

**BY ORDER OF THE COMMANDER
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND
INSTRUCTION 36-2808**

4 NOVEMBER 2010

Personnel

**AIR MOBILITY COMMAND
DISTINGUISHED PERSONNEL
AWARDS PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AMC/A1KKM
Supersedes: AMCI36-2808,
9 August 2004

Certified by: HQ AMC/A1KK
(Diana Hendrix)
Pages: 13

This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs. It establishes criteria and objectives for AMC-sponsored personnel awards. It applies to personnel as specified in the individual award criteria. This instruction does **not** apply to Air National Guard and US Air Force Reserve units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number as a personal identifier. The Social Security Number is required for positive identification of personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

The title of this instruction has changed, from Personnel Awards to Air Mobility Command Distinguished Personnel Awards Program. Deletes the information sheet and realigns the AF Form 1206 to 30 lines maximum (to include headers, if applicable) for the Company Grade Officer of the Year (CGOY) Award and the Airlift/Tanker Young Leadership Award. It changes

the title and number of award nomination headers and number of lines that may be used on the AF Form 1206 for the Air Mobility Command (AMC) Outstanding Civilian of the Year Award. It also includes Nonappropriated Fund employees for award consideration. It adds the AMC Key Spouse of the Year Award.

1. General. This instruction places all AMC-sponsored Directorate of Manpower, Personnel, and Services awards into one instruction.

2. AMC Company Grade Officer of the Year (CGOY) Award:

2.1. Responsible Agency. HQ AMC/A1KKM.

2.2. Purpose or Objective. To recognize unique or exceptional achievement, outstanding duty performance, and extraordinary contribution to overall mission accomplishment by AMC Company Grade Officers.

2.3. Eligibility. All AMC officers in the grade of second lieutenant through captain as of 31 December of the year prior to the award presentation.

2.4. Description. The award is an appropriately engraved plaque.

2.5. Frequency of Award. Annually.

2.6. Method of Presentation. Selectee's unit will make presentation arrangements. Selectee's unit will provide TDY orders and funds, when required, including commercial travel if government transportation is not available.

2.7. Source of Evaluation. The AMC CGOY is selected from nominations submitted to HQ AMC/ A1KKM not later than 15 February of each year. Nominating units must validate that the nominee does not have any UIFs or derogatory information prior to submission to HQ AMC/A1KKM.

2.8. Related Directives. None.

2.9. Criteria. Individuals competing for this award are considered on the basis of the following criteria:

2.9.1. Leadership and Job Performance in Primary Duty During the Preceding Calendar Year. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes.

2.9.2. Significant Self-Improvement During the Preceding Calendar Year. Show how the member developed or improved skills related to off-duty schooling, membership in professional or cultural societies or association, and development of creative abilities. Show how members have demonstrated their ability as an articulate and positive spokesperson for the Air Force.

2.9.3. Base or Community Involvement During the Preceding Calendar Year. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include participation in social, cultural, or religious activities in the military or civilian community which, tangibly or intangibly, contributes to community or group welfare, morale, or status. Include Air Force or civilian awards,

prizes, titles, certificates of appreciation, etc., obtained as recognition for personal services rendered or contributions made to military or civilian community life.

2.10. Nominating Procedures. Each Wing, Numbered Air Force (NAF), Expeditionary Mobility Task Force (EMTF), and Independent Group commander may nominate **one** officer to HQ AMC/A1KKM. Each Direct Reporting Unit (DRU) and HQ AMC Orderly Room (CCQ) may nominate **one** officer to HQ AMC/A1KKM. Nomination letter is to be signed by the nominee's appropriate commander or vice commander/director or deputy director. **Negative replies are required.** The nomination package must contain:

2.10.1. A write-up limited to 30 lines to include headers, single-spaced, size 12-font, using the AF Form 1206, *Nomination for Award*. Headings should be listed on a single line with the justification beginning on the line immediately below the heading.

2.10.2. Biography (see [Attachment 2](#)), Standard Biography Format.

2.10.3. Public Release Statement (see [Attachment 3](#)).

2.11. How Recipient is Determined. Nomination packages are reviewed by an AMC selection board. The board considers and evaluates nominees on their own merits. Board results are subject to approval by AMC/CC. AMC/CV will approve if AMC/CC is unavailable.

2.12. Publicity. The HQ AMC Office of Public Affairs (HQ AMC/PA) provides maximum publicity of the AMC CGOY through the use of local and command news releases, articles in the command newspaper, commander's calls, etc.

