



PERSONNEL

**HEADQUARTERS AIR FORCE QUARTERLY AND ANNUAL
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements Air Force Policy directive (AFPD) 36-28, *Awards and Decorations Program*. It sets forth eligibility criteria, submission and selection procedures for recognizing officer, enlisted, and civilian personnel assigned to the Headquarters Air Force (Secretariat and Air Staff Offices) who have performed their military duties, served their community and had significant self-improvement either quarterly or annually. Winning any award under this program does not in itself automatically constitute endorsement or nomination to any other program. It requires the collection and or maintenance of information protected by the Privacy Act of 1974. AFI 33-332, *Privacy Act Program*, sets guidelines for collecting, safeguarding, maintaining, accessing, amending and disseminating personal data kept in systems of records to comply with the Privacy Act Program. Attachment 1 lists references, abbreviations, acronyms, and terms used in this instruction. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision adds Civilian categories, Category I (GS/GG-1 through GS/GG-8 or equivalent), Category II (GS/GG-9 through GS/GG-12 or equivalent), and Category III (GS/GG-13 and through GS/GG-15 or equivalent). Also, it adds the requirement that military members must have a current passing fitness test at the time of nomination and senior non-commissioned officers (SNCOs) with at

least 24 months time-in-grade must have completed the Senior Non-Commissioned Officer Academy (SNCOA) by correspondence and must have their Community College of the Air Force (CCAF) degree.

1. Responsibilities:

1.1. AF/CVA:

1.1.1. Establishes guidance for the Pentagon's quarterly and annual recognition programs.

1.1.2. Is the approval authority for any programmatic changes, requests, or waivers to this HOI.

1.1.3. Within the bounds of fiscal constraints, budgets for and authorizes the purchase of modest awards or other suitable mementos for quarterly and annual award winners.

1.2. HAF/ES (Pentagon First Sergeant):

1.2.1. Enforces guidance on behalf of AF/CVA and coordinates any policy changes with AF/CVA for final determination.

1.2.2. Oversees the execution of the Pentagon's quarterly and annual recognition program.

1.2.3. Acts as the release authority for all award winners on behalf of AF/CVA.

1.2.4. Releases messages advertising suspense dates and solicits nominations from each HAF 2-letter/digit organization (via workflow) for the quarterly/annual recognition program.

1.2.5. Ensures current electronic version of AF IMT 1206, *Nomination for Award*, is received by the suspense date/time and nominee packages are in the proper format per the instructions in this HOI. Packages not in compliance with the requirements of this HOI will not be accepted and will be returned to the nominating HAF 2-letter/digit organization.

1.2.6. Assembles and distributes nomination packages, including score sheets, lists of nominees, and instructions for each category to board presidents. Board presidents will be responsible for distributing packages to each board member.

1.2.7. Notifies board presidents and board members of scheduled quarterly and annual board dates.

1.2.7.1. Instructs board presidents to deliver all board results, all packages, and all signed score sheets to the Pentagon First Sergeant immediately upon completion of the board.

1.2.7.2. Ensures board members receive instructions on the board process, procedures, conduct, scoring, and selection of winners.

