

**BY ORDER OF THE COMMANDER
910 AIRLIFT WING**

910 AIRLIFT WING INSTRUCTION 36-2801

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Personnel

AWARDS AND DECORATIONS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes criteria for the Outstanding Wing Junior Officer of the Year (JOY), Senior Non-Commissioned Officer (SNCO), Non-Commissioned Officer (NCO), and Airman of the Quarter (AOQ), Air Force (AF) 12 Outstanding Airmen of the Year (OAY), and First Sergeant of the Year Award Programs. This instruction explains the eligibility, rules, nomination procedures and the selection criteria for each of the named awards. Only Air Force Reserve Command (AFRC) members of the 910 Airlift Wing are eligible for these awards. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route AF IMT 847 directly to the 910 AW/CCC office at 910AW, Youngstown Air Reserve Station, Vienna, Ohio. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) the Air Force Manual (AFMAN) 33-363, *Management of Records*, and are disposed of IAW the Air Force Records Disposition Schedule (RDS). **NOTE:** Personal Identifying Information (PII) (i.e., Social Security Number) and Electronic Data Identifiers (EDI) will not be displayed on any forms used.

SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. Major changes include, but are not limited to, modification of processes and procedures for awards nomination; format of

documentation required to submit a nomination; review board duties; and a clarification of commander or supervisor responsibilities.

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1. General. The success or failure of any recognition program depends on the enthusiasm and personal support provided by commanders and supervisors. The prestige and honor associated with an individual’s selection are major contributing factors to this success. Providing or withholding deserved recognition may greatly influence a person in deciding whether to accept an additional service commitment. With high levels of competition and resultant quality selection, this program can be an effective tool for enhancing unit morale and improving long-term retention of needed Airmen.

2. Award Categories:

2.1. The 910 AW Quarterly and Annual Award Program is designed to recognize the 910 Airlift Wing's top achievers and performers in each of the following categories.

2.1.1. Airman (Amn): Enlisted members in the rank of Airman Basic (AB), Airman (Amn), Airman First Class (A1C), and Senior Airman (SrA).

2.1.2. Noncommissioned Officer (NCO): Enlisted members in the rank of Staff Sergeant (SSgt) and Technical Sergeant (TSgt).

2.1.3. Senior Noncommissioned Officer (SNCO): Enlisted members in the rank of Master Sergeant (MSgt), Senior Master Sergeant (SMSgt), and Chief Master Sergeant (CMSgt) under special conditions.

2.1.4. First Sergeant: Enlisted members possessing the 8F000 AFSC, First Sergeant, in the rank of MSgt through CMSgt. NOTE: This is an annual award only.

2.1.5. Company Grade Officer (CGO): Commissioned officers in the grade of Second Lieutenant (2LT), First Lieutenant (1LT), and Captain (Capt).

2.1.6. Outstanding Airmen of the Year (OAY): Each 910 Airlift Wing Flight, Squadron, Group or equivalent (Medical, Operations Group (OG), Maintenance Group (MXG), Missions Support Group (MSG), Airlift Wing (AW) staff) may submit one individual per category (Amn, NCO, SNCO) for the Outstanding Airman of the Year Award. Submissions must be based upon achievements that occurred only during calendar year 1 Jan – 31 Dec.

3. Eligibility Criteria for Quarterly and Annual Awards:

3.1. Personnel are eligible to compete in the category in which they held a grade for the longest period of time; i.e., if a member was a SrA for 85 days of the quarter and a SSgt for only 5 days of the quarter; the member will compete in the Airman category. In cases such as this, please add a note of explanation and attach it to the nomination package.

3.1.1. Individuals with an open Unfavorable Information File (UIF) are ineligible for nomination.

3.1.2. Individuals will provide a copy of their current passing fitness assessment score. Members that are not current or unsatisfactory are ineligible to participate in this program. Commanders will review all members that are on medical profiles to determine eligibility.

3.1.3. All nominees must have six months on station. If individuals are promoted after winning a respective category, they will compete in the category of award that corresponds to the grade they held for the majority of the award period (i.e., if a SrA wins a January-March quarter and is then promoted to SSgt in May, he or she could compete in the NCO category for the "Of The Year" Award).

3.1.4. Only one nominee per category per organization may be submitted as defined in **paragraph 2.1**.

3.1.5. Yearly Award nominees do not have to be selected from quarterly award winners.

4. Nomination Procedures:

4.1. The new quarterly awards program is designed to make submission of nominations straightforward for commanders while providing information sufficient enough to enable the selection board to make an informed selection. Nominations should reflect an individual's achievements during a three month designated traditional reservists' period in that quarter and of the accomplishments throughout the current year (CGO, OAY, and First Sergeant of the Year awards).

4.1.1. Airman, NCO, SNCO and Company Grade Officers Quarterly Awards Recognition will be managed on a calendar year with the year divided into the following quarters.

4.1.1.1. 1st Quarter: January – March.

4.1.1.2. 2nd Quarter: April – June.

4.1.1.3. 3rd Quarter: July – September (Enlisted only).

4.1.1.4. 4th Quarter: October – December (Officers only).

4.1.1.5. Enlisted of the Year (January -- December) –combined with the Yearly Awards* (OAY) board held in December.

4.1.1.6. Junior Officer of the Year (October -- September (ROA/JOY)) board held in July.

4.1.1.7. The date, time and location listed above are determined by the Wing Command Chief and is subject to change at the CCM's discretion.