3. Airlift/Tanker Association Young Leadership Award (A/TAYLA).

3.1. Responsible Agency. HQ AMC/A1KKM.

3.2. Purpose or Objective. To recognize 12 outstanding individuals who will likely become future leaders within the air mobility community.

3.3. Eligibility. Nominations are open to all individuals in operational and support functional areas. Nominees must meet one of the following eligibility criteria: Officer serving in the grade of captain or below or airman serving in the grade of technical sergeant or below as of 30 October of eligibility year. Inclusive dates for award are 1 January to 31 December of previous year and nominee must have retainability in the Air Force through 31 December of the presentation year.

3.4. Description. The award includes a personalized medallion with ribbon and award display box. The awards will be presented by the A/TA at the national convention. Recipients will also receive a 1-year membership or renewed extension to the Airlift/Tanker Association.

3.5. Frequency of Award. Annually.

3.6. Method of Presentation. The A/TA will conduct the award ceremony for the 12 honorees during their annual convention. Nominating units will provide temporary duty orders and per diem funds to cover the cost of travel, room, food, incidentals, and registration fees.

3.7. Source of Evaluation. The A/TA Young Leaders are selected by an awards board consisting of colonels and chief master sergeants. The board presidents will be the presiding colonel filling the HQ AMC/A1K position and chief master sergeant filling the HQ AMC/A1K superintendent position. AMC/CC will approve the board's results. AMC/CV will approve if AMC/CC is unavailable.

3.8. Related Directives. None.

3.9. Criteria.

3.9.1. Scope of Responsibility and Job Performance. Include duty title, level of organization, number of military and civilian personnel supervised (directly or indirectly), and programs and accomplishments for which nominee was directly responsible.

3.9.2. Professional Leadership. Nominees must have demonstrated exceptional leadership traits within the air mobility community.

3.9.3. Leadership Image. Nominees' personal leadership traits must be evidenced in their character, conduct, and willingness to accomplish goals and accept additional responsibility.

3.9.4. Community Involvement. Nominees should project their leadership skills within the local military and/or civilian community through service activities.

3.10. Nominating Procedures. HQ AMC Directors are authorized to submit two nomination packages, one officer and one enlisted. Each AMC Wing, NAF, EMTF, Independent Group and DRU is authorized to submit two nomination packages, **one officer and one enlisted**. Each invited MAJCOM (HQ ACC, AETC, AFMC, PACAF, USAFE, AFSOC, ANG, and AF Reserves) will be allowed to submit **two nomination packages, one officer and one enlisted**. The appropriate commander or vice commander/director or deputy director will sign an endorsement letter nominating their members. Nomination packages are to be submitted to HQ AMC/A1KKM NLT 15 April. Negative replies are required. The nomination package must contain:

3.10.1. A write-up limited to 30 lines to include headers, single-spaced, size 12-font, using the AF Form 1206, *Nomination for Award*. Headings should be listed on a single line with the justification beginning on the line immediately below the heading.

3.10.2. Biography (see [Attachment 2](#)), standard biography format.

3.10.3. Public Release Statement (see [Attachment 3](#)).

3.10.4. An official color photograph (digital), head and shoulders only in service dress uniform without headgear.

3.11. How Recipient is Determined. Nominations are reviewed by a selection board which will consist of colonels and chiefs from HQ AMC and the invited MAJCOMs. The board considers and evaluates nominees on their own merits. The 12 members selected will be presented to the A/TA membership during its annual convention. HQ AMC/A1KKM will forward, by 1 July, copies of all nomination packages and board results to the President and Secretary, A/TA.

3.12. Publicity. All selectees' biographies and photographs will be published in *“The Airlift/Tanker Quarterly.”* HQ AMC/PA will prepare internal and external releases on the awards process and winners to gain maximum exposure before public and command audiences.

4. AMC Outstanding Civilian of the Year Award.

4.1. General: The purpose of this award program is to:

- 4.1.1. Enhance visibility of accomplishments of command civilian employees.
- 4.1.2. Encourage supervisors to recognize accomplishments of their civilian employees.
- 4.1.3. Encourage civilian employees to strive for greater effectiveness and efficiency.

4.2. Description of Award: The award consists of a certificate of achievement signed by the AMC Commander (or designated representative) and an engraved memento provided by HQ AMC/A1K. Recipients also have the option of selecting a \$500.00 cash Notable Achievement Award (NAA) or a 4-working day Time-Off Award (TOA).