- 1.2.8. Schedules a location to review quarterly/annual recognition packages.
- 1.2.9. Solicits enlisted board members (primary/alternates).
- 1.2.10. Appoints an enlisted board president for each board as appropriate.
- 1.2.11. Solicits Air Force Pentagon Awards Committee members from existing Air Force Pentagon Enlisted Council (AFPEC) and the Company Grade Officer Council (CGOC).
The Committee:
 - 1.2.11.1. Assembles and distributes CGO nomination packages including score sheets, list of nominees and instructions and provide them to the board president and board members.
 - 1.2.11.2. Solicits board members from each HAF 2-letter/digit organization through workflow.
 - 1.2.11.3. Manages all aspects of the quarterly awards ceremonies and annual awards luncheon.
 - 1.2.11.4. Through the committee chairperson, is responsible for the creation and maintenance of a ceremony checklist. The checklist includes, but is not limited to, the following committee responsibilities:
 - 1.2.11.4.1. Schedules the Pentagon Auditorium one year in advance to host the quarterly awards ceremonies and coordinates with the Joint Base Anacostia Bolling Club to host the annual award luncheon.
 - 1.2.11.4.2. Coordinates the annual ceremony date with AF/CVA and AF/CCC through their respective staffs, and provides both AF/CVA and AF/CCC with courtesy information concerning the quarterly awards ceremony dates.
 - 1.2.11.4.3. Schedules a Chaplain for the annual awards luncheon.
 - 1.2.11.4.4. Obtains Master(s) of Ceremony and alternates.
 - 1.2.11.4.5. Receives RSVPs for quarterly awards ceremonies.
 - 1.2.11.4.6. Obtains flyers and signs from Air Force Graphics to advertise awards ceremonies.
 - 1.2.11.4.7. Prepares certificates of recognition for each nominee and obtains signatures of AF/CVA and Pentagon First Sergeant for each enlisted nominee and the AF/CVA signature for the officer nominees.
 - 1.2.11.4.8. Coordinates with the USAF Band to participate in the annual awards luncheon as deemed appropriate by the event committee.
 - 1.2.11.4.9. Plans and orchestrates rehearsal with nominees.

1.2.11.4.10. Solicits volunteers throughout the National Capital Region (NCR) to assist with awards ceremony details.

1.2.11.4.11. Schedules the photographer.

1.2.11.5. Ensures awards ceremony announcements are published on the AFPEC homepage, the Information Bulletin, Pentagram, and other appropriate venues.

1.2.11.6. Ensures award winner photos are properly displayed and all other photographs are returned to the nominees/winners.

1.2.11.7. Obtains or provides media coverage.

1.3. The Secretary of the Air Force Administrative Assistant (SAF/AA):

1.3.1. Manages the Civilian Recognition Board.

1.3.2. Solicits members for the Civilian Recognition Board from each HAF 2-letter/digit organization through workflow.

1.3.3. Distributes civilian nomination packages, including score sheets, list of nominees and instructions, to the board president and board members.

1.4. HAF Organizations:

1.4.1. Organize and manage quarterly and annual award recognition programs within their organization.

1.4.2. Ensure maximum participation to support the HAF Recognition Program.

1.4.3. Approve nomination packages within their organizations and nominate only one individual per category, as applicable, for each award category to represent their organization at the HAF Quarterly/Annual Board.

1.4.4. Ensure nomination packages are submitted electronically to the Pentagon First Sergeant or designee by the advertised suspense.

1.4.5. Provide electronic coordination sheet with nomination package(s) as acknowledgment and confirmation of submission. (See Attachment 6)

1.5. The Air Force Protocol Office (AF/CVAP) (Annual Awards Only):

1.5.1. Prepares request for Official Funds.

1.5.2. Notifies senior staff via the Protocol "A" List of the annual awards luncheon and receives RSVPs.

1.5.3. Prepares list of attendees and makes seating arrangements for general officers, distinguished visitors, and guests.

- 1.5.4. Creates event brief for the presiding official of the annual awards luncheon.
- 1.5.5. Develops nominee and guest list to invite special guests and track responses.
- 1.5.6. Reviews and edits the annual awards ceremony script for AF/CVA approval.
- 1.5.7. Obtains coins from AF/CVA and AF/CCC for annual award winners and provides them to AFPEC for presentation.

1.6. Supervisors:

1.6.1. Provide justification which contains specific facts on the nominee's contributions during the award period on the current version of AF IMT Form 1206. Achievements should be so outstanding as to clearly distinguish the individual from his/her peers.

