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Personnel

SPECIAL TROPHIES AND AWARDS

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This publication supplements Air Force Instruction 36-2805, *Special Trophies and Awards*. It provides guidance and procedures for the nomination, selection, and recognition of outstanding Airmen (AMN), Noncommissioned Officers (NCO), Senior noncommissioned Officers (SNCO), Company Grade Officers (CGO), First Sergeants (1st Sgt), Civilians (Cat I, II, III), military/civilian volunteers assigned to and/or subordinate to Air Force District of Washington (AFDW). It applies to all personnel assigned to AFDW HQ Staff (*A1, A2, A3, A4/7, A5/8/9, A6, FM, PK, CCP, PA, SE, HC, JA, IG, IP, UDM, DS, SG and JA*) for quarterly award submissions and the 11th Wing, 79th Medical Wing, and Joint Base Anacostia-Bolling and 844th Communications Group for annual award submissions only. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) units or members, except those assigned directly to AFDW HQ Staff. AFDW assigned Air Force Reserve members are submitted for other awards identified in this supplement through AFRC channels by means of the Unit Reserve Coordinator (URC) and Base Individual Mobilization Augmentee Administrator (BIMMA). In addition, ARC members (ANG and AFRC) assigned and those performing MPA man-days with HQ AFDW may be submitted for quarterly awards. 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 Information Management System (ARFIMS) Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm**. Refer recommended changes and questions about this publication to AFDW/CCCE, 1500 Perimeter Rd, Suite 5560,

Joint Base Andrews, MD 20762-7001 using the AF Form 847, Recommendation for Change of Publication, route AF IMT 847's from the field through the appropriate functional's chain of command. See Attachment 1 for a glossary of references and supporting information

SUMMARY OF CHANGES

This change incorporates deleted information pertaining to the 316th WG, added the 844 th Communications Group, and updated Directors referenced in AFDW HQ Staff. Clarification was added or deleted as appropriate in chapter 5 to clairify procedures in civilian pay grade categories, nomination procedures, and board member responsibilities. Figures A2.1, A3.1, A4.1, A5.1, A6.1, A7.1, A8.1 updated with most current information.

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Chapter 1

GENERAL INFORMATION REGARDING SPECIAL TROPHIES AND AWARDS

1.1. Nominating Procedures. Commanders at all levels actively advertise the nomination procedures for trophies and awards. Commanders verify achievements and nominate those qualified for appropriate awards. MAJCOM, FOA, or DRU commanders, vice commanders, or executive directors indorse nominations on their personnel. When nominating persons or units assigned to other commands, commanders acquire by letter, the coordination of the commander or vice commander of the owning MAJCOM, FOA, or DRU. Submit nominations to HQ AFPC/DPPPRS, with the parent MAJCOM, FOA, or DRU commander's coordination.

1.2. Air Force-level Awards. Air Force functional activities or private organizations establish Air Force-level awards. The designated OPR and HQ USAF/DPXPQ approve implementing instructions. Notify HQ USAF/DPXPQ when the award is terminated.

1.2.1. The experts in a given function will manage functional awards. Functional managers will ensure nomination write-ups are limited to two pages, using the Air Force Form 1206, ***Nomination for Award***. Exceptions to this requirement must be approved by HQ USAF/DPX. Functional areas requiring the use of base visits to determine award winners will limit such visits to one visit per base per award.

1.3. Wartime Guidance. Programs governed by this instruction will continue during conflicts below the level of declared war. In the event of a national emergency declared by Congress or the President of the United States, programs sponsored by Headquarters (HQ) USAF may be suspended. The Air Force will suspend administrative support for programs sponsored by private organizations.

1.4. Establishing Special Trophies and Awards Programs. Commanders at any level may establish special trophies and awards programs to recognize military and civilian members and units or organizations. Include such recognition programs in appropriate base supplements.

1.4.1. Establishing Special Trophies and Awards Programs.

1.4.2. Awards may be named in honor of living or deceased Air Force military members and Department of the Air Force (DAF) civilians who had honorable records and made significant contributions to the Air Force or to the functional area in which the award is being established. Consider individuals of prominence or those whose careers or actions were important and meaningful to the function in which the award will be established. Thoroughly review the career and personal history of the individual to ensure the individual is worthy of such honor before naming an award in their honor. When establishing an award, the designated award OPR or manager will send a letter, signed by the appropriate commander or vice commander, to HQ AFPC/DPPPRS notifying of the establishment of the award. Include the award and criteria in an appropriate supplement or instruction. Process all supplements and instructions in accordance with AFI 37-160V1, *The Air Force Publications and Forms Management Programs – Developing and Processing Publications.* Commanders at all levels are responsible for ensuring and maintaining the integrity of special trophies and awards programs. All awards named for individuals will be established only in accordance with this instruction. The requirements of this instruction are mandatory when considering memorial-type awards. List what sources were reviewed to perform the

background check and that verification has been made that no derogatory information was found on the individual which would preclude naming an award in their honor.

1.4.3. Possible sources to review when determining individuals' suitability for memorialization are:

1.4.3.1. Military personnel records (retired or deceased military members), which are located at the National Personnel Records Center (NPRC), Air Force Reference Branch, 9700 Page Boulevard, St. Louis MO 63132-5100.

1.4.3.2. Civilian personnel records (retired or deceased DAF civilians), which are located at the National Archives and Records Administration, NPRC (Civilian Personnel Records), 111 Winnebago Street, St. Louis MO 63118.

1.4.3.3. Public libraries for archived newspaper articles.

1.4.3.4. Local newspapers.

1.4.3.5. Local courthouse records.

1.4.3.6. Local Air Force Office of Special Investigations or Security Police.

1.4.3.7. Interview family, friends, acquaintances, and coworkers.

1.4.4. Do not duplicate existing trophies and awards programs in either name or criteria. (Recognizing an achievement or accomplishment in performance reports or a citation to accompany an award is not considered duplication or dual recognition.) Award elements will not duplicate elements of existing formal award programs. Refer to AFI 65-601, volume 1, *USAF Budget Guidance and Procedures*, for further guidance regarding funding for award elements. Awards must be of nominal value. Awards may not be redeemable for cash, merchandise, or services. The cost of awards will be commensurate with the significance of the achievement being recognized.

