

**BY ORDER OF THE COMMANDER
96TH TEST WING**

**96TH TEST WING INSTRUCTION
36-2805**



4 AUGUST 2016

Personnel

**96TEST WING RECOGNITION
PROGRAM**

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This Instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. This instruction has been completely rewritten and must be reviewed in its entirety. This instruction describes procedures to align the units' recognition programs, and the 96 TW Annual Excellence Awards. It applies to all units within 96 TW. This instruction does not apply to the Air Force Reserve Command (AFRC) nor Air National Guard (ANG) units. It applies to all active duty Air Force, and civilian employees paid through appropriated and non-appropriated funds. It outlines how to nominate deserving individuals or units for these awards. Submit recommendations for improvements and/or changes in writing to 96 TW/CCC Workflow, 96abw.ccc.workflow@us.af.mil. 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. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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Chapter 1

OVERVIEW

1.1. Organization Recognition Program. Each organization under the 96 TW (to include Wing Staff Agency organizations) will administer a quarterly and an annual awards program designed to recognize the superior performance and outstanding achievements of all assigned personnel.

1.2. Responsibilities.

1.2.1. Organization's Commander (CC) or designee will:

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

1.2.1.2. Receive all board results and be the final approval/public release authority for all selections.

1.2.1.3. Oversee the appropriate selection of mementos for personnel recognition.

1.2.1.4. Recognize all award winners at an appropriate ceremony.

1.2.2. Organization's Deputy Commander (CD), Vice Deputy (DV), Deputy Director (DD), Director of Operations (DO) or designee will:

1.2.2.1. Ensure officer, enlisted and civilian board members are selected and that fair and accurate processes are used.

1.2.2.2. Ensure eligible award recipient packages are forwarded for higher level competition consideration.

1.2.2.3. Serve as, or nominate suitable candidate to serve as, Officer, and/or the Civilian Board President.

1.2.3. Organization's Superintendent (CEM) or designee will:

1.2.3.1. Oversee the organization's award program.

1.2.3.2. Ensure Board Members are selected and that fair and accurate processes are used.

1.2.3.3. Ensure eligible award recipient packages are forwarded for higher level competition.

1.2.3.4. Serve as or appoint Board President for each Enlisted Board.

1.2.3.5. Coordinate with the First Sergeant to ensure thorough quality force review is accomplished, and eliminate those submissions with negative quality indicators.

1.2.4. The organization's awards program POC or designee will:

1.2.4.1. Work with Board Presidents or designees to schedule board times and locations.

1.2.4.2. Schedule, appoint, notify, and administer selection boards.

1.2.4.3. Suspend each subordinate unit for nomination packages and member selections for the awards boards.

1.2.4.4. Collect nomination packages and prepare documentation for the Board President.

1.2.4.5. Verify board scores in conjunction with each Board President.

1.2.4.6. Act as the coordinating agent to arrange the Quarterly/Annual Award ceremonies.

1.2.4.7. Provide the Public Affairs Office with information and photographs of the winners for recognition articles to be published via various media to include print and social media.

1.2.5. The organization's Board President will:

1.2.5.1. Review Attachment 6, Board President Guide, and ensure all board members have reviewed attachment 7, Board Member Guide.

1.2.5.2. Ensure all nominations are given fair and equitable consideration.

1.2.5.3. Brief all Board Members to consider each nominee's actions in comparison to their duty expectations.

1.2.5.3.1. Example: If SrA Jones from the Medical Group saved an individual's life in the performance of their duties, versus SrA Smith from Force Support Squadron saving an individual's life while on their way home from work, which does not fall under SrA Smith's job requirements.

1.2.5.4. Collect each Board Member's ranking and compile scores to determine the winner.

1.2.5.5. Oversee, review, and resolve all splits and monitor the recognition board process.

1.2.5.6. Advise Board Members not to reveal board proceedings or results prior to Commander approval announcement.

1.2.5.7. Compile any feedback on packages and forward to the 96 TW Award POC.

1.2.6. Organizational Board Members will:

1.2.6.1. Follow the instructions provided by their respective awards POCs and Board President and retrieve packages and score sheets for their organizations.

1.2.6.2. Evaluate and score each nomination package on the whole-person concept and rank the packages (1 through the total number of packages evaluated) based on their score. No ties are allowed; the Board Member must decide which nomination package to rate higher.

1.2.6.3. Discuss all significant differences in scoring as determined by the board.

1.2.6.4. Maintain the confidentiality of the results, but use lessons learned to help mentor others and strengthen future unit submissions.

1.2.7. 96 TW Command Chief (CCC) will ensure that:

1.2.7.1. Each quarter an appropriate awards ceremony will be organized to recognize quarterly award nominees and recipients to present the recipients with mementos. The 96 TW/CCC is responsible for procuring the wing memento.

1.2.7.2. An appropriate annual awards ceremony will be organized to recognize all nominees and present award recipients with mementos. The 96 TW/CCC is responsible for procuring the wing memento.

Table 1.1. 96TW Quarterly/Annual Awards Policy.

** (Does NOT apply to Functional and other recognition programs – Refer to those programs accordingly)		
LEVEL	QUARTERLY WINNERS	ANNUAL WINNERS
Squadron	Civilian: 1-day TOA ⁽¹⁾ or \$150 ⁽²⁾ Military: 1-day pass	Civilian: 2-day TOA ⁽¹⁾ or \$300 ⁽²⁾ Military: 2-day Pass ⁽³⁾
Group/WSA	Civilian: 2-day TOA ⁽¹⁾ or \$500 ⁽²⁾ Military: 2-day Pass ⁽³⁾	Civilian: 3-day TOA ⁽¹⁾ or \$750 ⁽²⁾ Military: 3-day Pass ⁽³⁾
Wing	Civilian: 3-day TOA ⁽¹⁾ or \$750 ⁽²⁾ Military: 3-day Pass ⁽³⁾	Civilian: 4-day TOA ⁽¹⁾ or \$1500 ⁽²⁾ Military: 4-day Pass ⁽³⁾ (one 2-day pass for gp level + one 2-day pass for wg award)
Center		Civilian: 5-day TOA ⁽¹⁾ or \$2000 ⁽²⁾ Military: 5-days ⁽³⁾ (one 2-day pass for wg level + one 3-day pass for AFTC award)
Command		Civilian: 5-day TOA ⁽¹⁾ or \$2500 ⁽²⁾ Military: 6-days ⁽³⁾ (one 3-day pass for AFTC award + one 3-day pass for AFMC award)
Note:		
<p>1. The standard Time off Award (TOA) day is defined as 8 hours for full-time civilian employees. The organization's Human Resource (HR) liaison/Unit Program Coordinator, in conjunction with the awards POC, will ensure a Request for Personnel Action (RPA) is completed for each civilian award recipient.</p> <p>2. Award recipients will receive only the last level achieved when given a TOA or monetary award. All potential monetary awards listed in this table are subject to the availability of funds.</p> <p>3. Military passes must be coordinated with immediate supervisor approval and <u>must</u> be taken in accordance with (IAW) AFI 36-3003.</p>		

Chapter 2

QUARTERLY AWARDS PROGRAM

2.1. Quarterly Awards Program. Each organization under the 96 TW will administer a quarterly awards program designed to recognize the superior performance and outstanding achievements of all assigned personnel.

2.2. Consideration Periods for Award:

- 2.2.1. 1st Quarter. 1 January - 31 March.
- 2.2.2. 2nd Quarter. 1 April - 30 June.
- 2.2.3. 3rd Quarter. 1 July - 30 September.
- 2.2.4. 4th Quarter. 1 October - 31 December.