1.6.2. Submit nominations on the current version of AF IMT Form 1206. Specific achievements and accomplishments must have occurred only during the quarter for which the nomination is submitted. Uncommon acronyms should be listed and spelled out on the reverse of the AF IMT Form 1206. Nominations not submitted in the required format will be returned to the appropriate organization. Failure to comply with submission requirements may result in disqualification. Use bullet format statements for justification in the following categories:

1.6.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

Describe significant leadership accomplishments and how well the nominee performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission including any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evaluations. Include awards received (e.g., NCO of the Quarter, Maintenance Professional of the Year).

1.6.2.2. SIGNIFICANT SELF-IMPROVEMENT:

Show how the nominee developed or improved skills related to primary duties (e.g., formal training, Career Development Course enrollment or completion, on-the-job Training, certifications, off-duty education related to primary duties). Include completion of any Professional Military Education (PME) and any awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree, enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced the member's value as a citizen.

1.6.2.3. BASE OR COMMUNITY INVOLVEMENT:

Define the scope and impact of the nominee's positive leadership and involvement in both the military and civilian communities. 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, Air Force Sergeants Association, Sunday school teacher).

1.6.3. Quarterly and annual award nomination packages will include an electronic copy of the current version of AF IMT Form 1206, an electronic coordination sheet from parent HAF 2-letter/digit senior-ranking officer/civilian, and a copy of the nominee's current fitness score. Please refer to Attachments 3 & 4 for instructions for the top half of the 1206 and Attachment 6 for an example of the coordination sheet. List the parent HAF 2-letter/digit senior-ranking officer/civilian as the recommending unit commander. The coordination sheet will serve as certification of concurrence with the nomination.

1.6.4. Ensure nominees meet dress and appearance standards per AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. **(MILITARY ONLY)**

1.6.5. Ensure nominees are available to participate in the scheduled award ceremony. If a member is scheduled to be on leave or TDY out of the local area, ensure the Pentagon First Sergeant is notified. Members on leave in the local area should make every effort to attend this event.

2. Processing procedures:

Pentagon First Sergeant or designee will send out taskings through workflow and TMT to all HAF 2-letters/digits with suspense dates for award packages. Once the packages are received and reviewed for eligibility, the Pentagon First Sergeant or designee will send all packages with scores sheets and board instructions to SAF/AA (for Civilians) and the CGO awards committee President (for Officers), who will, in-turn, conduct their respective boards. For enlisted members, the Pentagon First Sergeant will conduct the board for the SNCOs and his designee will submit packages to the designated board members for the NCO and Airmen boards. Once the boards are completed, the winners' names will be provided to the Pentagon First Sergeant or designee, who will provide the names to Air Force Pentagon Awards Committee for the awards ceremony or luncheon.

3. Eligibility:

3.1. Personnel are nominated by their parent HAF organization based on contributions to their individual units or agencies and must be permanently assigned or attached to a unit or agency assigned to the Pentagon. HAF organizations may only nominate one nominee per category. **Exception:** Chief Master Sergeants (CMSgt's) and CMSgt selects are ineligible to compete for quarterly or annual awards.

3.2. HAF organizations may submit members assigned to DRUs and FOAs as long as they are not participating or competing with the host base.

3.3. 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 **(MILITARY ONLY)**. Note: Military members must have a current passing fitness test at the time of nomination. SNCOs with at least 24 months

time-in-grade must have completed the SNCOA by correspondence and must have their CCAF degree.

3.4. Personnel are considered for the appropriate award category based on the rank/grade they held for the majority of the award period. **Exception:** CMSgt's and selects are ineligible to compete for quarterly or annual awards.

3.5. Winning a quarterly award does not constitute an automatic advancement to compete in the annual awards. Quarterly winners do not compete at another level. An annual award nominee need not be a quarterly nominee or winner for the same calendar year. Enlisted annual award winners will compete at the Air Force District of Washington 12 Outstanding Airman of the Year (OAY) awards board and the winners of this board will compete against the rest of the MAJCOM nominees for the Air Force 12 OAY.

