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This instruction implements AF Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, Air Force Instruction (AFI) 36-1004, *The Air Force Civilian Recognition Program*, AFI 36-2805, *Special Trophies and Awards*, AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee (IMA) of the Year Awards (PA)*, AFI 36-2843, *Science and Technology Awards* and Air Force Materiel Command (AFMC) Supplement to AFI 36-2805, *Special Trophies and Awards*. It establishes policy, responsibilities, and procedures to implement the Air Force Research Laboratory (AFRL) Civilian and Military Quarterly Awards, AFRL Annual Awards to include the IMA of the Year Program and the Science and Technology (S&T) Awards programs. It applies to all AFRL organizations. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the OPR, using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command. Request for waivers must be processed through command channels to the publication OPR for consideration. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and maintain the records prescribed in this

publication are Title 10 *United States Code*, **Chapter 857**, *Decorations and Awards*. Forms affected by the PA will have an appropriate PA statement. System of records notice F036 AF PC V, *Awards and Decorations*, 11 June 1997, 62 FR 31793 applies.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include the combining of AFRL Instruction (AFRLI) 36-2801 and AFRLI 36-2805, and aligns Quarterly and Annual category eligibility with higher instructions.

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Chapter 1

AFRL-WIDE CIVILIAN QUARTERLY AWARDS PROGRAM

1.1. Overview . The AFRL-Wide Civilian Quarterly Awards, AFRL Military Quarterly Awards, AFRL Annual Awards, and the S&T Awards program are administered by the Personnel Director (AFRL/DP). To preserve the integrity of the program, awards will only be given to individuals or teams for acts that are clearly and distinctively outstanding and that directly support the goals and missions of AFRL, AFMC, and the United States Air Force (USAF).

1.2. General .

1.2.1. Policy. The AFRL Awards Program Manager (AFRL/DPMD) is the focal point for the AFRL-Wide Civilian Quarterly Awards Program.

1.2.2. Eligibility. All AFRL civilian employees that have served a majority of the award period assigned to AFRL are eligible for these awards. AFRL Military, contractors, intergovernmental personnel, and individuals assigned outside AFRL are not eligible.

1.2.3. Award Period. The period of this award is from 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, and 1 October to 31 December of each calendar year.

1.2.4. Description of Awards. Each civilian winner will receive an award element and will receive an eight-hour time-off award (TOA). The TOA will be generated and processed by the award monitor in the organization where the winner is assigned. The award element will be sent to the technology directorate (TD), AFRL Headquarters (HQ) and 711th Human Performance Wing (711 HPW) Awards Monitors to be presented to the winner during an appropriate event. AFRL Commander (AFRL/CC) or designee will announce the winners and approve the selections to roll-up to Team Wright-Patterson Quarterly.

1.3. Roles and Responsibilities.

1.3.1. Directors/Deputy Directors/Wing Commander may nominate only one eligible person in each category.

1.3.2. AFRL/DPMD. AFRL/DPMD is the focal point for the awards program and notifies all AFRL organizations (through their workflow accounts and awards monitors) of nomination deadlines. The Awards Program Manager reviews nominations for regulatory compliance and prepares packages for the awards board. The Awards Program Manager is the board secretary responsible for recording decisions that are made and implementing them when appropriate. In addition, the Awards Program Manager will procure the engraved awards element and provide to Directorate/Wing for appropriate presentation.

1.3.3. AFRL Supervisors. AFRL supervisors will prepare nomination packages for the categories in which they wish to compete. Nominations will be forwarded to the designated award monitor for the TD/711 HPW and AFRL HQ.

1.3.4. Awards Board. Once a year, AFRL/DPMD will send a call out to all TD/711 HPW and AFRL HQ workflow accounts requesting each organization designate one representative to serve on the awards board for one year (1 July to 30 June). The board will consist of

representatives from each of the nine TD/711 HPW and HQ (for ten total voting members, at the rank of Lieutenant Colonel (Lt Col), GS-14, DR-III or DO-III, and above) and will be rotated annually. AFRL/DPMD will provide board members with ranking guidance, nomination packages, and ranking sheets. The assigned voting member will review and rank all nominations received. When only one nomination in a category is received, each board member will review the single nomination to ensure it meets minimum acceptable quality to merit receipt of the award. Each nominee will be assigned a score with “1” being the highest ranking. The individual with the lowest point total will be selected as the award category winner. In the event of a tie, the nominee with the most number of “1” ratings would be determined the winner. In the event of another tie, the awards board will vote again only on those nominees that are still tied.

1.3.5. AFRL/CC. AFRL/CC or designee will announce the winners and approve the selections to roll-up to Team Wright-Patterson Quarterly.

1.3.6. AFRL HQ and TD/711 HPW Awards Monitors. The AFRL HQ and TD/711 HPW Awards Monitors are the focal point within their organization that notifies all management levels of nomination deadlines and provides guidelines for submittal of nominations. The AFRL HQ and TD/711 HPW Awards Monitors review nominations for regulatory compliance and post the nominations to the AFRL awards webpage(s) as instructed by AFRL/DPMD. The awards monitor, in the organization where the winner is assigned, is responsible for ensuring the necessary documents are generated and processed for the winning individual(s).

1.4. Categories and Eligibility. Nominations are limited to one per category per AFRL HQ and TD/711 HPW.

1.4.1. Category I. Any AFRL civilian DU-I through DU-III, DX-I through DX-II, GS-08 and below, or WG-01 through WG-09.

1.4.2. Category II. Any AFRL civilian DR-I through DR-II, DO-I through DO-II, DU-IV, DX-III through DX-IV, GS-09 through GS-12, or WG-10 through WG-15.

1.4.3. Category III. Any AFRL civilian DR-III, DO-III, or GS-13 through GS-14.

1.5. Awards Schedule. See [Table 1](#) below for schedule dates.

Table 1.1. Schedule (dates are subject to change).

Award Period	Call	Nominations Due	Team WP Suspense
1 January – 31 March	1 March	4 April	15 April
1 April – 30 June	1 June	5 July	15 July
1 July – 30 September	1 September	4 October	15 October
1 October – 31 December	1 December	4 January	15 January

1.6. Nomination Guidelines. AFRL organizations that have a quarterly awards program can roll up their winners to compete for these awards if the AFRL organization winner meets the requirements for the AFRL-Wide category for which they are nominated. Nominations are to be submitted electronically through AFRL awards webpage(s). Nomination packages will be

forwarded to AFRL/DPMD no later than the established suspense date. Winners of the AFRL WIDE Civilian Quarterly Awards will automatically roll up to compete at the Team Wright Patterson Civilian Quarterly Awards level, if their duty location is Wright-Patterson Air Force Base (WPAFB). If the winner's duty location is not WPAFB, the next runner-up in that category whose duty location is WPAFB will be the Team WPAFB nominee. The nominations package for the AFRL-Wide Civilian Quarterly Award must include the following:

1.6.1. Letter of Endorsement. This memorandum indicates the award categories and person(s) being nominated for the organization. The letter of endorsement will be signed by the two-letter director/Wing Commander and must include complete name (to include middle initial, Mr./Ms./Dr. and "go-by" name) for each nominee being submitted for the organization. (Refer to [Attachment 2](#)).

1.6.2. AF Form 1206, *Nomination for Award*. Limited to 15 lines of text (to include headings). Bullet format mandatory. Single-space all single line bullets. Double bullets will be indented and single-spaced underneath the main bullet. Headers are to be capitalized and must stand alone with bullets starting on the next line after the heading. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, an alphabetic acronym listing must be provided on the reverse side of the form in column format. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd. (Refer to [Attachment 3](#)). The mandatory headings below must be used:

1.6.2.1. **JOB ACCOMPLISHMENTS: (maximum of 10 lines)** Describe significant 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, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Technician of the Month, Maintenance Professional of the Month and so forth.

1.6.2.2. **OTHER ACCOMPLISHMENTS: (maximum of 3 lines)** Accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale boosting activities and so forth.

1.6.3. Verification letter signed by supervisor (refer to [Attachment 4](#)).

1.6.4. Privacy Act Statement (refer to [Attachment 5](#)).

1.6.5. Electronic 5x7 official color photo (.jpg file) upon request for quarterly winners. The photo must be identified by name and office symbol and emailed to the AFRL Awards inbox.

1.6.6. Notify AFRL/DPMD via e-mail when nominations have been posted to AFRL awards webpage(s).

1.6.7. Negative replies are required.

Chapter 2

AFRL MILITARY QUARTERLY AWARDS PROGRAM

2.1. General.

2.1.1. Policy. The AFRL Awards Program Manager (AFRL/DPMD) is the focal point for the AFRL Military Quarterly Awards Program.

2.1.2. Eligibility. All AFRL enlisted personnel, Company Grade Officers (CGOs) (O-1 to O-3), Field Grade Officers (FGOs) (O-4 to O-5), and IMAs meeting quality force factors that have served a majority of the award period assigned to AFRL are eligible for competition (except those FGOs who are filling the role of unit commander). Bullets from an individual's deployment NOT in support of an AFRL mission cannot be used. Members, who either have an Unfavorable Information File (UIF) or do not have a passing score on the AF fitness test, are ineligible for any of the award programs for the time period when there were negative quality force indicators.

2.1.3. Award Period. The period of this award is from 1 January to 31 March, 1 April to 30 June, 1 July to 30 September, and 1 October to 31 December of each calendar year.

2.1.4. Description of Awards. Each Active Duty winner will receive an award element and will receive a three-day pass. The three-day pass will be generated and processed by the award monitor or Executive Officer in the organization where the winner is assigned. The award element will be sent to the technology directorate (TD), AFRL Headquarters (HQ) and 711th Human Performance Wing (711 HPW) Awards Monitors to be presented to the winner during an appropriate event. AFRL Commander (AFRL/CC) or designee will announce the winners and approve the selections to roll-up to Team Wright-Patterson Quarterly.

2.2. Roles and Responsibilities.

2.2.1. Directors/Deputy Directors/Wing Commander may nominate only one eligible person in each category.

2.2.2. AFRL/DPMD. AFRL/DPMD is the focal point for the military awards program and notifies all AFRL organizations (through their workflow accounts and awards monitors) of nomination deadlines. The Awards Program Manager reviews nominations for regulatory compliance and prepares packages for the awards board. The Awards Program Manager is the board secretary and will be responsible for recording decisions that are made and implementing decisions when appropriate. The Awards Program Manager will procure the engraved awards element and provide to the Directorate/Wing for appropriate presentation.

