

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

911 AIRLIFT WING INSTRUCTION 36-2805

4 APRIL 2014



Personnel

**THE 911TH AIRLIFT WING/PITTSBURGH
IAP ARS RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(CMSgt Brian Zator)

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program* and AFI 36-2805, *Special Trophies and Awards*. This instruction establishes uniform policy and procedures for nomination, selection and award of the 911th Airlift Wing (911 AW), Pittsburgh IAP ARS recognition programs; applies to all personnel assigned or attached to the 911th Airlift Wing. If the Air Force (AF) and/or Headquarters Air Force Reserve Command (HQ AFRC) make policy changes affecting this program, changes will supersede this instruction. The overall objective is to recognize outstanding performers and individual achievements on a continuing basis. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afirms/afirms/afirms/rds/rds_series.cfm.” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional’s chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This publication has been substantially revised and was completely rewritten.

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1. Military Recognition Program:

1.1. **Objective:** Recognize outstanding military personnel.

1.2. Responsibilities:

1.2.1. The 911 AW Commander (CC) is responsible for:

1.2.1.1. Establishing guidance for the wing/base recognition program.

1.2.1.2. The approval for purchase of quarterly and annual recognition trophies or mementos.

1.2.2. The 911 AW Vice Commander (CV) is responsible for:

1.2.2.1. Overseeing the field grade officer (FGO) and company grade officer (CGO) recognition program.

1.2.2.2. Ensuring board presidents for the FGO/CGO category rotate between the group commanders.

1.2.3. The 911 AW Command Chief (CCC) is responsible for:

1.2.3.1. Serving as the OPR for 911 AW quarterly and annual award programs.

1.2.3.2. Establishing and notifying 911 AW and all tenant organizations of nomination suspense dates for the quarterly and annual awards program.

1.2.3.3. Establishing board dates and determining board members.

1.2.3.4. Selecting quarterly and annual award elements (i.e. plaques, trophies, etc.) each year.

1.2.3.5. Changing the board procedures/composition due to unique circumstances and briefing senior leadership.

1.2.3.6. Briefing board presidents on procedures as appropriate.

- 1.2.3.7. Providing the Assistant to the Command Chief the list of winners.
- 1.2.4. The Assistant to the Command Chief (CCCA) is responsible for:
 - 1.2.4.1. Collecting nomination packages.
 - 1.2.4.2. Notifying board members of time and location of board.
 - 1.2.4.3. Ensuring appropriate award elements (i.e. plaques, trophies, etc.) are prepared and delivered to their respective events.
 - 1.2.4.4. Forwarding complete recommendation package(s) to 22 AF or HQ AFRC, as applicable.
 - 1.2.4.5. Collecting official photographs of winners and updating recognition displays throughout the wing.
 - 1.2.4.6. Assisting with recognition events and scripts.
 - 1.2.4.7. Appointed by Command Chief and limited to a one year term.
- 1.2.5. The unit commander/unit superintendent is responsible for:
 - 1.2.5.1. Working with all superintendents by providing board members as requested by the 911 AW/CCC.
 - 1.2.5.2. Providing replacement board members if selected members become unavailable.
 - 1.2.5.3. Establishing unit nomination procedures to select deserving personnel assigned.
 - 1.2.5.4. Ensuring all information provided on the AF Form 1206 is from duty performed in IDT or ADT status. No civilian duty performance for ARTs is acceptable.
 - 1.2.5.5. Ensuring all nominees are notified of their selection.
 - 1.2.5.6. Ensuring nominees meet the requirements of AFI 10-248, *Fitness Program*. Member must have a composite score of 75 or greater.
 - 1.2.5.6.1. If fitness exemptions exists (due to weather, deployment or medical) during the current nomination cycle, then the unit commander must include a MFR to explain the fitness exemption as part of the nomination package.
 - 1.2.5.7. Member must not have an unfavorable information file, be on a control roster, and must maintain proper dress and appearance standards during the nomination period.
 - 1.2.5.8. Forwarding all squadron level winners to their respective groups in accordance with prearranged guidance and timelines.
- 1.2.6. The group commander is responsible for:
 - 1.2.6.1. Ensuring board members are available, as selected by the 911 AW/CCC.
 - 1.2.6.2. Establishing group nomination procedures to select deserving personnel assigned.