4. Board Process:

4.1. Quarterly and annual award nominations are submitted through their parent HAF organization's first sergeant, executive officer, or designated representative electronically to the Pentagon First Sergeant.

4.2. The award periods for consideration are defined as:

First quarter: 1 January - 31 March

Second quarter: 1 April - 30 June

Third quarter: 1 July - 30 September

Fourth quarter: 1 October - 31 December

Annual award: 1 January - 31 December

4.3. Quarterly nominations will be due electronically to the Pentagon First Sergeant or designee by 1200 hours on the date identified in the initial email requesting nominations for the upcoming award period. The awards committee will publish all due dates on their calendar of events at a minimum of one year in advance. If any of these suspense dates fall on a holiday, the packages will be due by 1200 hours on the duty day prior.

4.4. The suspense for annual nominations will be due the last week of January of the year following the year of the award. The specific date will be provided in the tasking message sent out by the Pentagon First Sergeant or designee.

4.5. Quarterly and annual nominations are submitted using the current version of AF IMT Form 1206. Quarterly nominations are limited to 15 lines, excluding headings, and annual nominations are limited to 30 lines, including headings. There should be no text entered to the right of each heading; any text listed on the same line as a heading will not be considered by the board.

4.6. The Pentagon First Sergeant or designee receives and reviews each nomination package to ensure compliance with this operating instruction. The Pentagon First Sergeant or designee reserves the right to return any package not in compliance of this instruction for correction. If the package is not returned back to the Pentagon First

Sergeant or designee prior to the suspense, the HAF 2-letter/digit organization forfeits the right for their nominee to meet the board.

4.7. The Pentagon First Sergeant or designee will provide electronic packages to the board presidents and the awards committee to use to prepare the script for the ceremony. The board process will be a paper-only process.

4.8. Board presidents are given instructions and are provided all packages for their board. Board presidents distribute their packages and relay instructions to board members.

4.9. Upon completion of the board, the board president returns all packages and certifies the winners of each board to the Pentagon First Sergeant or designee. The Pentagon First Sergeant or designee prepares a memorandum listing the recommendations of the board to the AF/CVA for approval. Both quarterly and annual award winners will be announced during the appropriate recognition ceremony.

5. Scoring Categories and Point Values:

5.1. Board members will score each package using the score sheet (see Attachment 5). Board members should score their packages first, then rank order the packages (i.e., 1st, 2nd, 3rd, etc.). The nominee with the lowest aggregate score based on the ranking is the winner. If there is a tie, the board president will determine the winner.

5.2. Quarterly awards. The following categories will be scored using the nominees IMT AF Form 1206:

Leadership and Job Performance in Primary: 0 - 50 points
Significant Self-Improvement: 0 – 10 points
Base or Community Involvement: 0 – 5 points

5.3. Annual awards. The following categories will be scored using the nominees IMT AF Form 1206:

Leadership and Job Performance in Primary: 0 - 70 points
Significant Self-Improvement: 0 – 20 points
Base or Community Involvement: 0 – 10 points

6. Award Winner Notifications:

6.1. Award winners will be announced during the respective awards ceremonies.

6.2. Award winners will receive a plaque or other modest memento.

7. Board Management Procedures:

7.1. Enlisted recognition boards will convene quarterly and annually. Board presidents and board members will be solicited by the Pentagon First Sergeant from enlisted members assigned to the Pentagon and the HAF organizations that compete within the guidelines of this operating instruction.

7.1.1. Enlisted recognition board presidents will be SNCOs and should be selected on a rotating or voluntary basis. Board members will be selected based on the criteria set below:

7.1.1.1. The SNCO Board President and three board members will be in the rank of CMSgt.

7.1.1.2. The NCO Board President will be at least a Senior Master Sergeant (SMSgt) with three board members in the rank of SMSgt or Master Sergeant (MSgt).

7.1.1.3. The Airman Board President will be at least a MSgt with three board members in the grades of MSgt or Technical Sergeant (TSgt).