2.2.3. AFRL Supervisors. AFRL supervisors will prepare nomination packages for the categories in which they wish to compete. Nominations will be forwarded to the designated award monitor for the TD/711 HPW and AFRL HQ.

2.2.4. Awards Board. Each quarter, AFRL/DPMD will solicit Directorates/Wing through the Executive Officers for volunteers to serve as board members. The board will consist of Colonels for officer boards, Non-Commissioned Officers (NCOs) and Senior NCOs (SNCOs) for enlisted boards each quarter and the AFRL Command Chief serving as the SNCO board president. AFRL/DPMD will provide board members with ranking guidance,

nomination packages, and ranking sheets. The assigned voting member will review and rank all nominations received. When only one nomination in a category is received, each board member will review the single nomination to ensure it meets minimum acceptable quality to merit receipt of the award. Each nominee will be rank ordered by each board member. In the event of a tie, the board president will break the tie.

2.2.5. AFRL/CC. AFRL/CC or designee will announce the winners and approve the selections to roll-up to Team Wright-Patterson Quarterly.

2.2.6. AFRL HQ and TD/711 HPW Awards Monitors and/or Executive Officer. The AFRL HQ and TD/711 HPW Awards Monitors or the Executive Officer is the focal point within their organization that notifies all management levels of nomination deadlines and provides guidelines for submittal of nominations. The AFRL HQ and TD/711 HPW Awards Monitors or Executive Officer reviews nominations for regulatory compliance and will post the nominations to the AFRL awards webpage(s) as instructed by AFRL/DPMD. The awards monitor/executive officer, in the organization where the winner is assigned, is responsible for ensuring the necessary documents are generated and processed for the winning individual/teams.

2.3. Categories and Eligibility. Nominations are limited to one per category per AFRL HQ and TD/711 HPW.

2.3.1. Airman (Amn) (E-1 to E-4). Any Amn assigned to AFRL is eligible for nomination. The board will consist of at least three NCOs (TSgt (select) or higher, with board president as an MSgt or higher).

2.3.2. NCO (E-5 to E-6). Any NCO assigned to AFRL is eligible for nomination. The board will consist of at least three SNCOs (MSgt (select) or higher, with board president as an MSgt or higher).

2.3.3. SNCO (E-7 to E-8). Any SNCO assigned to AFRL is eligible for nomination. The board will consist of at least three SNCOs (MSgt or higher, with board president as the AFRL Command Chief).

2.3.4. CGO (O-1 to O-3). Any CGO assigned to AFRL is eligible for nomination. The board will consist of three officers (Lt Col (select) or higher, with board president as a Col).

2.3.5. FGO (O-4 to O-5). Any FGO assigned to AFRL is eligible for nomination, to include IMAs. The board will consist of three officers (Col's, with one selected as board president).

2.3.6. IMA CGO (O-1 to O-3). Any IMA CGO assigned to AFRL is eligible for nomination. The board will consist of three officers (Lt Col (select) or higher, with board president as a Col). 2.3.7. IMA FGO (O-4 to O-5). Any IMA FGO assigned to AFRL is eligible for nomination. The board will consist of three officers (Col's, with one selected as board president).

2.4. Awards Schedule. See [Table 2](#) below for schedule dates.

Table 2.1. Schedule (dates are subject to change).

Award Period	Call	Nominations Due	Team WP Suspense
1 January – 31 March	1 March	4 April	15 April
1 April – 30 June	1 June	5 July	15 July
1 July – 30 September	1 September	4 October	15 October
1 October – 31 December	1 December	4 January	15 January

2.5. Nomination Guidelines. AFRL organizations that have a quarterly awards program can roll up their winners to compete for these awards if the AFRL organization winner meets the requirements for the AFRL-Wide category for which they are nominated. Nominations are to be submitted electronically through AFRL awards webpage(s). Nomination packages will be forwarded to AFRL/DPMD no later than the established suspense date. Winners of the AFRL Military Quarterly Awards will automatically roll up to compete at the Team Wright-Patterson Military Quarterly Awards level, if their duty location is WPAFB. If winner's duty location is not WPAFB, the next runner-up in that category whose duty location is WPAFB will be the Team WPAFB nominee. The nominations package for the AFRL Military Quarterly Award must include the following:

2.5.1. Letter of Endorsement. This memorandum indicates the award categories and person(s) being nominated for the organization. The letter of endorsement will be signed by the two-letter director/Wing Commander and/or senior military representative and must include complete name (to include middle initial, rank/Mr./Ms./Dr. and "go-by" name) for each nominee being submitted for the organization. (Refer to [Attachment 2](#)).

2.5.2. AF Form 1206, *Nomination for Award*. Limited to 15 lines of text (to include headings). Bullet format mandatory. Single-space all single line bullets. Double bullets will be indented and single-spaced underneath the main bullet. Headers are to be capitalized and must stand alone with bullets starting on the next line after the heading. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, an alphabetic acronym listing must be provided on the reverse side of the form in column format. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd. (Refer to [Attachment 7 \(Officer\)](#) and [Attachment 8 \(Enlisted\)](#)). The mandatory headings below must be used:

2.5.2.1. Use the following headers for Officer Awards:

2.5.2.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** (*maximum of 8 lines*). 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 affected the unit and/or the mission. Include results of Air Force, Major Command (MAJCOM), and Numbered Air Force-level inspections and/or evaluations, to include awards received.

2.5.2.1.2. **SIGNIFICANT SELF-IMPROVEMENT:** (*maximum of 2 lines*) 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, education related to primary duties, and so forth. Include completion of any professional military education 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 or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

2.5.2.1.3. **BASE/COMMUNITY INVOLVEMENT:** (*maximum of 2 lines*) Define the scope and impact of the member's professional leadership, image 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-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

2.5.2.1.4. **Use the following headers for AMN and NCO Awards :**

2.5.2.1.5. **JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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.

2.5.2.1.6. **LEADERSHIP AND FOLLOWERSHIP:** Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.

2.5.2.1.7. **WHOLE AIMAN CONCEPT:** Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

2.5.2.1.8. **Use the following headers for SNCO Awards :**

- 2.5.2.1.9. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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.
- 2.5.2.1.10. WHOLE AIRMAN CONCEPT:** Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.
- 2.5.3. Verification letter signed by Section Commander/Detachment Commander stating that the member does not have a UIF and is current on physical fitness (refer to [Attachment 8](#)).
- 2.5.4. Electronic 5x7 official color photo (.jpg file) upon request for quarterly winners. The photo must be identified by name and office symbol submitted to the AFRL Awards inbox.
- 2.5.5. Notify AFRL/DPMD via e-mail when nominations have been posted to AFRL awards webpage(s).
- 2.5.6. Negative replies are required.

Chapter 3

AFRL ANNUAL AWARDS PROGRAM

3.1. General.

3.1.1. Policy. AFRL/DPMD is responsible for the AFRL Annual Awards Program.

3.1.2. Eligibility. All AFRL civilian employees, military, and IMA members are eligible for these awards. Contractors, intergovernmental personnel, and individuals assigned outside AFRL are not eligible. Personnel PCS'd into AFRL during award period may be nominated, however, at least 75% of the bullets must be from time assigned in AFRL. Deployed AFRL personnel may use contributions from deployments even if they were not directly in support of an AFRL mission.

3.1.3. Award Period. The period of this award is from 1 January to 31 December of each calendar year.

3.1.4. Description of Awards. AFRL/CC or designee will present a trophy to the winners. Winners will receive a trophy presented by AFRL/CC or designee and a three-day pass for military or a three-day (24 hours) TOA for civilians. The TOAs will be generated and processed by the award monitor in the organization where the winner is assigned. Similarly, military passes will be processed by the winner's military orderly room through the Executive Officer for the organization where the winner is assigned.

3.2. Roles and Responsibilities.

3.2.1. Directors/Deputy Directors/Wing Commander may nominate only one eligible person in each category.

3.2.2. AFRL/DPMD. AFRL/DPMD is the focal point for the awards program and notifies all AFRL organizations (through their workflow accounts and award monitors) of nomination deadlines. The Awards Program Manger reviews nominations for regulatory compliance and prepares packages for the awards board. The Awards Program Manager is the board secretary responsible for recording decisions that are made and implementing decisions when appropriate.

3.2.3. AFRL Supervisors. AFRL supervisors will prepare nomination packages for the categories in which they wish to compete. Nominations will be forwarded to the designated awards monitor for the TD/711 HPW and AFRL HQ.

3.2.4. Awards Board. At the beginning of the calendar year, AFRL/DPMD will send a call out to all TD/711 HPW and AFRL HQ workflow accounts requesting each organization designate one representative for the AFRL Annual Awards Board. The board will consist of representatives from each of the nine TD/711 HPW and AFRL/HQ (for a total of ten voting members, at the rank of Lt Col, GS-14, DR-III or DO-III, and above). AFRL/DPMD will provide board members with ranking guidance, nomination packages, and ranking sheets. The assigned voting member will review and rank all nominations received in each award category. When only one nomination in a category is received, each board member will review the single nomination to ensure it meets minimum acceptable quality to merit receipt of the award. Nominees in each category will be assigned a score with "1" being the highest

ranking. The individual or team with the lowest point total will be selected as the award category winner. In the event of a tie, the nominee with the most number of “1” ratings would be determined the winner. In the event of another tie, the awards board will vote again on those nominees that are still tied. The awards board will recommend selections for all categories, **except** the Commander’s Cup, Diversity Awards and Military categories (i.e., Amn, NCO, IMAs, etc.). For Military awards (i.e., Amn, NCO, SNCO, etc.), the AFRL Awards Program Manager will solicit Directorates/Wing for volunteers to serve as board members. The board will consist of Lieutenant Colonels and Colonels for officer boards, Non-Commissioned Officers (NCOs) and Senior NCOs (SNCOs) for enlisted boards and the AFRL Command Chief serving as the SNCO board president. Each voting member will review and rank all nominations received in the category the board member is assigned to. Each nominee will be rank ordered by each board member. In the event of a tie, the board president will break the tie.

