

**BY ORDER OF THE COMMANDER
HQ AIR FORCE PERSONNEL CENTER**

**AIR FORCE PERSONNEL CENTER
INSTRUCTION 36-101**

29 MARCH 2013

Personnel

**AIR FORCE PERSONNEL CENTER
RECOGNITION PROGRAMS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Anthony Sansano)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes criteria and procedures for submitting nominations for awards administered or overseen by Headquarters Air Force Personnel Center (HQ AFPC). Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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*; route AF Form 847 to the AFPC Publishing Office, 550 C Street West Suite 48, Randolph AFB Texas 78150-4750, or email afpc.publications@us.af.mil.

See attachment 1 for the glossary.

Section A—AFPC Quarterly and Annual Awards

1. Objectives.

- 1.1. Recognize outstanding personnel assigned to AFPC.
- 1.2. Contribute to center's morale.

2. Responsibilities.

2.1. Directors will:

- 2.1.1. Provide board members as requested by CCCE (Command Section) reference paragraph. 2.2.4.
- 2.1.2. Provide replacement board members if selected members become unavailable or if board members directly supervise, or are supervised, by a nominee.
- 2.1.3. Each director may submit one nomination in each category. Chiefs of special staffs may submit one nomination per category to CC Workflow, who will hold a mini board overseen by the lead chief of Special Staff, to determine the special staff representatives for the upcoming board. Submit nominations for awards to CC Workflow to meet suspense dates established by these respective offices. (Reference paragraphs 3 and 4 for eligibility and nomination procedures.)
- 2.1.4. Directorate civilian winners will receive a Time-Off Award of 8 hours, AFPC civilian winners will receive a Time-Off Award of an additional 8 hours for a total of 16 total hours. Include AF Form 1768, *Staff Summary Sheet* ([attachment 6](#)).

2.2. CCCE will:

- 2.2.1. Administer the Center's Quarterly and Annual Recognition Programs.
- 2.2.2. Advise directorate administrative personnel of changes to recognition programs.
- 2.2.3. Keep a list of nominees and packages on winners for 2 years from the board date.
- 2.2.4. Establish boards of appropriate board members. Boards will consist of four members (3 Board members and 1 Board President) for military and civilian boards. Board members will be both military and civilian, assigned to respective award categories. There will be no more than one board member per directorate and military board members will be rotated quarterly to ensure fair representation from each directorate or special staff throughout the year.
- 2.2.5. Ensure Virtual Boards are available to board members on the date specified by CCCE. Board members will be emailed a link to access virtual boards. A listing of all board members to include the Board President will be sent to all members the day prior to the board opening. Board members will also be emailed a board member letter from the AFPC/CCC outlining expectations while sitting on the board ([attachment 7](#)).
- 2.2.6. Ensure appropriate award elements are prepared (trophies) (reference [paragraph 6](#)).
- 2.2.7. CCCE will submit the AFPC military and civilian nominations to Joint Base San Antonio (JBSA) competition for annual awards.
- 2.2.8. Prepare visual support forms for each selectee to make an appointment with the Base Photo Lab for a head and shoulders color photo for placement on the AFPC Wall of Honor.
- 2.2.9. Schedule a photographer for quarterly and annual recognition ceremonies.
- 2.2.10. Provide other publicity as appropriate.
- 2.2.11. Notify AFPC by email of the requirements for the Diversity Champion Award.

2.2.12. Update AFPC Wall of Honor with pictures of AFPC winners.

2.3. Board President will:

2.3.1. Notify board members of any variations in board procedures.

2.3.2. Brief members on the confidentiality of board proceedings.

2.3.3. Upon request, provide feedback to Lead Chiefs in each directorate.

2.3.4. Will make the selectee decision in the event of a tie.

2.3.5. In the event of a significant disparity between board members' rankings of nominee packages, the board president is responsible for closing the loop, to include convening a physical board if necessary (attachment 7).