2.3. Eligibility.

2.3.1. Who May Submit Nominees:

2.3.1.1. The following organizations may submit one nominee per category for consideration under the 96 TW Quarterly Awards Program:

- 2.3.1.1.1. 96th Civil Engineer Group (CEG)
- 2.3.1.1.2. 96th Medical Group (MDG)
- 2.3.1.1.3. 96th Mission Support Group (MSG)
- 2.3.1.1.4. 96th Maintenance Group (MXG)
- 2.3.1.1.5. 96th Operations Group (OG)
- 2.3.1.1.6. 96th Range Group (RN)
- 2.3.1.1.7. Air Force SEEK EAGLE Office (SK)
- 2.3.1.1.8. 96th Test Group (TG) (Holloman AFB NM)
- 2.3.1.1.9. 96th Test Wing Staff Agencies (to include the 96th Comptroller Squadron [CPTS])

2.3.2. Who May Be Submitted as a Nominee:

2.3.2.1. Nominees must be assigned to the 96 TW, to include Geographically Separated Units (GSU), for a minimum of half the award period.

2.3.2.2. Nominees will compete in the grade category in which they served the majority of the award period. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member would compete in the Airman of the Quarter category.

2.3.3. Who May Not Be Submitted as a Nominee:

2.3.3.1. Major and CMSgt selects are ineligible for CGO and SNCO quarterly awards.

2.3.3.2. Personnel who have reported negative quality force indicators during any portion of the award period are ineligible. Negative quality force indicators include, but are not limited to, an Unfavorable Information File, failed official Air Force fitness assessment or any disciplinary action.

2.3.3.3. Anyone who is/was considered for an equivalent award from another organization (i.e., deployed location) or other unit recently PCS'd from.

Table 2.1. Award Categories.

AMN Category	Airman Basic – Senior Airman (E-1 – E-4)
NCO Category	Staff Sergeant – Technical Sergeant (E-5 – E-6)
SNCO Category	Master Sergeant – Senior Master Sergeant (E-7 – E-8)
CGO Category	Second Lieutenant – Captain (O-1 – O-3)
Civilian Category I	APF GS-01 to GS-08, Federal Wage System WG-01 to WG-06, WL-01 to WL-04; NAF Pay Band I to Pay Band III, Acq Demo NH-I, NJ-I to NJ-II and NK-I to NK-II
Civilian Category II	APF GS-09 to GS-12, Federal Wage System WG-07 to WG-15, WL-05 to WL-15; WS-01 to WS-14, NAF Pay Band IV, Acq Demo, NH-II, NJ-III and NK-III
Civilian Category III	APF GS-13 to GS-14; Federal Wage System WS-15; NAF Pay Band V, Acq Demo, NH-III, NJ-IV and NK-IV
Honor Guardsman of the Quarter	Airman Basic – Technical Sergeant (See Chapter 6)
NOTE: See Chapter 6, Honor Guardsman (HG) of the Quarter: The HG Program Manager oversees this award and process in coordination with the 96 TW/CCC. The HG Award winner will be recognized at the wing awards ceremony.	

2.4. Submission Timelines.

2.4.1. The 96 TW/CCC will post suspense dates for the award programs annually.

2.4.2. Award packages are due to the 96 TW/CCC SharePoint® Site by the established suspense date.

2.5. Nomination Process.

2.5.1. Nominations not adhering to established formats will be returned to the nominating unit.

2.5.2. Military/Civilian Nomination Packages will include:

2.5.2.1. AF Form 1206, *Nomination for Award*. File Name format for submitting nomination: Organization, Category, Last Name, First Name, and Time Period.

2.5.2.1.1. Example: 96_MSG_SNCO – Smith_John_2Q_16

2.5.2.2. Nominations will not exceed 10 single-spaced lines, excluding headings. Do not place additional information on heading lines. If used, sub-bullets will be indented and single-spaced under the main bullet. **The total number of lines, including headings, is 13.**

2.5.2.2.1. The focus should be on content and impact over a set number of bullets in each category. Lines may be distributed between the three headings.

2.5.2.3. Headings are required, must be capitalized, and must be verbatim as stated below.

2.5.2.3.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Consider development and use of supervisory and management principles, new techniques and contributions to increased mission effectiveness and acceptance of responsibility. In addition, consider scope, level of responsibility, and cost saving initiatives. Quantitative and quantifiable facts, figures, dollar amounts, number of personnel, etc., should be used.

2.5.2.3.2. **SIGNIFICANT SELF-IMPROVEMENT:** Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, technical training, quality courses, Professional Military Education, off-duty education, and involvement in professional or cultural organizations.

2.5.2.3.3. **BASE OR COMMUNITY INVOLVEMENT:** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, dining-out committee, member of AF Sergeants Association, Sunday school teacher.

2.5.2.3.4. **ACRONYMS:** List uncommon acronyms and those not already listed in the wing writing guide in alphabetical order, and on the front page only. *Note:* Acronym list should be minimal. Packages should be written to widest audience possible.

2.5.2.4. A short narrative of the nominee's accomplishments during the award period, **not to exceed 4 sentences**, is to be included on the back of the AF Form 1206, *Nomination for Award*. The narrative will be used in the awards ceremony script if the nominee wins his/her category. See example below.

2.5.2.4.1. Example: Representing the 96th Medical Group, Airman Jane B. Doe. Airman Doe is a Histopathology apprentice with the 96th Medical Support Squadron. She engineered a referral tissue tracking system for her section which increased proficiency and reduced errors in the program by 60%. She also completed 8 credit hours to complete her CCAF and facilitated an elementary school carnival in which she raised over \$4K in profits that were used to replace unsafe playground equipment for 500 students.

2.5.3. All award submissions must be comprised of current award period achievements only. Submissions may not include accomplishments from outside the current awards period; i.e., an accomplishment started and completed in March (first quarter) may not be included in the nomination package for the April-June (second quarter) award period. In the case of accomplishments initiated in one award period and concluded in another, the nominating

supervisor may determine which award period to use. However, the accomplishments can only be submitted once.

2.6. 96 TW Recognition Boards Composition.

2.6.1. AMN Board.

2.6.1.1. The 96 TW AMN board will be comprised of the CCC, or a designated CMSgt or group superintendent equivalent as Board President, and four SNCOs/NCOs from 96 TW groups as board members.

2.6.2. NCO Board.

2.6.2.1. The 96 TW NCO board will be comprised of the CCC, or a designated CMSgt as Board President, and four SNCOs from 96 TW groups as board members.

2.6.3. SNCO Board/Team Board.

2.6.3.1. The 96 TW SNCO board will be comprised of the CCC, or a designated CMSgt as Board President, and four CMSgts (CMSgt select or SMSgt at 96 TW/CCC discretion) as board members.

2.6.4. CGO Board.

2.6.4.1. The 96 TW/CV or designee will convene all CGO selection boards and serve as Board President. The CV or designee will ensure each group provides an FGO to serve as members of the CGO Awards Board.

2.6.5. Civilian Board.

2.6.5.1. The 96 TW/DV or designee will convene all Civilian selection boards and serve as Board President. The board members will consist of Group Commanders, Group Deputies, Civilian Deputies, or designee, throughout the wing chosen by the DV or designee.

2.7. Face-to-Face Boards.

2.7.1. Personnel nominated for 96 TW Airman, NCO, and SNCO of the Quarter will meet a face-to-face board. All other boards (i.e., Squadron, Group, Test Wing CGO and Civilian) can be face-to-face at the discretion of the organizational commander (CGO or Civilian Board) or if delegated, Senior Civilian (Civilian Board). Overall scores are based on accomplishments identified on the AF Form 1206 and board performance.