1.2.6.3. Ensuring all nominees are notified of their selection.

1.2.6.4. Forwarding all group level winners to the 911 AW/CCC for wing competition.

1.2.7. Awards board presidents are responsible for:

1.2.7.1. Completing tabulations on the board tally sheet.

1.2.7.2. Acting as a voting member in the event of a tie.

1.2.7.3. Briefing board members on their primary duties and responsibilities prior to the board convening.

1.2.7.4. Ensuring board members understand and know how to effectively score award packages.

1.2.7.5. Briefing board members on the confidentiality of the board proceedings.

1.2.8. Public Affairs is responsible for official photos.

1.2.9. Scoring Categories and Point Values:

1.2.9.1. Board members will score each package using the score sheet (see attachment 1). Board members should score their packages first, then rank order the packages (i.e., 1st, 2nd, 3rd, etc...). If there is a tie, the board president will determine the winner.

1.2.9.2. Quarterly/Annual awards. The following categories will be scored using the nominees AF Form 1206 (see [attachment 2](#)):

- Leadership and Job Performance in Primary Duty: 50% weighted value
- Significant Self-Improvement: 25% weighted value
- Base or Community Involvement: 25% weighted value

1.3. Military Nominee Eligibility: Personnel are nominated by their respective group. Each Group may only nominate one nominee per category. The recognition program is administered on a calendar year basis. Individuals will compete in the grade they held for the majority of the award period. Members must have been assigned to the organization for at least 50 percent of the award period to compete. (Members who are deployed, and two-thirds of the inclusive period (two months) is performed in the deployed location will be prohibited from being recommended in the 911th Airlift Wing's "Of The Quarter" recognition program). Nominees cannot have any negative Quality Force indicators during the quarter nominated for quarterly awards and any quarter for annual awards. Members must meet the standards of AFI 36-2903 and AFI 36-2905, Fitness Program, and other applicable Quality Force indicators. Note: Military members must have a current passing fitness test at the time of nomination. The wing commander or command chief will determine in which category officer/enlisted nominees will compete. Grade criteria are as follows:

1.3.1. O-4 through O-5 for Field Grade Officer (FGO).

1.3.2. O-1 through O-3 for Company Grade Officer (CGO).

1.3.3. E-7 through E-8 for Senior Noncommissioned Officer (SNCO).

1.3.4. E-5 through E-6 for Noncommissioned Officer (NCO).

1.3.5. E-1 through E-4 for Airman (AMN).

1.3.6. E-7 through E-8 with AFSC 8F000 for First Sergeant.

1.4. Military Quarterly Award Nomination Procedures:

1.4.1. There will be one recognition board held per category each quarter. All four quarterly winners/nominees will compete in January to determine the overall annual award winner(s) for the 911 AW.

1.4.2. Each group/authorized tenant organization may submit no more than one nominee in each category to the wing/base quarterly recognition boards.

1.4.2.1. The 911 AW groups consist of the 911th Mission Support Group (911 MSG), 911th Operations Group (911 OG), 911th Maintenance Group (911 MXG), 911th Aeromedical Staging Squadron (911 ASTS) and the 911th Airlift Wing Staff (911 AW Staff).

1.4.2.2. The 911 Airlift Wing has no authorized tenant organizations.

1.4.3. Accomplishments must have occurred during the period of the award (January-March, April-June, July-September, or October-December). Information provided on the AF Form 1206 must be from duty performed in IDT or ADT status. No civilian duty performance for ARTs is acceptable.

1.4.4. Quarterly award winners are not eligible to compete during concurrent (back to back) quarters of the same calendar year.

1.4.5. Use the AF Form 1206 (latest version), front page only.

1.4.5.1. Nominations must be restricted to 13 lines max including headers (10 lines of data and three category headings), single spaced, size 12 font and bullet format.