4.1.2. Quarterly Nominations will be submitted with one original and three copies. Commanders must sign the AF Form 1206 in the space that appears to the right of their name in the section titled Rank/Name of Unit Commander. The AF Form 1206 will consist of **15 lines** total that include subject categories. Each category must be addressed or the nominee stands the chance of receiving a score of zero for the omitted area. The following rating criteria will be used to make the selections.

4.1.2.1. **Job Knowledge/Outstanding Duty Performance:** 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, Major Command (MAJCOM), and Numbered Air Force-level (NAF) inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. (7 lines) **15 points**

4.1.2.2. **Significant Self Improvement:** Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course (CDC) enrollment or completion, On-the-Job Training (OJT), certifications, off-duty education related to primary duties, and so forth. Incorporate the 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 Lines) **10 points**

- 4.1.2.3. **Base/Community Service:** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Involvement in leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of 5/6 Council, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth. (2 lines) **5 points**
- 4.1.3. **Interview Board:** Members will meet in front of a board where they will be scored based on a point system on AF Form 1206, Dress and Appearance (**15 Points**), Professional and Military bearing (**15 Points**) and will be asked questions that may test AF/Wing knowledge, job experience, core values and vision (**40 points**). **NOTE:** In the interest of professional development, feedback from board members to nominees on their board performance is strongly encouraged through a feedback session with 910AW/CCC after the selection process.
- 4.1.4. Nominations will be submitted using the most current version of AF Form 1206, *Nomination for Award*. The nomination narrative is limited to a single-spaced typewritten page using bullet format. Prepare the AF Form 1206 using the categories for the appropriate award(s) listed above. Include a copy of the individual's most current record of individual personnel (RIP)/records review and most current fitness assessment score.
- 4.1.5. Military member's nomination package flows from individual squadron or unit, through the 910 AW/CCA office where packages will be tracked and verified that the required documents (AF Form 1206, fitness assessment score sheet, and RIP) are submitted within the established suspense. 910 AW/CCA office will forward the list of nominees the Monday prior to the Unit Training Assembly (UTA) to the 910 Force Support Squadron (FSS) Superintendent to ensure nominee(s) meet eligibility and package requirements. The 910 FSS Superintendent will respond back to 910 AW/CCA Office with confirmation that all nominees meet requirements by Thursday prior to UTA. Packages are then submitted to the 910 AW/CCC office.
- 4.1.6. Package deadline is the Friday one week prior to the defined Board UTA, by 1200 hours on the established suspense dates or if advised by 910 AW/CCC of alternative date.
- 4.1.7. Airman and NCO of the Quarter Board members will report at 0830 hours on Saturday of the April, July, and October UTAs at a location determined by the Wing Command Chief.
- 4.1.8. SNCO of the Quarter board members will report at 1230 hours on Saturday of the April, July and October Unit Training Assemblies (UTAs) at a location determined by 910 Airlift Wing Command Chief.
- 4.1.9. Junior Officer of the Quarter board members will report at 1230 hours on Saturday of the April, October and December UTAs at a location determined by Wing Command Chief.
- 4.1.10. Notification will be sent to the Nominee(s), Squadron Commanders, and First Sergeants on the actual time for nominee(s) to attend board review by the 910 AW/CCA Office.
- 4.1.10.1. Quarterly board composition.

Table 1. Quarterly Boards.

APPLICANT	BOARD PRESIDENT	BOARD MEMBERS
AMN	1 – First Sergeant	2 – SNCO's
NCO	1 – SMSgt	2 – SNCO's
SNCO	1 – O6/O5	2 – CMSgt's
CGO	1 – O6/O5	2 – O5/O4

4.1.10.1.1. Board members will receive notification requesting their attendance via military email and a formal letter sent to their residence. Member must respond with acceptance to the phone number and/or email listed in letter. If member cannot accept board nomination they must find a replacement within their organization of the same gender and rank.

4.1.10.1.2. Previously selected quarterly winners of the current fiscal year are not qualified for nomination a second time during the same fiscal year in any quarterly category. Do not recognize the same accomplishment or contribution in different categories (avoid dual awards). For example, an individual who is an Air Reserve Technician (ART) or a civilian on the base should never be submitted for a civilian award in one quarter and a military (NCO) award in another quarter for the same accomplishments.

4.1.10.1.3. Quarterly awards scoring standards will be based on a 100 point system broken down into four categories for AF Form 1206 (**30 Points**), Dress and Appearance (**15 Points**), Professional & Military bearing (**15 points**), interview board that questions will center around AF/Wing knowledge, job experience, or core values and vision (**40 Points**).

5. Company Grade Junior Officer of the Year (JOY):

5.1. Nomination for the Junior Officer of the Year (JOY) Award is to recognize those individuals who are making significant contributions to the 910 Airlift Wing during a defined year (October – September). Award packages will be formatted as prescribed by Air Force Instruction (AFI) 36-2805.

5.1.1. Eligibility: Any Junior Officer (O1 through O3) actively participating in the United States Air Force Reserve (USAFR). The individual must meet rank criteria for the entire period, even if promoted to senior officer grade. **FACTORS BASED ON TOTAL PERFORMANCE** (for the preceding calendar year using the following criteria):

5.1.1.1. Specific accomplishments in the functional area.

5.1.1.2. Procedures or ideas that resulted in benefits to Reservists or the USAFR.

5.1.1.3. Attendance record, personal performance, and attitude.

5.1.1.4. Educational achievements (mission-oriented) and other self-improvement efforts.

5.1.1.5. Leadership, professionalism, cultural, and social activities that reflect favorably on the USAFR.

5.2. The award period is October 1 thru Sept 30.

5.3. Nomination packages should be prepared as follows.

5.3.1. Unclassified summary of performance based on the evaluation factors listed in **paragraph 4** above (two-page limit / FRONT SIDE ONLY).