2.7.2. If a face-to-face board is conducted, officer board questions will be scenario-based and derived from the following categories:

2.7.2.1. Enforcing Standards.

2.7.2.2. Situational Leadership.

2.7.2.3. Ethics.

2.7.2.4. Current Events.

2.7.2.5. General knowledge or AF Form 1206 bullet (to be asked by Board President).

2.7.3. Enlisted board questions will be derived from the following categories:

2.7.3.1. Enforcing Standards.

2.7.3.2. Leadership.

2.7.3.3. Enlisted Force Structure.

2.7.3.4. Air Force Current Events.

2.7.3.5. AF Form 1206 bullet (to be asked by Board President).

2.7.3.6. Questions may solicit opinions, be knowledge-based, or both. They will be derived from the following sources:

2.7.3.6.1. AFH 1, *Airman Handbook*

2.7.3.6.2. AFI 36-2618, *Enlisted Force Structure*

2.7.3.6.3. Current media such as the *Air Force Portal*, *Roll Calls*, *Air Force Times*, *Airman Magazine*, and local base newspaper.

2.7.4. Service dress is mandatory for all board members and nominees participating in a face-to-face board.

2.7.5. A nominee's overall score is based on the accomplishments identified on the AF Form 1206, worth a maximum of 80 points, and their face-to-face board performance, worth 20 points. The package is scored as follows:

2.7.5.1. Leadership and Job Performance in Primary Duty - 40 points

2.7.5.2. Significant Self-Improvement - 20 points

2.7.5.3. Base or Community Involvement - 20 points

2.7.5.4. Face-to-Face Board Performance - 20 points

2.7.6. Civilian and CGO boards are package only, unless directed by the Commander or Board President. The board score consists of an AF Form 1206 worth a maximum of 100 points. The package is scored as follows:

2.7.6.1. Leadership and Job Performance in Primary Duty - 70 points

2.7.6.2. Significant Self-Improvement - 15 points

2.7.6.3. Base or Community Involvement - 15 points

2.7.7. Nominees who are unable to meet the face-to-face board due to deployment, leave out of the local area, or similar circumstances, must coordinate with their First Sergeant who will inform the 96 TW/CCC or designee. All personnel with an authorized absence will receive the average board score for their respective category based on the total number of nominees competing in that category. Those without an authorized absence will receive (0) zero points for the board portion.

2.7.8. 96 TW GSUs will participate via VTC or telephonically when VTC is unavailable.

Chapter 3

96TW ANNUAL AWARDS PROGRAM

3.1. Annual Awards Program Overview:

3.1.1. The 96 TW will administer the annual awards program designed to recognize the superior performance and outstanding achievement of assigned personnel. Annual award winners at the Group and equivalent level will compete in the 96 TW Annual Awards Program.

3.1.2. In addition to recognizing and rewarding the long-term achievements of top military and civilian employees, the annual awards program is designed to determine nominees for Center, MAJCOM, and AF-level awards to include the Air Force Test Center (AFTC)/AFMC AMN, NCO, SNCO, First Sergeant, CGO and FGO of the Year, as well as the AF Twelve Outstanding Airmen of the Year (12 OAY), Key Spouse, Volunteer Excellence Award, and Honor Guardsman of the Year and Team Award. Programs may run concurrent with shared boards, or may be managed separately.

3.1.3. AFI 36-2805, *Special Trophies and Awards*, paragraphs 3.10 and 3.11 provide additional guidance on both the 12 OAY Award and the USAF First Sergeant of the Year Award.

3.2. Consideration Periods for Award:

3.2.1. Inclusively from 1 January - 31 December.

3.3. Eligibility.

3.3.1. Who May Submit Nominees: refer to paragraph 2.3.

3.3.2. Who May Be Submitted as a Nominee:

3.3.2.1. Nominees must be assigned to Eglin, to include Geographically Separated Units (GSU), for a minimum of 182 days of the award period. Deployed members may be nominated for annual awards regardless of deployment length as deployed locations typically do not have annual award programs.

3.3.2.2. Nominees will compete in the grade category in which they served the majority of the award period. For example, if a member was a Senior Airman for 182 days or more during the year and then promoted to Staff Sergeant, the member would compete in the Airman of the Year category. Likewise, if a nominee was a GS-8 for 182 days or more during the year and then promoted to GS-9, the nominee would compete in Civilian Category I.

3.3.2.3. First Sergeant of the Year (FSOY): Nominees must have served in the First Sergeant Special Duty Identifier (8F000) for at least 182 days or more during the year of the award period in order to be eligible. Each group may submit one nomination to the wing. Specific guidance will be sent out each year from 96 TW/CCC. Suspense will be aligned with the Annual Awards program. Questions should be directed to the 96 TW/CCC.

3.3.3. Who May Not Be Submitted as a Nominee:

3.3.3.1. Personnel who have negative quality force indicators during any portion of the award period are ineligible. Negative quality force indicators include, but are not limited to, an Unfavorable Information File, failed official Air Force fitness assessment or any disciplinary action.

3.3.3.2. Major and CMSgt selects are ineligible for CGO and SNCO awards unless the member was nominated prior to receiving their Promotion Sequence Number.

Table 3.1. Award Categories.

AMN Category	Airman Basic – Senior Airman (E-1 – E-4)
NCO Category	Staff Sergeant – Technical Sergeant (E-5 – E-6)
SNCO Category	Master Sergeant – Senior Master Sergeant (E-7 – E-8)
CGO Category	Second Lieutenant – Captain (O-1 – O-3)
FGO Category	Major – Lieutenant Colonel (O-4 – O-5)
First Sergeant	Master Sergeant – Chief Master Sergeant (E-7 – E-9)
Civilian Category I	APF GS-01 to GS-08, Federal Wage System WG-01 to WG-06, WL-01 to WL-04; NAF Pay Band I to Pay Band III, Acq Demo NH-1, NJ-1 to NJ-2 and NK- 1 to NK- 2
Civilian Category II	APF GS-09 to GS-12, Federal Wage System WG-07 to WG-15, WL-05 to WL-15; WS-01 to WS-14, NAF Pay Band IV, Acq Demo NH-2, NJ-3 and NK- 3
Civilian Category III	APF GS-13 to GS-14; Federal Wage System WS-15; NAF Pay Band V, Acq Demo NH-3, NJ-4 and NK- 4
Team of the Year	A team consisting of two or more (not more than 25) employees (military, civilian or any combination thereof) working on a common project. Additionally, teams assembled for a specific task may also be considered.
96 TW Key Spouse	Squadron or Group Key Spouse (See Chapter 4)
Volunteer Excellence Award	This award recognizes all federal civilian, family members, military retirees as well as federal retirees who have performed outstanding volunteer community service of a sustained, direct and consequential nature. (See Chapter 5)
Honor Guardsman of the Year	Airman Basic – Technical Sergeant (E-1 – E-6) (See Chapter 6)

3.4. Submission Timelines.

3.4.1. Award packages are due to the 96 TW by the established suspense date. Late nomination packages will be considered at the discretion of the CV, CCC, or DV depending upon the category of the late submission.

3.4.2. All award submissions must be comprised of current award period achievements only. Submissions may not include accomplishments from outside the current award period.