7.2. The CGO recognition boards will convene quarterly and annually. The board president and board members will be solicited by the CGO awards committee from officers assigned to the Pentagon and the HAF organizations that compete within the guidelines of this operating instruction. The board president will be at least a Colonel with three board members in the grade of Colonel or Lieutenant Colonel.

7.3. The Civilian recognition boards will convene quarterly and annually. The board president and board members will be solicited by SAF/AA from civilians assigned to the Pentagon and the HAF organizations that compete within the guidelines of this operating instruction.

7.4. Board presidents conduct awards boards with the highest standards of excellence and integrity. Board presidents facilitate and guide awards board proceedings.

7.5. Quarterly and annual award boards consist of a review of current version of AF IMT Form 1206. Use the scoring sheets at Attachment 5.

7.6. Board members will review each nomination package thoroughly to identify nominee accomplishments, results, and impact on the Pentagon and the Air Force.

7.7. Board members score sheets are signed by board members and are tallied by the board president prior to providing the results to the Pentagon First Sergeant or designee.

8. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AF IMT Form 1206, *Nomination for Award*

WILLIAM A. DAVIDSON
Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-2905, *Fitness Program*, 1 Jul 2010

AFI 36-2805, *Special Trophies and Awards*, 29 Jun 2001

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 2 Aug 2006

AFI 33-332, *Privacy Act Program*, 29 Jan 2004

Abbreviations and Acronyms

AFPEC	Air Force Pentagon Enlisted Council
AFSC	Air Force Specialty Code
CDC	Career Development Course
CGO	Company Grade Officer
CGOC	Company Grade Officer Council
DCS	Deputy Chief of Staff
HAF	Headquarters Air Force
MAJCOM	Major Command
MPF	Military Personnel Flight
NCO	Noncommissioned Officer
NCR	National Capital Region
OAY	Outstanding Airman of the Year
PDG	Promotion Development Guide
PME	Professional Military Education
PPOC	Personnel Points of Contact
SNCO	Senior Noncommissioned Officer
SNCOA	Senior Noncommissioned Officer Academy

Terms

Airmen	Personnel in the grades Airman Basic through Senior Airman.
CGO	Personnel in the grades of Second Lieutenant through Captain.
Civilian (Category I)	Personnel in the grades of GS/GG-1 through GS/GG-8 or equivalent.

Civilian (Category II)	Personnel in the grades of GS/GG-9 through GS/GG-12 or equivalent.
Civilian (Category III)	Personnel in the grades of GS/GG-13 through GG/GS-15 or equivalent.
NCO	Personnel in grades Staff Sergeant through Technical Sergeant.
SNCO	Personnel in the grades Master Sergeant through Senior Master Sergeant (CMSgt selects are not eligible to compete for quarterly or annual awards).
Negative Quality Force Indicators	A negative code placed on an individual's record during the award period (e.g., unsatisfactory progress in the physical fitness program, establishment of an unfavorable information file, Article 15, letter of reprimand).
Protocol "A" List	A listing of key personnel maintained by AF/CVAP. The list ranges from the Secretary of the Air Force through the Chief Master Sergeant of the Air Force.

Attachment 2

AIRMAN/NCO/SNCO/CGO/CIVILIAN of the QUARTER/YEAR BOARD MEMBER RESPONSIBILITIES

- Scoring: all Board members will use the enclosed score sheets to rate each nomination package.
- Ties: the Board President's score will only be used in the event of a tie.
- Confidentiality: board scores will be compiled and held in confidence until public release. Board members will not know the outcome until the awards ceremony.
- Conduct of members: consider only the text of the packages during your scoring. No outside discussion of personal knowledge of the nominee or his/her job is allowed. Actual Board member scores will not be shared with other Board members.

AIRMAN/NCO/SNCO/CGO/CIVILIAN of the QUARTER/YEAR BOARD MEMBER CHARGE

Oath:

I solemnly affirm that I will perform the duties imposed upon me without prejudice or partiality, having in view both the special qualities of all of the nominees and the efficiency of the United States Air Force.