5.3.2. Unclassified citation prepared in the format listed in AFI36-2805, *Special Trophies and Awards*, and Attachment 3. Use the following heading.

5.3.2.1. Citation to Accompany the Award of the US Air Force Reserve Outstanding Junior Officer of the Year (member’s rank and full name) (attached if meets **5.3.4** criteria).

5.3.3. Biographical sketch in the format listed in AFI 36-2805, Attachment 2.

5.3.4. The selected Junior Officer of the Year (JOY) will then be submitted for Reserve Officer Association (ROA) Award to recognize those individuals who are making significant contributions to the (USAFR) while not on extended active duty (EAD) or other statutory tours. Recognition is restricted to eligible commissioned Air Force Reservists. Those Officers who are/were mobilized during the period are eligible for this award.

5.4. The 910 AW/CC or his/her designated representative will serve as the Junior Officer of the Year (JOY) Award board chairperson and select board members. The 910AW Annual boards will consist of a panel conducting a records-only selection, scoring each nominee in the JOY category.

5.4.1. Board may consist of a three to five person panel, one field grade officer or higher, from each Group, and one from Wing Staff. The board president will be on a rotating basis selected within each Group. See Table 2 for JOY board composition for annual board:

Table 2. Junior Officer of the Year Board.

APPLICANT	BOARD PRESIDENT	BOARD MEMBERS
JOY	1 – O6/O5 CC	3 – O6 / O5

5.4.2. The Yearly Board for JOY will convene at 0900 hrs Sunday of the July UTA (location determined by the Wing Vice Commander). Selection of the yearly winner in accordance with the annual awards program instructions provided by higher headquarters. Board president conducts and controls the board.

5.4.3. The scoring process will be an established and consistent point schedule that each nominee will be judged against in a fair and impartial manner.

5.4.4. The JOY score sheets will be completed by the board members and returned to the program manager by the board president upon completion of the selection process.

6. Annual Outstanding Airmen/First Sergeants of the Year (OAY) Nomination Procedures:

6.1. Annual Awards recognition will be managed on a calendar year, January to December.

6.1.1. All category descriptions are the same as for quarterly awards (paragraph 4.).

6.1.2. Nominations are limited to **30 lines** (including headers, if applicable), single-spaced typewritten page, using the AF Form 1206/V5, Nomination for Award. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include categories and cite examples that occurred only during the award period.

6.1.3. Packages will include a biography, general information sheet, release statement, a report of individual personnel (RIP) (records review) and current fitness assessment score with each individual nomination.

6.1.4. A records only selection board will be established, which will consist of the 910 AW/CCC, three (3) Chief Master Sergeants, and one (1) Senior Master Sergeant.

6.1.5. Once selection has been made, selected nominees will be required to complete all OAY documents requested by NAF along with commitment for retain ability for two years if selected as one of the OAY winners.

6.2. First Sergeant of the Year Nomination Procedures:

6.2.1. Each squadron commander of the 910 Airlift Wing may nominate their respective First Sergeant for consideration as the First Sergeant of the Year. Group commanders must approve each nomination before the package is forwarded to the 910 AW/CCC.

6.2.2. Nominees must have served in the position of First Sergeant and have held the AF Special Duty Identifier 8F000 for at least six months of the award period in order to be eligible.

6.2.3. A records only selection board that will be composed of the 910 AW/CC (or a designated representative) and two (2) Squadron Commanders.

7. Board Composition and Scoring Annual OAY Awards.

7.1. The 910 AW/CCC or his/her designated representative will serve as the enlisted board chairperson along with select board members. The annual boards will consist of a panel conducting a nomination package-only scoring of each nominee in the Airman, NCO and Senior NCO category.

7.1.1. Board president/members will pick up nomination packages from the 910 AW/CCC Not Later Than (NLT) 1400 hours one day prior to the actual board date. Board members are responsible for previewing/scoring the packages prior to the board convening.

7.1.2. The scoring will be annotated on board score sheets. The Amn, NCO, SNCO score sheets will be completed by the board members and returned to 910 AW/CCC or his/her designated representative upon completion of the selection process.

7.1.3. The scoring process will be an established and consistent point schedule that each nominee will be judged against in a fair and impartial manner.

7.1.4. The Yearly Board for AMN, NCO, and SNCO will convene at 0900 hours and the First Sergeant Board will convene at 1300 hours Friday of the December Unit Training Assembly (UTA) at a location determined by Wing Command Chief and is subject to change at the CCM's discretion.

7.1.5. Enlisted board composition for annual boards.

Table 3. Enlisted Board for Annual Awards.

APPLICANT	BOARD PRESIDENT	BOARD MEMBERS
AMN NCO SNCO	1 – CMSgt	2 – CMSgt & 1 - SMSgt
First Sergeant	910AW/CC	CCC & 2 Sqdn CC's

8. Uniform Requirements:

8.1.1. Uniform requirement for all quarterly boards and JOY Board is the Air Force Service Dress for all military nominees and board members. Enlisted Of the Year Boards will be Uniform of The Day due to Package Review only.

