to the board recorder who then enters all scores onto the Board President Master Score Sheet. When the board has concluded, the board recorder hand-carries all score sheets and the Board President Master Score Sheet to 908 FSS/FSO who will submit to 908 AW/CC for approval prior to processing the winning packages to compete at the Maxwell-Gunter awards board.

5.3.3. Volunteer. The board president reviews all Awards Score Sheets, passes them to the board recorder who then enters all scores onto the Board President Master Score Sheet. When the board has concluded, the board recorder hand-carries all score sheets and the Board President Master Score Sheet to Family Readiness Liaison who will submit to 908 AW/CC for approval prior to process the winning packages to compete at the Maxwell-Gunter awards board.

5.3.4. The winners are announced at the Quarterly wing commanders call and published in the 908 AW's "Southern Flyer" publication.

5.3.5. The 908 AW military winners for annual award will be considered for follow-on competition in the AFRC and Air Force 12 Outstanding Airman of the Year (12 OAY) Program (Ref: AFI 36-2805, *Special Trophies and Awards*) as well as Team Maxwell-Gunter award program IAW 4.6.3.

5.3.5.1. Each enlisted military annual winner must sign a statement of intent agreeing that if selected as 908 AW and MAJCOM nominee, they will obtain the required retention to compete at Air Force level. All MAJCOM nominees must have sufficient retention to serve on the AFA Enlisted Advisory Council for a 12-month period commencing the month of their induction (September), if selected as one of the 12 OAY.

6. Responsibilities:

6.1. The Wing Commander (908 AW/CC):

6.1.1. Has approval authority over board recommendations for all 908 AW award recipients.

6.1.2. Presents awards during the wing commanders call.

6.2. The Wing Command Chief Master Sergeant (908 AW/CCC):

6.2.1. Serves as the overall 908 AW Recognition Program Manager.

6.2.2. Requests Group Commanders and ASTS/WING Staff select required number of personnel (e.g. Officers, SNCOs, NCOs) to serve as board members. The 908 AW/CCC will select First Sergeant of the Year board members.

6.2.3. Schedules dates, times, and locations for CGO, SNCO, NCO, AMN, Volunteer and 1st Sgt boards.

6.2.4. Notifies board president and board members of dates, times, and locations boards will convene.

6.2.5. Briefs the board presidents on procedures before board convening date. Provides the president with the names, ranks, and units of fellow board members.

6.2.6. Prepares folders with copies of nominees' packages before board convening date. Nomination folders for civilian personnel will be prepared by 908 FSS/FSO before the civilian board convening date.

6.2.7. Selects a wing member to be a recorder for the board.

6.2.8. Provides results to 908 AW/CC by the end of the board day.

6.2.9. Coordinates with the 42 ABW/CCC for Maxwell-Gunter AFB quarter and annual awards board and notifies 908 AW staff of requirements and due dates.

6.3. The 908 AW Command Chief Assistant (908 AW/CCA):

6.3.1. Procures awards for each winner and obtains appropriate engraving.

6.3.2. Prepares congratulatory letters for signature by 908 AW/CCC and 908 AW/CC for all enlisted winners and 908 AW/CC for CGOs, Volunteer, and civilian winners.

6.3.3. Requests names of quarterly board members by COB UTA March, June, September, November (quarter awards) and December (annual award)

6.4. Force Support Officer (908 FSS/FSO)

6.4.1. Serves as the Recognition Program Manager for civilian awards.

6.4.2. Schedules dates, times, and locations for civilian boards.

6.4.3. Notifies board president and board members of dates, times, and locations boards will convene.

6.4.4. Briefs the board president on procedures before board convening date. Provide the president with the names, ranks, and units of fellow board members.