3.2.5. AFRL/CC. AFRL/CC or a designee will select the Commander’s Cup and Diversity Award winners.

3.2.6. AFRL HQ and TD/711 HPW Awards Monitors. The AFRL HQ and TD/711 HPW Awards Monitors are the focal point within their organizations that notifies all management levels of nomination deadlines and provides guidelines for submittal of nominations. The AFRL HQ and TD/711 HPW awards monitor reviews nominations for regulatory compliance and posts the nominations in AFRL awards webpage(s) as instructed by AFRL/DPMD. The awards monitor in the organization where the winner is assigned is responsible for ensuring the necessary documents are generated and processed for the winning individual/teams.

3.3. Award Categories, Criteria, and Eligibility .

3.3.1. Classified Awards.

3.3.1.1. The Commander’s Cup Richard J. Neal Special Recognition Awards are named for Richard J. Neal who epitomized the quiet professionalism and selfless service required of those called to execute our special program activities. A retired officer with deployments to Saudi Arabia and Afghanistan to his credit, Mr. Neal died very unexpectedly after almost 30 years of dedicated active duty and civilian service to the Air Force. His last duty assignment was as a Senior Plans and Programs engineer supporting highly classified, special program activities across the AFRL enterprise. All classified nomination packages must be routed through the Special Programs Office, HQ AFRL/XPZ.

3.3.1.1.1. Commander’s Cup (Richard J. Neal Special Recognition Award) (Senior Individual). For significant contributions to the AFRL mission representing work that cannot be otherwise acknowledged due to classification. Classified nominations will only be accepted and are to be presented to AFRL/CC and/or designee. Eligibility: Any military or civilian scientist or engineer in the grades DR-III/Lt Col and above assigned to AFRL. Accomplishments must have been performed while assigned to AFRL.

3.3.1.1.2. Commander’s Cup (Richard J. Neal Special Recognition Award) (Junior Individual). For significant contributions to the AFRL mission representing work that cannot be otherwise acknowledged due to classification. Classified nominations will

only be accepted and are to be presented to AFRL/CC and/or designee. Eligibility: Any military or civilian scientist or engineer in the grades DR-II/Major and below assigned to AFRL. Accomplishments must have been performed while assigned to AFRL.

3.3.1.1.3. Commander's Cup (Richard J. Neal Special Recognition Award) (Team). For significant contributions to the AFRL mission representing work that cannot be otherwise acknowledged due to classification. Classified nominations will only be accepted and are to be presented to AFRL/CC and/or designee. For nomination, packages with team members outside the submitting organization the nomination must be coordinated with their respective unit of assignment/supervisor. Eligibility: Any team of two or more individuals assigned to AFRL. Team must be predominately made up of scientist and engineers (DRs). Accomplishments must have been performed while assigned to AFRL.

3.3.2. Unclassified Awards .

3.3.2.1. Commander's Cup (Senior Individual). For significant contributions to the AFRL mission or image outside of AFRL and for accomplishments that have had a significant impact and enhanced the credibility of AFRL. Eligibility: Any AFRL military or civilian employee in the grades of GS-13/DO-III/DR-III/Lt Col and above assigned to AFRL.

3.3.2.2. Commander's Cup (Junior Individual). For significant contributions to the AFRL mission or image outside of AFRL and for accomplishments that have had a significant impact and enhanced the credibility of AFRL. Eligibility: Any AFRL military or civilian employee in the grades of GS-12/DO-II/DU-IV/DX-IV/DR-II/Major and below assigned to AFRL.

3.3.2.3. Commander's Cup (Team). For significant contributions to the AFRL mission or image outside of AFRL and for accomplishments that have had a significant impact and enhanced the credibility of AFRL. For nomination, packages with team members outside the submitting organization the nomination must be coordinated with their respective unit of assignment/supervisor. Eligibility: Any AFRL team of two or more individuals assigned to AFRL.

3.3.2.4. Scientific/Technical Management Award (Individual). Significant and outstanding management of a notable and distinguished in-house technology project. Eligibility: Any AFRL military or civilian scientist or engineer employee.

3.3.2.5. Scientific/Technical Achievement Award (Individual). A notable and distinguished in-house technical achievement. Eligibility: Any AFRL military or civilian scientist or engineer employee.

3.3.2.6. Scientific/Technical Achievement Award (Team). A notable and distinguished in-house technical achievement. For nomination packages with team members outside the submitting organization the nomination must be coordinated with their respective unit of assignment/supervisor. Eligibility: Any AFRL scientist or engineer team of two or more individuals.

3.3.2.7. Senior Leadership Award (Individual). Significant and outstanding qualities of leadership and management. Eligibility: Any AFRL employee in grade/rank of DR-III/DOIII/GS-14/Lt Col and above.

3.3.2.8. Leadership Award (Individual). Significant and outstanding qualities of leadership and management. Eligibility: Any AFRL employee in grade/rank of DR-II/DO-II/DU-IV/DXIV/GS-13/Major and below.

3.3.2.9. Supervisory Award (Individual). Significant and outstanding qualities of a first-level supervisor. Eligibility: Any AFRL first-level supervisor.

3.3.2.10. International Award (Individual). Leveraged international cooperative opportunities that provide mutual benefit in priority research areas that enhance and benefit the Air Force S&T or aerospace medicine capability. Eligibility: Any AFRL military or civilian employee.

3.3.2.11. International Award (Team). Leveraged international cooperative opportunities that provide mutual benefit in priority research areas that enhance and benefit the Air Force S&T or aerospace medicine capability. For nomination packages with team members outside the submitting organization the nomination must be coordinated with their respective unit of assignment/supervisor. Eligibility: Any AFRL team of two or more individuals.

3.3.2.12. Mission Support Award (Individual). Significant and outstanding support to customer(s) in accomplishing the mission for those in support functional areas. Eligibility: Any AFRL military or civilian non-DR employee assigned in these mission support areas: finance, human resources, procurement, facilities, security, safety, logistics, plans and programs, integration and operations, Information Technology, and records management.

3.3.2.13. Mission Support Award (Team). Significant and outstanding support to customer(s) in accomplishing the mission. For nomination, packages with team members outside the submitting organization the nomination must be coordinated with their respective unit of assignment/supervisor. Eligibility: Any AFRL team of two or more individuals assigned in these mission support areas: finance, human resources, procurement, facilities, security, safety, logistics, plans and programs, integration and operations, Information Technology, and records management. Team must be predominately made up of non-DR personnel assigned to finance, human resources, procurement, facilities, security, safety, logistics, plans and programs, integration and operations, Information Technology, and records management.

3.3.2.14. Scientific/Technical Technician Award (Individual). A notable and distinguished in-house technical achievement. Eligibility: Any AFRL enlisted military or civilian (DX, GS, or WG) technician directly supporting research and development efforts.

3.3.2.15. Senior Administrative Excellence Award (Individual). Significant and outstanding administrative achievements while serving in a position with primary duties as an administrative assistant. Eligibility: Any AFRL administrative support employee (e.g. GS-301, 303, 318, 326 and 344 series or military equivalent) in grade/rank of GS-07-09/DU-III/DX-III/TSgt-MSgt.

3.3.2.16. Administrative Excellence Award (Individual). Significant and outstanding administrative achievements while serving in a position with primary duties as an administrative assistant. Eligibility: Any AFRL administrative support employee (e.g. GS-301, 303, 318, 326 and 344 series) in grade/rank of GS-06/DU-II/DX-II/SSgt and below.

3.3.2.17. Innovation Award (Individual). For successfully completing the proof-of-concept of an important new Air Force product, service, or a new approach to delivering an existing product or service that renders prior approaches obsolete. Eligibility: Any AFRL military or civilian employee.

3.3.2.18. Diversity Award (Organizational). Noteworthy accomplishments in the area of expanding diversity awareness through any number of channels to include, but not limited to, diversity hiring programs or hiring successes; diversity award nominations/winners educational outreach efforts; training initiatives; special lecture programs or ethnic celebrations, etc. Clarification: This is an organizational award, not an individual or team award. AFRL HQ and each TD/711 HPW may submit ONE nomination for the accomplishments of the organization (to include Geographic Separate Units (GSUs) for the current calendar year. The nomination is limited to two pages and should be submitted in paragraph form using Word, font size 10-12, and Times New Roman.

3.3.3. **Civilian Awards** . (The winner of these categories roll up to compete at the AFMC level)

3.3.3.1. Category I. Any AFRL assigned civilian DU-I through DU-III, DX-I through DX-II, GS-08 and below, or WG-01 through WG-09.

3.3.3.2. Category II. Any AFRL assigned civilian DR-I through DR-II, DO-I through DO-II, DU-IV, DX-III through DX-IV, GS-09 through GS-12, or WG-10 through WG-15.

3.3.3.3. Category III. Any AFRL assigned civilian DR-III, DO-III, or GS-13 through GS-14. (Exclusion of DR IVs and GS-15s is due to following Command-level guidance.)

3.3.4. **Military Awards** . (The winner of these categories roll up to compete at the AFMC level, with exception of the IMA categories)

3.3.4.1. Amn (E-1 to E-4). Any Amn assigned to AFRL and is eligible for nomination.

3.3.4.2. NCO (E-5 to E-6). Any NCO assigned to AFRL and is eligible for nomination.

3.3.4.3. SNCO (E-7 to E-8). Any SNCO assigned to AFRL and is eligible for nomination.

3.3.4.4. First Sergeant. First Sergeant assigned to AFRL in the Special Duty Identifier 8F000.

3.3.4.5. IMA Enlisted Member of the Year. Any Enlisted IMA assigned to AFRL is eligible for nomination.

3.3.4.6. CGO (O-1 to O-3). Any CGO assigned to AFRL and is eligible for nomination. Any CGO assigned to AFRL and is eligible for nomination. Individuals promoted to Major during the nomination year must compete in the category in which they held the

grade for the majority of the award period. If a Major is being submitted for this award, only bullets from the individual's time as a Captain may be used.