8.1.2. Uniform requirement for the luncheon is at the discretion of the Wing Command Chief for all military award winners. Suggested dress for civilian attendees is business casual. All other military attendees will wear uniform of the day.

9. Awards Presentation.

9.1. The winner in each quarterly and yearly category will receive a plaque accompanied by donations from sponsors within the base and civilian communities, as appropriate. Winners may also receive other Wing privileges.

9.1.1. Winners will be honored at an awards luncheon organized by the First Sergeants Group and hosted by the 910 AW/CC/CCC (or designee).

9.1.2. The Annual Wing Awards ceremony will normally be scheduled in March.

9.1.3. The luncheon will be at a designated based location. Quarterly and yearly winners along with the Unit, Squadron, Group Commanders, Chiefs, First Sergeants and family members will be invited.

10. Program Responsibilities:

10.1. **The Commander, 910 Airlift Wing (910AW/CC)** is responsible for ensuring overall compliance with the objectives of this instruction and approves all award winners.

10.2. **The 910 AW Command Chief Master Sergeant (910AW/CCC)**

10.2.1. Assumes overall responsibility for managing the quarterly/annual awards program.

10.2.2. Provides to 910 AW/CCA Office a Quarterly/Annual Awards schedule that includes nomination package suspense and proposed luncheon/banquet dates.

10.2.3. Schedules date, time, and place for boards. Arranges for selection of board members for Amn, NCO, SNCO and CGO categories. Ensures all logistical arrangements are made to conduct selection boards in a timely and professional manner.

10.2.4. Ensures the composition of each board consists of, at a minimum, one president and two board members with diverse representation from each Group, when possible.

10.2.5. Ensures enlisted board presidents/members receive the nomination packages, standardized score sheet and standardized written board procedures.

10.2.6. Ensures enlisted board presidents/members are briefed about board procedures, time and location.

10.2.7. Obtains and forwards all award nominees and winners for the wing commander's review.

10.2.8. Ensures the collection of all contributions from on/off-base sponsors has been completed.

10.2.9. Forwards all award winners to 910 AW/Public Affairs Office (PA) with full name, rank, and unit no later than the first Tuesday after the selections are announced.

10.2.10. Processes AF Form 833, *Visual Information Support Request*, for official photos of each annual award winner. Maintains a photographic display of Youngstown Air Reserve Station annual award winners in the lobby of 910 AW Headquarters, Building 128 and other designated locations.

10.3. **The 910 Force Support Squadron (910 FSS).**

10.3.1. The 910 FSS Superintendant will receive from the 910AW/CCA a list of nominees for the award program for that quarter and ensure nominees meet requirements under this AWI (i.e. personnel are eligible to compete in the category in which they held a grade for the longest period of time, current passing fitness assessment score and no UIF action is on record). The 910 FSS may also be requested to provide additional fitness assessment and Record Review sheets if required. All information is to be returned to 910/AW/CCA by Thursday prior to that UTA

10.3.2. Forward (if required) all approved packages/supplemental requested information to 910/AW/CC administration office.

10.4. **The 910 AW Commander's Secretary (910AW/CCA).**

10.4.1. Prepares base bulletin announcing the suspense date for submitting quarterly/annual nomination packages. Also posts on 910 AW Website under CCC messages.

10.4.2. Submit the list of nominees on the Monday prior to the Unit Training Assembly (UTA) to the Force Support Squadron Superintendant, who will receive and ensure that nominees accurately meet eligibility of the required information as defined in [paragraph 4.1.4](#) with the responsibilities stated in [10.3.1](#).

10.4.3. Once received back from 910 FSS, ensure four copies of each package are in folders and forward to 910 AW/CCC for board presentation.

10.4.4. Forward letter to Nominee(s), Squadron/Unit Commanders and First Sergeants on scheduled time and date for board review.

10.4.5. Obtain wing plaques engraved with recipient's rank, name, name of award, and inclusive dates.

10.4.6. Prepare and forward appropriate on/off-base sponsors letters of requests and appreciation.

10.4.7. Prepare congratulatory letters for Wing Commander Signature.

10.5. 910AW First Sergeants Group.

10.5.1. Ensure the yearly awards luncheon is planned, scheduled and accomplished.

10.5.2. Setup the awards table at designated location the day of the luncheon and provide Proctor.

10.6. The 910 AW Protocol Office (910AW/CCP) will:

10.6.1. Ensure all appropriate civilian Distinguished Visitors (DV), group and squadron commanders, as well as program sponsors, are extended a formal written invitation to the awards luncheon.

10.6.2. Track and account for RSVPs.

10.6.3. Inform the First Sergeant's Group of civilian DV, group and squadron commanders, and program sponsors attendance.

10.6.4. Review and coordinate program script with 910 AW/CC and 910AW/CCC.

10.6.5. Organize seating arrangements for head tables.

10.7. Group and Squadron Commanders, including associated units, are responsible for:

10.7.1. Ensuring one deserving person in each category is submitted from their respective group or squadron, as appropriate for quarterly and annual awards.

10.7.2. Establishing a point of contact in each group for the handling, and delivery of nomination packages (AF Form 1206) to Wing commander's secretary by the set suspense date and time.