1.4.5.1.1. Headers: (**Note:** No other information may be included on the header lines)

- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
- SIGNIFICANT SELF-IMPROVEMENT
- BASE OR COMMUNITY INVOLVEMENT

1.4.5.2. Include facts and achievements occurring/concluding during the quarter.

1.4.5.3. Forward electronic copies of all nominations to the 911 AW/CCC NLT COB on the predetermined date. Late packages will not be accepted.

1.4.5.4. All packages must include the latest copy of the nominees fit test results from the Air Force Fitness Management System.

1.5. Military Annual Award Nomination Procedures:

1.5.1. There will be one recognition board held per each category which will determine the annual award winners of the 911 AW.

1.5.2. Use the AF Form 1206 (latest version), front page only. The information provided on the AF Form 1206 must only be from duty performed in IDT or ADT status. No civilian duty performance for ARTs is acceptable.

1.5.2.1. Nominations must be restricted to 13 lines max including headers (10 lines of data and three category headings), single spaced, size 12 font and bullet format. The AF Form 1206 will also contain a listing of uncommon acronyms below the third category. They will be listed in the order they appear. The headers will be as shown below and no other information may be included in the header lines.

1.5.2.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY**
Describe significant leadership accomplishments and how well the member performed assigned primary duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacts the unit and/or the mission. Include results of Air Force, MAJCOM or Numbered Air Force (NAF) level inspections and/or evaluations. Include awards received (i.e. Maintenance Professional of the Year, etc.).

1.5.2.1.2. **SIGNIFICANT SELF-IMPROVEMENT** Show how the member developed or improved skills related to primary duties (i.e. formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc.). Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (i.e. 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.

1.5.2.1.3. **BASE OR COMMUNITY INVOLVEMENT** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community; provided, however, shall not include information relating to the member's civilian job. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (i.e. president of Top-3, enlisted dining-out committee, member of Air Force Sergeants Association, volunteer Sunday school teacher, etc.).

1.5.3. Include only facts and achievements that occurred/concluded during the calendar year.

1.5.4. The winners of the wing annual enlisted boards (AMN, NCO and SNCO) will compete for the 12 Outstanding Airmen of the Year award. The winner of the wing annual CGO board will compete for the AFRC CGO of the Year award. The winner of the wing annual First Sergeant board will compete for the USAF First Sergeant of the Year award.

1.5.4.1. Nomination packages for 22nd Air Force annual award boards in the enlisted categories will include the following in addition to the AF Form 1206:

1.5.4.1.1. An endorsement letter signed by the Wing Commander

1.5.4.1.2. A biography, limited to one, single-spaced typewritten page (21 lines max) using 12 font, with one inch margins (top, bottom, right and left). Use AFI 36-2805, attachment 2, as a guideline. Other biography formats will not be accepted.

1.5.4.1.3. A citation and general information sheet are not required.

1.5.4.1.4. One base-level Records Review RIP on each nominee.

1.5.4.1.5. A statement of intent on letter head format addressed to HQ AFPC/DPPPRS, signed and dated by the nominee (all nominees must sign a statement of intent).

1.5.4.1.5.1. **The statement will read verbatim:** *“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.*

“If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM command chief to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention.”

“I attest that the information provided in my AF Form 1206 and biography is true and correct to the best of my knowledge.”

1.5.4.1.6. A statement of release on letter head format addressed to HQ AFPC/DPPPRS, signed and dated by the nominee.

1.5.4.1.6.1. **The statement will read verbatim:** *“I do/do not (circle one) grant permission to release any information contained in my nomination packages and any announcement messages, press releases, or publicity regarding my winning this award.”*

1.5.4.1.6.2. **Include the following disclosure statement:** *Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.*

1.5.4.1.7. Ensure that signed statements listed above are on separate memos.

1.5.4.1.8. An 8x10 official photograph (head and shoulder with the American flag in the background) in electronic form only.