3.5. Nomination Process.

3.5.1. Nominations not adhering to established formats will be returned to the respective group/unit.

3.5.2. **Military/Civilian Nomination Packages will include:**

3.5.2.1. AF Form 1206, *Nomination for Award*. File Name format for submitting nomination: Organization, Category, Last Name, First Name, and Time Period.

3.5.2.1.1. Example: 96 TW_CIV I - Doe_John_Annual_16

3.5.3. Nominations will not exceed 27 single-spaced lines, excluding headings (30 total lines). Do not place additional information on the heading lines. If used, sub-bullets will be indented and single-spaced under the main bullet.

3.5.3.1. The focus should be on content and impact over a set number of bullets in each category. Lines may be distributed between the three headings. See attachment 6 for scoring information for enlisted.

3.5.4. Headings are required, must be capitalized, and must be verbatim as stated below.

3.5.4.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Consider development supervisory management principles, new techniques and contributions to increased mission effectiveness and acceptance of responsibility. In addition, consider scope, level of responsibility and cost saving initiatives. Quantitative and quantifiable facts, figures, dollar amounts, number of personnel, etc., should be used.

3.5.4.2. **SIGNIFICANT SELF-IMPROVEMENT:** Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, technical training, quality courses, Professional Military Education, off-duty education and involvement in professional or cultural organizations.

3.5.4.3. **BASE OR COMMUNITY INVOLVEMENT:** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, dining-out committee, member of AF Sergeants Association, Sunday school teacher.

3.5.5. Only common acronyms are authorized. The use of an acronym list is **NOT** permitted.

3.5.6. A short narrative of the nominee's accomplishments during the award period, not to exceed 4 sentences, is to be included on the back of the AF Form 1206. The narrative will be used in the awards ceremony script if the nominee wins his/her category. See example below.

3.5.6.1. Example: Representing the 96th Medical Group, Airman Jane B. Doe. Airman Doe is a Histopathology apprentice with the 96th Medical Support Squadron. She engineered a referral tissue tracking system for her section which increased proficiency and reduced errors in the program by 60%. She also completed 8 credit hours to complete her CCAF and facilitated an elementary school carnival in which she raised over \$4K in profits that were used to replace unsafe playground equipment for 500 students.

3.5.7. Enlisted packages competing for 12 OAY, First Sergeant of the Year packages, all Officer packages, and Civilian packages competing for the AFMC Outstanding Civilian Categories 1-3 of the Year require:

3.5.7.1. A biography limited to one, single-spaced, typewritten page (per AFI 36-2805, Atch 2)

3.5.7.2. Official Photo: Each nominee requires an official 8x10 photo, head and shoulders, (frontal shot with blue or gray background). Military must be in service dress or if member is deployed must be in current duty uniform.

3.5.7.3. Action Shots: Each nominee requires five (5) diverse action shots in their work environment (military in uniform). Action shots must be 5x7 in size, horizontal only, high resolution jpeg, and minimum 500KB with no cropping and no color correcting applied.

3.5.7.3.1. One action shot should be an establishing shot that tells a story about what that person does – no mugging the camera or “grip and grinders”. Action shots will not include pictures of family members or nominees participating in recreational activities.

3.5.7.3.2. Submit variety of images including placing subject to the right and to the left of the frame with at least three quarters of the subject’s face toward the camera. Ensure any other person(s) in the image will not visually compete with subject.

3.5.7.4. A current Air Force Fitness Management System print out of the member’s physical fitness history and an AF Form 422 if applicable. (Military members only)

3.5.7.5. A Public Release Statement, IAW AFI 36-2805, paragraph 2.1.7.

3.5.7.6. A one-page SURF from AMS. (Military member only)

3.5.7.7. A Statement of Intent (enlisted only), IAW AFI 36-2805, paragraph 3.10.4.

3.5.8. Team Nomination Packages will include:

3.5.8.1. AF Form 1206, *Nomination for Award*. File Name format for submitting nomination: Organization, category, team name and time period.

3.5.8.1.1. Example: 96 MSG_AFNET_Migration_Team_of_the_Year_2016

3.5.8.2. Nominations will not exceed 18 single-spaced lines, excluding headings. Do not place additional information on heading lines. If used, sub-bullets will be indented and single-spaced under the main bullet. **The total number of lines, including headings, is 20.**

3.5.8.3. Headings are required, must be capitalized, and must be verbatim as stated below.

3.5.8.3.1. **TEAM CHARTER:** (3 lines not including heading). Describe the team’s mission and scope during the nomination period.

3.5.8.3.2. **ACCOMPLISHMENTS:** (15 lines not including heading). Describe significant team accomplishments, actions, impacts, results, or improvements to include how well the team performed chartered duties.

3.5.8.3.3. **ACRONYMS:** List uncommon acronyms and those not already listed in the wing writing guide in alphabetical order, and on the front page only. **Note:** Acronym list should be minimal. Packages should be written to widest audience possible.

3.5.8.3.4. List team member names at the bottom of the AF Form 1206.

3.6. Recognition Boards Composition.

3.6.1. AMN Board.

3.6.1.1. The 96 TW AMN board will be comprised of the CCC, or a designated CMSgt or group superintendent equivalent as Board President, and four SNCOs/NCOs from 96 TW groups as board members.

3.6.2. NCO Board.

3.6.2.1. The 96 TW NCO board will be comprised of the CCC, or a designated CMSgt as Board President, and four SNCOs from 96 TW groups as board members.

3.6.3. SNCO Board.

3.6.3.1. The 96 TW SNCO board will be comprised of the CCC, or a designated CMSgt as Board President, and four CMSgts (CMSgt select or SMSgt at 96 TW/CCC discretion) as board members.

3.6.4. First Sergeant of the Year Board.

3.6.4.1. The 96 TW First Sergeant of the Year board will be comprised of the CCC, or a designated CMSgt as Board President, and four CMSgts (CMSgt select or SMSgt at 96 TW/CCC discretion) as board members.

3.6.5. CGO Board.

3.6.5.1. The 96 TW/CV or designee will convene all CGO selection boards and serve as Board President. The CV or designee will ensure each group provides an FGO to serve as a member of the CGO Annual Awards board.

3.6.6. FGO Board.

3.6.6.1. The 96 TW/CV or designee will convene annual FGO selection boards and serve as Board President. The CV or designee will ensure each group provides an FGO to serve as a member of the FGO Annual Awards board.

3.6.7. Civilian Board.

3.6.7.1. The 96 TW/DV or designee will convene all Civilian selection boards and serve as Board President. The board members will consist of Group CC or designee (i.e., Group-Level Manager) usually at the GS-14 or GS-15 level, throughout the wing chosen by the DV or designee.

3.6.8. Team Board.

3.6.8.1. The 96 TW/CV or designee will convene all Team Award selection boards and serve as Board President. The board members will consist of 96 TW/DV, 96 TW/CCC and American Federal Government Employees Local Union Presidents, if they elect to participate.

3.7. Face-to-Face Boards.

3.7.1. Personnel nominated for 96 TW AMN, NCO, SNCO, and First Sergeant of the Year will meet a face-to-face board at the discretion of the 96 TW/CCC. All other boards can be face-to-face at the discretion of the Board President. Overall scores are based on accomplishments identified on the AF Form 1206 and board performance.