10.7.3. Review nomination packages for quality and proper format according to the guidance provided in this instruction.

10.7.4. Meet all deadlines and required documents in the OAY process for 910AW nominee packages submitted to the NAF.

BRIAN E. DOMINGUEZ, Brig Gen, USAFR
Commander

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

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFI 26-2805, *Special Trophies and Awards*, 29 June 2001

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

12OAY—12 Outstanding Airmen of the Year

910AWI—910 Airlift Wing Instructions

AB—Airman Basic

AMN—Airman

A1C—Airman First Class

AF—Air Force

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

ART—Air Reserve Technician

CDC—Career Development Course

CGO—Company Grade Officer

CMSGT—Chief Master Sergeant

EAD—Extended Active Duty

JOY—Junior Reserve Officer of the Year

MAJCOM—Major Command

MSGT—Master Sergeant

NCO—Non-commissioned Officer

PA—Public Affairs office

RIP—Record of Individual Personnel

ROA—Reserve Officer Association

SMSGT—Senior Master Sergeant

SNCO—Senior Non-Commissioned Officer

SRA—Senior Airman

SSGT—Staff Sergeant

TSGT—Technical Sergeant

UIF—Unfavorable Information File

USAFR—United States Air Force Reserve

Attachment 2

BOARD GUIDANCE, COMPOSITION AND DUTIES

A2.1. BOARD PRESIDENT:

- A2.1.1. Be familiar with 910AWI36 2801 and ensure strict adherence to this instruction.
- A2.1.2. Oversees board operations; also serves as a scoring board member for tiebreakers only.
- A2.1.3. Upon board completion, immediately returns completed score sheets to 910 AW/CCC or designee for enlisted and CGO boards.

A2.2. BOARD MEMBER:

- A2.2.1. Review the score sheet.
- A2.2.2. Note the fact that all accomplishments must have been accomplished during the period of the award (i.e., the quarter nominated for or calendar year only.)
- A2.2.3. Ensure each bullet is in the proper category.
- A2.2.4. Objectively reviews each package in detail.
- A2.2.5. Judge how important each bullet is, based on your own intellect, experience, and common sense. Don't bring in your own knowledge of the person. Judge solely on the facts contained on the AF Form 1206, appearance, ability to answer questions and military bearing
- A2.2.6. Grade each nomination package, appearance, ability to answer questions and military bearing individually,

A2.3. AF Form 1206 Package:

- A2.3.1. Look at the member's ability to lead and all aspects of his or her job performance. Include the member's development of new techniques and focus on how each bullet (on the AF Form 1206) contributes significantly to increased mission effectiveness during the quarter.
- A2.3.2. The member must show this improvement through on- and off-duty education, achievements in professional or cultural societies or associations, and (or) development of creative abilities during the quarter. Consider the member's grade and status. (Was the member completing CDCs or PME during this period? Was he or she TDY for a contingency operation?)
- A2.3.3. The nature and results of the member's other accomplishments must set him or her apart from others of equal or higher grade. The member must have shown tangible demonstrated ability as an articulate and positive member of the Air Force during the quarter/year. Look for facts, not just quality statements.

A2.4. Dress and Appearance & Military Bearing.

- A2.4.1. Look at the member's appearance. Does he or she fit the image of an Unrivaled Airmen? Does the uniform fit properly? Does he/she look professional? Is he/she in the proper uniform and shoes with all proper accessories to include ribbons? Is the haircut within standards, mustache, fingernail polish, ear rings? Did he/she use standard military

facing movements, conduct themselves in speaking with the board? Did he/she salute if an officer is at the table? etc.

A2.5. Board Interview.

A2.5.1. How did the individual answer the questions asked, at the rank he/she holds, or answered above or below the rank he/she holds? Did he/she incorporate in the AF Core Values, Airmen's Creed? Evaluate the level of AF, AFRC, NAF, Wing, Unit knowledge, articulate, clear thought process etc.

A2.5.2. Awarding points is based on [Attachment 5](#) for enlisted and for CGO quarterly Awards. Assign the proper points and rank accordingly. Enlisted and JOY Yearly Award winners are based only on AF Form 1206 Package

A2.5.3. It is important to take notes during the scoring process so you are prepared to openly discuss scoring considerations if board president deems necessary. Complete all areas on each score sheet, and return completed score sheets to board president. Also, although you might not know for certain whom the overall category winner is, you may develop a good idea based on the content of the packages and or board presentation. However, it is your duty to maintain secrecy. Don't tell anyone until AFTER the awards banquet/luncheon.

A2.5.4. An important benefit of serving as a board member is the knowledge you'll gain of the process and the ability to improve your group's competitiveness at future boards. Pass this insight on to your group and squadron. Let everyone know how to improve packages in the future.

Attachment 3**BOARD GUIDANCE, PREPARING WINNING AWARD PACKAGES**

- A3.1.** Fill all required lines (15) on the AF Form 1206
- A3.2.** For annual award packages ensure that 30 lines are used of the AF Form 1206--packages
- A3.2.1. Exception: annual award packages may contain a blank line between categories
- A3.3.** Ensure each achievement occurred during the inclusive period--if possible put date it occurred
- A3.4.** Don't waste a lot of space/lines for one achievement--get to the point and show the impact. Normally the more achievements a person accomplishes the more points he/she is allocated
- A3.5.** Ensure that each bullet/achievement contains the actual act performed and its impact
- A3.5.1. Impact counts for half the total points
- A3.6.** Be specific
- A3.6.1. Document exact number of School credit or man-hours earned or worked, dollars saved, etc.
- A3.6.2. Avoid words such as countless, many, several, pursuing, enrolled--don't leave the reader guessing what you mean
- A3.6.3. Describe contributions as a member of an organization--avoid comments like "A member of AFSA, NCOA, Top Three, etc."--examples without active participation mean little
- A3.7.** Be careful not to overuse words such as submitted/nominated for--little value is added if the person was just nominated but did not win
- A3.8.** Check the instruction
- A3.8.1. Use the correct categories and put them in the correct order
- A3.8.2. Put the correct information under the correct categories--information in the wrong category may not be counted
- A3.8.3. Don't repeat information
- A3.8.4. Make sure you explain any acronyms or terms used--if possible put the terms in plain English so anyone can understand what it means and what the impact is
- A3.9.** Avoid overuse of hollow statements
- A3.9.1. "His troops always win award boards"
- A3.9.2. "Her people get promoted ahead of their peers"
- A3.9.3. "Graduated in the top 10% of their NCO Academy Class"--they were either a Distinguished Graduate or not
- A3.10.** Avoid general statements that cannot be substantiated