1.4.5. A one-time unique trophy or award may be given to an individual or unit whose achievements make a significant contribution to the effectiveness and efficiency of the Air Force.

1.5. Travel for Military Members or Department of the Air Force Civilians. Air Force military or Department of the Air Force civilian personnel selected for an award listed in this instruction will attend the presentation ceremonies at government expense. When a unit is selected to receive an award, the unit commander attends the presentation ceremony to accept the award on behalf of the unit.

1.6. Travel for Non-Military Members or Non-Department of the Air Force Civilians. When are individuals who neither military members nor Department of the Air Force civilians are selected as recipients of these awards, authorize invitational travel so they may attend the presentation ceremony. Refer to the Joint Travel Regulation for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians.

1.6.1. MAJCOM commanders or vice commanders are authorized to approve spouse travel for award recipients assigned to their command. This approval authority may not be further delegated. When spouse travel is approved, invitational travel orders will be issued and only transportation costs will be funded. Per diem will not be paid. If there is no spouse, the

member may elect to invite one family member to attend the award ceremony. Spouse travel applies to only the following Air Force-level awards ceremonies:

1.6.1.1. USAF First Sergeant of the Year Award.

1.6.1.2. 12 Outstanding Airmen of the Year.

1.6.1.3. General and Mrs. Jerome F. O'Malley Award.

1.6.1.4. Verne Orr Award.

1.6.1.5. Joan Orr Air Force Spouse of the Year Award.

1.6.1.6. Lance P. Sijan USAF Leadership Award.

1.6.1.7. Koren Kolligian Trophy (OPR'd by HQ USAF/SE).

1.6.1.8. Collier Trophy (OPR'd by HQ USAF/XOOA).

1.6.1.9. Cheney Award (OPR'd by HQ USAF/XOOA).

1.6.1.10. Aviator's Valor Award (OPR'd by HQ USAF/XOOA).

1.6.1.11. Mackay Trophy (OPR'd by HQ USAF/XOOA).

1.6.1.12. General Thomas D. White USAF Space Trophy (OPR'd by HQ USAF/XOOA).

1.7. Funds. Authorize funds for reasonable costs of trophies, plaques, and so forth for presentation purposes. Do not authorize cash awards.

1.7.1. Use appropriated funds for trophies and awards to recognize mission accomplishment. Such awards include Junior Officer, Noncommissioned Officer (NCO), or Airman of the Quarter or Year, functional work area, and so on. Refer to AFI 65-601, volume 1. This authority does not apply to awards for employees who are paid from nonappropriated funds (NAF) according to policies regarding the use of NAF.

1.7.2. Do not use NAFs to supplement awards paid from appropriated funds. When appropriated funds are not available or are not authorized, the commander may use NAF to buy trophies and awards, if authorized by AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Do not use NAFs for awards to civilian personnel who are paid from appropriated funds.

1.7.3. Handle trophies or funds donated to set up a special trophy or award under AFI 51-601, *Gifts to the Department of the Air Force*.

1.8. Air Force Recognition Ribbon Eligibility. Award this ribbon to certain recipients selected or announced as recipients of Air Force-level special trophies and awards. Any recipient selected since that particular award was established on an Air Force-wide level receives the ribbon.

1.8.1. The following military members wear the ribbon:

1.8.1.1. Named individuals who receive Air Force-level special trophies and awards listed in this instruction.

1.8.1.2. Named individuals who receive a functional Air Force-level special trophy or award managed by the functional area of responsibility. Recipients must be determined by Air Force-wide competition in that functional specialty.

1.8.1.3. Civilian recipients who meet the criteria in paragraphs **1.8.1.1** and **1.8.1.2** wear the Air Force Recognition lapel pin.

1.8.2. The following are not eligible to receive the ribbon:

1.8.2.1. Organizations, units, or activities cited as recipients of Air Force-level special trophies or awards.

1.8.2.2. Members assigned to such cited organizations, units, or activities. ***EXAMPLE:*** When a unit or organization is named as the recipient, no one in that cited unit or organization is awarded the ribbon.

1.8.2.3. Nominees and selectees of special trophies and awards programs at MAJCOM, FOA, DRU, base, or unit levels.

1.8.2.4. Nominees or selectees for 12 Outstanding Airmen of the Year (12 OAY). The appropriate ribbon (Outstanding Airman of the Year Ribbon) is described in paragraph **3.4.6.3**

1.8.3. OPRs of Air Force-level functional special trophies and awards include entitlement information to the ribbon in instructions pertaining to their functional special trophies and awards programs. OPRs will send a message each year to their functional counterparts announcing the recipients of their respective awards. Send a copy of the message to the member's Military Personnel Flight (MPF), Customer Service Element, for personnel data system (PDS) update and file in the member's military personnel records.

Chapter 2

PREPARING NOMINATION PACKAGES FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPPRS

2.1. Preparing Nominations.

2.1.1. Prepare nominations for awards HQ AFPC/DPPPRS manages as outlined in the respective paragraphs.

2.1.2. MAJCOMs, FOAs, and DRUs will ensure nominations arrive at HQ AFPC/DPPPRS by the dates shown for each award. MAJCOMs, FOAs, and DRUs will send a letter or message to HQ AFPC/DPPPRS by the date shown if no nominations will be submitted for any of these awards.

2.1.3. The following instructions apply to all awards for which HQ AFPC/DPPPRS is the OPR (unless noted otherwise in the award nomination instructions).

2.1.4. Use AF Form 1206, **Nomination for Award** in **Attachment 2,** when required in the award description. Use a bullet or point-paper format, not running narrative. HQ AFPC/DPPPRS is the Air Force OPR for this form. Other functional awards OPRs may use the form.

2.1.5. For those awards requiring the write-up be placed on bond paper, limit each write-up to the length cited in the instructions for the award, and follow the prescribed format.