3.7.2. If face-to-face board is conducted, officer board questions will be derived from the following categories:

3.7.2.1. Enforcing Standards.

3.7.2.2. Situational Leadership.

3.7.2.3. Ethics.

3.7.2.4. Current Events.

3.7.2.5. General Knowledge or AF Form 1206 bullet (to be asked by Board President).

3.7.3. Enlisted board questions will be derived from the following categories:

3.7.3.1. Enforcing Standards.

3.7.3.2. Leadership.

3.7.3.3. Enlisted Force Structure.

3.7.3.4. Air Force Current Events.

3.7.3.5. General Knowledge or AF Form 1206 bullet (to be asked by Board President).

3.7.3.6. Questions may solicit opinions, be knowledge-based, or both. They will be derived from the following sources:

3.7.3.6.1. AFH 1, *Airman Handbook*

3.7.3.6.2. AFI 36-2618, *Enlisted Force Structure*

3.7.3.6.3. Current media such as the *Air Force Portal*, *Roll Calls*, *Air Force Times*, *Airman Magazine*, and local base newspaper.

3.7.4. Service dress is mandatory for all board members and nominees participating in a face-to-face board.

3.7.5. A nominee's overall score is based on the accomplishments identified on the AF Form 1206, worth a maximum of 80 points, and their face-to-face board performance, worth 20 points. The package is scored as follows:

3.7.5.1. Leadership and Job Performance in Primary Duty - 40 points

3.7.5.2. Significant Self-Improvement - 20 points

3.7.5.3. Base or Community Involvement - 20 points

3.7.5.4. Face-to-Face Board performance - 20 points

3.7.6. Civilian boards are package only. The board score consists of an AF Form 1206 worth a maximum of 100 points. The package is scored as follows:

3.7.6.1. Leadership and Job Performance in Primary Duty - 70 points

3.7.6.2. Significant Self-Improvement - 15 points

3.7.6.3. Base or Community Involvement - 15 points

3.7.7. Nominees who are unable to meet the face-to-face board due to deployment, leave out of the local area, or similar circumstances, must coordinate with their First Sergeant who will inform the 96 TW/CCC or designee. All personnel with an authorized absence will receive the average board score for their respective category. Those without an authorized absence will receive (0) zero points for the board portion.

3.7.8. 96 TW GSUs will participate via VTC or telephonically when VTC is unavailable.

Chapter 4

96TH TEST WING KEY SPOUSE OF THE YEAR

4.1. Overview.

4.1.1. The Key Spouse of the Year Award recognizes the critical role Key Spouses play in their wing's mission success; enhances command Key Spouse visibility and accomplishments; encourages units to recognize Key Spouses' outstanding accomplishments and contributions to overall mission accomplishment; and motivates Key Spouses to strive for meaningful connections within communities.

4.1.2. Nomination packages for the award will be submitted using the Headquarters Air Force Guidance for the AFMC Key Spouse of the Year Award. Information on requirements is received each year from AFMC.

4.2. Consideration Periods for Award:

4.2.1. Inclusively from 1 January - 31 December.

4.3. Eligibility.

4.3.1. Who May Submit Nominees: Refer to paragraph 2.3.

4.3.2. Mentor Spouses are not eligible for this award.

4.3.3. Who May Be Submitted as a Nominee:

4.3.3.1. All appointed Key Spouses are eligible to be submitted for this award. Each nominee submitted must have served a minimum of 120 days as an appointed Key Spouse within a 96 TW unit during the award period (1 January - 31 December); and be engaged in activities that support unit families and the unit's ability to support the mission.

4.3.3.2. Squadron Commanders must validate the Key Spouse's achievements covering the time frame used for nomination of the award. Units must define the scope and impact of the Key Spouse involvement in the community that, tangibly or intangibly, contributed to community or group welfare, morale, or status. Include volunteer awards, certificates of appreciation, training, etc., obtained as recognition for personal services rendered or contributions made having a direct impact on quality of life.

4.4. Submission Timelines.

4.4.1. The suspense dates will align with the 96 TW Annual Awards schedule.

4.4.2. Award packages are due to the 96 TW/CCC SharePoint® by the established suspense dates.

4.5. Nomination Process.

4.5.1. Each group/unit identified in paragraph 2.3.1.1 may submit one nomination to compete for the 96 TW Key Spouse of the Year Award.

4.5.2. Nomination packages consist of the AF Form 1206, *Nomination for Award* (front side only). Do not exceed a total of 30 lines (including headings); however, the job description

category is not included in these 30 lines. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below. An acronym listing may be used and aligned along the bottom of the AF Form 1206 that explains unique acronyms not commonly known throughout the Air Force.

4.5.2.1. Headings are required, must be capitalized, and must be verbatim as stated below:

4.5.2.2. **KEY ACCOMPLISHMENTS:** Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. Describe how well the nominee improved unit family cohesion; explain any other outstanding services the Key Spouse provided that benefited the unit's mission. All accomplishments must have occurred during the 12-month nomination period.

4.5.2.3. **OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS:** Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities.

4.5.2.4. A short narrative of nominee's accomplishment during the award period, **not to exceed 4 sentences**, is to be included on the back of the AF Form 1206. The narrative will be used in the awards ceremony script if the nominee wins his/her category.

4.5.2.5. A biography limited to one, single-spaced, typewritten page (per The Tongue and Quill [AFH 33 – 337])

4.5.2.6. An official color photograph 8x10 (digital), head and shoulders only.

4.5.3. A public release statement. Nominee must sign a public release statement that reads verbatim: *"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 identifying information (PII) found in AFI 33-332, Privacy Act Program, Chapter 12, Disclosing Records to Third Parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, paras 10.2.1 and 10.2.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than the name and base of assignment."* The nominee must sign and date the statement.

4.6. Selection Process.

4.6.1. The nomination packages will be reviewed by a selection panel convened by 96 TW/CCC or designed representative and a member from the Airman and Family Readiness Center (A&FRC). The panel considers and evaluates nominees. The results of the panel will be approved by 96 TW/CC or designated representative.

Chapter 5

VOLUNTEER EXCELLENCE AWARD

5.1. Overview.

5.1.1. Authorized by United States Air Force Chief of Staff and established to recognize federal civilians, family members, military retirees and federal retirees who perform outstanding volunteer community service of a sustained, direct and consequential nature.

5.1.2. The 96 TW will administer the Air Force Volunteer Excellence Award (VEA) program for Eglin Air Force Base.

5.1.3. Nomination packages for VEAs will be submitted using guidance provided by AFI 36-3009, *Airman and Family Readiness Centers*, Attachment 3.

5.2. Consideration Period for Awards:

5.2.1. The VEA is intended to recognize exceptional long-term community support and not a single act or achievement.

5.3. Eligibility.

5.3.1. Who May Submit Nominees:

5.3.1.1. Eligible persons must be nominated by their supervisor or by the voluntary agency for which they donated their service.

5.3.2. Who May Be Submitted as a Nominee:

5.3.2.1. Nominees may be federal civilians, family members, military retirees, and federal retirees who perform outstanding volunteer community service.

5.3.2.2. Individuals may receive only one award per year of the VEA. Subsequent service may be recognized by local volunteer efforts.

5.3.2.3. An individual's service must be performed either in the local civilian community, or the military family community, and be of a sustained and direct nature. The volunteer service must be significant in character, produce tangible results and reflect favorably on the United States Air Force.

5.3.2.4. For the purpose of this award, examples are: manning a community crisis action phone line, coaching for a local youth association or volunteering at a pet welfare. The volunteer service may have been donated over time at another military installation or in a local civilian community. The nominee must be performing services on a voluntary basis, not as part of a tasking, and may not result in any personal gain. This award will not be reflected in personnel records or earn promotion credit for federal employees selected to receive this award.

5.3.2.5. The VEA may be awarded posthumously and when so awarded, may be presented to such representatives of the deceased as deemed appropriate by the commander.