2.4. Quarterly and Annual Board members will:

2.4.1. Score packages within the timeframe given by CCCE.

2.4.2. Utilize and record board results on the score sheet on the Virtual SharePoint site ([attachment 4](#)).

2.4.3. Scoring is based on the rank-order method. Each board member will identify "their" #1 package, #2 package, etc. Once the board president tallies all scores, the nominee with the lowest score is the board's recommendation as the winner of that category.

3. Nominee Eligibility.

3.1. Quarterly and Annual Awards: Individuals will compete in the grade they hold at the close-out of the award period. Eligible members include any military member, permanent or career-conditional civilian employee (GS/WG 1-13), temporary, Term Hire, Coop, Stay In School, or Palace Acquire assigned to AFPC for the entire period for which being nominated. Grade criteria are as follows:

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

3.1.2. Field Grade Officer (FGO) (AFPC annual awards only) – O-4 through O-5.

3.1.3. Senior Enlisted Member (SEM) – E-7 through E-8.

3.1.4. Non-commissioned Officer (NCO) – E-5 through E-6

3.1.5. Junior Enlisted Member (JEM) – E-1 through E-4.

3.1.6. Civilian Non-Supervisory Category I: GS-1 through GS-8 (and equivalent)

3.1.7. Civilian Non-Supervisory Category II: GS-9 through GS-13 (and equivalent).

3.1.8. Civilian Supervisory Category I: GS-1 through GS-8 (and equivalent).

3.1.9. Civilian Supervisory Category II: GS-9 through GS 13 (and equivalent).

4. Nomination Procedures.

4.1. Quarterly Awards - Use AF Form 1206. Use front page of the AF Form 1206 only. For quarterly award nominations, document 13 lines, including headings (10 bullets with 3 headers) for each nominee and a signed Staff Summary Sheet, Time-off Award (AF Form

1768) for each civilian nominee and submit to AFPC/CCC Workflow. Include facts and achievements occurring or concluding only within the quarter of the nomination (attachment 2). Quarterly boards will be records only. Each directorate may submit one nominee in each category. There is no JBSA-level quarterly awards competition. AFPC personnel who are stationed at geographically separated operating locations are authorized to compete at host base in accordance with local policy.

4.2. Annual Awards - Use AF Form 1206. Use front page of the AF Form 1206 only. For annual award nominations, document 30 lines (27 accomplishment bullets with 3 headers) for each nominee and a signed Staff Summary Sheet, Time-off Award (AF Form 1768) for each civilian nominee and submit to AFPC/CCC Workflow. Annual boards will be records only. Each directorate may submit one nominee in each category. The annual nominee does not have to be a quarterly winner. Include only facts and achievements occurring or concluding during the calendar year of submission. Use bullet statements under each subtitle heading (see attachment 2). One AFPC nominee per category will then compete for the JBSA annual awards. All competitors for JBSA annual awards must be in the San Antonio, TX area. AFPC personnel stationed at geographically separated operating locations will compete at the host base in accordance with local policy.

4.3. Diversity Award. Submit information (attachment 8) directly to AFPC Diversity Council Representative.

5. Selection Procedures.

5.1. Quarterly Awards. Selection is based on the nomination package. AFPC personnel who are geographically separated from JBSA will compete at their respective bases for base-level competition. There is no JBSA-level quarterly awards competition for members stationed in the San Antonio, TX area. See attachments 3 and 4 for examples of the scoring sheets for the military and civilian boards.

5.2. Annual Awards. Selection is based on the nomination package. AFPC personnel who are geographically separated from JBSA will compete at their respective bases. The person in each applicable category selected at AFPC level will compete for JBSA annual awards if they are stationed in the San Antonio, TX area, with the exception of the 1 MRS, who will compete directly through the small associate unit category.

6. Award Presentations.

6.1. Ceremonies. Directors are encouraged to recognize individuals at an appropriate ceremony. AFPC awards will be presented at a ceremony held either as a porch call or at the Base Theater for quarterly awards and a dinner event for annual awards.