A3.10.1. Was TDY 215 days in one category and in another earned 48 hours of college credit

A3.10.2. "Earned 64 hours of college credit"--only include what the member did during the inclusive period

A3.10.3. Duty Titles--ensure the duty title matches the person's personnel data sheet

A3.10.4. "Aggressively pursuing a BA Degree"-- members personnel data sheet reflected they'd been in 10 years and only earned 32 credits

A3.11. Avoid technology overload, don't repeat individual's name or gender, and don't repeat award after award (i.e. "Flight NCO of the 1st Quarter", "Squadron NCO of the 1st Quarter", "Group NCO of the 1st Quarter")

Attachment 4

EXAMPLE AF FORM 1206

Figure A4.1. NOMINATION FOR QUARTERLY AWARD (ENLISTED OR OFFICER, 15 Lines).

NOMINATION FOR AWARD		
AWARD Of the Quarter OR Of The Year	CATEGORY (If Applicable) AMN/NCO/SNCO/CGO	AWARD PERIOD 1Jan-Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) John L. Doe	SSN (Enter Last 4 Only)	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE 3P051/SECURITY FORCES MEMBER	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 123-4567 Comm (123) 456-7890	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 910 SFS/SFOA/YOUNGSTOWN AIR RESERVE STATION, VIENNA OH 44473		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel/Jan B. Smith DSN 123-4567 Comm (123) 456-7890		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>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 levels 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, Number Air Force level inspection and/or evaluations. Include awards received, e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p>SIGNIFICANT SELF-IMPROVEMENTS 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.</p> <p>i.e. Education/CCAF PME Completion Skill-level Upgrade Quality Classes Achievements Degrees Awarded</p> <p>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 the Top 3, Enlisted Dining Out committee, member of the Air Force Sergeant's Association, Sunday school teacher, and so forth.</p> <p>i.e. Volunteer Work Special Olympics AF Suggestion Program Blood Drives Fund Raisers Youth Center Habitat for Humanity Intarmural Sports Junior ROTC Highway Clean-up Enlisted Club Member Honor Guard Member Adopt a Family Guest Speaker Sporting Event Participant Read Aloud Program at Local School</p> <p>NOTE 1: Limit the Narrative to one single spaced typewritten AF Form 1206 NOTE 2: Of the Quarter Package Point andline minimum for each area is valued for the Quarter Award - 15 TOTAL LINES Leadership and Job Performance + 7 Lines 15 Points Significant Self-Improvement + 3 Lines 5 Points Base or Community Involvement + 2 Lines 5 Points</p> <p>NOTE 3: OF the YEAR The AF Form 1206 must be 30 lines to include subject blocks for Of the Year Awards (distribution estimate) Leadership and Job Performance (50%) Significant Self-Improvement (25%) Base or community Involvement (25%)</p>		

Attachment 5

EXAMPLE AF FORM 1206

Figure A5.1. NOMINATION FOR QUARTERLY AWARD (ENLISTED, 15 Lines).

NOMINATION FOR AWARD								
AWARD Of the Quarter	CATEGORY (If Applicable) AMN/NCO/SNCO/CGO	AWARD PERIOD 1 Jan - 30 Mar						
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFRC						
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)							
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE								
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)								
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>JOB KNOWLEDGE/OUTSTANDING DUTY PERFORMANCE</p> <ul style="list-style-type: none"> - Superstar! Filled temp Chief Host Aviation Management, SMSgt position; showed superior executive ability - Flawlessly manages flying records for 136 aircrew members; accuracy critical to proper force management - Unmatched responsibilities as OG Security Manager; ensure zero deviation from sensitive security protocols - Refined Air Force Training Period pay process ensuring more timely financial transactions for unit personnel - Highly responsive! Completed short-notice flight orders to Haiti, critical to ensuring quick humanitarian relief - Vital role in daily ops; ensures flight authorization & flying hour program inputs/audits are current and correct - Consistently demonstrates superb initiative; looks for opportunities to improve processes & customer service <p>SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - Completed two classes towards her CCAF degree; continually enhancing valuable knowledge and leadership - Commander selected to attend Aviation Resource Mgt. Worldwide Conference; update professional skills - Motivated! Completed two volumes of CDC course 30 days ahead of schedule; scored 100% on both volumes <p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - Embodiment of esprit de corp supporting JROTC units; inspires adolescents to achieve their highest potential - Dynamic volunteer of youth programs; Teen Summit Camp Counselor, Yellow Ribbon Rep & Car pool manager <p>NOTE 1: Limit the Narrative to one single spaced typewritten AF Form 1206</p> <p>NOTE 2: Point and line minimum for each area is valued for the Quarter Award</p> <table style="margin-left: 40px;"> <tr> <td>Leadership and Job Performance + 7 Lines</td> <td>15 Points</td> </tr> <tr> <td>Significant Self-Improvement + 3 Lines</td> <td>5 Points</td> </tr> <tr> <td>Base or Community Involvement + 2 Lines</td> <td>5 Points</td> </tr> </table>			Leadership and Job Performance + 7 Lines	15 Points	Significant Self-Improvement + 3 Lines	5 Points	Base or Community Involvement + 2 Lines	5 Points
Leadership and Job Performance + 7 Lines	15 Points							
Significant Self-Improvement + 3 Lines	5 Points							
Base or Community Involvement + 2 Lines	5 Points							