I will hold as sacred the confidentiality of my results, shared with none, until formal public announcement is made by vested authority.

Board Member Signature

**Attachment 3
SAMPLE NOMINATION FOR QUARTERLY AWARD**

NOMINATION FOR AWARD

AWARD HQ USAF Quarterly Recognition Program	CATEGORY (If Applicable) Appropriate category (Amn, NCO, SNCO, CGO, CIV (I), CIV (II), CIV (III))	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		SSN 9999	MAJCOM, FOA, DRU PARENT HAF 2-letter/digit
DAFSC/DUTY TITLE 3SO71, NCOIC Awards and Decorations		NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-1234 Comm: 703-695-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Address of nominee's parent unit of assignment			
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) RANK/NAME OF SENIOR OFFICER/CIVILIAN OF PARENT HAF 2-letter/digit			
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (0-50 points) 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 the mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. 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 (0-10 points) 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 (0-5 points) 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. Do not exceed 15 lines in bullet format. Headers do not count towards the 15 lines. Do not extend the lines of the headings, any text on those lines will not be graded!</p> <p>(FOUO) In accordance with AFI 33-332 this document contains personal information, the disclosure of which may constitute an unwarranted invasion of privacy.</p> <p>List acronyms and their meaning on the back of the AF IMT Form 1206. AF IMT1206, 20000701 V5 PREVIOUS EDITIONS IS OBSOLETE</p>			

Attachment 4

SAMPLE NOMINATION FOR ANNUAL AWARD

NOMINATION FOR AWARD

AWARD HQ USAF Annual Recognition Program	CATEGORY (If Applicable) Appropriate category (Amn, NCO, SNCO, CGO, CIV (I), CIV (II), CIV (III))	AWARD PERIOD 1 Jan – 31 Dec
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt /John B. Doe	SSN 9999	MAJCOM, FOA, DRU PARENT HAF 2-letter/digit
DAFSC/DUTY TITLE 3SO71, NCOIC Awards and Decorations	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-1234 Comm: 703-695-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Address of nominee's parent unit of assignment		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) RANK/NAME OF SENIOR OFFICER/CIVILIAN OF PARENT HAF 2-letter/digit		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (0-70 points) 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 the mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. 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 (0-20 points) 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 (0-10 points) 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. Do not exceed 30 lines in bullet format. Headers do not count towards the 30 lines. Do not extend the lines of the headings, any text on those lines will not be graded!</p> <p>(FOUO) In accordance with AFI 33-332 this document contains personal information, the disclosure of which may constitute an unwarranted invasion of privacy.</p> <p>List acronyms and their meaning on the back of the AF IMT Form 1206. AF IMT1206, 20000701 V5 PREVIOUS EDITIONS IS OBSOLETE</p>		

Attachment 5

SAMPLE SCORE SHEET

NOMINEE	Leadership & Job Performance in Primary Duties (0-50 pts)-quarterly (0-70 pts)-annual	Significant Self-Improvements (0-10 pts)-quarterly (0-20)-annual	Base or Community Involvement (0-5 pts)-quarterly (0-10)-annual	TOTAL (65 pts)-quarterly (100 pts)-annual	RANK ORDER

Board Member Signature/Date

Attachment 6

To: Pentagon First Sergeant

The attached AF IMT 1206s have been approved by (appropriate HAF 2-letter/digit ranking officer/civilian) and is submitted to compete at the appropriate board. I certify they meet the standards of dress and appearance, fitness and do not have any derogatory or negative quality force indicators.

Civilian (Cat III) Nominee:

Civilian (Cat II) Nominee:

Civilian (Cat I) Nominee:

CGOC Nominee:

SNCO Nominee:

NCO Nominee:

Amn Nominee:

SIGNATURE BLOCK FOR
RANKING 2-LTR OFFICIAL