5.4. Submission Timelines.

5.4.1. The A&FRC will annually post suspense dates for the VEA program that will align with the 96 TW Annual Awards schedule.

5.4.2. Award packages are due to the A&FRC Workflow by the established suspense dates. Late nominations will not be accepted.

5.5. Nomination Process.

5.5.1. Each tenant wing/group/unit/organization/agency may submit multiple nominations to compete in the VEA award program.

5.5.2. Nominations not adhering to established formats will be returned to the respective group/unit/organization/agency.

5.5.3. Nomination Packages will include:

5.5.3.1. Nominations will be one page (front only); see attachment 5. Direct, fact-filled, results-oriented nominations are preferred. The nomination will emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary. Some suggestions for consideration are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative, and reliability. Nominators will be specific when giving the time frame of the accomplishment.

5.6. Selection Board.

5.6.1. The A&FRC shall certify that the individual meets all eligibility criteria and that service was honorable throughout the award period.

5.6.2. The selection board will be composed of Team Eglin Command Chiefs and one member from the A&FRC.

Chapter 6

HONOR GUARD

6.1. Overview.

6.1.1. The Chief Master Sergeant of the Air Force (CMSAF) Annual Honor Guard (HG) Awards Program recognizes the outstanding professional performance by Air Force enlisted personnel carrying out military funeral honors and ceremonies while assigned to the Air Force Honor Guard or a Base Honor Guard program.

6.1.2. The 96 TW will administer the quarterly and annual HG Awards Program for Eglin Air Force Base.

6.2. Submission Timelines.

6.2.1. Award packages are due to the 96 TW by the established suspense date.

6.3. Guardsman of the Month (Accomplished within the Honor Guard).

6.3.1. Each Team Leader will nominate one guardsman to compete as Ceremonial Guardsman of the Month.

6.3.2. The HG Superintendent, NCOIC, and team leaders will review candidates to determine the Ceremonial Guardsman of the Month.

6.3.3. Ceremonial Guardsman of the Month will be evaluated on duty performance, appearance, leadership, initiative, participation during daily training events, and number of details.

6.4. Honor Guardsman of the Quarter.

6.4.1. The Team Leader and NCOIC will prepare an AF Form 1206 that captures each monthly winner's accomplishments for the entire quarter, as well as the individual's test score.

6.4.1.1. Headings are required, must be capitalized, and must be verbatim as stated below:

6.4.1.1.1. **LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES** (6 lines)

6.4.1.1.1.1. Category will make up 80 points of the board score.

6.4.1.1.2. **SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS** (2 lines)

6.4.1.1.2.1. Category will make up 20 points of the board score.

6.4.1.1.3. Examples of accomplishments include, but are not limited to: nominee's 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.

6.4.2. The NCOIC will upload each nominee's AF Form 1206, Fitness Report and SURF to the 96 TW/CCC SharePoint® Site.

6.4.3. The Command Chief or designee will assign HG packages to one of the quarterly awards' boards for review. The board will be package only unless otherwise directed. Upon the discretion of the Board President, the board may request a face-to-face board with nominees.

6.4.4. The quarter's nominees will be recognized during the 96 TW quarterly recognition ceremony and the winner will be presented the award.

6.5. Honor Guardsman of the Year.

6.5.1. The Team Leader and NCOIC will prepare an AF Form 1206 that captures each quarterly winner's accomplishments for the entire year.

6.5.1.1. Headings are required, must be capitalized, and must be verbatim as stated below:

6.5.1.1.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (12 lines)

6.5.1.1.1.1. Category will make up 80 points of the board score.

6.5.1.1.2. SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS (5 lines)

6.5.1.1.2.1. Category will make up 20 points of the board score.

6.5.1.1.3. Examples of accomplishments include, but are not limited to: nominee's 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.

6.5.2. The NCOIC will upload each nominees' AF Form 1206, Fitness Report and SURF to the Command Chief's SharePoint® Site.

6.5.3. The selection board will be composed of Team Eglin Command Chiefs and the Mission Support Group Superintendent or designee.

6.5.4. The Annual Base Honor Guard nominees will be recognized during the 96 TW Annual recognition ceremony and the winner will be presented a memento on behalf of Team Eglin.

6.5.4.1. The Team Eglin Honor Guardsman of the Year will be submitted to the HHQ to compete in the CMSAF Honor Guard Awards Program.

6.5.4.2. The Team Eglin Honor Guardsman of the Year will be authorized to use the reserved HG parking spaces across the installation for the remainder of the calendar year.

CHRISTOPHER P. AZZANO, Brigadier General, USAF
Commander

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

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFPD 36-28, *Awards and Decoration Program*, 26 April 2016

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-3009, *Airman and Family Readiness Centers, Attachment 3*, 7 May 2013

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

AFI 33-364, *Records Dispositions-Procedures and Responsibilities*, 22 December 2006

AFH 1, *Airman Handbook*, 1 October 2015

AFH 33-337, *Tongue and Quill*, 27 May 2015

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*

Acronyms

AF— Air Force

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPAM— Air Force Pamphlet

AFPD— Air Force Policy Directive

A&FRC— Airman and Family Readiness Center

AMN— Airman

APF— Appropriated Fund

CC— Commander

CCC— Command Chief

CCF— First Sergeant

CD— Deputy Commander

CGO— Company Grade Officer

CMSgt— Chief Master Sergeant

CV— Vice Commander

DD— Deputy Director

DO— Director of Operations

DV— Vice Director

GSU— Geographically Separated Unit

HG— Honor Guard

HHQ— Higher Headquarters

MAJCOM— Major Command

NCO— Noncommissioned Officer

OAY— Outstanding Airmen of the Year

POC— Point of Contact

SNCO— Senior Noncommissioned Officer

TW— Test Wing

VEA— Volunteer Excellence Award

VTC— Video Teleconference

Attachment 2

SAMPLE AF FORM 1206 QUARTERLY AWARD

Figure A2.1. Sample AF Form 1206 Quarterly Award.

NOMINATION FOR AWARD		
AWARD AIRMAN OF THE QUARTER	CATEGORY (if Applicable) AIRMAN	AWARD PERIOD 1 JAN - 31 MAR 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/SARAH B. SMITH		MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE IA000/FLIGHT CHIEF	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 872-1111 & COMM: 882-1111	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 1 FSS/FXXX/123 OTHER ROAD EGLIN AFB, FL/32542-9876		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) COL/BRYAN C. SWEET/DSN: 872-2222 & COMM: 882-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Line 1 - Line 2 - Line 3 - Line 4 <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Line 5 - Line 6 - Line 7 <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Line 8 - Line 9 - Line 10 <p>**ACRONYMS: FRONT ONLY**</p> <p>***Lines may be distributed between the three headers.****</p> <p style="text-align: center;">*****This is a SAMPLE ONLY *****</p>		
AF FORM 1206, 20120926	PREVIOUS EDITIONS ARE OBSOLETE	FOR OFFICIAL USE ONLY (When filled in)

ATTACHMENT 3

SAMPLE AF FORM 1206 ANNUAL AWARD

Figure A3.1. Sample AF Form 1206 Annual Award.