2.1.6. Do not sign the write-ups.

2.1.7. Send one base-level report of individual personnel (RIP) (records review) with each individual nomination. Do not send RIPs when submitting a team, unit, or organization.

2.1.8. Avoid flowery prose and hyperbole. State the facts.

2.1.9. Use the format in **Attachment 3** when biographies are required.

2.1.10. Use the format in **Attachment 4** when citations are required.

2.1.11. Send an original and five complete copies of each nomination package. ***EXCEPTION***: Send an original and eight copies for the 12 Outstanding Airmen of the Year and the USAF First Sergeant of the Year Award.

2.1.12. Fasten each nomination with paper clips and place in a folder. Do not include supporting documents such as published articles or books. Do not staple or punch holes in the packages.

2.1.13. Send through command channels and get the endorsement of the MAJCOM/FOA/DRU commander, vice commander, or executive director.

2.1.14. Do not send classified material.

2.1.15. Note any special requirements shown in the description of the award.

2.1.16. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.

2.1.17. The MAJCOM, FOA, or DRU Director of Personnel (DP) must sign negative submission responses.

Chapter 3

CRITERIA AND INFORMATION FOR SPECIAL TROPHIES AND AWARDS MANAGED BY HQ AFPC/DPPRS

3.1. Team of the Year Award. Each year, the Air Force Association (AFA) selects a specific enlisted career field for recognition. These are professionals who clearly display superior technical expertise, attract the praise of their superiors, and provide leadership and inspiration to their coworkers. Individuals nominated need not be members of a team in the traditional sense of the term; they need only be assigned to the same career field. The AFA honors the five members and their spouses (if applicable) at a ceremony each May in Washington DC. The period of the award is 1 January - 31 December. HQ AFPC/DPPPRS solicits nominations from the appropriate Air Force functional manager for that career field and provides further guidance to the functional manager concerning nominations. ***Note: Do not submit nominations unless you receive a tasking to do so from either AFPC or the Air Force functional manager of that career field.***

3.1.1. Limit the write-up to two single-spaced typewritten pages, using AF Form 1206 for both pages. Use bullet (talking paper or point paper) format. Do not sign the write-up.

3.1.2. Send a biography, limited to one single-spaced typewritten page (**Attachment 3**).

3.1.3. Send citation with each nomination (**Attachment 4**).

3.2. Non Commissioned Officers Association (NCOA) Vanguard Award. Each year, the NCOA recognizes a noncommissioned officer from each of the military services, who has performed a particularly heroic act, on or off duty, that resulted in the saving of life or in preventing serious injury. The NCOA conducts presentation ceremonies each summer at the NCOA's annual convention. The NCOA notifies the Air Force recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the NCOA. The period of service for the award is 1 January-31 December.

3.2.1. Nominate Air Force enlisted members in grades SSgt through CMSgt for this award.

3.2.2. The heroic act must be voluntary action initiated by the nominee and not a result of directions or orders.

3.2.3. The act must have been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

3.2.4. Send nominations to HQ AFPC/DPPPRS by **1 March**.

3.2.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

3.2.6. Limit the write-up to one single-spaced typewritten page, using the AF Form 1206.

3.2.7. Send a biography limited to one single-spaced typewritten page (**Attachment 3**).

3.2.8. Do not send nominations for posthumous awards.

3.3. USAF First Sergeant of the Year Award. This award, established by the Air Force, recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant career field, Special Duty Identifier 8F000. The Air Force Sergeants

Association (AFSA) honors the recipient during presentation ceremonies each summer at the AFSA annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The award element consists of an engraved plaque. The period of service for the award is 1 January -31 December.

3.3.1. Nominees must serve in the position of First Sergeant **and** have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.3.1.1. 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. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, 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.

3.3.1.2. 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, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.3.1.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. 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.

3.3.2. Each MAJCOM, FOA, and DRU may submit one nomination.

3.3.3. Send nominations to HQ AFPC/DPPPRS by **30 April**.

3.3.4. Send a general information page using the format shown in **Attachment 7**.

3.3.5. Limit the write-up to 30 lines (including headers and are to stand alone from the bullets), single-spaced, size 12 font, using only the AF IMT 1206-Version 5, Nomination for Award. Bullet format is mandatory.

3.3.6. Send a biography, limited to one single-spaced typewritten page (**Attachment 3**).

3.3.7. Send electronic package in accordance with solicitation message instructions.

3.3.8. Do not send nominations for posthumous awards.

3.4. 12 Outstanding Airmen of the Year (12 OAY) Award. Established by the Air Force, this program recognizes 12 enlisted members in a range of grades representing a cross section of career fields. The AFA honors the 12 OAY and their spouses at its annual convention in Washington DC each year. HQ AFPC/DPPP sends a message outlining nomination procedures

to the MAJCOMs, FOAs, and DRUs each year. Send nominations to HQ AFPC/DPPPRS by **30 April.**

3.4.1. There are three categories of competition: Airman (airman through senior airman); NCO (sergeant and technical sergeant); and Senior NCO (master sergeant through chief master sergeant).

3.4.2. Base nominations only on achievements that occurred during the current calendar year. For example, the nominees' achievements for the 2008 program should cite achievements occurring from 1 January 2007 through 31 December 2007. Since nominees are representatives of the Air Force enlisted force, they must also stand the test of a "whole life/whole career" scrutiny, although the observation period for the award is 1 year.

3.4.3. All nominees must sign a statement of intent agreeing if selected as a MAJCOM, FOA, or DRU nominee, they will obtain the required retainability in order to compete at Air Force level. All nominees who meet the Air Force selection board must have sufficient retainability so that, if selected as a 12 OAY, they can serve on the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12 OAY. For example, the 2008 12 OAY serve from September 2008 through September 2009. Therefore, the 2008 MAJCOM and DRU nominees would need retainability through 30 September 2009. The annual HQ AFPC/DPP nomination message outlines procedures to follow to obtain retainability for those MAJCOM and DRU nominees who do not have sufficient retainability. Contact AFPC Personnel Procurement Division, Reenlistment Branch (HQ AFPC/DPPAE), for assistance regarding retainability. Failure on the part of the MAJCOM or DRU to meet retainability requirements on their nominee will result in the nominee being withdrawn from the Air Force-level competition. If an individual is not selected as a 12 OAY, cancel the extension.