1.5.4.2. Nomination packages for the wing annual award board in the CGO category will include the following in addition to the AF Form 1206:

1.5.4.2.1. An endorsement letter signed by the Wing Commander.

1.5.4.2.2. One base-level Records Review RIP on each nominee.

1.5.4.2.3. A biography, limited to one, single-spaced typewritten page (21 lines max) using 12 font, with one inch margins (top, bottom, right and left). Use AFI 36-2805, attachment 2, as a guideline. Other biography formats will not be accepted.

1.5.4.3. Nomination packages for the wing annual award board in the First Sergeant category will include the following in addition to the AF Form 1206:

1.5.4.3.1. An endorsement letter signed by the Wing Commander.

1.5.4.3.2. One base-level Records Review Rip on each nominee.

1.5.4.3.3. A biography, limited to one, single-spaced typewritten page (21 lines max) using 12 font, with one inch margins (top, bottom, right and left). Use AFI 36-2805, attachment 2, as a guideline. Other biography formats will not be accepted.

1.5.4.3.4. A memorandum on letterhead for HQ AFPC/DPPPRS signed and dated by the nominee, Subject: "Public Release Statement."

1.5.4.3.4.1. **The statement will read verbatim:** *I do/do not agree to give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding the award winner.*

1.5.4.3.5. An 8x10 official photograph (head and shoulder with the American flag in the background) in electronic form only.

1.6. Board Member Selection Criteria:

1.6.1. The 911 AW/CCC or designated representative will serve as a staff advisor for the selection process.

1.6.2. The 911 AW/CCC will provide a board schedule to each group/squadron. Those organizations will in-turn solicit for volunteers to serve as board members and return the selections to the 911 AW/CCC by the established suspense date.

1.6.3. Wing/base boards will consist of 3/5 members and the 911AW/CCC. The 911AW/CCC is a non-voting member, except in the case of an overall tie.

1.6.4. Board members will be rotated among base organizations.

1.6.5. Board member grade requirements are as follows:

1.6.5.1. AMN Category: E-7 or E-8 (President: 911 AW/CCC)

1.6.5.2. NCO Category: E-7 or E-8 (President: 911 AW/CCC)

1.6.5.3. SNCO Category: E-7 or E-8 (President: 911 AW/CCC)

1.6.5.4. First Sergeant Category: E-7 or E-8 (President: 911 AW/CCC)

1.6.5.5. FGO Category: O-6 (President: 911 AW/CV)

1.6.5.6. CGO Category: O-6 (President: 911 AW/CV)

2. Civilian Recognition Program:

2.1. Objective: Recognize outstanding permanent appropriated and non-appropriated funded civilian employees, including Air Reserve Technicians.

2.2. Responsibilities:

2.2.1. The Wing's civilian personnel office, 911 FSS/FSMC, (or his/her designee) acts as the Awards Program Manager and oversees the selection process.

2.2.2. The selection committee is composed of the 911 AW Commander, Group Commanders and a Wing representative or their designee.

2.2.3. The Committee reviews all nominations and selects the winner in each category based on information in the nominations.

2.2.4. The Wing Commander has final approval authority on selections made by the committee.

2.2.5. 911 FSS/FSMC will complete the Personnel Action (RPA) to award a Time-Off-Incentive Award for winners. 911 FSS/FSMC will forward the Standard Form 50, *Notification of Personnel Action*, to the individual supervisors to be filed in the individuals 971 file. For NAF award winner, the 911 FSS/HRO, NAF Human Resources Office, will process the appropriate paperwork for a Time-Off incentive award.

2.2.6. The 911 FSS/FSMC will ensure proper appropriated and non-appropriated funded employee's award elements are prepared and delivered to their respective individuals and events. This includes:

2.2.6.1. Recognition at commander's call.

2.2.6.2. Photograph taken and displayed in HQ building.

2.2.6.3. Time-off award

2.2.6.3.1. Quarterly award winners will receive 8 hours.

2.2.6.3.2. Yearly award winners will receive 16 hours.

2.3. **Nominee Eligibility:** All permanent appropriated and non-appropriated funded civilian 911 AW employees, including Air Reserve Technicians, in their position six months, are eligible for nomination or these awards. Contract employees are not eligible for these awards:

2.3.1. Individuals will be nominated in the appropriate grade award category

2.3.2. Individuals must not have disciplinary action pending.

2.4. **Award Categories:** The program includes two individual award categories.