6.2. Quarterly Awards. CCCE will maintain a supply of trophies and obtain engraving services. Each selectee will be presented with an appropriate trophy. Civilian selectees will receive their 8-hour directorate level Time-Off Award. AFPC Civilian winners will receive an additional 8-hour time off award. Active Duty military nominees will be granted a 1-day pass and award winners will be granted an additional 1-day pass. Member is expected to coordinate with supervision when using the pass. Awarded time off award (TOA) and pass must be used while member assigned to AFPC.

6.3. Annual Awards. All “of the Year” winners will be presented with a trophy and an additional 8 hour time off award or 1-day pass. Members are expected to coordinate with supervision when using their pass. CCCE will forward all applicable paperwork needed for time off awards. CCCE will maintain a supply of trophies. Awarded TOA and pass must be used while member assigned to AFPC.

6.4. Diversity Award. Selectee will be awarded with a certificate from the AFPC Diversity Council signed by the AFPC/CC.

Section B—AFPC Fitness Recognition Program

7. Objectives.

7.1. Purpose of this program is to recognize individuals (both military and civilian assigned to AFPC) who score in the “Excellent” fitness category, as defined by the most current version of AFI 36-2905, *Fitness*.

7.2. Contribute to AFPC morale.

8. Responsibilities.

8.1. AFPC/DSY will:

8.1.1. Retrieve fitness results for AFPC personnel and provide to AFPC/DSXL on a weekly basis.

8.2. AFPC/DSXL will:

8.2.1. Receive physical fitness test results from AFPC/DSY and determine who is eligible to receive a fitness hat using the rule sets in this AFPCI.

8.2.2. Conduct fitness testing of local civilian AFPC employees at Randolph AFB, in conjunction with regularly scheduled AFPC fitness assessments and upon request of the employee.

8.2.3. Ensure 1-3 day passes are issued for members who meet the following requirements:

8.2.3.1. - 1 day pass: Score 90%-99%; tested in all 4 components and received a passing score in all 4 components.

8.2.3.2. - 3 day pass: Score 100%; tested in all 4 components and received a passing score in all 4 components.

8.3. AFPC/CCX will:

8.3.1. Order fitness hats and track fitness hat inventory.

8.3.2. Receive list of AFPC personnel from DSXL and ensure that each individual receives only one fitness hat.

8.3.3. Manage the AFPC Fitness Excellence Recognition Program.

8.3.4. Schedule the awarding of the AFPC Fitness Excellence Hats.

8.4. AFPC/CCEA will:

8.4.1. Coordinate with AFPC/FM to procure requested monies to purchase fitness hats.

8.5. AFPC/CC will:

8.5.1. Award a fitness hat to each individual, who has met all fitness requirements.

9. Requirements.

9.1. Members will test in all four components (1 min timed push-ups, 1 min timed sit-ups, cardio, and abdominal circumference) and score equal to or greater than 90% ("Excellent" category).

9.2. Only one fitness hat may be awarded to each individual per AFPC tour.

9.3. Members must be assigned to AFPC when they take the PT test, in order to be eligible for the hat.

10. Recognition.

10.1. Military Fitness award recipients who score 90% or above, will also be awarded a 1-day pass from the AFPC/CC. Those recipients, who score 100%, will be awarded a 3-day pass from AFPC/CC. Member must coordinate pass use directly with his/her supervisor. Recipients of a 1 or 3-day pass must use their pass while assigned to AFPC.

10.2. Civilian Fitness award recipients who score 90% or above will receive a Fitness Excellence Hat.

10.3. Fitness award recipients will receive their hat directly from the AFPC/CC, or, in rare circumstances with AFPC approval from the AFPC/CD. Geographically separated MRS/CCs may present Fitness Excellence Hats with approval from AFPC/CC.

ALFRED J. STEWART, Maj Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Air Force Manual 33-363, *Management of Records*

AFI 36-2905, *Fitness*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet*

Abbreviations and Acronyms

AFPC—Air Force Personnel Center

AFRIMS—Air Force Records Information Management System

IAW—In Accordance With

JBSA—Joint Base San Antonio

RDS—Records Disposition Schedule

TOA—Time-Off Award

Attachment 2

AF FORM 1206, FGO, CGO, SEM, NCO, JEM, AND CIVILIAN

Figure A2.1. AF Form 1206, FGO, CGO, SEM, NCO, JEM, AND CIVILIAN.