3.4.4. Send statement of intent, signed and dated by nominee, which includes the following statements verbatim:

3.4.4.1. “I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as 12 OAY.”

3.4.4.2. “If selected as a 12 OAY, I agree to serve in the capacity as enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander and MAJCOM/CCC to publicize and promote ‘the Air Force way of life’ and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention.”

3.4.4.3. “I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.”

3.4.5. If the MAJCOM or DRU will not submit nominations, send a letter or message to HQ AFPC/DPPPRS advising of this.

3.4.6. Nomination packages will include:

3.4.6.1. A general information page formatted as shown in **Attachment 7**.

3.4.6.2. Limit the write-up to 30 lines (including headers and are to stand alone from the bullets), single-spaced, size 12 font, using only the AF IMT 1206-Version 5, Nomination

for Award. Bullet format is mandatory. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Nominations must include the following areas and cite examples that occurred only during the award period.

3.4.6.2.1. 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 unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, 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.

3.4.6.2.2. 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, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.4.6.2.3. 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, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

3.4.6.2.4. Send a biography, limited to one single-spaced typewritten page (**Attachment 3**).

3.4.6.2.5. Send electronic package in accordance with solicitation message instructions.

3.4.6.3. Outstanding Airman of the Year Ribbon (OAYR). Each airman nominated to the Air Force-level competition receives the OAYR. HQ AFPC/DPPPRS sends a letter to the nominees' respective MAJCOM or DRU. The letter is the source document indicating those individuals listed in the letter are authorized to wear the OAYR. The MPF places a copy of the letter in the member's personnel record. MPFs will follow update procedures in AFI 36-2803, Individual and Unit Awards and Decorations. (See AFI 36-2803 and AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, for more information regarding wear of the ribbon.) The Air Force message announcing the 12 OAY is an additional source document for the 12 selectees only. The 12 selectees wear the OAYR with bronze service star device.

3.4.6.4. Service Dress Uniform. All individuals nominated to the Air Force-level competition receive a service dress uniform from Headquarters Army and Air Force Exchange (AAFES). HQ AAFES sends a letter to the nominees authorizing the uniform.

3.4.7. Outstanding Airman Badge (OAB). The 12 OAY wear the OAB for 1 year from the date of formal presentation. The badge is presented to the 12 OAY during the AFA convention each September.

Chapter 4

AWARDS FOR WHICH NOMINATIONS MAY BE SUBMITTED DIRECTLY TO SPONSOR

4.1. Nomination Procedures. The following awards do not require submission to HQ AFPC/DPPPRS. MAJCOMs, FOAs, and DRUs desiring to submit nominations for these awards may submit directly to the sponsor. The sponsors request each MAJCOM/FOA/DRU submit only *one nomination for each award. The MAJCOM, FOA, or DRU commander, vice commander, or executive director must indorse each nomination*.

4.2. Ten Outstanding Young Americans Award. Air Force military members and Department of the Air Force civilians may be nominated for this award. The US Jaycees sponsor the program and give annual awards to ten outstanding young men and women from throughout the United States. The recipients are chosen for exceptional achievements that have been significant to their profession, communities, states, or the nation.

4.2.1. Men and women in any field, who are 21 through 39 years of age, are eligible.

4.2.2. Nominees must not become 40 years of age before 1 January of the year that the awards will be given.

4.2.3. Nominees must be native or naturalized citizens of the United States or have applied for US citizenship.

4.2.4. Date of the accomplishment or achievement does not matter.

4.2.5. Posthumous nominations are acceptable.

4.2.6. Submit nominations on forms that the US Jaycees mail to all MAJCOMs, FOAs, and DRUs. If additional forms are needed, request them from the US Jaycees. Ensure the nominee and the MAJ- COM/FOA/DRU commander, vice commander, or executive director sign the last page of the form.

4.2.7. Select ***three areas only*** from the choices of achievements listed below. Highlight and under- score the areas selected in the nomination write-up. Follow the instructions included in the form.

4.2.7.1. Personal improvement.

4.2.7.2. Financial success and economic innovation.

4.2.7.3. Social improvement to major contemporary problems.

4.2.7.4. Philanthropic contribution or voluntary service.

4.2.7.5. Politics or governmental service.

4.2.7.6. Scientific or technological contributions.

4.2.7.7. Legal reform.

4.2.7.8. Cultural achievement (to include contribution in literature, history, education, or the arts).

4.2.7.9. Academic leadership.

4.2.7.10. Academic accomplishment.

4.2.7.11. Moral and religious leadership.

4.2.7.12. Success in the influence of public opinion (news media and other means).

4.2.7.13. Any other important contributions to community, state, or nation.

4.2.8. Send the form to the US Jaycees, Box 7, Tulsa, Oklahoma 74121-0007, by **1 August** each year. Include one color photograph (5 by 7 inches), head and torso view, of the nominee. Military members wear the service dress uniform without headgear.

4.3. Wright Brothers Memorial Trophy. Given annually by the National Aeronautic Association (NAA), this award recognizes a civilian for significant public service of enduring value to aviation in the United States. Public service includes either public service as a full-time employee of government or as an unpaid volunteer serving on a government commission, agency or service which made a major contribution of enduring value to the public. Aviation, interpreted broadly, includes aerospace activities. Nominees must be living American citizens.

4.3.1. Send nominations to the NAA, 1815 North Fort Myer Drive, Suite 700, Arlington, Virginia22209, by **1 July** each year.

4.3.2. Limit the write-up to three single-spaced typewritten pages using the format at **Attachment 5**. The left margin must be l l/4 inches.

4.3.3. Send a citation limited to 30 key words.

4.4. Institute of Navigation (ION) Awards. The ION annually sponsors several awards pertaining to the science of navigation.