4.3. Responsibilities.

4.3.1. The Personnel Programs Branch, HQ AMC/A1KK, of the Directorate of Manpower, Personnel, and Services, controls and administers the program for the command.

4.3.2. The awards monitor for the AMC Incentive Awards Committee (IAC) reviews award nominations to ensure compliance with this instruction.

4.3.3. Empowered by the AMC Commander, the AMC IAC, a quorum consisting of three voting members in each category, selects the award winners. The AMC IAC chairperson or alternate chairperson will act as “tie breaker” in the event of equal scores.

4.3.4. Each nominating organization funds (when applicable), initiates, and submits appropriate papers granting an NAA or TOA for its respective winner(s) to their servicing civilian personnel section. Although it may be the winners' prerogative to choose and determine when to use the time off, they must follow established leave requesting procedures.

4.4. Award Categories: This program includes three individual award categories. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period.

4.4.1. Category I includes all employees in grades GS-/GG-01 through 08, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08, CC-01 through 05, and NF-I and II.

4.4.2. Category II includes all employees in grades GS-/GG-09 through GS-12, WG-/WL-09 and above, WS-01 through 12, NA-09 and above, NL-/NS-09 through 12, and NF-III and IV.

4.4.3. Category III includes all employees in grades GS-/GG-/GM-13 and above, WS-/NL-/NS-13 and above, and NF-V and above.

4.5. Eligibility Requirements. All AMC appropriated fund and nonappropriated fund civilian employees, regardless of race, sex, age, religion, national origin, or disability, who meet the criteria are eligible for these awards. Each nominee must:

4.5.1. Have worked in AMC appropriated fund or non-appropriated fund position(s) throughout the entire award period (January-December).

4.5.2. Receive an acceptable performance rating during the award period (January-December).

4.5.3. Not have performance or disciplinary action pending.

4.6. Nomination Procedures.

4.6.1. Nomination packages are due to HQ AMC/A1KKM in accordance with the following paragraphs **NLT 1 March** of each year:

4.6.1.1. Each Wing, Numbered Air Force (NAF), EMTF, Independent Group, and DRU commanders may nominate **one civilian employee in each category** from civilian employees assigned and attached to their unit direct to HQ AMC/A1KKM.

4.6.1.2. The HQ AMC annual award winners are automatically submitted as the HQ AMC nominees for this award; therefore, there is no requirement to submit nominations.

4.6.2. Nomination packages consist of the most current version of AF Form 1206, *Nomination for Award* (front side only) (**Attachment 4**). Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period. **Do not exceed 30 lines to include headings**. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. A **six line Job Description** (including heading) may be included, which **does not count against the 30 line total**. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below. An acronym listing may be used and aligned along the bottom of the 1206 that explains unique acronyms not commonly known throughout the Air Force. Nominating Wing, NAF, EMTF, Independent Group, and DRU (or designated representative) should submit the AF Form 1206 in original electronic format to HQ AMC/A1KKM. No signature is required. If the AF Form 1206 is signed, nominations should be scanned into .pdf format and e-mailed to HQ AMC/A1KKM.

4.6.2.1. Job Description: In no more than **six lines (including the header)**, describe the nominee's primary job responsibilities and duties. This heading is for informational purposes only and does not count against the 30 total lines used for the headings listed in paragraphs 4.6.2.2. and 4.6.2.3. below.

4.6.2.2. Leadership and Job Performance: Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved

operations; highlight any support he or she provided for special projects; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 12-month nomination period.

4.6.2.3. Other Significant Accomplishments/Community Efforts: Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and (or) civic activities, and family enhancement.

4.7. Selection Process: The AMC IAC awards monitor sends eligible award nominations to selected committee members who consider and evaluate nominees on their own merits. Board results are subject to approval by AMC/CC. AMC/CV will approve if AMC/CC is unavailable.

4.8. Recognition and Publicity.

4.8.1. Award presentations will take place at an appropriate ceremony.

4.8.2. HQ AMC/A1KKM will announce winners to all AMC commanders.

5. AMC Key Spouse (KSOY) of the Year Award.

5.1. Responsible Agency. HQ AMC/A1KKM controls and administers the program for the command.

5.2. Purpose or Objective. To recognize the critical role Key Spouses play in the wing/unit/organization's mission success. To enhance command Key Spouses visibility and accomplishments. To encourage units to recognize Key Spouses individual and team outstanding accomplishments and contributions to overall mission accomplishment. To encourage Key Spouses to strive for greater effectiveness and efficiency.