Attachment 6

EXAMPLE AF FORM 1206

**Figure A6.1. NOMINATION FOR YEARLY AWARD, ENLISTED/FIRST SERGEANT
(30 Lines).**

NOMINATION FOR AWARD		
AWARD FIRST SERGEANT OF THE YEAR	CATEGORY <i>(If Applicable)</i> CCF Of The Year	AWARD PERIOD 1 Jan 00 - 31 Dec 00
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> MSgt John W. Doe	SSN <i>(Enter Last 4 Only)</i> 0000	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE 8F000/FIRST SERGEANT	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: 000-0000 COMM: (000) 000-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 910 SFS/SFCCF/YOUNGSTOWN AIR RESERVE STATION, VIENNA OH 44473		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Colonel/Jan B. Smith DSN 123-4567 Comm (123) 456-7890 (Group Commander's Signature here)		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i>		
<p>JOB KNOWLEDGE/OUTSTANDING DUTY PERFORMANCE</p> <ul style="list-style-type: none"> - Deployed for 10 mths in support of OEF Baghran AF - 1st-ever First Sgt selected by EMSG/CC; Bronze Star - Advocate for unique AF mission; only MSG in AOR charged w/provincial reconstruction, security/training - Deployment volunteer; extended 4 mos/ensured continuity of critical role - selfless dedication/support of OEF - Protected health/morale of 1K+ deployed Amn; visited 20+ sites in arduous conditions & dangerous locations - Ground breaking! Coordinated first-ever Afghan National Army A/C cargo trng at Bagram - historic success - Caregiver with 24/7 vigilance - 80+ Red Cross messages, 26 emergency leaves w/in 24 hrs throughout AOR - Battlefield airman - completed 30+ convoy & aircraft missions; sharpened his Airmen's ground assault tactics - Warrior focused! Maintained military vehicle fleet; acquired 6 Up-Armored SUVs - 100% msn capable rate - Force protection savvy - obtained CREW systems, Comm & GPS equip; improved EMSG convoy procedures - Led first time acquisition of Army supply accounts; ensured embedded Airmen equipped for mission success - Forward deployed/briefed critical items to 800+ from Bagram to outlying areas; coordinated convoy/air travel - Managed up-armored SUV order, lobbied requirement/safety 1st; vital to 12 AF training teams in combat zones - Enforced mandatory USCENAF programs - ensured 10 critical mission areas 100% compliance w/in AF stds - Focal point for all 755 EMSG personnel; beddown 1000+ transients across 27 locations throughout country - Critical element to ORTP-3, 4 & ORI preparation of 13 members from 914 CS; Comm plan lauded by AW/CC - With 5 days notice - filled ORI shortfall as Wing Historian - recognized by IG Team as Exceptional Performer - Winner of the Memorial LTC Terrence Crowe Award as Reservist of the Year - 2007 Bflo Fed. Exec. Board <p>SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - Self-motivated; enrolled in Dari language class--fostered community relations and building trust with locals - Ambitious athlete; networking w/coaches to acquire Level 3 USA Hockey coaching accreditation; giving back - Hand-picked by 914 AW/CC to represent wing at the 2007 World-Wide Air Force First Sergeant Conference - Expert; Completed 40 hours of coursework to become state and federally certified as a fire service instructor <p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - Distributed essential items; 7+ tons in clothing, shoes, school supplies & toys - improved community relations - Role Model - key member of the Wing Color Guard; participated in numerous on base and local area events - Assistant Coach in SW Ontario Girls Hockey League; inspired teamwork/dedication in leaders of tomorrow - Buffalo Fire Dept annual 5 K Run committee - efforts raised over \$3000 for firefighters and local charities - Chaired a benifit for fellow injured fire fighter in line of duty; rasied \$100,000+ helping heal scars of lost leg - Volunteer for FATHERS; activity group for father-less inner city youth also assists fathers who need guidance <p>NOTE 1: Limit the Narrative to one single spaced typewritten AF Form 1206 NOTE 2: OF the YEAR The AF Form 1206 must be 30 lines to include subject blocks for Of the Year Awards (distribution estimate)</p> <ul style="list-style-type: none"> Leadership and Job Performance (50%) Significant Self-Improvement (25%) Base or community Involvement (25%) 		

Attachment 7

EXAMPLE AF FORM 1206

Figure A7.1. NOMINATION FOR YEARLY AWARD (30 Lines).