4.4.1. Achievements occurring during the past calendar year receive preference by the ION.

4.4.2. Each MAJCOM, FOA, or DRU may submit one nomination for each of the following awards to the ION:

4.4.2.1. Norman P. Hays Award. Awarded to an individual engaged in management in the military service, federal government, or private industry and recognizes outstanding encouragement, inspiration, and support contributing to the advancement of navigation.

4.4.2.2. Thomas L. Thurlow Award. Awarded to an individual making an outstanding contribution in one of the following areas involving air or ground navigation: invention or design for any type of navigation equipment; new method of navigation; navigational research or study; or effort toward general advancement of the science of navigation.

4.4.2.3. P. V. H. Weems Award. Awarded to an individual for continuing contributions to the advancement of navigation. (The award is intended to recognize individuals who have, over a long period of years, made significant contributions to navigation but whose accomplishments in any given years were not so outstanding as to overshadow all others.)

4.4.2.4. Superior Achievement Award. Awarded annually for outstanding performance to a practicing navigator (as contrasting the science of navigation).

4.4.3. Nominate either Department of the Air Force civilians or Air Force military members.

4.4.4. Submit nominations on forms that are available upon request from the ION.

4.4.5. Send nominations by **15 February** to The Institute of Navigation, Award Selection Committee Chairman, 1800 Diagonal Road, Suite 480, Alexandria, Virginia 22314.

4.5. Katharine Wright Memorial Award. The Gates Learjet Corporation established this award in 1981. In 1990, Gates Learjet Corporation transferred title of this award to the NAA to administer in perpetuity. The award is made annually to a woman who has: provided encouragement, support, and inspiration to her husband, and thus, was instrumental in his success or made a personal contribution to the advancement of the art, sport, and science of aviation and space flight over an extended period of time.

4.5.1. Send nominations to the NAA by **1 April**.

4.5.2. Each MAJCOM, FOA, or DRU may submit one nomination direct to the NAA. Do not send nominations to HQ AFPC/DPPPRS.

4.5.3. Limit the write-up to two single-spaced typewritten pages using the format at **Attachment 5**. Ensure the left margin is 1 1/4 inches.

4.5.4. Send a citation limited to 30 key words that describe the nominee's accomplishments or contributions.

4.6. Air Force Sergeants Association (AFSA) Pitsenbarger Award. The AFSA recognizes an Air Force enlisted member who has performed a heroic act, on or off duty, that resulted in the saving of life or the prevention of serious injury. AFSA conducts presentation ceremonies each summer during the AFSA's annual convention. AFSA notifies the recipient of the date, place, and travel arrangements for the ceremony. The recipient receives an engraved plaque presented by the AFSA.

4.6.1. The period of service for the award is 1 January - 31 December.

4.6.2. Nominate Air Force enlisted members in grades AB through CMSgt who have performed a heroic act on or off duty.

4.6.3. The heroic act must be of such a nature as to have placed the nominee in risk of personal danger and been a legitimate attempt to save life or prevent serious injury to another person or persons and not an act of bravado.

4.6.4. Submit nominations to the AFSA by **1 May**.

4.6.5. Each MAJCOM, FOA, and DRU may submit one nomination. Do not submit joint nominations.

4.6.6. Limit the write-up to one single-spaced typewritten page using the AF Form 1206.

4.6.7. Send a biography limited to one single-spaced typewritten page (**Attachment 3**).

4.6.8. Do not send nominations for posthumous awards.

4.6.9. Send nominations to the AFSA, P.O. Box 50, Temple Hills, Maryland 20757.

4.7. Form Prescribed. AF Form 1206, Nomination for Award.

Chapter 5

AIR FORCE DISTRICT OF WASHINGTON SPECIAL TROPHIES AND AWARDS PROGRAM

5.1. Responsibilities.

5.1.1. AFDW/CCC:

5.1.2. Manage overall AFDW quarterly and annual awards programs.

5.1.3. Publishes a quarterly awards schedule (AFDW HQ Staff only) and annual awards schedule (AFDW HQ Staff, 11th Wing, 79th Medical Wing, Joint Base Anacostia-Bolling and 844th Communications Group) with suspense dates for nomination package submission as well as outlines when the boards will convene.

5.1.4. Reviews nomination packages to ensure compliance with this instruction and Air Force standards.

5.1.5. Selects board members for quarterly and annual boards. AFDW quarterly/annual boards will consist of electronic nomination packages and face-to-face boards.

5.1.6. Provides nomination packages to board members NLT 3 duty days prior to the board. Establishes guidance for board procedures.

5.1.7. Ensures appropriate award elements are ready for presentation.

5.1.8. Submit request for Special Morale & Welfare funds to cover costs of recognition ceremonies and meals for winners attending the quarterly luncheon or annual dinner.

5.1.9. Submits the AFDW Annual nominations to AFDW/A1 for the "12 Outstanding Airmen of the Year Award" and the "USAF First Sergeant of the Year Award."

5.2. Staff Agencies:

5.2.1. Provide board members upon request and provide replacement board members if selected members become unavailable.

5.2.2. Ensure individuals are notified of their nomination and photos scheduled with the base photo lab are taken.

5.2.3. Ensure the winner's supervisor or representative attends the recognition ceremony in their absence.

5.3. Eligibility Requirements for Nomination.

5.3.1. Individuals will compete in the grade they held for the majority of the award period.

5.3.2. Nominees must meet Air Force Quality Force standards to include meeting current Air Force fitness standards during the award period to be eligible to compete. Individuals on the control roster, having an unfavorable information file, or pending administrative/disciplinary actions are **not** eligible. If an ineligible individual is nominated, AFDW/CCC will return the package and the nomination will not meet the board.

5.3.3. Criteria for each category is as follows:

5.3.3.1. Airman (Amn): E-1 through E-4.

5.3.3.2. Noncommissioned Officer (NCO): E-5 through E-6.

5.3.3.3. Senior Noncommissioned Officer (SNCO): E-7 through E-8.

5.3.3.4. Company Grade Officer (CGO): O-1 through O-3.

5.3.4. Criteria for Civilian category (**Note**: Not all Pay Bands will compete for recognition):

5.3.4.1. General Schedule (GS) *includes* General Government (GG)

5.3.4.2. Wage Grade (WG)

5.3.4.3. Wage Level (WL)

5.3.4.4. Wage Schedule (WS)

5.3.4.5. Non-appropriated Funds (NAF)

5.3.4.6. Business and Technical Management Professional (NH)

5.3.4.7. Technical Management Support (NJ)

5.3.4.8. Administrative Support (NK)

Table 5.1. Civilian Categories.