2.4.1. Civilian Category I - GS-09 and above, Wage Grade Supervisor and NAF Supervisors.

2.4.2. Civilian Category II - GS-08 and below, Wage Grade and NAF non-supervisory.

2.4.3. Individuals are recognized for accomplishments during the quarter they are nominated for.

2.4.4. Individuals selected for the 911 AW Civilian Employee of the Quarter Award are only eligible to be nominated once per year.

2.5. **Civilian of the Quarter Award Nomination Procedures:**

2.5.1. Use the AF IMT 1206 (latest version), front page only.

2.5.1.1. Nominations must be restricted to 13 lines max including headers (10 lines of data and three category headings), single spaced, size 12 font and bullet format.

2.5.1.1.1. Headers: (**Note:** No other information may be included on the header lines)

- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
- SIGNIFICANT SELF-IMPROVEMENT
- BASE OR COMMUNITY INVOLVEMENT

2.5.1.2. Include facts and achievements occurring/concluding during the quarter.

2.5.1.3. Forward electronic copies of all nominations to the 911 911 FSS/FSMC NLT 1600 hours on the predetermined date. Late packages will not be accepted.

2.5.1.4. The basis for the nomination is the accomplishments which occurred during the quarter for which nominated. Nominations may include the following:

2.5.1.4.1. Duty performance, special acts, or other basis for the nomination which occurred during the quarter for which nominated.

2.5.1.4.2. Other accomplishments or contributions which occurred during the quarter for which nominated which have had a significant effect on mission accomplishment, employee morale and welfare, or other areas which resulted in improvement in Air Force programs, procedures, or work methods.

2.5.1.4.3. Community relations, activities, and achievements which occurred during the quarter for which nominated.

2.5.1.4.4. All nominations should include the endorsement of the group commander of the group to which the employee is assigned.

2.6. Civilian of the Year Award Nomination Procedures:

2.6.1. Civilian of the Year Awards are made on an annual basis for the calendar year. The original quarterly nomination will be revised to include any accomplishments during the entire year 1 January – 31 December.

2.6.2. Send original nomination package to Civilian Personnel no later than COB 31 January for the immediately preceding year.

2.6.3. Selection committee selects the winner in each category based on information in the nomination package.

2.6.4. Accomplishments must have occurred during the period of 1 January – 31 December of the preceding year and as identified in the announcement from Civilian Personnel.

2.6.5. Use the AF IMT 1206 (latest version), front page only.

2.6.5.1. Nominations must be restricted to 13 lines max including headers (10 lines of data and three category headings), single spaced, size 12 font and bullet format. The AF IMT 1206 will also contain a listing of uncommon acronyms below the third header. They will be listed in the order they appear.

2.6.5.1.1. Headers: (**Note:** No other information may be included in the header lines)

2.6.5.1.2. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY

Describe significant leadership accomplishments and how well the member performed assigned primary duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacts the unit and/or the mission. Include results of Air Force, MAJCOM or Numbered Air Force (NAF) level inspections and/or evaluations. Include awards received.

2.6.5.1.3. **SIGNIFICANT SELF-IMPROVEMENT** Show how the member developed or improved skills related to primary duties (i.e. formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc.). Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (i.e. 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.

2.6.5.1.4. **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 (i.e. president of Top-3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, etc.).

2.6.6. Include only facts and achievements that occurred/concluded during the calendar year.

2.6.7. **Nominations must include the endorsement of the group commander.**

2.7. **Frequency of Award and Reporting Period:**

2.7.1. Civilian of the Quarter Awards are made on a quarterly basis in the calendar year.

2.7.1.1. The 911 FSS/FSMC will solicit quarterly nominations via email to all civilian employees. Nominations are due to Civilian Personnel by COB the 10th day of April, July, October, and January of the immediately preceding quarter.