3.3.4.7. IMA CGO (O-1 to O-3). Any CGO IMA assigned to AFRL and is eligible for nomination. Individuals promoted to Major during the nomination year must compete in the category in which they held the grade for the majority of the award period. If a Major is being submitted for this award, only bullets from the individual's time as a Captain may be used.

3.3.4.8. FGO (O-4 to O-5). Any FGO assigned to AFRL and is eligible for nomination. Except those who are filling a role of unit commander or have been promoted to Colonel during the nomination year.

3.3.4.9. IMA FGO (O-4 to O-5). Any FGO IMA assigned to AFRL and is eligible for nomination. Except those who have been promoted to Colonel during the nomination year.

3.4. Nomination Guidelines.

3.4.1. AFRL HQ and TD/711 HPW may only submit one nomination per category. Nominations will contain only facts, achievements, and other criteria as called for in the awards category. Nomination packages must be posted to the AFRL awards webpage(s) as instructed in the call for nominations, no later than close of business the first duty day of February.

3.4.2. Notify AFRL/DPMD via e-mail when nominations have been posted to AFRL awards webpage(s). Negative replies **are** required. Late submissions **will not** be considered.

3.4.3. **Nomination Requirements** . All TD/711 HPW and AFRL HQ will provide one of each of the following letters. The letters must include all nominations for that particular organization.

3.4.3.1. Letter of Endorsement. This memorandum indicates the award categories and person(s) being nominated for the organization. The letter of endorsement will be signed by the two-letter director/Wing Commander and/or senior military representative and must include complete name (to include middle initial, rank/Mr./Ms./Dr. and "go-by" name) for each nominee being submitted for the organization. (Refer to [Attachment 13](#)).

3.4.3.2. Category Verification Letter. This memorandum is to verify that all nominees meet the specific award criteria and eligibility for which they are being nominated. The letter must include all award categories and person(s) being nominated for the organization and must be signed by the Senior Personnel Advisor (SPA). (Refer to [Attachment 14](#)).

3.4.3.3. Phonetics and Sentences. One word document, per TD/711 PHPW and AFRL HQ to include the phonetic spelling of the First and Last Name of each nominee to include every member on a team nomination. Spell the complete name the way it sounds. In addition, the Office Symbol and Duty location must be added for each nominee. Limited to three sentences of nominee's accomplishments that will be used for the ceremony script.

Figure 3.1. AFRL/XX Phonetic Spelling and Sentences Listing

EXAMPLE: List each nominee like sample below:

Airman of the Year: A1C Wednesday K. Candy (711 HPW/USAFSAM, WPAFB OH)
(Whens-day K. Can-dee)

Ms. Candy represented the Disney Directorate with great professionalism. Ms. Candy revamped the Disney Awards program by developing an Automated Awards System to track all aspects of the incoming and outgoing awards tasking's. Ms. Candy also re-wrote the Disney Instruction for the Disney's Headquarters awards and converted three Disney Instructions into one consolidated Awards instruction.

3.4.4. **Nomination Package Requirements for AFRL Specific Categories** (Excluding the Civilian Categories I, II & III and the Military Categories (Amn, NCO, SNCO, CGO, FGO, etc. Categories).

3.4.4.1. AF Form 1206, *Nomination for Award*. Limited to 30 lines of text (to **include** the heading: CONTRIBUTION/IMPACT). Bullet format mandatory. Single-space all single line bullets. Double bullets will be indented and single-spaced underneath the main bullet. Header is to be capitalized and must stand-alone with bullets starting on the next line after the heading. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, alphabetized listings of acronyms must be used on the reverse side of the form. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd. If listing team members and do not have enough room on the reverse side of the form, attach the Team Member listing in a word document. (Refer to [Attachment 10](#)).

3.4.4.1.1. Team nominations will list members on the reverse side of the AF Form 1206, if space permits. If space does not permit to list team members on the reverse side of the form (due to acronym listing), then attach as word document. The following information must be listed: Full Name (to include Mr./Ms./Dr.), Rank/Grade, AFSC/Series, and Office Symbol for each member.

3.4.4.2. Public Release Statement (refer to [Attachment 6](#)).

3.4.4.3. Civilian Verification Letter. Signed by the nominee supervisor verifying records check has been accomplished for nominee. The following statement must be included: "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force." (Refer to [Attachment 4](#)).

3.4.4.4. Military Verification Letter. Nominating supervisor should coordinate nomination with appropriate Section Commanders/Detachment Commander to ensure that no unfavorable information on the nominee exist prior to submission. The following statement must be included: "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force." (Refer to [Attachment 9](#)).

3.4.4.5. Photograph (For Award Ceremony) – Electronic color, 5x7 jpg format; scan at 300 dpi. Military: United States flag as a backdrop, head and shoulders, no hat, and service dress uniform. Civilian: Business attire.

3.4.5. For Civilian and Military Officer Award Categories (Cat I, II, III, CGO, & FGO, to include IMAs)

3.4.5.1. AF Form 1206 (refer to [Attachment 11](#)) - Limited to 30 lines of text (*including* headers and are to stand alone from the bullets); bullet format mandatory; single-spaced and single line bullets. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, alphabetized listings of acronyms must be used on the reverse side of the form. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd. The mandatory headings below must be used:

3.4.5.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY** (*maximum of 20 lines*): 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 impact the unit and/or the mission. Include results of Air Force, MAJCOM, and 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.

3.4.5.1.2. **SIGNIFICANT SELF-IMPROVEMENT** (*maximum of 4 lines*): 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 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.

3.4.5.1.3. **BASE/COMMUNITY INVOLVEMENT** (*maximum of 3 lines*): Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, or Air Force Association, Sunday School Teacher, and so forth.

3.4.5.2. Biography (IMAs Exempt) – Limited to one single-spaced page (See Tongue and Quill, AFH 337, [Chapter 20](#) for format).

3.4.5.3. Citation (IMAs Exempt) – Limited to 10-14 lines, Times New Roman, 10-12 font. (Refer to AF 36-2805, Attachment 3 for format).

3.4.5.4. Public Release Statement (refer to [Attachment 6](#)).

3.4.5.5. Civilian Verification Letter. Signed by the nominee supervisor verifying records check has been accomplished for nominee. The following statement must be included: “A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force.” (Refer to [Attachment 4](#)).

3.4.5.6. Military Verification Letter. Nominating supervisor should coordinate nomination with appropriate Section Commanders/Detachment Commander to ensure that no unfavorable information on the nominee exist prior to submission. The following statement must be included: “A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force.” (Refer to [Attachment 9](#)).

3.4.5.7. Photograph (For Award Ceremony) – Electronic color, 5x7 jpg format; scan at 300 dpi. Military: United States flag as a backdrop, head and shoulders, no hat, and service dress uniform. Civilian: Business attire.

3.4.5.8. Official Photo (IMAs Exempt) – Require each nominee to take an official 8X10 photo, head and shoulders (frontal shot with blue or gray background). Military must be in service dress or if currently deployed in ABUs; civilians in business suit.

3.4.5.9. Action Shots (IMAs Exempt) – Each nominee must submit five (5) diverse actions shots in their work environment (military in uniform). Actions shots must be 5X7 in size, horizontal only, high-resolution jpeg, and minimum 500KB with no cropping and no color correcting applied. Please have the directorate senior military member quality check each photo from grooming/appearance standards, questionable backgrounds, clear attention to lighting, no shadows, etc.

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

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

3.4.5.10. Fitness Results (Civilians & IMAs Exempt) – Must provide most current AF Fitness Management System (AFFMS) print out of physical fitness history. If member is on a profile, include a copy of the member’s AF Form 422, *Physical Profile Serial Report*.

3.4.5.11. Single Uniform Request Format (SURF) (Civilian & IMAs Exempt) – Must include a one-page SURF from AMS

3.4.6. Package Requirements for Military Enlisted Award Categories (Amn, NCO, SNCO, & First Sergeant)

3.4.6.1. AF Form 1206 (refer to [Attachment 12](#)) - Limited to 30 lines of text (*including* headers and are to stand alone from the bullets); bullet format mandatory; single-spaced and single line bullets. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, acronyms will not be used. *The use of*

an acronym list is not permitted. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd. The mandatory headings below must be used:

3.4.6.1.1. **Use the following headers for Amn and NCO Awards :**

3.4.6.1.2. **JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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.

3.4.6.1.3. **LEADERSHIP AND FOLLOWERSHIP:** Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.

3.4.6.1.4. **WHOLE AIRMAN CONCEPT:** Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, 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.

3.4.6.1.5. **Use the following headers for SNCO and First Sergeant Awards :**

3.4.6.1.6. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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.

3.4.6.1.7. **WHOLE AIRMAN CONCEPT:** Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air

- Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, 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. Military Verification Letter. Nominating supervisor should coordinate nomination with appropriate Section Commanders/Detachment Commander to ensure that no unfavorable information on the nominee exist prior to submission. The following statement must be included: “A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force.” (Refer to [Attachment 9](#)).
- 3.4.6.3. Public Release Statement (refer to [Attachment 6](#)) - Must be signed and dated by member and “do/do not” circled.
- 3.4.6.4. Citation (IMAs Exempt) – Limited to 10-14 lines, Times New Roman, 10-12 font. (Refer to AF 36-2805, Attachment 3 for format).
- 3.4.6.5. Biography (IMAs Exempt) – Limited to one single-spaced page (See AFH 337, [Chapter 20](#), *Tongue and Quill*, for format).
- 3.4.6.6. Fitness Results (IMAs Exempt) – Must provide most current AF Fitness Management System (AFFMS) print out of physical fitness history. If member is on a profile include a copy of the member’s AF Form 469, *Duty Limiting Condition Report* in the package. If the member has a current fitness score, but was exempt during any portion of the award period, an AF Form 469 must be provided.
- 3.4.6.7. Single Uniform Request Format (SURF) (IMAs Exempt) – Must include a one-page SURF from AMS.
- 3.4.6.8. Statement of Intent (IMAs Exempt) – addressed to Air Force Personnel Center’s Recognition Program Section (AFPC/DPSIDR), signed and dated by the nominee. The statement of intent must read verbatim. (Refer to [Attachment 15](#)).
- 3.4.6.9. Photograph (For Award Ceremony) – Electronic color, 5x7 jpg format; scan at 300 dpi. United States flag as a backdrop, head and shoulders, no hat, and service dress uniform.
- 3.4.6.10. Official Photo (IMAs exempt) - One official Air Force 8x10 photo in .jpg format. Head and shoulders, Service Dress, blue background with US flag. **Note:** A gray background may be used if a blue background is unavailable.
- 3.4.6.11. Official Photo (Full Length) (IMAs Exempt) - One official Air Force 5x7 photo in .jpg format, no bigger than 500KB. Full length, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges.
- 3.4.6.12. Action Shots (IMAs Exempt) – Each nominee must submit five (5) diverse actions shots in their work environment (military in uniform). Actions shots must be 5X7 in size, horizontal only, high-resolution jpeg, and minimum 500KB with no cropping and no color correcting applied. Please have the directorate senior military member quality

check each photo from grooming/appearance standards, questionable backgrounds, clear attention to lighting, no shadows, etc.