- 6.4.5. Prepares folders with copies of nominees' packages before board convening date. Nomination folders for civilian personnel will be prepared by 908 FSS/FSO before the civilian board convening date.
- 6.4.6. Select a wing member to be a recorder for the board.
- 6.4.7. Provide results to 908 AW/CC by the end of the board day.
- 6.4.8. Coordinate with the 42 ABW, Maxwell-Gunter, civilian personnel office of requirements and due dates for packages submission
- 6.5. The Board President: (Attachment 8)
- 6.5.1. Ensures nominations are given a fair and equitable evaluation.
- 6.5.2. Ensures the use of a master score sheet to determine winner. Reviews, reconciles (if necessary), collects all forms and records/annotates onto the Board President Master Score Sheet. (**Attachment 6, Attachment 7, Attachment 9** and **Attachment 10**)
- 6.5.3. Advises board members not to reveal their scores prior to the announcement by the 908 AW/CC.
- 6.5.4. The president votes/scores packages and maintains authority for voting when there is a tie.
- 6.6. Board members: (**Attachment 11**)
- 6.6.1. Grade each package using a point system for each line.
- 6.6.1.1. Each line will be graded from 0 – 2 using half points. (**Attachment 11**)
- 6.6.1.2. Each quarterly package cannot exceed 20 points and annual package cannot exceed 54 points.
- 6.6.2. Consider the rank and the level of performance along with action, impact, and results.
- 6.7. 908th Airlift Wing Public Affairs (908 AW/PA):
- 6.7.1. Announce through email and publications the award recipients of all boards once 908 AW/CC approves the proposed winners.
- 6.7.2. PA will provide photos of award recipients and post to appropriate physical and on-line boards.

ADAM B. WILLIS, Colonel, USAFR
Commander, 908th Airlift Wing

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

Executive Order (E.O.) 9397 (SSN)
DoDD 5500.7, *Standards of Conduct*
AFPD 36-28, *Air Force Awards and Decorations Program*
AFI 36-2805, *Special Trophies and Awards*
AFMAN 10-100, *Airman's Manual*
AFMAN 36-2125, Volume 3, *Mechanized Personnel Procedures*
AFMAN 36-2601, *Military Personnel Records System*
AFPAM 36-2241, *Professional Development Guide (PDG)*

Abbreviations and Acronyms

AFSC—Air Force Specialty Code
AMN—Airman (grades E-1 – E-4)
CGO—Company Grade Officer (grades O-1 – O-3)
COB—Close of Business
DOD—Department of Defense
FGO—Field Grade Officer (grades O-4 – O-6)
FSO—Force Support Officer
MAJCOM—Major Command
NCO—Noncommissioned Officer (grades E-5 and E-6)
OAY—Outstanding Airmen of the Year
POC—Point of Contact
QTR—Quarter
SNCO—Senior Noncommissioned Officer (grades E-7 – E-9)
UIF—Unfavorable Information File
UTA—Unit Training Assembly
YR—Year

Attachment 2

SAMPLE AF IMT 1206 (CGO/ENLISTED)

NOMINATION FOR AWARD		
AWARD Airman of the Quarter	CATEGORY (If Applicable) AMN, NCO, SNCO, ...	AWARD PERIOD Jul - Sep 14
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C John M. Doe	MAJCOM, FOA, OR DRU AFRC	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 493-1234 Comm (334) 953-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Maj Chip O Donut/DSN 493-4321 Comm (334) 953-4321		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE:</p> <ul style="list-style-type: none"> - Use this category for those things done as part of the member's job during the nomination period - 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 mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received such as "Spot Awards", "Dare to Soar" and so forth. <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Self explanatory (college, CDCs, formal schools, distance learning, CBTs, other) - Limit to only those self improvements achievements completed during the nomination period - 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, education related to primary duties, and so forth include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the members value as a military citizen. <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Identify noteworthy on/off duty base involvement and leadership accomplished during the nominations period - Define the scope and impact of the member's professional leadership, image 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 in/out committees, member of the Air Force Sergeants Association, Sunday school teacher and so forth. <p>ACRONYMS: (Quarter package only, not to be used for the annual package) List alphabetically AMN Airman NCO Non Commissioned Officer SNCO Senior Non Commissioned Officer CGO Company Grade Officer</p> <p>* Limit quarterly nominations to 10 lines (13 including category headings) * Limit annual packages to 27 line (30 including category headings) * For annual nominations; AMN, NCO, SNCO nominees must be willing to sign a letter of intent that they 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 their tenure as one of the 12 OAY</p> <p>DATE OF LAST FITNESS ASSESSMENT: _____ LAST FITNESS ASSESSMENT SCORE: _____</p>		