Civilian Category I	GS (GG)--1 through 6 WG--1 through 7 WL--1 through 5 NAF I and NAF II NH-01 GS/GG grades 01 through 04 NJ-01 GS/GG grades 01 though 04 NK-01 GS/GG grade 01 through 04
Civilian Category II	GS (GG) --7 through 10 WG--8 through 15 WL--6 through 15 WS--1 through 10 NAF III and NAF IV NH-02 GS/GG grades 05 through 11 NJ-02 GS/GG grades 05 through 08 NK-02 GS/GG grade 05 through 07
Civilian Category III	GS (GG)--11 through 13 NAF IV WS--11 through 14 NH-03 GS/GG grades 12 through 13 NJ-03 GS/GG grades 09 through 11 NK-03 GS/GG grade 08 through 10

5.4. Nomination Procedures-Quarterly Awards.

5.4.1. Individual quarterly award nominations in the military and civilian categories are submitted using AF IMT 1206, Nomination for Award (**Attachment 2**). Nominations are limited to 18 lines total, including headings.

5.4.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increase mission effectiveness during the current quarter.

5.4.1.2. SIGNIFICANT SELF-IMPROVEMENT: The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, during the current quarter.

5.4.1.3. BASE OR COMMUNITY INVOLVEMENT: The member's positive leadership and involvement in both the military and civilian community during the current quarter.

5.4.2. **(Applies to AFDW HQ Staff Only)** Electronically submit quarterly/annual award nominations to AFDW/CCCE organizational account (**afdw.ccc@afncr.af.mil**) with a cover letter (**Attachment 5**) signed by the staff agency chief or director providing certification that the nominee's military/civilian record has been reviewed and their conduct meets standards.

5.4.3. The period of consideration for quarterly awards are: first quarter (1 January-31 March); second quarter (1 April-30 June); third quarter (1 July-30 September), and fourth quarter (1 October- 31 December).

5.5. Award Nomination Procedures. (ACTIVE DUTY ONLY)

5.5.1. 11th Wing, 79th Medical Wing, Joint Base Anacostia-Bolling, 844th Communications Group and AFDW HQ Staff agencies will select no more than one nominee per category to forward to the AFDW annual awards board. All procedures and requirements are the same as for quarterly awards (paragraph **5.4**) with the following exceptions:

5.5.1.1. Nomination packages are limited 30 lines (including headers and are stand alone from the bullets), AF IMT 1206, *Nomination for Award*. Nominations should include specific facts and examples showing that the individuals are exceptional. Achievements should also distinguish the Airmen from their peers. Nomination should include headings listed in their specific category, citing examples that occurred only during the current calendar year.

5.5.1.2. Submit First Sergeant of the Year award nominations to AFDW/CCCE in accordance with AFI 36-2805, paragraph **3.3** All diamond wearing first sergeants (E7-E8) should be considered for nomination unless specifically withheld by the unit or group commander for issues of performance, discipline, etc. Route nominations through the group/wing for quality control and then to AFDW/CCCE for preparation to meet the board.

5.6. Nomination Procedures for Volunteer Awards.

5.6.1. Commanders, directors, and staff agency chiefs may submit one individual per volunteer award category for quarterly and annual awards. The categories are listed below:

5.6.2. Military Volunteer of the Quarter/Year: E-1 – O-3

5.6.3. Civilian Volunteer of the Quarter/Year

5.6.4. Quarterly and annual volunteer awards are submitted using the Volunteer Worksheet (**Attachment 6**). Limit bullet inputs in Block D to accomplishments listed in Block C only.

5.6.5. Nominations for volunteer awards will be evaluated based on the Total numbers of Hours Volunteered (0-20), Specific Accomplishments & Impact of Service (0-30).

5.6.6. Directors may submit one nomination each (either functional or cross-functional) for quarterly and annual awards. Nominations for Team Awards are based on Achievements/ Steps/Processes and Impact and will be limited to 10 lines total. Scoring is graded based on overall team performance and teams should be limited to 10 or less personnel.

5.7. Board Member Responsibilities.

5.7.1. Boards are held electronically unless otherwise specified. During the electronic process, board members will submit their score sheets in rank order to the board president. In the event the board has to convene, board members are required to score the nomination packaged prior to the meeting or face boards. Each board member will evaluate each nominee in a fair and equitable manner.

5.7.2. **(AFDW HQ Staff Only)** The board president will compile the rank order results and the person with the lowest ranking will be the board's recommended choice and submit results to the AFDW/CCCE. During the board if there is a tie, the board president will coordinate and lead discussion facilitation. Differences in rank ordering between members may be discussed in the event a board member may have missed accomplishments/achievements that other members observed. In the event of a tie after rank order compilation, the AFDW/CCC will decide the winner. The board president provides results and all score sheets are returned to AFDW/CCCE.

5.7.3. All Air Force Knowledge questions will come from the AFPAM 36-2241 Professional Development Guide: **https://www.e-publishing.af.mil/shared/media/epubs/AFPAM36-2241.pdf**.

5.7.4. All questions will cover the following:

5.7.4.1. Air Force Knowledge

5.7.4.2. Current Events

5.8. AFDW Medallion Program.

5.8.1. Establishes criteria to be utilized by the AFDW Commander and AFDW Command Chief Master Sergeant for disbursement of their respective Medallions (coins) procured by appropriated funds (APF), and for the presentation of AFDW Medallions at the AFDW Annual Awards Banquet procured with appropriated funds (APF) first and if there are no appropriated funds available for use Special Morale and Welfare (SM&W) Non-Appropriated Funds (NAF). The AFDW Commander authorizes the 11th Wing, 79th Medical Wing, Joint Base Anacostia-Bolling Air Force Element and 844th Communications Group to implement and set policy for their respective medallion program.