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

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

3.5. Announcement and Presentation. The AFRL Annual Awards will be presented at an annual awards ceremony. AFRL/CC or a designee will present the awards.

Chapter 4

SCIENCE AND TECHNOLOGY (S&T) AWARDS PROGRAM

4.1. General.

4.1.1. Policy. The Air Force Chief Scientist, HQ AF/ST, may give awards annually for significant accomplishments in S&T in support of the Air Force Mission.

4.1.2. Eligibility and Description of Awards. Refer to AFI 36-2843, AFMCI 36-2808 and AFI 36-2835 for specific award eligibility and descriptions.

4.2. Roles and Responsibilities.

4.2.1. AFRL/DPMD. AFRL/DPMD is the focal point for the awards program and notifies the AFRL TD/711 HPW Chief Scientist and all AFRL organizations (through their workflow accounts and awards monitors) of nomination deadlines, with a courtesy copy to AFRL Chief Technologist (AFRL/CZ). The awards manager reviews nominations for regulatory compliance and prepares packages for the awards board. The awards manager is the board secretary responsible for recording decisions that are made and implementing the decisions when appropriate.

4.2.2. AFRL TD/711 HPW Chief Scientists. The AFRL TD/711 HPW Chief Scientist will review and approve all nomination packages to ensure they meet the intent of the award. Nominations will be forwarded to each TD/711 HPW designated awards monitor.

4.2.3. Awards Board. Once a year, AFRL/DPMD will send a call out to all TD/711 HPW workflow accounts requesting each organization designate one representative to serve on the awards board for one year (1 July to 30 June). The board will consist of representatives from each of the AFRL HQ and nine TD/711 HPW (for ten voting members, at the rank of Lt Col, GS-14, DR-III or DO-III, and above) and will be rotated annually. The awards manager will provide board members with nomination packages and ranking sheets. Each voting member will review and rank all nominations received where more than one nominee is submitted. Each nominee will be assigned a score with "1" being the highest ranking. The individual with the lowest point total will be selected as the award category winner. In the event of a tie, the nominee with the most number of "1" ratings would be determined the winner. In the event of another tie, the awards board will vote again only on those nominees that are still tied. Selections will be forwarded to AFRL/CZ for final approval.

4.2.4. AFRL Chief Technologist (AFRL/CZ). AFRL/CZ will review and approve the selections.

4.2.5. AFRL TD/711 HPW Awards Monitor. The AFRL HQ and TD/711 HPW Awards Monitors are the focal point within the TD/711 HPW who notifies all management levels of nomination deadlines and provides guidelines for submittal of nominations. The TD/711 HPW awards monitor reviews nominations for regulatory compliance and posts the nominations to AFRL awards webpage(s) as instructed by AFRL/DPMD.

4.3. Categories. Refer to AFI 36-2843, AFMCI 36-2808 and AFI 36-2835 for specific award categories.

4.3.1. **Nomination Guidelines.** In addition to specific nomination criteria specified in AFIs pertaining to S&T, the Air Force Outstanding Scientist, and the Air Force Outstanding Science and Engineering Educator awards, nomination packages will contain an endorsement letter either signed by the Chief Scientist or signed by the AFRL TD/711 HPW two-letter director and endorsed by their Chief Scientist.

4.3.2. Unless otherwise stated in the AFI, nomination packages will be accomplished on AF Form 1206; do not use right justification.

4.4. Announcement and Presentation. AFRL/DPMD will provide notification of the AFRL nominees being forwarded to AFMC for further consideration to AFRL/CZ, and the AFRL HQ/TD/711 HPW Awards Monitors. Final winners will be announced by AFRL/CC or designee.

Chapter 5

AWARDS GUIDNACE AND FORMATING

5.1. General . The following additional guidance pertains to all awards, unless noted otherwise in the award nomination instructions.

5.1.1. Use AF Form 1206 (most current version-PDF), bullet format mandatory, single-spaced, headers (if required) should be capitalized and stand-alone.

5.1.2. Acronyms/Abbreviations. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, an alphabetic listing must be provided on the reverse side of the form in column format. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd.

5.1.3. All nominations should be sent electronically in original format through management channels and have endorsement of the technology director or designated representative. For military nominations, the Technology Directorate Senior Military member must either sign or endorse the transmittal letter.

Chapter 6

HONORARY AWARDS

6.1. General . Refer to AFI 36-1004, **Chapter 5** for eligibility, description, and submission timelines of the award.

6.1.1. Nominations for awards will be submitted on AF Form 1768 and contain the pertinent information. (Refer to **Attachment 16**).

6.1.2. The justification for the award will be a typed Word document in narrative format and should not exceed two pages in length. (Refer to **Attachment 15**).

6.1.3. Instructions for preparing citations for specific awards refer to AFI 36-1004, Attachment 3 for mandatory opening and closing sentences.

6.1.4. Civilian Honorary Award Authority, **Table 3** identifies the Military Equivalent, Criteria and Approval Authority for the variety of honorary awards.

Table 6.1. Civilian Honorary Award Authority.

AWARD	MILITARY EQUIVALENT	CRITERIA	APPROVAL AUTHORITY
Decoration for Exceptional Civilian Service (DECS)	Distinguished Service Medal	Highest recognition granted within the Air Force	SECAF
Outstanding Civilian Career Service Award (OCCSA)	Legion of Merit	Recognize outstanding career service meriting recognition at the time of retirement.	Center CC/CA (AFRL/CC/CA)
Air Force Civilian Award for Valor (AFCAV)	Airman's Medal	Act of heroism with voluntary risk of personal safety in the face of danger, on or off duty	SECAF
Meritorious Civilian Service Award	Meritorious Service Medal	Recognize an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner	Center CC/CA (AFRL/CC/CA)
Command Civilian Award for Valor	Air Force Commendation Medal (Courage)	Recognize unusual courage or competence in an emergency, either on or off duty (unrelated to performance of their official duties)	TD/Wing Director and for HQ Personnel, will be based on reporting chain of the employee (CC/CA/CV as appropriate)
Exemplary Civilian Service Award	Air Force Commendation Medal	Recognize clearly outstanding service supporting Command (AFMC) mission or goals for at least 1 year or a single act that significantly contributed to Command mission.	TD/Wing Director and for HQ Personnel, will be based on reporting chain of the employee (CC/CA/CV as appropriate)
Air Force Civilian Achievement Award	Air Force Achievement Medal	Recognize outstanding service for a single, specific act or accomplishment in support of the Unit's mission or goals.	TD/Wing Director and for HQ Personnel, will be based on reporting chain of the employee (CC/CA/CV as appropriate)
Letter/Certificate of Commendation	N/A	Any unusual achievement or contribution beneficial to the Air Force, but not meeting the criteria for a cash award	TD/Wing Director and for HQ Personnel, will be based on reporting chain of the employee (two-letter Director)
Letter/Certificate of Appreciation	N/A	Act or service that is above average	Official having knowledge of the act or service
Retirement Certificate	N/A	Retiring government service	Center CC/CA (AFRL/CC/CA)

Chapter 7

MONETARY AND TIME-OFF AWARDS

7.1. General . The following additional guidance pertains to the Special Act or Service Award (SASA) and the Notable Achievement Award (NAA). Please refer to AFI 36-1004, **Chapter 3**.

7.1.1. The following statement must be included in the last paragraph on the justification “(Employee name) has received no previous cash awards based on these contributions.”

7.1.2. The exact dates of recognition must be used throughout all documentation (i.e., day/month/year).

7.1.3. A late statement is required on the Staff Summary Sheet if submitted after the required timeframe (60 days for SASA and 30 days for NAA) time starts from end of recognition period.

7.2. SASA . For intangible SASA cash awards, **Table 4** identifies appropriate monetary award ranges based on the value of the benefit and extent of the applications and approval authority. The value of benefit and extent of application statement must be included in the last paragraph of the justification (i.e., “The value of benefit of this SASA is XXX and the extent impacts the XXX, therefore, an award in the amount of \$XXX is warranted.”) The act or serve to be recognized must not have served in whole or in part as the basis for a previous cash award or TOA.

7.3. NAA . On the AF Form 1768, *Staff Summary Sheet*, the signature blocks should clearly identify the approval levels (i.e., branch, division, etc.). The amount awarded may range from \$50 to \$500 and may be approved by the second-level supervisor. The NAA may not be granted to an individual who has received a previous monetary award or TOA for the same act or contribution.

7.4. TOA . TOA is not authorized to recognize an employee working on a Christmas committee, retirement luncheon, farewell party or any other similar ceremony or celebration. Additionally, the granting of time-off is not authorized for organizing, planning and executing Wingman Day or CFC activities.

7.4.1. Immediate supervisor may approve 8 hours or less. More than 8 hours and up to the maximum of 40 hours for any single contribution must be approved by the employee’s second level supervisor. There is a maximum of 80 hours per leave year.

7.4.2. The period of time-off granted is based upon the value of the individual’s contribution, not upon the individuals grade or salary.

7.4.3. The supporting documentation for an approved TOA cannot be used to justify another award, i.e. honorary, NAA, or SASA. Exception: A TOA granted in conjunction with a rating based performance will use the same supporting documentation (reference AFI 36-1004, para 4.1)

Table 7.1. Scale of Recommended Awards for SASAs Based on Intangible Benefits.