NOMINATION FOR AWARD		
AWARD AIRMAN OF THE YEAR	CATEGORY (if Applicable) AIRMAN	AWARD PERIOD 1 JAN - 31 DEC 20XX
RANK/NAME OF NOMINEE (First, Middle initial, Last) A1C/SARAH B. SMITH	MAJCOM, FQA, OR DRU AFMC	
DAFSC/DUTY TITLE IA000/FLIGHT CHIEF	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 872-1111 & COMM: 882-1111	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 1 FSS/FXXX/123 OTHER ROAD EGLIN AFB, FL/32542-9876		
RANK/NAME OF UNIT COMMANDER (First, Middle initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) COL/BRYAN C. SWEET/DSN: 872-2222 & COMM: 882-2222		
SPECIFIC ACCOMPLISHMENTS /Use short-spaced, bullet format		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Line 1 - Line 2 - Line 3 - Line 4 - Line 5 - Line 6 - Line 7 - Line 8 - Line 9 - Line 10 - Line 11 - Line 12 - Line 13 - Line 14 - Line 15 - Line 16 - Line 17 		
<p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Line 18 - Line 19 - Line 20 - Line 21 - Line 22 		
<p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Line 23 - Line 24 - Line 25 - Line 26 - Line 27 		
<p>**ACRONYMS: ARE NOT AUTHORIZED**</p>		
<p>***Lines may be distributed between the three headers.****</p>		
<p>*****This is a SAMPLE ONLY *****</p>		
AF FORM 1206, 20120926	PREVIOUS EDITIONS ARE OBSOLETE	FOR OFFICIAL USE ONLY (When filed in)

Attachment 4

SAMPLE AF FORM 1206 TEAM AWARD

Figure A4.1. Sample AF Form 1206 Team Award.

NOMINATION FOR AWARD		
AWARD TEAM OF THE YEAR	CATEGORY (if Applicable) AIRMAN	AWARD PERIOD 1 JAN - 31 DEC 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) VARIOUS MEMBERS OF THE XYZ TEAM		MAJCOM, FGA, OR DRU AFMC
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 872-1111 & COMM: 882-1111	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 1 FSS/MXXXX/123 OTHER ROAD/EGLIN AFB, FL/32542-9876		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) COL/BRYAN C. SWEET/DSN:872-2222 & COMM: 882-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>TEAM CHARTER:</p> <ul style="list-style-type: none"> - Line 1. - Line 2. - Line 3. <p>ACCOMPLISHMENTS:</p> <ul style="list-style-type: none"> - Line 4. - Line 5. - Line 6. - Line 7. - Line 8. - Line 9. - Line 10. - Line 11. - Line 12. - Line 13. - Line 14. - Line 15. - Line 16. - Line 17. - Line 18. <p>TEAM MEMBERS: KRISTINA SWEET BRYAN SMITH JUSTIN MCGEHEE</p> <p>***Lines may be distributed between the two headers.</p> <p>*****This is a SAMPLE ONLY.</p>		
specificAccomplishments		

Attachment 5

SAMPLE VOLUNTEER EXCELLENCE AWARD NOMINATION COVER SHEET

Figure A5.1 Sample Volunteer Excellence Award Nomination Cover Sheet.

20XX
EGLIN AIR FORCE BASE
VOLUNTEER EXCELLENCE AWARD NOMINATION COVER SHEET

Award Period (entire period nomination covers):

Name (of nominee):

Current Volunteer Location:

Nominee's Mailing Address:

Nominee's Email Address:

Nominee's Home Phone:

Nominee's Employer & Address:

Nominee's Work Phone:

Name and Telephone Number of Individual Writing the Award:

(Attach nomination to this cover sheet)

Nominating Official

Name:

Telephone:

Email:

Attachment 6

BOARD PRESIDENT GUIDE

A6.1. You have been selected to be a Board President. As the president, you have several critical responsibilities. Quarterly packages will have 13 lines (10 bullets and 3 headings), Annual packages will have 30 lines (27 bullets and 3 headings), and Team packages will have 20 lines (18 bullets and 2 headings). The selection of the 96 TW Team award will be based on the nomination package only.

A6.1.1. You will be instructed on the date, time and location of your board by the 96 TW CCCE/A.

A6.1.2. Attached are the score sheets and nomination packages for your Board Members. Send the score sheets, nomination packages and “Board Members Guide” to each board member as early as possible prior to your scheduled meeting.

A6.1.3. Board Members may score the packages prior to your board, but they **MUST** attend your meeting.

A6.1.4. You should be familiar enough with each nomination package to be able to discuss as necessary.

A6.1.5. During the meeting, you may discuss scoring criteria (see below) and resolve any scoring anomalies. A scoring anomaly occurs when Board Members have more than a 3 point spread in the ranking of any single nominee (i.e., one member scores the nominee #1 and another scores them #5). **DO NOT** let any single member “pressure” the others to vote their way.

A6.1.6. You will score the packages; your score will only be used in the event of a tie.

A6.1.7. The score sheets are designed to automatically calculate the **Total Score**. Members must enter their ranking for each individual nominee **and** fill out their score sheets with their name, individual scores, ranking, and bring them to the face-to-face board. You will score the packages but your score will only be used in the event of a tie.

A6.2. There are several different methods for scoring: And each Board Member can use their preferred method. The categories are:

A6.2.1. **Leadership and Job Performance in Primary Duty:** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and the unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, MAJCOM, NAF-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year. Quantitative and quantifiable facts, figures, dollar amounts, number of personnel, etc., should be used. **(40 points; the face-to-face board will be worth up to 20 points)**

A6.2.2. **Significant Self-Improvement:** Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications. Include completion of any PME and any

awards earned. Include any off-duty education; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any relevant training or activity that significantly enhanced the member's contribution to organization. **(20 percent)**

A6.2.3. Base and/or Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher. These are examples, not an all-inclusive list. **(20 percent)**

A6.3. Things to keep in mind

A6.3.1. Focus on the significant action, result and impact in each category over the number of bullets. The supervisor has been given leeway when drafting quarterly 1206. There is no set number in each category as long as the total allowed is not exceeded.

A6.3.2. If your members have not already scored their packages, you may want to reiterate the following criteria:

A6.3.2.1. **Purpose.** The goal is to identify the *Wing's* top personnel.

A6.3.2.2. **Be objective.** Base evaluations only on the information presented, not personal knowledge or opinion.

A6.3.2.3. **Apply the full range/weight of points** in each category of the nomination. Avoid the tendency to score in the middle.

A6.3.2.4. **Be consistent throughout.** Use the same scoring criteria on each package. If they are "lenient" or "tough" that is fine, as long as they are consistent. Ensure that they *DO NOT change philosophy halfway through the process.*

A6.3.2.5. **Score the package at hand.** Do not put undue emphasis on where the individual performed their tasks (i.e., TDY, deployment). Nomination packages must be scored on the performance, not the location.

A6.4. Encourage each Board Member to give feedback to their commander.

A6.5. Always instruct your board members to NEVER release the results of the board. No selection is final until the 96 TW/CC approves and the announcement is publicly released.

Attachment 7

BOARD MEMBER GUIDE

Figure A7.1. Board Member Guide.

******First, if you are not an experienced Board Member contact the 96TW/CCC office immediately before scoring any packages******

A7.1. As a member of the selection board: You have accepted the challenging task of determining the “best of the best.” It requires complete honesty and objectivity on your part. Quarterly packages will have 13 lines (10 bullets and 3 headings), Annual packages will have 30 lines (27 bullets and 3 headings), and Team packages will have 20 lines (18 bullets and 2 headings). The selection of the 96 TW Team award will be based on the nomination package only.

A7.2. Please see Focus statement under Things to keep in mind from the Quarterly Award.

A7.2.1. The board meeting:

A7.2.1.1. As a Board Member you **MUST** attend the meeting as scheduled.

A7.2.1.2. If you are unable to fulfill your responsibilities as a Board Member it is **YOUR** Group Superintendent responsibility to find an **EXPERIENCED** replacement and notify the Board President and 96 TW/CCCE as soon as possible.