Attachment 3

SAMPLE AF IMT 1206 (VOLUNTEER)

NOMINATION FOR AWARD		
AWARD Volunteer of the Quarter	CATEGORY (If Applicable)	AWARD PERIOD 1 Jan - 31 Mar 13
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt or Mr. Ms/John E. Doe	MAJCOM, FOA, OR DRU AFRC	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 463-2222 & COMM: (334) 953-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: 225-2222 & COMM: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>1. Limit nomination lines to 15. No headings required.</p> <p>2. Nominees must be individuals who volunteer their services for the benefit of Maxwell AFB- Gunter Annex and the surrounding communities.</p> <p>3. This category is for contributions specifically to recognize their dedication and spirit of volunteering to include volunteer work through Professional Organizations registered with Maxwell AFB and Gunter Annex performing Community Service (ACE, 56ers, Top 3, Enlisted Spouse, Office Spouse, Booster Clubs, etc.)</p>		

Attachment 4

SAMPLE AF IMT 1206 (CIVILIAN)

NOMINATION FOR AWARD		
AWARD Civilian of the Quarter	CATEGORY (If Applicable) Category I, II, III	AWARD PERIOD Jul - Sep 14
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-06 Jane M. Doe	MAJCOM, FOA, OR DRU AFRC	
DAFSC/DUTY TITLE As indicated above	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 493-2345 Comm (334) 953-2345	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE As indicated above		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Daniel P. Boone /DSN 493-5432 Comm (334) 953-5432		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>CONTRIBUTIONS TO IMPROVE WORK CENTER OPERATIONS/SPECIAL ACTS: - Use this category for those things done as part of the member's job during the nomination period</p> <p>OTHER NOTEWORTHY ACHIEVEMENTS: - Other significant contributions</p> <p>PARTICIPATION IN COMMUNITY ACTIVITIES: - Identify noteworthy on and off duty base involvement</p> <p>DEVELOPMENT - Self explanatory (college, CDCs, formal schools, distance learning, CBTs, other) - Limit to only those self improvements achievements completed during the nomination period</p> <p>ACRONYMS: List alphabetically AMN Airmen NCO Non Commissioned Officer SNCO Senior Non Commissioned Officer CGO Company Grade Officer</p> <p>* Limit quarterly nominations to 10 lines (14 including category headings)</p>		

Attachment 5

EXAMPLE SUBMISSION LETTER



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

1 Oct 14

MEMORANDUM FOR 908 AW/CCC

FROM: 908 MSG/CC

SUBJECT: Mission Support Group Awards Nominations (1 Jul – 30 Sep 14)

1. I nominate the following individuals for the 908 AW Quarterly Awards:

AMN:	SrA Jane Parker
NCO:	TSgt John Brown
SNCO:	MSgt Doug Jones
CGO:	Capt Carol Smith
CIV Cat I:	Negative Reply
CIV Cat II:	Susan Harris
CIV Cat III:	Bart Connor
Volunteer Award:	Ms. Susie Jones

2. If you need any additional information, please contact MSgt John Mitchell at 493-8304

//SIGNED//
HAROLD W. LINNEAN III, Colonel, USAFR
Commander

Attachment 6 MILITARY SCORE SHEET

908 AW QUARTERLY AWARD SCORE SHEET
CATEGORY: (CIRCLE ONE)
AMN / NCO / SNCO / CGO

NOMINEE NAME: _____ **UNIT:** _____ **AWARD PERIOD:** _____

BOARD MEMBER NAME: _____

BOARD MEMBER SIGNATURE: _____

Leadership and Job Performance in Primary Duty
 (Max Points: 2 per line)
 Consider significant leadership accomplishments and how well member performed assigned primary and additional duties. Evaluate scope and level of responsibilities and impact on mission/unit. Consider any new initiatives or techniques developed by the member that positively impact the unit/mission. Note results of AF, MAJCOM, NAF-level inspections and evaluations. Consider awards received.