Value of Benefit	Extent of Application					
	Limited	Division/Department	Directorate Wing	Laboratory	Command	DoD, Gov't Wide or National
VALUE OF BENEFIT	Affects a small area of science or technology, functions, mission or personnel of a single branch or team within the laboratory	Affects functions, mission or personnel of a division within the laboratory	Affects an important area of science or technology, functions, mission or personnel of a directorate within the laboratory	Affects functions, mission or personnel of the entire laboratory	Affects a broad area of science or technology, functions, mission or personnel of AFMC	Affects significant science or technology, functions, mission or personnel of more than one department or agency, or is in the public interest of the U.S. or beyond
Moderate Value Changing an operating principle or procedure with limited impact or use.	\$501	Up to \$1000	Up to \$1,400	Up to \$1,800	Up to \$2,200	Up To \$3,000
Substantial Value Substantially changing or modifying procedures. Substantially raising the value of a product, activity, program or service	Up to \$1000	Up to \$1,400	Up to \$1,800	Up to \$2,200	Up to \$3,000	Up to \$4,600

High Value Completely revising a basic principle or procedure. Significantly improving the value of a product, activity, program or service	Up to \$1,400	Up to \$1,800	Up to \$2,200	Up to \$3,000	Up to \$4,600	Up to \$7,800
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Exceptional Value Initiating a new principle or major procedure. Major improvement in the quality of a critical product, activity, program or service	Up to \$1,800	Up to \$2,200	Up to \$3000	Up to \$4,600	Up to \$7,800	Up to \$10,000
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Special Act or Service Award Amount	Special Act or Service Award Approval levels		
	Technology Directorates	AFRL HQ & PK	711 th Wing
\$501-\$3,000	Division Chiefs or higher	AFRL HQ Two-Letter Directors, Chief of Contracting Offices, or higher	One management level below 711 HPW/CC, USAFSAM/CC, 711 HPW/HP, 711 HPW/RH & 711 HPW/DS or higher
\$3,001-\$7,600	Technology Directors or higher	AFRL/CC or CA or higher	711 HPW/CC, USAFSAM/CC, 711 HPW/HP, 711 HPW/RH & 711 HPW/DS or higher
\$7,601-\$10,000*	Lab Commander	Lab Commander	Lab Commander
Over \$10,000	Air Staff	Air Staff	Air Staff

ROBERT D. McMURRY, Major General, USAF
Commander

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

AFI 36-1004, *The Air Force Civilian Recognition Program*, 29 August 2016

AFI 36-2835, *Annual Acquisition Awards Programs*, 17 August 2011

AFI 36-2843, *Science and Technology Awards*, 14 April 2005

AFMCI 36-2808, *Science, Engineering and Technical Management Awards*, 26 February 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 26 September 2012

AF Form 1768, *Staff Summary Sheet*, 1 September 1984

Abbreviations and Acronyms

711 HPW—Human Performance Wing

ABU—Airman Battle Uniform

AF—Air Force

AF/ST— Chief Scientist

AFFMS—Air Force Fitness Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFRL—Air Force Research Laboratory

AFRLI—AFRL Instruction

AFSC—Air Force Specialty Code

Amn—Airman

CA—AFRL Executive Director

CC—AFRL Commander

CGO—Company Grade Officer

Col—Colonel

CZ—Chief Technologist

DP—Directorate of Personnel
DSN—Defense Switched Network
FGO—Field Grade Officer
HQ—Headquarters
IAW—In Accordance With
IMA—Individual Mobilization Augmentee
Lt Col—Lieutenant Colonel
MAJCOM—Major Command
MSgt—Master Sergeant
NAA—Notable Achievement Award
NCO – Non—Commissioned Officer
OPR—Office of Primary Responsibility
PA—Privacy Act
PII—Personally Identifiable Information
RDS—Records Disposition Schedule
SASA—Special Act or Service Award
SMSgt—Senior Master Sergeant
SNCO—Senior NCO
S&T—Science and Technology
SSgt—Staff Sergeant
TD—Technology Directorate
TOA—Time Off Award
TSgt—Technical Sergeant
UIF—Unfavorable Information File
USAF—United States Air Force
WPAFB – Wright-Patterson Air Force Base

Attachment 2

AWARD TRANSMITTAL MEMORANDUM – CIVILIAN & MILITARY NOMINEES

Figure A2.1. Award Transmittal Memorandum Civilian and Military Nominees.



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESEARCH LABORATORY
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433

Date _____

MEMORANDUM FOR AFRL/DP (AWARD PROGRAM MANAGER)

FROM: AFRL/XX

SUBJECT: (Calendar Year) (Name of Award)

1. The XXX Directorate is pleased to nominate the following:

Category I: Mr. John C. Smith
 Category II: Ms. Jane S. Doe
 Category III: Dr. Mickey R. Mouse
 Amn: SrA Minnie C. Mouse
 NCO: TSgt Donald R. Duck
 FGO: Lt Col Daffy S. Duck

2. If you have any questions or need further information concerning this award, please contact _____ at _____.

Two-Letter Director/Wing Commander Signature
(or designated representative)

Attachment:
Nomination Package(s)

1st Ind, AFRL/XX

I have reviewed this nomination and it meets criteria and guidelines.

Senior Military Member Signature block

Note: if the Director/Wing Commander or designated representative signs the letter and they are the Senior Military Member for the organization, then the Endorsement is not required.

Attachment 3

SAMPLE NOMINATION FOR CIVILIAN OF THE QUARTER AWARD

Figure A3.1. Sample Nomination for Civilian of the Quarter Award.

NOMINATION FOR AWARD		
AWARD AFRL-Wide Civilian Quarterly	CATEGORY (If Applicable) Insert Award Category	AWARD PERIOD 1 Jan – 31 Mar (insert year)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) David M. Doe	DR-II/Mr./Ms./Dr.	MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE 1310/Supervisory Physicist	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & Commercial: (000) 000-0000	
UNIT OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AFRL/ XX /Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Use Technology Director Information DSN: XXX-XXXX & Commercial: (000) 000-0000		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Action/Impact/Result-oriented, factual, yet precise format. Do not use generalities and flowery bullets; be specific and do not repeat the same facts in different bullets or under different headings.</p> <p><u>Limited to a total of 15 lines of text to INCLUDE mandatory headings (below). Bullet format, single space all single line bullets. Double bullets will be indented and single-spaced underneath the main bullet.</u></p> <p>MANDATORY HEADINGS: (Headers are required and must be capitalized and stand alone.)</p> <p>JOB ACCOMPLISHMENTS (maximum of 10 lines): Describe significant 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, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Technician of the Month, Maintenance Professional of the Month and so forth.</p> <p>OTHER ACCOMPLISHMENTS (maximum of 3 lines): Accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale boosting activities and so forth.</p> <p>Acronyms/Abbreviations. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, an alphabetic listing must be provided on the reverse side of the form in column format. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd.</p>		
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Attachment 4

SAMPLE VERIFICATION LETTER

Figure A4.1. Sample Verification Letter



DEPARTMENT OF THE AIR FORCE
AIR FORCE RESEARCH LABORATORY
WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433

(Date)

MEMORANDUM FOR AFRL/DP

FROM: AFRL/XX

SUBJECT: Verification Letter – Mr. John C. Smith

1. A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force.
2. If you have any questions or need further information concerning this award, please contact _____ at _____.

SUPERVISOR'S SIGNATURE

Attachment 5

SAMPLE PRIVACY ACT STATEMENT

Figure A5.1. Sample Privacy Act Statement.

PRIVACY ACT STATEMENT	
<p>AUTHORITY: Solicitation of personal information for USAF-endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (USC), Section 552a, and published in title 32, Code of Federal Regulations (CFR), Section 806b), and is authorized by federal statutes (5 USC 301 and 10 USC 8012).</p>	
<p>PURPOSE: The principal purpose for the information's use is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program.</p>	
<p>ROUTINE USES: Routine uses may be made of the information and/or photographs by commanders and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.</p>	
<p>DISCLOSURE IS VOLUNTARY: Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.</p>	
<p>I HAVE READ THE ABOVE STATEMENT AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE SPECIFIC AWARD BELOW. I AGREE TO GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD. <u>PLEASE SIGN AND DATE</u></p>	
TYPE or PRINT NAME OF AWARD	CATEGORY (IF APPLICABLE)
_____	_____
Signature of Nominee	Date

Attachment 6

SAMPLE PUBLIC RELEASE STATEMENT

Figure A6.1. Sample Public Release Statement.

PUBLIC RELEASE STATEMENT

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: AFRL/OFFICE SYMBOL

SUBJECT: Public Release Statement/ (Name of Award)

I, (Nominee's Printed Name) DO OR DO NOT (***CIRCLE ONE***) AGREE TO THE USE OF PRIVACY ACT INFORMATION IN THE NOMINATION. THIS INFORMATION MAY INCLUDE PRIVACY ACT INFORMATION OR PERSONALLY IDENTIFYING INFORMATION (PII) FOUND IN AFI 33-332, PRIVACY ACT PROGRAM, CHAPTER 6, DISCLOSING RECORDS TO THIRD PARTIES. I UNDERSTAND THOSE TRANSMITTING PERSONAL INFORMATION WILL EXERCISE CAUTION AND ADEQUATELY SAFEGUARD IT IAW AFI 33-332, PARAGRAPHS 2.2.4, SUBPARAGRAPHS AND 2.2.5. THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD NOMINATION WILL CONTAIN NO PRIVACY ACT INFORMATION OTHER THAN NAME, RANK, AND BASE OF ASSIGNMENT.

NOMINEES SIGNATURE

DATE

Attachment 7

SAMPLE NOMINATION FOR OFFICER MILITARY QUARTERLY AWARD

Figure A7.1. Sample Nomination for Officer Military Quarterly Award.