NOMINATION FOR AWARD		
AWARD 910th Airlift _____ of the Year	CATEGORY (If Applicable) Amn/NCO/SNCO	AWARD PERIOD 1 Jan- 31 Dec
RANK/NAME OF NOMINEE (First, Middle Initial, Last) JAMES, Y, SMITH	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFRC
DAFSG/DUTY TITLE 3P051/SECURITY FORCES MEMBER	NOMINEE'S TELEPHONE (DSN & Commercial) 346-XXXX (330)-609-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 910th Security Force/SFS/3976 King Graves Road/Vienna/OH/44473-5941		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel/Jan B. Smith DSN 123-4567 Comm (123) 456-7890 (Group Commander's Signature here)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none"> - #1 of 325; 910 AW SNCO of the Year! Deployed 179 days to Shindand, Afghanistan--selected as 1st Ops Sup - Completed plan/rcvd 238 SF; direct'd repairs/trng on \$3.6M MVACIS--hardened 8 ECPs/bolstered sec 866% - IDF C2; led base populous in fighting fires created by incendiary devices during attack--saved approx 200 pax - Synergized Joint Force; organized mine clearing operation w/ Italian/USA EOD/US K-9--500 mines unearthed - Led initial recon expansion area; mapped 6 vital DPS--established secure area for 8.5 sq miles of open terrain - Mastered defense in depth; incorporated SF mbr w/ PGSS system--allowed for immediate target identification - Synergy forged w/ Bagram SF; benchmarked 15 SSIs/8 SIRs/76 QRCs/400pg IDP--eliminated 9 yrs of forming - Mitigat'd traffic congestion at Main ECP; creat'd alt ECP/expansion area in 48 hrs--expedited work force entry - Devlp'd expansion area patrol plan; sec'd area & LN/TCN workforce; completed \$1B proj--premier trng base - Created safety zone; preserved SECAF & staff--provided flawless sec during most volatile time of Ramadan - 838 AEAG/J2's attache to HQ/AMC A2 to review RAD App--supplied crit forces placement to warplanners - Authored base defense plan; organized CF input & constructed 1st IDP's framework--creat'd sec cornerstone - Directed VA; evaluated prior report & initiated reassessment of air base--reduced security deficiencies 30% - Led defense forces tactical veh cert efforts; 80 personnel trained--security response capability increased 80% - AEAG Disposition Ofc; direct'd destruction of > 60lbs of illegal drugs & 34 edged weapons--smugglers denied - Orchestrat'd perm placement of MVACIS FSR; relocated 3 FSRs to service 3 FOBs--extend'd US sec footprint - Creat'd/exercised only Mi-17 DART; lauded by EAW/CC ... "thinking and preparing as expeditionary Airmen" <p>SIGNIFICANT SELF-IMPROVEMENTS</p> <ul style="list-style-type: none"> - Completed 2 online US Joint Forces Cmd crses; honed C2 & PBIED knowledge--prepared for OEF joint ops - Certified MATV operator/led certification efforts of 27 FP mbrs--increased units response capability by 100% - Qual'd on RAID/FPS surveillance systems; managed \$3.9M in detection assets--force multiplier for Shindand - Finished AF Emergency Response Operations C2 course; increased hazardous incident command effectiveness - Completed/coor'd BAT/HIIDE & TIGR NET trng--40 Amn equipped w/biometric & Intel collection capability <p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - Led self-improvement efforts for S3 office area; built tables/set-up workstations--increased work space 200% - Acquired 30 mattresses/beds for living qrters; workaround for backordered supplies--improved deployed QoL - Assisted w/ RIP effort for follow-on forces; produced defense manning #'s--cemented future security of base - Chaired FP cell mtg; coordinated FP concerns w/ all military & civilian units--ensured seamless FP response - Organized hometown groups; collected and donated 78lbs of school supplies--aided children of Afghanistan <p>NOTE 1: Limit the Narrative to one single spaced typewritten AF Form 1206 NOTE 2: Acronymms should be listed on back of 1206 NOTE 3: Point and line minimum for each area is valued for the Year Award- 30 lines</p> <p style="margin-left: 40px;">Leadership and Job Performance + approx 16 Lines Significant Self-Improvement + approx 8 Lines Base or Community Involvement + approx 6 Lines</p>		

Attachment 8**AMN / NCO / SNCO AWARDS BOARD SCORE SHEET**

(Use this same score sheet for Annual Award submissions)

A8.1. INSTRUCTION: The entire package, as opposed to the individual categories will be scored on a 6 to 10 point scale, using 0.5 increments.

A8.2. Review Attachment one (1) for guidance and examples to determine scoring based on three categories and scoring points summary listed below:

A8.2.1. 1206 Package Score (6 – 10 Points) over all 30 points (x2)

A8.2.2. Dress and Appearance 15 points (x2)

A8.2.3. Military Bearing- (6- 10 Points) over all 15 points (x2)

A8.2.4. Board Interview- (6- 10 Points) over all 40 points (x5)

A8.3. Criteria to aid you in your scoring:

A8.3.1. Absolutely Superior 10

A8.3.2. Outstanding record/ Appearance & Bearing/ Questioned Answered 9.5

A8.3.3. Few could be better 9

A8.3.4. Strong / Appearance & Bearing/ Questioned Answered 8.5

A8.3.5. Slightly above average 8

A8.3.6. Average / Appearance & Bearing/ Questioned Answered 7.5

A8.3.7. Slightly below average 7

A8.3.8. Well below average 6.5

A8.3.9. Lowest in potential 6

Attachment 9**EXAMPLE – STANDARD BIOGRAPHY FORMAT**

SENIOR AIRMAN JOHN Q. DOE

(NOTE: SSN's and or EDI's will not be shown or displayed)

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 29 June 1966. He attended Central High School and excelled across the entire spectrum of school activities. 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 storeroom 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, and AFSC