5.3. Eligibility. All AMC recognized Key Spouses who meet the criteria are eligible to be submitted for these awards. Each nominee submitted must meet the following: Have served in an AMC unit throughout the award period (1 January - 31 December) and be a current Key Spouse volunteer. Engaged in activities which address issues that support unit families and the unit's ability to support the mission.

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

5.3.2. The award is not designed to recognize Key Spouses for a single act.

5.4. Frequency of Award. Annually. Inclusive period for this award is 1 January to 31 December.

5.5. Nomination Procedures: Each AMC Directorate, Wing, Numbered Air Force (NAF), EMTF, and Independent Group commander (if applicable) may nominate **one individual or one team** from Key Spouses or Key Spouse teams assigned to their unit/organization. A team is comprised of two or more individuals. Nomination letter is to be signed by the

nominee's appropriate commander or vice commander/director or deputy director. **Negative replies are required.** Nomination packages are due to HQ AMC/A1KKM NLT 31 May each year.

5.6. Award Categories. This program includes one individual and team award categories. Individuals will be nominated in the category that corresponds to their service during the majority of the award period.

5.6.1. Nomination packages consist of the most current version of AF Form 1206, *Nomination for Award* (front side only). Do not exceed a total of 30 lines (including headings); however, the job description category is not included in these 30 lines. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below. An acronym listing may be used and aligned along the bottom of the AF Form 1206 that explains unique acronyms not commonly known throughout the Air Force. Nominating Wing should submit the AF Form 1206 in original electronic format to HQ AMC/A1KKM. No signature is required. Nominations received after the established suspense date will not be submitted to the panel.

5.6.1.1. Key Accomplishments. Characterize the nominee's or team's contributions as evidenced by character, conduct, and willingness to achieve unit goals. This could include leadership qualities applied to a specific unit, wing, or Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant and unique achievements and performance of Key Spouse duties. Describe how well your nominee improved unit family cohesion; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 12-month nomination period.

5.6.1.2. Other Accomplishments/Community Efforts. Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities, and family enhancement.

5.6.2. Biography (see [Attachment 2](#)), standard biography format.

5.6.3. An official color photograph (digital), head and shoulders only.

5.6.4. A public release statement ([Attachment 3](#)). Nominee must sign a public release statement that reads verbatim: "I do or do not (circle one) agree to the use of privacy act information in the nomination narrative. This information may include privacy act information or personally identifying information (PII) found in AFI 33-332, Privacy Act Program, Chapter 12, Disclosing Records to Third Parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, Paragraphs 10.2.1. and 10.2.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment." The nominee must sign and date this statement.

5.7. Selection Process. The nomination packages received will be reviewed by a 3-person selection panel consisting of high ranking officers spouses within HQ AMC. The panel

considers and evaluates nominees on their own merit. The results of the panel will be approved by AMC/CC. AMC/CV will approve if AMC/CC is unavailable.

5.8. Method of Presentation. The Key Spouse or Key Spouse team honoree will be presented a certificate of achievement signed by the AMC Commander (or designated representative) and an engraved memento at the annual Airlift/Tanker Association Convention and Symposium normally held in late October.

5.9. Travel for Non-Military Members or Non-Department of the Air Force Civilians. Travel to the presentation ceremony is authorized for Department of the Air Force Civilians and non-military/non-Department of the Air Force Civilian recipients. When individuals who are neither military members nor Department of the Air Force civilians are selected as a recipient of these awards, authorize invitational travel so they may attend the presentation ceremony. Refer to the Joint Travel Regulation for instructions and limitations on travel reimbursements for members and employees and invitation travel orders for family members and non-Department of the Air Force civilians. Nominating unit will provide temporary duty orders and funds to cover the cost of travel, room, food, incidentals, and registration fees, if applicable, to include commercial travel if government transportation is not available.