2.7.1.2. Send the original nomination to 911 FSS/FSMC not later than COB the 10th day of April, July, October, and January for the immediately preceding quarter.

2.7.1.3. Reporting periods are:

2.7.1.3.1. January-March

2.7.1.3.2. April-June

2.7.1.3.3. July-September

2.7.1.3.4. October- December

3. **Honor Guard Recognition Program:**

3.1. **Objective:** Recognize outstanding members of the 911 AW Honor Guard.

3.2. **Responsibilities:**

3.2.1. The 911 AW/HG (Honor Guard) OIC

- 3.2.1.1. Manages the Pittsburgh Honor Guard recognition program.
- 3.2.1.2. Conducts quarterly and annual face-to-face selection boards.
- 3.2.1.3. Selects board members IAW with board composition criteria.
- 3.2.1.4. Provides board results to the 911 AW/CCC.

3.3. Honor Guard Recognition Process:

3.3.1. The following rules apply for both annual and quarterly recognition boards:

3.3.1.1. Accomplishments must have occurred during the following periods:

3.3.1.1.1. Quarterly:

3.3.1.1.1.1. During the period of the award (January-March, April-June, July-September, or October-December).

3.3.1.1.2. Annual:

3.3.1.1.2.1. During the period of 1 January – 31 December.

3.3.1.1.2.2. The wing annual nominee does not have to be a quarterly winner of any quarter in that calendar year.

3.3.1.1.2.3. The wing annual award winner will go on to compete at higher levels as coordinated thru AF HG.

3.3.2. Use the AF Form 1206 (latest version), front page only. Quarterly nominations must be restricted to 12 lines max including headers (10 lines of data and two category headings), single spaced, size 12 font and bullet format. Annual nominations must be restricted to 20 lines max including headers (18 lines of data and two category headings), single spaced, size 12 font and bullet format.

3.3.2.1. Headers: (*Note:* No other information may be included in the header lines) Examples of accomplishments include, but are not limited to: nominees' participation and impact on ceremonies, participation in training opportunities as an instructor or student, and programs initiated by nominee that contributed significantly to the Honor Guard mission.

3.3.2.2. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES

3.3.2.3. SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS

3.4. Honor Guard Recognition Eligibility:

3.4.1. Nominee must be designated by the flight Noncommissioned Officer in Charge (NCOIC).

3.4.2. Nominees will process through their squadron commander before being nominated.

3.5. Board Composition Criteria:

3.5.1. The board will consist of no less than three members.

3.5.2. One board member must be an officer.

3.5.3. Two board members must have functional Honor Guard experience.

3.6. Board Scoring Procedures:

3.6.1. Nominees will meet the board in full Honor Guard ceremonial uniform during the last month of the respective quarter.