Points Awarded: _____

Significant Self-Improvement
 (Max Points: 2 per line)
 Consider how member developed/improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, PME, on-the-job training, certifications, off-duty education related to primary duties, etc. Also consider off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Consider other relevant training or activity that significantly enhanced the member's value as a military citizen.

Points Awarded: _____

Base or Community Involvement
 (Max Points: 2 per line)
 Consider scope and impact of member's positive leadership/involvement in both military and civilian community. Items of interest are leadership, membership, or participation in unit advisory councils, professional military organizations, associations, projects and events.

Points Awarded: _____

Total Points Awarded: _____ ***Rank Order:** _____

***Each board member must rank order nominees 1-10; no ties allowed**

Attachment 7

CIVILIAN SCORE SHEET

908 AW QUARTERLY AWARD SCORE SHEET

CATEGORY: (CIRCLE ONE)

Civ Cat I/Civ Cat II/ Civ Cat III

NOMINEE NAME: _____ UNIT: ____ AWARD PERIOD: _____

BOARD MEMBER NAME: _____

BOARD MEMBER SIGNATURE: _____

Contributions to Improve Work Center Operations/Special Acts:
(Max Points: 2 per line)

Consider significant leadership accomplishments and how well member performed assigned primary and additional duties. Evaluate scope and level of responsibilities and impact on mission/unit.

Points Awarded: _____

Other Noteworthy Achievements
(Max Points: 2 per line)

Consider any new initiatives or techniques developed by the member that positively impact the unit/mission. Note results of AF, MAJCOM, NAF-level inspections and evaluations. Consider awards received.

Points Awarded: _____

Participation in Community Activities
(Max Points: 2 per line)

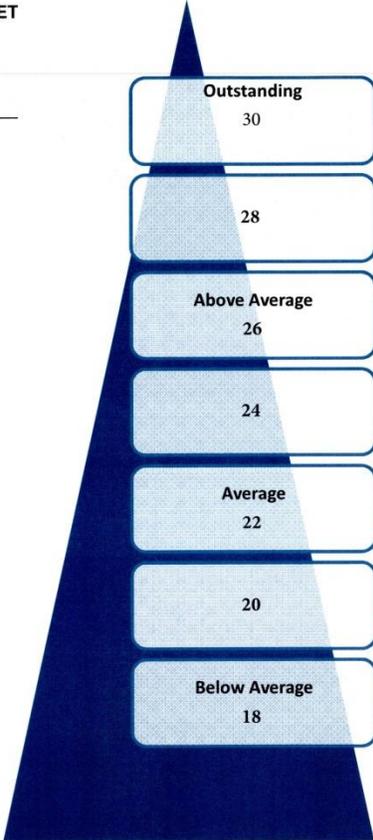
Consider scope and impact of member's positive leadership/involvement in both military and civilian community. Items of interest are leadership, membership, or participation in unit advisory councils, professional military organizations, associations, projects and events

Points Awarded: _____

Significant Self-Improvement
(Max Points: 2 per line)

Consider how member developed/improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc. Also consider off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Consider other relevant training or activity that significantly enhanced the member's value as a military citizen.