NOMINATION FOR AWARD		
AWARD Air Force Personnel Center Recognition Program	CATEGORY (If Applicable) JEM/NCO/Civ Non-Su	AWARD PERIOD 1 Jan - 31 Mar 13
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt/Jane T. Doe	MAJCOM, FOA, OR DRU AFPC	
DAFSC/DUTY TITLE 3S0X1/Personnel	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 665-XXXX & Commercial (210) 565-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE HQ AFPC/XXX/550 C Street West/JBSA-Randolph/TX/78150		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Major General Alfred J. Stewart, DSN 665-2038, COMM (210) 565-2038		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>***CATEGORIES***</p> <p>Junior Enlisted Members (JEM) NonCommissioned Officer (NCO) Senior Enlisted Member (SEM) Company Grade Officer (CGO) Field Grade Officer (FGO) -- Annual Awards Only Civilian Wage Grade Civilian Non-Supervisor Category I Civilian Non-Supervisor Category II Civilian Non-Supervisor Category III Civilian Supervisor Category I Civilian Supervisor Category II</p> <p>***MANDATORY HEADINGS***</p> <p>Military: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY SIGNIFICANT SELF-IMPROVEMENT BASE OR COMMUNITY INVOLVEMENT</p> <p>Civilian: JOB PERFORMANCE IN PRIMARY DUTY LEADERSHIP QUALITIES OTHER ACCOMPLISHMENTS</p> <p>***IMPORTANT NOTES***</p> <ol style="list-style-type: none"> 1. Quarterly award nominations are limited to 13 lines on the front of AF Form 1206, including the mandatory headings listed above. 2. Annual award nominations are limited to 30 lines on the front of AF Form 1206, including the mandatory headings listed above. 3. Use bullet format only; do not use a flowing narrative format. 4. Do not sign write-ups. 5. There's NO minimum/maximum number of bullets (standard) required under each heading. 6. Joint Base San Antonio (JBSA) allows the use of a "list" of abbreviations/acronyms at the bottom of this form for civilians only. 7. Do NOT include a line (blank) space between the last bullet of a section and the heading of a new section, etc. Entire 1206 should be single spaced. 8. Use this version of AF Form 1206, 20120926. 9. The Time-Off Award SSS is required for your civilian winners. 		

ER										
PRESIDENT'S INITIALS:		DATE:								

Attachment 4

AFPC QUARTERLY AND ANNUAL AWARDS BOARD MEMBER SCORE SHEET
CGO, SEM, NCO, JEM AND CIVILIAN

Figure A4.1. BOARD MEMBER SCORE SHEET CATEGORY:

Board Member Name		Nominee 1	Nominee 2	Nominee 3	Nominee 4	Nominee 5	Nominee 6	Nominee 7	Nominee 8	Nominee 9
	Ran-king									
(Rank members lowest to highest, i.e. 1 is your top pick) If you have any questions or concerns, please contact (Board President).										
Board Member Feedback Below, please provide feedback, both positive or negative to help AFPC strengthen current and future nomination packages:										
Nominee 1:										
Nominee 2:										
Nominee 3:										
Nominee 4:										
Nominee 5:										
Nominee 6:										
Nominee 7:										
Nominee 8:										
Nominee 9:										

Attachment 5**SAMPLE BOARD MEMBER COMPOSITION**

A5.1. - DPA/DPF/DPS/DPT/DPW: One member in categories (SSgt/TSgt), (MSgt/SMSgt), CMSgt, FGO, two civilian manager/supervisor at Division/Branch Chief level

A5.2. - DPI: Three civilian manager/supervisor at Division/Branch Chief level

A5.3. - Special Staff / DS: Three civilian manager/supervisor at Division/Branch Chief level

A5.4. - Services: One member in categories (SSgt/TSgt), (MSgt/SMSgt), CMSgt, one civilian manager/supervisor at Division/Branch Chief level.