3.6.2. Nominees are graded on the following criteria:

3.6.2.1. Dress and Appearance.

3.6.2.2. Military Bearing.

3.6.2.3. Standing Manuals (facing movements/proficiency).

3.6.2.4. Answers to procedural and situational questions.

3.6.2.5. Total Person concept.

3.6.3. Winners are determined by rank order of combined tallied scores from the AF Form 1206 and the face to face board.

Stacey L. Scarisbrick, Col, USAFR
Commander

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

AFPD 36-28, Awards and Decoration Program, 30 July 2012

AFI 36-2805, Special Trophies and Awards, 14 March 2013

AFMAN 33-363, Management of Records, 1 March 2008

Adopted Forms

AF 847, Recommendation for change of publication, 22 Sep 2009

Attachment 3

SAMPLE NOMINATION FOR QUARTERLY/ANNUAL AWARD

NOMINATION FOR AWARD		
AWARD HQ USAF Quarterly Recognition Program	CATEGORY Appropriate category	AWARD PERIOD 1 Jan - 31 Mar 1 Apr - 30 Jun 1 Jul - 30 Sep 1 Oct - 31 Dec
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/John B. Doe	SSAN 9999	GROUP/SQUADRON AW/PA
DAFSC/DUTY TITLE 3S071. NCOIC Awards and Decorations	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 227-0000 Comm: 412-474-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit information		
RANK/NAME OF UNIT COMMANDER (First, middle initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Rank/Name of Senior Officer/Civilian		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (50% weighted value) Use single-spaced bullet format. Describe significant leadership accomplishments and how well the nominee performed his/her assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission. Include any new initiatives or techniques developed by the nominee that positively impacted his/her unit and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. Notes: 1. Try to reframe, as much as possible, from using double bullets as it could lessen the impact. 2. Ensure to use correct bullet formatting and to use spell check.</p> <p>SIGNIFICANT SELF-IMPROVEMENT (25% weighted value) Show how the nominee developed/improved skills related to primary duties; e.g., formal training, CDC enrollment/completion, On-the-Job Training, certifications, off-duty education, etc. Include completion of any PME as well as awards earned 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/activity that significantly enhanced the nominee's value as a citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT (25% weighted value) Define the scope and impact of the member's positive leadership/involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.</p> <p>Please make sure you use the <u>current version</u> of AF IMT Form 1206. Quarterly nominations must be restricted to 13 lines max including headers (10 lines of data and three category headings), single spaced, size 12 font and bullet format. Annual nominations must be restricted to 13 lines max including headers (10 lines of data and three category</p>		

headings), single spaced, size 12 font and bullet format. (Exception: Honor Guard 12 lines and 20 lines respectively).

(FOUO) In accordance with AFI 33-332 this document contains personal information, the disclosure of which may constitute an unwarranted invasion of privacy.

List acronyms and their meaning on the back of the AF IMT Form 1206.

AF IMT 1206

PREVIOUS EDITIONS IS OBSOLETE

Attachment 4**SAMPLE AWARDS SUSPENSE SCHEDULE**

MEMORANDUM FOR ALL COMMANDERS

FROM: 911 AW/CCC

SUBJECT: Recognition Program Quarterly/ Annual Awards Suspense for CYXX

1. Quarterly award packages are due to the 911 AW/CCC NLT:

Quarter	Pkg's Due	Board
1st	Sat Apr UTA	Sun Apr UTA
2nd	Sat Jul UTA	Sun Jul UTA
3rd	Sat Oct UTA	Sun Oct UTA
4th	Sat Jan UTA	Sun Jan UTA

2. Annual awards are due to the 911 AW/CCC NLT:

Pkg's Due	Board	Awards Banquet
Sat Jan UTA	Sun Jan UTA	March UTA

3. For guidance on award categories, selection process and format, refer to 911 AWI 36-2802.

BRIAN L. ZATOR, CMSgt, USAFR
 Command Chief, 911th AW

Attachment 5

SAMPLE ANNUAL AWARDS LETTER

MEMORANDUM FOR DISTRIBUTION C

911 AW/CV
 911 MSG/CC
 911 MXG/CC
 911 OG/CC
 911 ASTS/CC

FROM: 911 AW/CCC
 2475 Defense Avenue
 Coraopolis PA 15108

SUBJECT: Annual Awards – for Calendar Year 20XX (**Suspense: Sat Jan UTA 20XX**)

1. Airmen, NCO, SNCO, First Sergeant, CGO and FGO of the Year nominations are now due for the calendar year 20XX (1 Jan-31 Dec XX). **All packages are to be submitted electronically to the Command Chief NLT 1600 hours on Sat Jan 20XX.** Nominations received after the above suspense date, in the improper format, or missing the required items will be returned to the nominating official and will not be considered by the board.

2. All nominations will be prepared using AF IMT 1206 (latest version). Package submission requirements for each category are listed below.

Military (FGO, CGO, SNCO, NCO & AMN)

- **SNCO, NCO, and Amn** nominations must be submitted with the following:
 - A write-up, limited to 13 lines max (including headers), single spaced, size 12 font, bullet format. Nominations must include the following areas:

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
 SIGNIFICANT SELF-IMPROVEMENT
 BASE OR COMMUNITY INVOLVEMENT**

- A biography, limited to one, single-spaced typewritten page (21 lines max) using 12 font, with 1 inch margins (top, bottom, right and left).
- Use AFI 36-2805, Attachment 2, for guidelines. Other biography formats will not be accepted.
- One base-level RIP
- A Statement of Intent on letterhead format addressed to HQ AFPC/DPPPRS signed and dated by the nominee (all nominees must sign a Statement of Intent).
- A Statement of Release on letterhead format addressed to HQ AFPC/DPPPRS, signed and dated by the nominee.
- Ensure that the signed statements are on separate memos.
- 8X10 official photo (head and shoulder w/flag in background) electronic format only.