5.10. Publicity. HQ AMC/A1KKM will announce winner to all AMC commanders.

6. Prescribed and Adopted Forms. No forms are prescribed by this instruction.

6.1. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

STEVEN J. BEATTY, Colonel, USAF
Director of Manpower, Personnel, and Services

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

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

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

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

Abbreviations and Acronyms

ACC— Air Combat Command

AETC— Air Education and Training Command

AFMC— Air Force Materiel Command

AFSOC— Air Force Special Operations Command

AMC— Air Mobility Command

A/TAYLA— Airlift/Tanker Association Young Leadership Award

A/TA— Airlift/Tanker Association

ANG— Air National Guard

CGO— Company Grade Officer

CGOY— Company Grade Officer of the Year

DRU— Direct Reporting Unit

EMTF— Expeditionary Mobility Task Force

FOA— Field Operating Agency

HQ— Headquarters

IAC— Incentive Awards Committee

NAA— Notable Achievement Award

NAF— Numbered Air Force

PACAF— Pacific Air Forces

SSN— Social Security Number

TACC— Tanker Airlift Control Center

TDY— Temporary Duty

TOA— Time-Off Award

USAFE— United States Air Forces in Europe

Attachment 2

STANDARD BIOGRAPHY FORMAT

Figure A2.1. Standard Biography Format.

CAPTAIN JOHN DOE, JR.

AFSC: 36PX, CHIEF, CUSTOMER ASSISTANCE SECTION

Captain John Doe, Jr., is a personnel officer assigned to the 375th Support Group, Scott Air Force Base, Illinois. He is 32 years old. Captain Doe was born in Lexington, Kentucky, on 29 June 1978. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1996, Captain Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently attended ABG College and graduated in the top third of his class.

Upon completion of Officer Training School at Lackland Air Force Base, Texas, in 2000, Captain Doe began technical training as a personnel officer at Keesler Air Force Base, Mississippi, where he was an honor graduate (March 2004). He was then assigned to Scott Air Force Base, Illinois. Captain Doe is married to the former Jane Smith. He is active in his local church, where he serves as youth counselor. He was selected as the Outstanding Company Grade Officer of the Quarter and subsequently for the year 2009 for the 375th Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

Note: *Limit the biography to one single-spaced typewritten page*

Attachment 3

SAMPLE PUBLIC RELEASE STATEMENT

Figure A3.1. Sample Public Release Statement

<p>PUBLIC RELEASE STATEMENT</p>	
<p>I, _____ 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 12, DISCLOSING RECORDS TO THIRD PARTIES. I UNDERSTAND THOSE TRANSMITTING PERSONAL INFORMATION WILL EXERCISE CAUTION AND ADEQUATELY SAFEGUARD IT IAW AFI 33-332, PARAGRAPH 7.3., AND PARAGRAPHS 10.2.1. & 10.2.2. THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD NOMINATION WILL CONTAIN NO PRIVACY ACT INFORMATION OTHER THAN NAME, RANK, AND BASE OF ASSIGNMENT.</p>	
_____ SIGNATURE	_____ DATE

Attachment 4

SAMPLE AF FORM 1206 FOR AIR MOBILITY COMMAND OUTSTANDING CIVILIAN OF THE YEAR AWARD

Figure A4.1. Sample AF Form 1206 for Air Mobility Command Outstanding Civilian of the Year Award.

NOMINATION FOR AWARD		
AWARD HQ AMC Civilian of the Quarter	CATEGORY (If Applicable) Category I	AWARD PERIOD 1 Jan - 31 Dec 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-7/John A. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE GS-0203-7/Human Resources Specialist	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 779-5678 / COMM: (618)229-5678	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ AMC/A1KKP/100 Heritage Drive/Scott AFB IL 62225-5022		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Tom A. Terrific / DSN: 779-1357 / COMM: (618)229-1357		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB DESCRIPTION:</p> <ul style="list-style-type: none"> - In no more than six lines (including the heading), explain the nominee's job description - This heading is for informational purposes only and does not count against the 15 total lines used during quarterly awards or the 30 lines used during annual awards - The headings listed on this sample are used for both quarterly and annual awards unless otherwise instructed - There should be no spacing between headers and bullets <p>LEADERSHIP AND JOB PERFORMANCE:</p> <ul style="list-style-type: none"> - Describe significant leadership accomplishments during award period - Detail how efficiently and effectively individual performed primary/additional duties - Define scope/level of responsibilities - Describe positive impacts on the mission - Included initiatives and techniques developed as well as their impact on the mission - Detail willingness to accept tasks outside of routine duties - Relate positive accomplishments - Include any awards won--describe specific accomplishments - Focus on leadership, performance, and impact <p>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS:</p> <ul style="list-style-type: none"> - Show how nominee developed or improved skill related to primary duties (formal education, off-duty education) - Define involvement in military and/or civilian community - Include leadership, membership, or participation in military and/or professional organizations 		
<p>ACRONYM LISTING (align at the bottom of the 1206): Do not list commonly used acronyms Use unique acronym's not commonly known throughout the Air Force</p>		