Points Awarded: _____



Total Points Awarded: _____ *Rank Order: _____

*Each board member must rank order nominees 1-10; no ties allowed

Attachment 8

BOARD PRESIDENT'S GUIDE

- A8.1.** The purpose of this guide is to assist you as the Board President in ensuring the board runs smoothly and professionally and the nominees feel good about having had quality evaluations.
- A8.2.** Ensures you know the ranks, names and units of your fellow board members.
- A8.3.** Ensures the nominees ranks and names are written on the score sheets that are provided in your board's packages.
- A8.4.** Explain the criteria for review of the packages and ensure each Board Member:
- A8.4.1. Focuses on the information listed on the AF IMT 1206, *Nomination for Award*, and scores each package accordingly.
 - A8.4.2. Recognizes that the quantity of information provided on the AF IMT 1206 is not and should not be the determining factor.
 - A8.4.3. Remembers that the quality of information provided on the AF IMT 1206, for the period being considered, is the most significant discriminator and of extreme importance.
 - A8.4.4. Is reminded that in order to be fair and consistent in their scoring, they must set aside all prejudices and evaluate the packages in accordance with the guidelines as provided in 908 AWI 36-2802, *Quarterly and Annual Recognition Programs*.
 - A8.4.5. Provide an honest, objective and unbiased review/evaluation of all nominations thereby continuing the integrity and credibility our program is noted for.
- A8.5.** Ensures all Board Members score each nominee or package and provide you with their total score. ([Attachment 6](#))
- A8.6.** Conduct bullet clarity discussion when required. ([Attachment 10](#))
- A8.7.** Once they have provided you with their scores, have them pass their score sheets to you for review and pass them to your Board Recorder so the scores can be entered onto the master score sheet.
- A8.8.** Dispute Process if there is a tie or rank order is scrambled. ([Attachment 10](#))
- A8.9.** Do not reveal scores to board members.
- A8.10.** Upon completion of the entire evaluation process, remind the board members not to discuss their scores with each other or anyone else until after the winners are announced by the 908 AW/CC.
- A8.11.** Thank each board member for their participation and efforts in making our recognition program a meaningful and successful one.
- A8.12.** Ensure all items used or pertaining to the board (score sheets, packages, pencils, calculators, etc.) are returned to the Recognition Program Monitor, 908 AW/CCC, for filing or future use.

Header Row													
						CGO							
Header Row													
						FS							

Winners are in yellow

Attachment 10

BOARD RANKING AND DISPUTE PROCESS.

BOARD RANKING AND DISPUTE PROCESS
Ranking package (example of scoring 4 packages)
– #1 package: 1 st , 1 st , 1 st , 2 nd = 5 (win)
– #2 package: 2 nd , 2 nd , 2 nd , 1 st = 7 (second)
– #3 package: 3 rd , 3 rd , 3 rd , 3 rd = 12 (third)
– #4 package: 4 th , 4 th , 4 th , 4 th = 16 (fourth)
Dispute Process
– Only tied packages or scattered packages involved in dispute process
– Board members reconcile scores on packages IAW procedures below
– Board president reveals scores only when members cannot resolve during line-by-line reconciliation
– Board president reveals rankings when line-by-line reconciliation is complete and tie is still not resolved
Compare packages line-by-line to reconcile lines “>” 1/2 point
– 1st: Board members discuss each line to reconcile scores to 1/2 point or less
– 2nd: If board members cannot reconcile within 1/2 point, then the president reveals score for that line and all board members change their score to board president’s score for that line
– 3rd: After every line on the disputed package has been reconciled board members will re-tally packages to see if the process resulted in change of rankings
– 4th: Board president re-tallies board members rankings to determine if process broke the tie
– 5th: If line-by-line review did not break tie board president will then reveal his rank order on the disputed packages to break the tie

–
Dispute a tie
– #1 package: 1st, 1st, 2nd, 2nd = 6 (tie)
– #2 package: 2nd, 2nd, 1st, 1st = 6 (tie)
– #3 package: 3rd, 3rd, 3rd, 3rd = 12 (third)
– #4 package: 4th, 4th, 4th, 4th = 16 (fourth)
Dispute a scramble
– #1 package: 1st, 1st, 4th, 3d = 9
– #2 package: 2d, 2d, 3d, 4th = 11
– #3 package: 3d, 4th, 2d, 1st = 10
– #4 package: 4th, 3d, 1st, 2d = 10

Attachment 11**BOARD MEMBER'S GUIDE**

A11.1. The purpose of this guide is to assist you as the board members in understanding their role so that the board runs smoothly and professionally and the nominees are assured quality evaluations.