A5.5. - Manpower: One member in categories (SSgt/TSgt), (MSgt/SMSgt), CMSgt, one civilian manager/supervisor at Division/Branch Chief level

Attachment 6

AF FORM 1768, TIME OFF AWARD (CIVILIANS)

Figure A6.1. AF FORM 1768, TIME OFF AWARD (CIVILIANS.

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE	TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE	
1	AFPC/ DSHC	APPR	6			
2	902 FSS/ DPCE	INPUT	7			
3			8			
4			9			
5			10			
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
SUBJECT					DATE	
AFPC Quarterly Award (1st Quarter) -- Civilian Time-Off Award						
SUMMARY						
1. Purpose. To process an 8-hour Time-Off Award for the following individuals:						
Name, Grade, Office Symbol, Duty Title						
2. Background. See attached AF 1206s.						
3. Discussion/Certification: I have considered the cost of these Time-Off Awards in lost man-hours, and have determined the benefits realized by the Air Force from the employees' contributions, support the amount of the award approved. I have also considered other available forms of recognition and awards in determining the amount of this time-off award.						
4. Recommendation. 902 MSS/DPCE input awards in DCPDS. (Note: AFPC Civilian nominees and winners who are geographically separated from JBSA Randolph will have their TOA input by the servicing FSS)						
//SIGNED//						
Director,				4 Tabs		
				1. AF 1206 (Name)		
				2. AF 1206 (Name)		
				3. AF 1206 (Name)		
				4. AF 1206 (Name)		

Attachment 7

BOARD MEMBER LETTER FROM CCC

Figure A7.1. BOARD MEMBER LETTER FROM CCC.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

MEMORANDUM FOR QUARTERLY/ANNUAL BOARD MEMBERS

FROM: AFPC/CCC

SUBJECT: Quarterly/Annual Award Board

1. I wish to thank you for devoting your time and efforts as a board member. Your participation will help ensure the continued success of the awards program.
2. Each of you has received a link to a Sharepoint folder containing the nominations upon which you will base your evaluations. As you read each nomination package, keep in mind the following points:
 - a. Rate the nominee and not the author or the typist. The nominee did not submit the package, so do not deduct points for grammar or neatness.
 - b. Be fair and impartial in your evaluation. Do not let your personal knowledge or friendship sway your evaluation of the nominee.
 - c. Do not wait until the last moment to conduct your evaluations; to do so would be unfair to the nominee and the program as a whole. You have a short suspense in respect to duty days available; as such you may have to use some of your off-duty time in order to conduct a thorough evaluation.
 - d. Review nomination packages carefully. Evaluate written submissions that only occurred during the nomination period. If you question a written submission, ask the board president to clarify the submission.
 - e. Board Presidents...a special request, once all the rankings have been turned in to you, please pay close attention to the rankings that have more than a gap of two standings. If majority of the board ranks a nominee as their "1" or "2" and a board member ranks them as a "3" or "4", please close the loop with the board member to understand what they saw. If necessary, don't hesitate to bring the board members together for a discussion just to make sure we are addressing any concerns.
3. Again, thanks for your time and support to the center's awards program.

RUBEN GONZALEZ, CMSgt, USAF
AFPC Command Chief

Attachment 8

**AFPC DIVERSITY CHAMPION INFORMATION AFPC DIVERSITY CHAMPION
AWARD HIGHLIGHTING DIVERSITY FOR AFPC MEMBERS**

A8.1. Application process:

A8.1.1. Open to all AFPC members each quarter (Military and Civilian).

A8.1.2. Only one nomination from each directorate per quarter.

A8.1.3. Word document will be used.

A8.1.4. Submissions are submitted directly to the AFPC Diversity Council Representative.

A8.3. Please answer the following five areas in bullet format:

A8.3.1. What is your definition of diversity?

A8.3.2. Why is diversity important to you?

A8.3.3. What do you think needs to happen to promote respecting & recognizing diversity?

A8.3.4. What positive steps have you have taken towards fostering, respecting & recognizing diversity?

A8.3.5. Do you have a positive personal experience involving diversity to share (not limited to this quarter)?