NOMINATION FOR AWARD		
AWARD AFRL Military Quarterly	CATEGORY (If Applicable) Insert Award Category	AWARD PERIOD 1 Jan – 31 Mar (insert year)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) C. Duck	Capt/Donald	MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE 62E3E/Project Engineer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & Commercial: (000) 000-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AFRL/ XX /Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Information DSN: XXX-XXXX & Commercial: (000) 000-0000		Use Technology Director
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. <u>Limited to a total of 15 lines of text to INCLUDE mandatory headings (below). Bullet format, single space all bullets. Double bullets will be indented and single-spaced underneath the main bullet.</u> MANDATORY HEADING: (Headers are required and must be Capitalized and stand alone.) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (Maximum of 8 lines) 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received. SIGNIFICANT SELF-IMPROVEMENT: (Maximum of 2 lines) 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, education related to primary duties, and so forth. Include completion of any professional military education 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 or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. BASE AND/OR COMMUNITY INVOLVEMENT: (Maximum of 2 lines) Define the scope and impact of the member's professional leadership, image 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-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth. Acronyms/Abbreviations. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, an alphabetic listing must be provided on the reverse side of the form in column format. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd.		
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Attachment 8

EXAMPLE ENLISTED MILITARY QUARTERLY AWARDS AF FORM 1206

Figure A8.1. Example Enlisted Military Quarterly Awards AF Form 1206

NOMINATION FOR AWARD		
AWARD AFRL Military Quarterly	CATEGORY <i>(If Applicable)</i> Insert Award Category	AWARD PERIOD 1 Jan – 31 Mar (insert year)
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> Capt/Donald SSgt/Donald C. Duck	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 62E3E/Project Engineer	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: XXX-XXXX & Commercial: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AFRL/ XX /Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Use Technology Director Information DSN: XXX-XXXX & Commercial: (XXX) XXX-XXXX		
<p>SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> Limited to a total of 15 lines of text to INCLUDE mandatory headings (below). Bullet format, since space all bullets. Double bullets will be indented and single spaced underneath the main bullet.</p> <p style="text-align: center;">Use the following headers for Amn and NCO Awards:</p> <p>JOB PERFORMANCE IN PRIMARY DUTY: Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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.</p> <p>LEADERSHIP AND FOLLOWERSHIP: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.</p> <p>WHOLE AIMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, 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.</p> <p style="text-align: center;">Use the following headers for SNCO Awards:</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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.</p> <p>WHOLE AIMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, 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.</p> <p>An alphabetized listings in column format of acronyms/abbreviations are permitted on the reverse side of the form. Common Air Force Acronyms that are widely understood across the Air Force ARE authorized.</p>		

Attachment 9

EXAMPLE MILITARY VERIFICATION LETTER

Figure A9.1. Example Military Verification Letter.

	<p>DEPARTMENT OF THE AIR FORCE AIR FORCE RESEARCH LABORATORY WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433</p>
<p>Date MEMORANDUM FOR AFRL/DP</p>	
<p>FROM: AFRL/XX</p>	
<p>SUBJECT: 2015 Military Quarterly/Annual Awards Verification Letter – (member's name)</p>	
<p>1. A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force.</p>	
<p>2. I certify that member has a current/passed fitness requirement and not overdue during the award period.</p>	
<p>3. If you have any questions or need further information concerning this award, please contact _____ at _____.</p>	
<p>Section Commander/Detachment Commander</p>	

Attachment 10

EXAMPLE ANNUAL AWARDS (WITH EXCEPTION OF MILITARY AND CAT I, II, & III CATEGORIES)

Figure A10.1. Example Annual Awards With Exception of Military and Cat I II and III Categories.

NOMINATION FOR AWARD		
AWARD AFRL Annual Awards	CATEGORY (If Applicable) Insert Award Category	AWARD PERIOD 1 Jan – 31 Dec (insert yr)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) DR-II/Mr./Ms./Dr. David M. Doe		MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE 1310/Supervisory Physicist		NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & Commercial: (XXX) XXX-XXXX
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AFRL/ XX/Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Information DSN: XXX-XXXX & Commercial: (000) 000-0000		Use Technology Director
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Action/Impact/Result-oriented, factual, yet precise format. Do not use generalities and flowery bullets; be specific and do not repeat the same facts in different bullets or under different headings.</p> <p>Limited to 30 lines of text to include mandatory heading (below). Bullet format, single space all single line bullets. Double bullets will be indented and single-spaced underneath the main bullet.</p> <p>MANDATORY HEADING: CONTRIBUTION/IMPACT must be capitalized and standalone.</p> <p>CONTRIBUTION/IMPACT: - State Contribution -- State Impact</p> <p>Acronyms/Abbreviations. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, an alphabetic listing must be provided on the reverse side of the form in column format. A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd.</p>		

Attachment 11

EXAMPLE ANNUAL AWARDS (FOR OFFICER MILITARY AND CAT I, II & III CATEGORIES ONLY)

Figure A11.1. Example Annual Awards for Officer Military and Cat I, II and III Categories Only.

NOMINATION FOR AWARD		
AWARD AFRL Annual Awards	CATEGORY (If Applicable) Insert Award Category	AWARD PERIOD 1 Jan – 31 Dec (insert year)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt/Donald C. Duck	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 62E3E/Project Engineer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & Commercial: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AFRL/ XX /Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) :COMMANDER'S TELEPHONE (DSN & Commercial) Use Technology Director Information DSN: XXX-XXXX & Commercial: (000) 000-0000		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Action/Impact/Result-oriented, factual, yet precise format. Do not use generalities and flowery bullets; be specific and do not repeat the same facts in different bullets or under different headings. <u>Limited to 30 lines of text to INCLUDE mandatory headings (below). Bullet format, single space all bullets. Double bullets will be indented and single-spaced underneath the main bullet.</u></p> <p>MANDATORY HEADINGS BELOW: (Headers must be Capitalized and stand-alone.)</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (Maximum of 20 lines) 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.</p> <p>SIGNIFICANT SELF-IMPROVEMENT: (Maximum of 4 lines) 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, education related to primary duties, and so forth. Include completion of any professional military education 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 or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military or civilian member.</p> <p>BASE AND/OR COMMUNITY INVOLVEMENT: (Maximum of 3 lines) Define the scope and impact of the member's professional leadership, image 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-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.</p> <p>Acronyms/Abbreviations. Air Force common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.) otherwise, an alphabetic listing must be provided on the reverse side of the form in column format (with exception for the Enlisted nominations are NOT permitted an acronym listing). A good rule of thumb is to keep away from AFSC specific acronyms. In that same vein, abbreviated words ARE authorized but must be consistent throughout document. For example: Trng = training, Personnel = Prsnl, Prepared = prep'd.</p>		

Attachment 12

EXAMPLE ENLIST MILITARY ANNUAL AWARDS AF FORM 1206

Figure A12.1. Example Enlist Military Annual Awards AF Form 1206.

NOMINATION FOR AWARD		
AWARD AFRL Annual Awards	CATEGORY <i>(If Applicable)</i> Insert Award Category	AWARD PERIOD 1 Jan – 31 Dec (insert year)
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> Capt/Donald C. Duck	MAJCOM, FOA, OR DRU AFMC	
DAFSC DUTY TITLE 62E3E/Project Engineer	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: XXX-XXXX & Commercial: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE AFRL/ XX /Street Address/Base/State/Zip Code		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Use Technology Director Information DSN: XXX-XXXX & Commercial: (000) 000-0000		
<p>SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> Limited to a total of 30 lines of text to INCLUDE mandatory headings (below). Bullet format, since space all bullets. Double bullets will be indented and single spaced underneath the main bullet. MANDATORY HEADINGS: (Headers are required and must be Capitalized and stand alone.) Use the following headers for Ann and NCO Awards: JOB PERFORMANCE IN PRIMARY DUTY: Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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. LEADERSHIP AND FOLLOWERSHIP: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards. WHOLE AIMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, 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. Use the following headers for SNCO and First Sergeant Awards: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant 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. 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, and so forth. Include results of Air Force, MAJCOM, and 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. WHOLE AIMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off-duty education or other personal development; e.g., class, course, certifications, 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. Common Air Force Acronyms that are widely understood across the Air Force ARE authorized. An Acronym Listing is NOT permitted.</p>		
AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE FOR OFFICIAL USE ONLY (When filled in)		

Attachment 13

EXAMPLE ANNUAL AWARD ENDORSEMENT LETTER

Figure A13.1. Example Annual Award Endorsement Letter.

	<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE AIR FORCE RESEARCH LABORATORY WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433</p>
<p>MEMORANDUM FOR AFRL/DP (AWARD PROGRAM MANAGER)</p> <p>FROM: AFRL/XX</p> <p>SUBJECT: (Calendar Year) AFRL Annual Awards</p>	
<p>1. The XXX Directorate is pleased to nominate the following: <u>Airmen of the Year</u>:</p> <p><u>Noncommissioned Officer of the Year</u>: TSgt Donald P. Duck <u>Senior Noncommissioned Officer of the Year</u>: SMSgt Minnie Mouse <u>Company Grade Officer of the Year</u>: <u>Field Grade Officer of the Year</u>: <u>Category I</u>: <u>Category II</u>: <u>Category III</u>: <u>Administrative Excellence (Ind)</u>: <u>Senior Administrative Excellence (Ind)</u>: <u>Supervisory (Ind)</u>: <u>Leadership (Ind)</u>: <u>Senior Leadership (Ind)</u>: <u>Mission Support (Ind)</u>: <u>Mission Support (Team)</u>: <u>S&T Technician (Ind)</u>: <u>International Award (Ind)</u>: <u>International Award (Team)</u>: <u>S&T Management (Ind)</u>: <u>S&T Achievement (Ind)</u>: <u>S&T Achievement (Team)</u>: <u>Diversity Award</u>: The XXX Directorate <u>Innovation Award</u>: <u>Commander's Cup (Team)</u>: <u>Commander's Cup (Junior Ind)</u>: <u>Commander's Cup (Senior Ind)</u>: <u>Commander's Cup (Team-Richard Neal Special Recognition)</u>: <u>Commander's Cup (Junior Ind-Richard Neal Special Recognition)</u>: <u>Commander's Cup (Senior Ind-Richard Neal Special Recognition)</u>:</p>	
<p>2. If you have any questions or need further information concerning this award, please contact _____ at _____.</p>	
<p>(or designated representative) Attachment: Nomination Package(s)</p> <p>1st Ind, AFRL/XX</p> <p>I have reviewed this nomination and it meets criteria and guidelines.</p>	<p>Two-Letter Director/Wing Commander Signature</p>
<p style="text-align: right;">Senior Military Member Signature block</p> <p>Note: if the Director or designated representative signs the letter and they are the Senior Military Member for the organization, then the 1st Endorsement is not required.</p>	

Attachment 14

EXAMPLE CATEGORY VERIFICATION LETTER

Figure A14.1. Example Category Verification Letter.