A11.2. Focus on the information listed on the AF IMT 1206, *Nomination for Award*, and score each package accordingly.

A11.3. Recognize that the quantity of information provided on the AF IMT 1206 is not and should not be the determining factor.

A11.4. Remember that the quality of information provided on the AF IMT 1206, for the period being considered, is the most significant discriminator and of extreme importance.

A11.5. Ask the board president for clarification if needed in order to understand prior to assigning a grade.

A11.6. Score from 0-2 per line using ½ points. Do not assign a score for Leadership and Job Performance unless you see the "Impact" or the "Results." Do not assign a score to Self-Improvement unless you see "Improvement" and do not assign a score to Base or Community Involvement unless you see "Scope of Involvement." Keep in mind the level of responsibility in relationship to the rank. (**Attachment 11** and **Attachment 12**)

A11.6.1. In order to be fair and consistent in scoring, set aside all prejudices and evaluate the packages in accordance with the guidelines as provided in 908 AW OI 36-2802, *Quarterly and Annual Recognition Programs*.

A11.6.2. Provide an honest, objective, and unbiased review/evaluation of all nominations.

A11.7. Provide board president with all score sheets prior to leaving. (**Attachment 6**)

A11.8. Upon completion of the entire evaluation process, remember not to discuss scores with each other or anyone else until after the winners are announced by the 908 AW/CC.

A11.9. Ensure all items used or pertaining to the board (score sheets, packages, pencils, calculators, etc.) are returned to the Board President

Attachment 12

EXAMPLES OF SCORING

- Completed CLEP exam & 2 college classes; awarded CCAF degree

SMSgt – 0 point; CCAF should have been finished already

MSgt – 1/2 point; minimum requirement for MSgt

NCO – 1 point; good achievement for NCO

Amn – 1 1/2 points; great achievement for an airman

SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)	
- <u>Projo for RAFL largest TDY in 2 yrs; org 14 F-15Cs/131 mx/200 tons equip to Denmark--only 3 week notice!</u>	2 points
- <u>Planned complex TDY/logistics for 166 sorties vs Denmark F-16s/2 PDM preps/4 airshow's from TDY locale</u>	1 1/2 points
- <u>Investigated impounded jet; worked w/Aerospace Physiology to isolate defective reg--"zero" hypoxia repeats</u>	1 point
- <u>Arranged two Boeing visits for V-1 Radar trng--qual'd 20 technicians to perform mx on new V-1 Radar System</u>	1 point
- <u>Mitigated video tape recorder malfs; managed tracker to ID bad actors--qtrly "Repeat/recu" rate 4.7%/std 5%</u>	1 point
- <u>Org'd 6 trng events; used QA analysis to improve weak areas; Qtrly "Abort" rate 3.3%/std 6%--CAF best 2 yrs</u>	1 point
- <u>Pushed charge to Mgmt-by-walking-around policy; led sections 93.3% qtrly QA pass rate/69 of 74 rated insps</u>	1/2 point
- <u>Delivered deployment outbrief to 130 troops; captured movement of 8 sqdn's--awarded DFC "Top Performer"</u>	1/2 point
- <u>Sqdn Top 3 Pres; estab 3 committees/Prof Development/Holiday Party/Club Advisory; organized 3 fundraisers</u>	1 1/2 points
- <u>Led AMXS membership drive for Wing Top 3--raised 50 mbrs; & Wing Top 3 Voting Trustee for '06 elections</u>	1 point
- <u>Enrolled in Joint Enlisted PMF; expanded knowledge on joint environment/requirements; FTAC Grad speaker</u>	1 1/2 points
- <u>Regular columnist for British journal "The American" newspaper; wrote 5 articles on NBA draft/NFL playoffs</u>	1 point
	<u>13 1/2 points</u>

SIGNIFICANT SELF IMPROVEMENT:

- <u>Continuously seek improvement; 1st to volunteer for new challenges--counted on to complete any task</u>	Zero
- <u>Maintains health and fitness; participates in fitness program; member of championship football team</u>	1/2
- <u>Enrolled in CCAF; strives to complete courses at every opportunity; studying for 2 CLEP tests now</u>	Zero
- <u>Well ahead of peers on 5-level upgrade; finished first test; expect to complete 3 months before goal</u>	Zero
- <u>Volunteered numerous hours to clean up for recent VIP visit; greatly improved building appearance</u>	Zero
- <u>Qualified on M-16, M-9 and Chemical warfare courses--enhanced units overall mobility posture</u>	1/2
- <u>Regularly reads self-improvement material; consistent--enhanced abilities/increased supervisory skills</u>	Zero
- <u>Volunteered to attend NCOA at 1st chance; lauded for exceptional motivation to seek improvement</u>	Zero
- <u>Studying for 2 CLEP tests now; expect 12 additional credit hrs towards CCAF degree by months end</u>	Zero
- <u>Extremely sharp military bearing; professionalism is above reproach; One Team, No Seam Ooh-rah!!!</u>	Zero

1 Point

Attachment 13**GUIDANCE FOR PREPARING A WINNING PACKAGE****ACTION/IMPACT/RESULTS (AIR)**

Action: What did you do?

Impact: What happened as a result?

Result: What were the consequences of your Action?

1st bullet of each section = strongest bullet; “hook” and “wow” reader; not a job description.

Single line bullets an absolute must.

Use strong action verbs; show action.

Numbers, numbers, numbers – how many/how big/what percentage/\$value.

Minimize “white space” – remove fluff – replace long words – purge dead words: a, and, the, that, use “&”, “/”, “M”, “K”, “+”.

Arrange bullets carefully – right category – group subjectively.

Check/re-check spelling – shorten words sparingly.

Avoid overuse of acronyms – if it is difficult to read, it will be difficult to score.

Complete alphabetized acronym list – bottom of front page.

List all significant additional duties.

Attachment 14

TIMELINE

Table A14.1. Amn, NCO, SNCO, CGO, FSOY, Volunteer of the year.

	Due to Group/CC	Due to CCCA	Results to WG/CC	Announcement by WG/CC	Maxwell Gunter
1st Quarter (Jan – Mar)	Prior to end of March	1000hrs Saturday April UTA	COB Saturday April UTA	Sunday 1300 April UTA	Middle of April
2nd Quarter (Apr – Jun)	Prior to end of June	1000hrs Saturday July UTA	COB Saturday July UTA	Sunday 1300 July UTA	Middle of July
3rd Quarter (Jul - Sep)	Prior to end of September	1000hrs Saturday October UTA	COB Saturday October UTA	Sunday 1300 October UTA	Middle of October
4th Quarter (Oct – Dec)	Prior to end of November	1000hrs Saturday December UTA	COB Saturday December UTA	Sunday 1300 December UTA	End of January
Annual	End of December	1000hrs Saturday January UTA	COB Saturday January UTA	Sunday 1300 January UTA	First of February

Table A14.2. Civilian.

	Due to Group/CC	Due to CCCA	Results to WG/CC	Announcement by WG/CC	Maxwell Gunter
1st Quarter (Jan – Mar)	Prior to end of March	COB Wednesday prior to April UTA	COB Saturday April UTA	Sunday 1300 April UTA	Middle of April
2nd Quarter (Apr – Jun)	Prior to end of June	COB Wednesday prior to July UTA	COB Saturday July UTA	Sunday 1300 July UTA	Middle of July
3rd Quarter (Jul - Sep)	Prior to end of September	COB Wednesday prior to October UTA	COB Saturday October UTA	Sunday 1300 October UTA	Middle of October
4th Quarter (Oct – Dec)	Prior to end of November	COB Wednesday prior to December UTA	COB Saturday December UTA	Sunday 1300 December UTA	End of January
Annual	End of December	COB Wednesday prior to January	COB Saturday January UTA	Sunday 1300	First of February

		UTA		January UTA	
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Attachment 15
SAMPLE – BIOGRAPHY
BIOGRAPHY

AIRMAN FIRST CLASS JOHN Q. DOE, JR.