5.8.2. Presenting Officials. The AFDW Commander and Command Chief Master Sergeant may purchase unit or organizational coins with appropriated funds. This program is intended to provide commanders with an official but informal means to show special recognition of, and appreciation for, a job well done.

5.8.3. Medallions are authorized to be presented to military and civilian personnel who meet the following criteria:

5.8.3.1. Work above and beyond the call of duty. Such work may be for work outside one's routine job description, for performing one's duties in an exceptionally extraordinary manner, and as a formal/informal reward for successful accomplishment of a particular program, function, or mission.

5.8.3.2. Providing immediate recognition of stellar performers in and for the wing, those performing acts of heroism, and other specific notable accomplishments.

5.8.3.3. Spotlighting those providing exceptional support and recommended by their supervisors during worldwide troop visits.

5.8.3.4. As a token of thanks to recognize those agencies and individuals performing selfless acts of benefit to the wing, service, and/or community.

5.8.4. The medallions will not be used for special incentive programs, motivation awards, mementos, or signifying membership in an organization.

5.8.4.1. The AFDW Commander and AFDW Command Chief Master Sergeant Medallions can be procured through Services Division using the SM&W Program. When utilizing SM&W funds, these medallions may be presented to visiting government and non-governmental personnel. Also, at the discretion of the Commander/Command Chief Master Sergeant, the medallion may be presented in lieu of a plaque or other comparable award for competitive or wing-wide awards program. There may be no expenditure authorization for mission accomplishment, special incentive program, or compliance motivation awards.

5.8.5. Accountability: The AFDW Commander and AFDW Command Chief Master Sergeant Medallions will be serially numbered. The AFDW Medallions will not be numbered.

5.8.5.1. Record Keeping: Issuance will be documented on an approved data system.

5.8.5.2. Storage: Unused medallions will be stored in a secured container.

SHARON K. G. DUNBAR, Major General, USAF
Commander, Air Force District of Washington

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFMAN 33-363, *Management of Records*, 01 Mar 2008

Adopted Forms

AF IMT 1206, *Nomination for Award*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AFA—Air Force Association

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFRR—Air Force Recognition Ribbon

AFSA—Air Force Sergeants Association

ANG—Air National Guard

BIMMA—Base Individual Mobilization Augmentee

DAF—Department of the Air Force

DPXPQ—Quality Force/Awards & Decorations

DRU—Direct Reporting Unit

FOA—Field Operating Agency

GEICO—Government Employees Insurance Company

HQ USAF—Headquarters United States Air Force

ION—Institute of Navigation

JFTR—Joint Federal Travel Regulation

MPA—Military Personnel Appropriation

MAJCOM—Major Command

MPF—Military Personnel Flight

MSSQ—Mission Support Squadron

NAA—National Aeronautic Association

NAF—Nonappropriated Funds

NCO—Noncommissioned Officer

NCOA—Non Commissioned Officers Association

OAB—Outstanding Airman Badge

OAY—Outstanding Airmen of the Year

OAYR—Outstanding Airman of the Year Ribbon

OPR—Office of Primary Responsibility

PD—Policy Directive

RIP—Report of Individual Personnel

SAF/PA—Secretary of the Air Force Office of Public Affairs

TDY—Temporary Duty

UIF—Unfavorable Information File

URC—Unit Reserve Coordinator

Attachment 2

NOMINATION FOR AWARD

Figure A2.1. SAMPLE—AF IMT 1206, NOMINATION FOR AWARD (ENLISTED/OFFICER/CIVILIAN).

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
SEE NOTE 1	SEE NOTE 2	SEE NOTE 3

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	MAJCOM, FOA, OR DRU
SRA/JOHN D. DOE	

DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE *(DSN & Commercial)*
3A051/NCOIC, CSS	DSN: 612-4400 & COMM: 240-612-4400

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE
AFDW HQ STAFF/CSS/1500 W. PERIMETER RD. SUITE 5590, JOINT BASE ANDREWS, MD 20762

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*
COL/SAM E. NAME/DSN: 612-4400 & COMM: 240-612-4400

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: DO NOT START TEXT ON THIS LINE
- Member's unique and significant contributions to the mission during the past quarter or calendar year

SELF-IMPROVEMENT: DO NOT START TEXT ON THIS LINE
- Improvements shown through off-duty education, achievements in professional societies or associations, development of creative abilities during this past quarter or calendar year

BASE/COMMUNITY INVOLVEMENT: DO NOT START TEXT ON THIS LINE
- Member's tangible or intangible contributions to both the military and civilian communities during the past quarter or calendar year

Notes:
1) Military/Civilian-AFDW Quarterly use "AFDW HQ STAFF QUARTERLY AWARDS"
   Military/Civilian-AFDW Annual use "AFDW ANNUAL AWARDS"
2) Enter: AMN, NCO, SNCO, FIRST SERGEANT, or CGO as appropriate
   Civilian: Use "Pay Band Categories"
3) Quarterly submission enter: 01 JAN-31 MAR XX or 01 APR-30 JUN XX or 01 JUL-30 SEP XX or 01 OCT-31 DEC XX
   Annual submissions enter: 01 JAN-31 DEC XX

* USE THE ABOVE CATEGORIES FOR BOTH THE QUARTERLY AND ANNUAL PROGRAMS
* Quarterly nominations will be limited to 18 lines, including the 3 headings.
* Use one space between categories but no spaces between category headings and use bullets (as shown).
* Annual nominations will be limited to 30 total lines, including the 3 headings.
* Use the above categories exactly, unless otherwise instructed.
* Do not bold any items in the identification block.
* Indent and align all bullet statements (as shown). For subordinate level items, indent each line accordingly.

AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE **FOR OFFICIAL USE ONLY** (When filled in)

Attachment 3

SAMPLE BIOGRAPHY

A3.1. Sample Biography.

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE: Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

Attachment 4

CITATION FORMAT FOR SPECIAL TROPHIES AND AWARDS

Figure A4.1. Sample Citatio.