A7.2.1.3. Be familiar with the 1206 from the unit you are representing so you can answer questions from the other board members who may not be familiar with the expertise.

A7.2.1.4. The score sheets and nominations packages are attached. You should score these prior to the board meeting or during the meeting, whichever you prefer. However, you must bring your completed score sheet(s) with you to the face-to-face board.

A7.2.1.5. During the meeting, you may have to resolve scoring anomalies. A scoring anomaly occurs when Board Members have more than a 3-point spread in the ranking of any single nominee (i.e., one member scores the nominee #1 and another scores him/her #5). If you are involved in a scoring anomaly you should be prepared to discuss the scoring of your package.

A7.2.1.6. **DO NOT** let any single member “pressure” you to vote a specific way.

A7.2.1.7. You are responsible to completely fill out your score sheet(s). Score each category using the appropriate scale. The electronic score sheets are designed to automatically calculate the Total Score for you. You must Rank each nominee against those in that category only. If you have two or more nominees with the same Total Score you must make the hard call and Rank each appropriately. For example, two nominees with top scores of 100 would have to be ranked #1 and #2. This will be vital information to the Board President as he/she determines the winner.

A7.2.1.8. At the conclusion of the board meeting, you will also e-mail your score sheets back to the Board Secretary by the designated due date.

A7.2.1.9. There are different methods for scoring. Some like to score the same category on each nomination before moving to the next, others prefer to score the entire nomination one at a time. Whichever method works for you, be sure to take notes and be prepared to discuss your scoring at the board meeting. The categories are:

A7.2.1.9.1. **Leadership and Job Performance in Primary Duty:** Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and the unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, MAJCOM, NAF-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year. Quantitative and quantifiable facts, figures, dollar amounts, number of personnel, etc., should be used.

A7.2.1.9.2. **Significant Self-Improvement:** Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications. Include completion of any PME and any awards earned. Include any off-duty education; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any relevant training or activity that significantly enhanced the member's contribution to organization.

A7.2.1.9.3. **Base and/or Community Involvement:** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher. These are examples, not an all-inclusive list. Quantitative and quantifiable facts, figures, dollar amounts, number of personnel, etc., should be used.

A7.3. Evaluation Tips

A7.3.1. Be objective. Base evaluations only on the information presented, not personal knowledge or opinion. Your purpose is to select the Wing's top performer.

A7.3.2. Apply the full range/weight of points in each category of the nomination. Avoid the tendency to score in the middle.

A7.3.3. Be consistent throughout. Use the same scoring criteria on each package. It doesn't matter whether you are "lenient" or "tough", just be consistent. DO NOT change philosophy halfway through the process.

A7.3.4. Score the package at hand. Do not put undue emphasis on where the individual performed their tasks (i.e., TDY, deployment). Nomination packages must be scored on the performance, not the location.

A7.4. Your Final Task:

A7.4.1. As a representative of your organization, you are tasked to provide feedback to your unit on what you experience as a Board Member. Contact your commander and Superintendent to offer your feedback. Tell them what you thought was a strength and what was not. While there is no particular format, the recommendation is for you to use as many concrete examples from the packages as possible. However, ensure you remove any personal information from the packages to protect the privacy of the individuals and the board process.

A7.4.2. Use bullets that you found to be strong or weak. Focus also on your overall impressions of the winning packages as compared to those that were not selected. For example, was the distribution of lines among the three categories a factor, or did the winning packages have a better balance than the others. Maybe the writer of the winning packages used a formula to convey their message that impressed you and your organization can benefit from that. It is your responsibility to actively seek the opportunity to brief your leadership on

what you learned. Your leadership is aware that you will be asking to provide insight into the board process. Remember, our goal is to select the 96 TW's best and your role in their selection is critical.

A7.5. NEVER send the actual nomination package to anyone!

A7.6. NEVER release the board selection to ANYONE. No selection is final until the 96 TW/CC approves and the announcement is made.

**THIS MAY CONTAIN PERSONAL DATA THAT IS SUBJECT TO PROTECTION
UNDER THE PRIVACY ACT OF 1974 AND IS FOR OFFICIAL USE ONLY.**

Attachment 8

SAMPLE FACE TO FACE BOARD SCRIPT

Figure A8.1. Sample Face To Face Board Script.

(NOMINEE ENTERS)¶
 (GIVES REPORTING STATEMENT)¶
 GOOD MORNING ON BEHALF OF THE ORGANIZATION, WE WOULD LIKE TO WELCOME YOU TO THE BOARD. CONGRATULATIONS FOR BEING SELECTED TO COMPETE FOR THE ORGANIZATION QUARTERLY/ANNUAL AWARDS.¶
 I AM CHIEF WILSON PRESIDENT OF THE BOARD. TO MY FAR LEFT IS CHIEF SMITH FROM THE GROUP/DIRECTORATE, TO MY IMMEDIATE LEFT IS CHIEF GAUTHIER FROM THE GROUP/DIRECTORATE, TO MY FAR RIGHT IS CHIEF GREEN FROM THE GROUP/DIRECTORATE, TO MY IMMEDIATE RIGHT IS CHIEF TURNER FROM THE GROUP/DIRECTORATE.¶
 THE ORDER OF EVENTS FOR TODAY WILL BE FOR YOU TO TELL US A LITTLE BIT ABOUT YOURSELF, THEN WE WILL DO DIRECT QUESTIONING. DURING THE DIRECT QUESTIONING PORTION EACH MEMBER WILL ASK YOU TWO QUESTIONS. AFTER THAT, WE'LL GIVE YOU AN OPPORTUNITY TO PROVIDE SOME CLOSING REMARKS. AFTER THIS, WE WILL DISMISS YOU.¶
 OK, TELL US A LITTLE BIT ABOUT YOURSELF.¶
 THANK YOU. PLEASE HAVE A SEAT AND WE'LL BEGIN THE DIRECT QUESTIONING PORTION WITH CHIEF SMITH.¶
 - CHIEF SMITH WILL ASK HIS/HER QUESTION¶
 - CHIEF GAUTHIER WILL ASK HIS/HER QUESTION¶
 - CHIEF GREEN WILL ASK HIS/HER QUESTION¶
 - CHIEF TURNER WILL ASK HIS/HER QUESTION¶
 - CHIEF TURNER WILL ASK A QUESTION FROM THE 1206¶
 THIS CONCLUDES THE DIRECT QUESTIONING PORTION OF THE BOARD. NOW WE'LL GIVE YOU AN OPPORTUNITY TO PROVIDE SOME CLOSING REMARKS. OK, THANK YOU.¶
 I CANNOT SAY WHETHER YOU HAVE WON THE ORGANIZATION CATEGORY OF THE AWARD PERIOD, OR NOT, BUT THE VERY FACT THAT YOUR LEADERSHIP TOOK THE TIME TO ACKNOWLEDGE YOUR HARD WORK AND DEDICATION SHOWS THAT THEY BELIEVE YOU ARE DOING A GREAT JOB.¶
 ON BEHALF OF THE 96TH TEST WING ORGANIZATION CATEGORY OF THE AWARD PERIOD, I THANK YOU FOR THE CONTRIBUTION YOU ARE MAKING TO YOUR UNIT AND OUR WING. AS A REMINDER, PLEASE DO NOT DISCUSS THE BOARD PROCESS UNTIL AFTER THE RESULTS ARE RELEASED.¶
 YOU ARE DISMISSED.¶
 ****This is a SAMPLE only****¶