	<p>DEPARTMENT OF THE AIR FORCE AIR FORCE RESEARCH LABORATORY WRIGHT-PATTERSON AIR FORCE BASE OHIO 45433</p>	Date
MEMORANDUM FOR AFRL/DP (AWARD PROGRAM MANAGER)		
FROM: AFRL/XX		
SUBJECT: Category Verification Letter – AFRL/XX		
1. I certify and have verified IAW AFRLI 36-2801 that the nominees below meet the criteria and intent for the following awards:		
<p><u>Airmen of the Year:</u> <u>Noncommissioned Officer of the Year:</u> TSgt Donald P. Duck <u>Senior Noncommissioned Officer of the Year:</u> SMSgt Minnie P. Mouse <u>First Sergeant of the Year:</u> <u>Company Grade Officer of the Year:</u> <u>Field Grade Officer of the Year:</u> <u>Category I:</u> <u>Category II:</u> <u>Category III:</u> <u>Administrative Excellence (Ind):</u> <u>Senior Administrative Excellence (Ind):</u> <u>Supervisory (Ind):</u> <u>Leadership (Ind):</u> <u>Senior Leadership (Ind):</u> <u>Mission Support (Ind):</u> <u>Mission Support (Team):</u> <u>S&T Technician (Ind):</u> <u>International Award (Ind):</u> <u>International Award (Team):</u> <u>S&T Management (Ind):</u> <u>S&T Achievement (Ind):</u> <u>S&T Achievement (Team):</u> <u>Diversity Award: The XXX Directorate Innovation Award:</u> <u>Commander's Cup (Team):</u> <u>Commander's Cup (Junior Ind):</u> <u>Commander's Cup (Senior Ind):</u> <u>Commander's Cup (Team-Richard Neal Special Recognition):</u> <u>Commander's Cup (Junior Ind-Richard Neal Special Recognition):</u> <u>Commander's Cup (Senior Ind-Richard Neal Special Recognition):</u></p>		
2. If you have any questions or need further information concerning this award, please contact _____ at _____.		
Senior Personnel Advisor's Signature		
(eligibility The Senior Personnel Advisor signs letter verifying all nominees meet the specific award criteria (grade/job series, etc.) for which they are being nominated.)		

Attachment 15

EXAMPLE STATEMENT OF INTENT LETTER

Figure A15.1. Example Statement of Intent Letter.

TO: AFPC/DPSIDR

STATEMENT OF INTENT

I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection.

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

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

Nominee Signature

Date

Nominees Printed Name

Attachment 16

EXAMPLE STAFF SUMMARY SHEET

Figure A16.1. Example Staff Summary Sheet.

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	
1 AFRL/XX	Recomm	* Recommending Official if different than supervisor	6 AFRL/DP	Process		
2 AFRL/XX	Recomm	Supervisor	7			
3 AFRL/XX	Recomm	Must be the TD Director/Wing or Designated Representative	8			
4 AFRL/DP	Coord		9			
5 AFRL/CA	Approve		10 2Ltr Sec	Coord		
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE	
Doe, Jane A., GS-00 (Supervisor's Info)		Supv. office symbol AFRL/XXX	Supv. phone/DSN 000-0000	jad		
SUBJECT					DATE	
Meritorious Civilian Service Award (MCSA)—Mr./Ms. Jan A. Sample						
SUMMARY						
<p>1. PURPOSE: Obtain AFRL/CA approval of the MCSA.</p> <p>2. BACKGROUND: (full name, rank, title, organization, installation) has recommended the Meritorious Civilian Service Award be awarded to (full name of nominee). The nomination is submitted for review/recommendation/approval.</p> <p>3. REASON FOR SUBMISSION: MCSA being requested due to (exemplary performance, PCA, PCS, or Retirement)</p> <p>4. DISCUSSION: This award recognizes an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner who has/have performed their assigned duties for at least 1 year in an exemplary manner, with a reasonable degree of command-wide mission impact.</p> <p>5. JUSTIFICATION: Please see Tab 2 for award justification.</p> <p>6. VERIFICATION: I verify that the official records of (name of nominee(s)), during the inclusive dates of the proposed award, do not contain any disciplinary or adverse action information nor is any action pending that reflects unfavorably on the exemplary performance deserving recognition.</p> <p>7. Other Data: Last 4 of Social Security Number: Present Position Title, Series and Grade: Inclusive Dates of the Award: Previous Award Recognition and Dates: (Show all recognition received during award period and any form recognition pertinent to this award (e.g., some awards require the member to have already received similar recognition at lower level, etc.).</p> <p>8. LATE SUBMISSION: Please excuse the late submission of this package. This nomination was submitted late because _____ (only add statement if submitting more than 3 months after award closeout date)</p> <p>9. VIEWS OF OTHERS: N/A</p> <p>10. RECOMMENDATION: AFRL/CA review/approve MCSA.</p> <p style="text-align: right;">2 Tabs 1. Citation 2. Narrative - Write-Up</p> <p>* NOTE: If recommending official is different than the supervisor, then both signatures must be on this form. ONLY the supervisor can verify nominee's records.</p>						

Attachment 17

EXAMPLE HONORARY AWARD JUSTIFICATION

Figure A17.1. Example Honorary Award Justification.

NOMINATION FOR THE
MERITORIOUS CIVILIAN SERVICE AWARD

Mr./Ms.----- is nominated for the Meritorious Civilian Service Award based on his/her outstanding performance from 1 January 2001 to 12 July 2006 as the Prime Mission Equipment (PME) Integrated Product Team (IPT) Branch Chief, Integrated Product Division, Directed Energy Directorate, Air Force Research Laboratory, Air Force Materiel Command, Robins Air Force Base, Georgia. Leading a 20-member multifunctional team, Mr./Ms.----- spearheaded activation of the repair depot for all Joint Integrated Product Teams. During this period, Mr./Ms.-----'s outstanding leadership and management abilities significantly contributed to Joint Integrated Product Teams robust Initial Operating Capability (IOC), agile worldwide war fighter support, command-wide sustainment goals, and innovative logistics business practices.

Mr./Ms.----- was instrumental in division support efforts that enabled the 93d Air Control Wing (ACW) to achieve IOC 3 months ahead of schedule, completing transition of the Joint Integrated Product Teams wing from activation to mature operational capability. The net result of IOC is a robust battle management capability that provides the Commanders-in-Chief (CINCs) with unprecedented information dominance. Moreover, this significant achievement was attained in the face of formidable program start-up challenges and an intense operations tempo that included the wing's first deployments to the Korean and Southwest Asia theaters.

Acutely attuned to the warfighters' needs deployed and in-garrison, Mr./Ms.----- has expertly directed aircraft support for 14 major 93 ACW deployments since he/she started in February 1996. From mobility processing of contractor field service representatives to building spare parts kits, she directly enabled wing deployments in support of United Nations peacekeeping activities in Bosnia, rapid response operations in the face of Iraqi noncompliance with weapons inspections, and the politically sensitive Pacific Rim/Korean peninsula operations. Mr./Ms.----- is currently providing the same top-notch support in fulfilling NATO air tasking in Kosovo. The results: 1150+ hours of critical battle management for CINCs worldwide, with an overall sorties effectiveness rate exceeding 95 percent.

Guiding a 20-member multifunctional team, Mr./Ms.----- built from the ground up and activated the repair depot for all Joint STARS PME. This \$60 million initiative involves the fabrication and integration of the necessary hardware, software, management tools, and processes to organically sustain the entire Joint STARS mission suite to include radar, operations and control, communications, and data links. From transforming a warehouse into a world-class facility to authoring the innovative procedures for expediting repaired parts back to the user, his/her attention to detail and strong teambuilding skills have delivered impressive results. This was particularly evident when the first two organic repairs were flawlessly completed in approximately 40 percent of the planned cycle time. Described as a showcase facility, this initiative is poised to support the warfighter well into the next century.

Mr./Ms.----- smartly identified a shortfall in PME fault isolation capability at the operational level. Working shoulder-to-shoulder with the 93 ACW, he/she analyzed the impact, crystallized the requirement, and secured HQ Access full approval. Mr./Ms.----- is now leading a fast-track program to deliver this vital new capability to the user.

Mr./Ms.----- orchestrated development of the Joint STARS Automated Paperless Depot (JPAD), an integrated depot "shop-floor" tracking system. This landmark effort culminated in September 1998 with the fielding of an automated system that schedules, monitors, and analyzes the repair of all Joint STARS PME assets as they flow through the depot. Due to the success of his/her efforts, JPAD is now under review by HQ AFMC to become the command standard.

Mr./Ms.----- masterfully directed six diverse contracts supporting PME and implemented a Contract Repair Enhancement Program on each one. His/Her meticulous surveillance guaranteed excess dollars were identified when program changes occurred and funds were made available for other warfighter requirements. Additionally, his/her expert insight into contract funding status and program funding requirements, coupled with close accounting of dollar expenditures, consistently reaped top-quality results that were on/ahead of schedule and under budget—a significant benefit to other critical weapon system activities.

Using the Joint STARS division's goals, consistent with the ALC strategic vision and the 93 ACW Commander's priorities, Mr./Ms.----- led his/her team to develop their own supporting subgoals. The result is a well-focused team striving toward important mutually supporting objectives.

Mr./Ms.----- sets a benchmark standard in leadership, management, and technical expertise. Leading one of the Joint STARS Program Office's most demanding and dynamic teams, he/she directly enabled the early fielding and rock-solid support of a weapon system of national significance. The 93 ACW's high state of mission capability and customer satisfaction are clearly traceable to Mr./Ms.-----'s total commitment to the AFMC mission and supporting objectives. He/She puts words into action and delivers the right results! **His/Her achievements merit recognition at the highest level. He/She is strongly recommended for the Meritorious Civilian Service Award.**

****Bolded Text is the standard beginning and ending statements.**

Justification is limited to 2 pages in narrative format. Acronyms must be spelled out first time used.