123-45-6789

AFSC: 3A051, KNOWLEDGE OPERATIONS MANAGER

Airman First Class John Q. Doe, Jr., is a knowledge operations manager assigned to the 123d Support Group, Jones AFB, Texas. He is XX years old.

Airman Doe was born in Lexington, Kentucky, on June 19, 19XX. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Peterson Award for spirit, dedication, and leadership, on and off the field.

After graduation from high school in 19XX, Airman Doe was locally employed and served as a church council officer for his church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 19XX and was called to active duty in 19XX.

Upon completion of Basic Military Training at Lackland AFB, Texas, in 19XX, Airman Doe began technical training as a knowledge operations manager at Keesler AFB, Mississippi, where he was an honor graduate (December 19XX). He was then assigned to Jones AFB and began on-the-job training for his five-skill level.

Airman Doe is married to the former Jane Q. Smith. (Include nickname or preferred name and, if active duty, rank.) He actively participates in the local church, where he serves as a youth counselor. He was selected as the 123d Support Group Outstanding Airman of the Quarter and subsequently for 19XX. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

NOTE: Limit the biography to one single-spaced, typewritten page with 1” margins, using Times New Roman 12 font. This sample is very general. Ensure the biography of the nominee includes more specific information that strongly supports the nomination. Accomplishments in the following

Attachment 16
STATEMENT OF INTENT
Typed on Unit Letterhead

MEMORANDUM FOR HQ AFPC/DPSIDR

dd/mm/yyyy

FROM: Rank and name of nominee

SUBJECT: Statement of Intent for 2014 12 Outstanding Airmen of the Year

1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection."
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 the AFRC/CC or AFRC/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."
3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

Signature Block

Attachment 17

PUBLIC RELEASE STATEMENT

Type letter on Unit Letterhead

MEMORANDUM FOR HQ AFPC/DPSIDR

dd/mm/yyyy

FROM: Rank and Name of Nominee

SUBJECT: Statement of Release for 2014 12 Outstanding Airmen of the Year Award

1. " I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act information or Personally Identifiable Information (PII) found in AFI 33-332, Air Force Privacy Program, Chapter 6, Disclosing Records to Third Parties (<http://www.e-publishing.af.mil/shared/media/epubs/AFI33-332.pdf>). I understand those transmitting personal information via email will exercise caution and adequately safeguard it IAW AFI 33-332, paragraphs 2.2.4. and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment."

2. Disclosure Statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below from 12 OAY competition.

Signature Block

Attachment 18

GENERAL INFORMATION PAGE

COMPLETE ENTIRE FORM				
ANNOTATE "N/A" WHERE INFORMATION IS NOT APPLICABLE				
NAME:			MILITARY STATUS: (TR/ART/IMA/Active)	
GO BY NAME:		RANK:	SSAN:	
DOB:			DOR:	
DO YOU EXPECT A PROMOTION ON OR BEFORE 1 APR 12:	NO	YES	PROMOTION DATE:	
MARRIED:	NO	YES	SPOUSE INFORMATION:	
NAME:			GO BY NAME:	
SSN:			CITIZENSHIP:	
DOB:			MILITARY SPOUSE:	NO YES
MILITARY RANK:			MILITARY STATUS (TR/ART/IMA/Active):	
ORGANIZATION NAME	STREET	CITY	STATE	ZIPCODE
DUTY (DSN):		FAX (DSN/COMM)		

DUTY (COMMERCIAL)				
PERSONAL CELL:			CIVILIAN WORK:	
DUTY E-MAIL ADDRESS:				
ALT E-MAIL ADDRESS:				
COMPLETE HOME ADDRESS		CITY	STATE	ZIPCODE
HOME PHONE:		CELL PHONE:		CIV WORK PHONE:
NAF (4th, 10th, 22nd):				
COMMANDER:			DUTY PHONE:	
WING/CCC:			DUTY PHONE:	
SUPERVISOR'S NAME:			DUTY PHONE:	
ADDITIONAL INFORMATION:				