CITATION TO ACCOMPANY THE AWARD OF

THE_____AWARD FOR 20___

TO

JOHN J. JONES

Sergeant John J. Jones distinguished himself as Chief, Weather Station Operations, 12th Operations Support Squadron, Randolph Air Force Base, Texas, from 1 July 2007 to 30 June 2011. Sergeant Jones expertly led a team of highly-skilled weather technicians in the largest and most diverse Wing within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He anticipated and provided all operational atmospheric support to the Numbered Air Force and Wing commanders and staffs, as well as eight flying squadrons with 170 aircraft assigned. The distinctive accomplishments of Sergeant Jones reflect great credit upon himself and the United States Air Force.

NOTE: Print the citation in landscape format. Left and right margins must be 1 ½ inches. Limit the citation to approximately 50 key words which properly describe the nominee's accomplishments or achievements.

Attachment 5

QUARTERLY/YEARLY AWARD SUBMISSION

Figure A5.1. Sample Letterhead.

MEMORANDUM FOR AFDW/CCC

FROM: *(Your Group/Wing/Director)*

SUBJECT: AFDW / (*Your Group*) Quarterly/Yearly Award Submissions

A5.1. It is my pleasure to forward the following (1st, 2nd, 3rd, 4th,) Quarter/Annual Award packages for competition in the AFDW Awards Board. All people nominated ***will be*** available for the board convening for their respective ranks and if not, **the reason is stated next to their name**.

A5.2. I certify that the nominees have no incidents of a derogatory nature, such as a pattern of bad checks, disciplinary action, letters of indebtedness, letters of reprimand, active Unfavorable Information File, etc., during the nomination period.

CATEGORY	**WINNER** *(If NO, please explain)*	**MIL MEMBERS BOARD AVAILIBILITY**
AMN	AMN *Name*	Yes/No
NCO	NCO *Name*	Yes/No
SNCO	SNCO *Name*	Yes/No
CGO	CGO *Name*	Yes/No
CAT I	CAT I *Name*	N/A
CAT II	CAT II *Name*	N/A
CAT III	CAT III Name	N/A
Military	Volunteer Mil *Name*	N/A
Civilian	Volunteer Civ *Name*	N/A

A5.3. The following board members have been selected to sit on the AFDW Awards Board in their respective categories:

Category	**Rank/Name**
CGO –	
Enlisted –	
Civilian –	

A5.4. My point of contact is TSgt Jane Doe at (202) 555-5555.

//SIGNED//
COMMANDER'S/DIRECTOR SIGNATURE BLOCK

Attachments:
AF IMT 1206 (Categories: Amn, NCO, SNCO, CGO, and Civilian Cat 1, 2, Military Volunteer & Civilian Volunteer Packages)

Attachment 6

VOLUNTEER NOMINATION PACKAGE

Figure A6.1. Sample Volunteer Nomination Package.

A.

Volunteer's Name/Rank
Volunteer Job Title:
Volunteer Supervisor's Name:
Wing/Group:
Volunteer Supervisor's Phone
Nominating Office:

B. Give a Brief Volunteer Job Description for your volunteer:

C. List all organizations where nominee volunteered this quarter and the number of hours volunteered at each organization.

ORGANIZATION	# HOURS	ORGANIZATION	# HOURS
1.		4.	
2.		5.	
3.		6.	

D. List accomplishments for area(s) listed in Block C. Fill out this section completely (10 bullets max).

-
-
-
-
-
-
-
-
-

Attachment 7

AIRMAN OF THE YEAR FACT SHEET

Figure A7.1. Sample General Information Sheet For 12 Outstanding Airmen Of The Year Program.

NAME OF AWARD:	12 OUTSTANDING AIRMEN OF THE YEAR, 20__
FROM:	AIR FORCE DISTRICT OF WASHINGTON (MAJCOM/FOA/ DRU)
INCLUSIVE DATES OF ACHIEVEMENT:	1 JANUARY 20___ - 31 DECEMBER 20___
NOMINEE:	JOHN Q. DOE
GRADE:	AIRMAN FIRST CLASS
CATEGORY OF COMPETITION:	(AIRMAN, NCO, or SENIOR NCO)
SSN:	123-45-6789
PRESENT ORGANIZATION AND STATION:	123d SUPPORT GROUP 457 F STREET STE 789 JOINT BASE ANDREWS, MARYLAND 20762
PROJECTED ASSIGNMENT AND REPORTING DATE:	NONE
PERMANENT HOME ADDRESS:	3502 S. LIMESTONE STREET JOINT BASE ANDREWS, MD 20762

NOMINATED FOR: 12 Outstanding Airmen of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of the administrative services provided the Deputy Chief of Staff for Personnel, Data Communications Planning Staff, XXXX Group. Member has not had an open unfavorable information file (UIF) during the award period. ***NOTE:*** Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 8

USAF FIRST SERGEANT OF THE YEAR FACT SHEET

Figure A8.1. Sample General Information Sheet For Usaf First Sergeant Of The Year Award.

NAME OF AWARD:	USAF FIRST SERGEANT OF THE YEAR AWARD, 20__
FROM:	AIR FORCE DISTRICT OF WASHINGTON (MAJCOM/FOA/DRU)
INCLUSIVE DATES OF ACHIEVEMENT:	1 JANUARY 20__ - 31 DECEMBER 20__
NOMINEE:	JOHN Q. SMITH
GRADE:	MASTER SERGEANT
SSN:	123-45-6789
PRESENT ORGANIZATION AND STATION:	##ND COMMUNICATIONS SQUADRON 110 W. ARNOLD ST. JOINT BASE ANDREWS, MD 20762
PROJECTED ASSIGNMENT AND REPORTING DATE:	NONE
PERMANENT HOME ADDRESS:	1050 YORK CREEK RD JOINT BASE ANDREWS, MD 20762

NOMINATED FOR: USAF First Sergeant of the Year Award for outstanding leadership as First Sergeant of the XX Communications Squadron. Member has not had an open unfavorable information file (UIF) during the award period.

NOTE: Left margin must be 1 inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.