- **FGO/CGO** nominations must be submitted with the following:
 - A write-up, limited to 13 lines max (including headers), single spaced, size 12 font, bullet format. Nominations must include the following areas:

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
SIGNIFICANT SELF-IMPROVEMENT
BASE OR COMMUNITY INVOLVEMENT**

- MILPDS SURF (same info as a RRR in PCIII)
- A biography, use AFSPCI 36-2802, attachment 2, for guidelines. Other biography formats will not be accepted (CGO category only).

First Sergeant

- A write-up, limited to 13 lines max (including headers), single spaced, size 12 font, bullet format. Nominations must include the following areas:

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
SIGNIFICANT SELF-IMPROVEMENT
BASE OR COMMUNITY INVOLVEMENT**

- A biography, limited to one, single-spaced typewritten page, using 12 font, with 1 inch margins (top, bottom, right and left). Use AFI 36-2805, attachment 2, for guidelines. Other biography formats will not be accepted.
 - One base-level RIP
 - A memorandum on letterhead for HQ AFPC/DPPPRS
SUBJECT: Public Release Statement
Must include verbatim:
 - “I do/do not agree to give permission to the use of my name, rank, and base of assignment in the announcement message or any publicity regarding the award winner.”
1. The nominee must sign and date this statement

Civilians

1. Each nomination must include the following:
 - A write-up, limited to 13 lines max (including headers), single spaced, size 12 font, bullet format.
 - Nominations for non-supervisory categories must include the following areas:

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
SIGNIFICANT SELF-IMPROVEMENT
BASE OR COMMUNITY INVOLVEMENT**

- Nominations for supervisory categories must include the following areas:

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY
SIGNIFICANT SELF-IMPROVEMENT
BASE OR COMMUNITY INVOLVEMENT**

- A biography limited to one, single space typewritten page.

Honor Guard

- A write-up, limited to 20 lines max (including headers), single spaced, size 12 font, bullet format. Nominations must include the following areas:

**LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES
SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS**

3. If you have any questions or need assistance, please contact me at DSN 277-8506 or via e-mail: brian.zator@us.af.mil.

BRIAN L. ZATOR, CMSgt, USAFR
Command Chief, 911th AW

Attachment 6**STATEMENT OF INTENT TEMPLATE**

MEMORANDUM FOR HQ AFPC/DPPPRS

FROM: RANK FIRST MI. LAST NAME

SUBJECT: 20XX 12 Outstanding Airmen of the Year (12OAY) Statement of Intent

1. I have not applied for a commissioning program and, if selected as a 12OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12OAY selection.
2. If selected as a 12OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM/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.

FIRST MI. LAST NAME, Rank, USAF

Attachment 7

RELEASE STATEMENT TEMPLATE

MEMORANDUM FOR HQ AFPC/DPPPRS

FROM: RANK FIRST MI. LAST NAME

SUBJECT: Release Statement for 20XX 12 Outstanding Airmen of the Year (12OAY)
Award

1. I do/do not grant permission to release any information contained in my nomination packages and any announcement messages, press releases, or publicity regarding my winning this award.
2. Disclosure Statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12OAY competition.

FIRST MI. LAST NAME, Rank, USAF

Attachment 8

FIRST SERGEANT RELEASE STATEMENT TEMPLATE

MEMORANDUM FOR HQ AFPC/DPPPRS

FROM: RANK FIRST MI. LAST NAME

SUBJECT: Public Release Statement

I do/do not agree to give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding the award winner.

FIRST MI. LAST NAME, Rank, USAF