

**BY ORDER OF THE  
AIR NATIONAL GUARD READINESS  
CENTER COMMANDER**

**ANGRC INSTRUCTION 36-2805**

**18 AUGUST 2011**



***Personnel***

***AIR DIRECTORATE QUARTERLY AND  
ANNUAL AWARDS PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: ANGR/CC  
(Colonel Michael McDonald)

Pages: 19

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It establishes and governs the Military and Civilian Quarterly Recognition Program (QRP) and the Military and Civilian Annual Recognition Program (ARP) for the Air Directorate. The QRP and ARP have been established to recognize personnel who have made significant contributions to the mission of the Air National Guard Air Directorate and Associate units. This instruction governs maintenance of certain records that contain personal information, the disclosure of which may be an unwarranted invasion of personal privacy. Such information should not be disclosed. See DOD 5400.7-R\_AFMAN 33-302, DOD *Freedom of information Act Program*, and AFI 33-332, *Air Force Privacy Act Program*, for guidance. This instruction applies to military and civilian personnel assigned to the Air National Guard Readiness Center (ANGRC), Air Directorate (AD), Training Education Center (TEC), and their associate units.

## Chapter 1

### PROGRAM RESPONSIBILITIES

#### 1.1. Program Objective.

- 1.1.1. Provide for a program to recognize outstanding achievements and performances by officer, enlisted, and civilian personnel.
- 1.1.2. Identify those military and civilian personnel who perform in a superior manner, and deserve recognition for their performance.
- 1.1.3. Complement the Functional Directorates recognition programs and provide recognition for all Air Personnel assigned or attached to the Air Directorate or Joint Staff.
- 1.1.4. Recognize deserving individuals on a quarterly and annual basis.
- 1.1.5. Provide the best enlisted candidates for the outstanding Airman of the year Award program.

#### 1.2. The ANGRC Commander or designated representative will:

- 1.2.1. Manages the overall quarterly and awards program.
- 1.2.2. Has final say in the quarterly and annual ceremonies.
- 1.2.3. Will be the host of each quarterly and annual ceremony or will select someone to host the event in their absence.

#### 1.3. The ANGRC Command Chief Master Sergeant will:

- 1.3.1. Manage the quarterly and annual awards program (on behalf of the Commander)
- 1.3.2. Establish selection criteria and procedures
- 1.3.3. Educate personnel in the nomination process
- 1.3.4. Prepare necessary communication to solicit nominations
- 1.3.5. Prepare necessary communication to solicit selection board members
- 1.3.6. Selects representatives for selection boards
- 1.3.7. Serves as an advisor to the selection board
- 1.3.8. Advises board members of the selection board deadlines (selection board is an electronic process)
- 1.3.9. Brief the ANGRC/CC on board proceedings and results

#### 1.4. The ANGRC First Sergeant will:

- 1.4.1. Receives nomination packages and prepares them for the selection board.
- 1.4.2. Verifies military nominee packages meet quality force standard
- 1.4.3. Forwards only those packages that meet quality standards and package criteria to the boards for review.

- 1.4.4. Coordinates sponsor participation.
- 1.4.5. Coordinates ceremony location, date, and time with NGB/CF/CCP
- 1.4.6. Establishes package deadline dates
- 1.4.7. Serves as the Master of Ceremonies for all award ceremonies

**1.5. National Guard Bureau, Protocol will:**

- 1.5.1. Prepares and sends invitations to all distinguished visitors for all award ceremonies.
- 1.5.2. Coordinates reservations and seating for distinguished visitors.
- 1.5.3. Prepares script and arranges national anthem singer for award ceremonies.
- 1.5.4. Provides escorts and proffer for award ceremonies.

**1.6. ANGRC Multi-media will:**

- 1.6.1. Schedule photo shoots with all nominees prior to ceremony.
- 1.6.2. Set up multimedia requirements for ceremonies.
- 1.6.3. Prepare awards for presentation.
- 1.6.4. Post winners photos in lobby.

**1.7. Functional Directors will:**

- 1.7.1. Encourages and supports program participation.
- 1.7.2. Educates personnel in the nomination process.
- 1.7.3. Participates as award board members.
- 1.7.4. Submits selection board members when requested.
- 1.7.5. Submits one nominee per category each quarter whose outstanding performance or significant achievement distinguishes them from their peers
- 1.7.6. In addition to the quarterly award winners, each functional director may submit one nominee per category to be considered for annual award consideration.
- 1.7.7. Ensures recognition packages are prepared and submitted IAW instructions outlined in chapters three and four.

**1.8. ANG Chiefs Group will:**

- 1.8.1. Encourages and supports program participation.
- 1.8.2. Educates personnel in the nomination process.
- 1.8.3. Provide three members for the enlisted selection board.

## Chapter 2

### NOMINATION ELIGIBILITY AND CATEGORIES

#### 2.1. Eligibility.

2.1.1. Military and civilian personnel assigned or attached to the Air Directorate, Air Personnel assigned to the Joint Staff, and the ANGRIC, and its detachments are eligible to compete in the quarterly and annual program.

2.1.2. Have served in the applicable grade for the category in which nominated for the full recognition period. (ADOS and TDY personnel are eligible as long as they have served for the full quarter or year they are being submitted for)

2.1.3. Military nominees must meet quality force standards for the awards period.

2.1.3.1. Must meet standards outlined in AFI 36-2903.

2.1.3.2. Must rate a minimum of Good Fit as outlined in AFI 36-2905.

2.1.3.3. Must not possess a UIF, be on a Control Roster, have any corrective or punitive actions pending or derogatory information filed in their PIF.

2.1.4. Military nominees must not have received a referral enlisted performance report (EPR) during any part of the recognition period.

2.1.5. Civilian nominees must meet standards and not be under equivalent civilian administrative discipline during the 12 months prior to the recognition board.

2.1.6. Each Air Directorate (AD) Functional directorate or Joint Staff Director may submit a single nomination per category.

2.1.7. Quarterly award winners from the current calendar year are automatically eligible to compete in the annual award program. If submitting a current quarterly award winner, you must submit a current package to reflect the full year, this is not automatically done. Each AD Functional Directorate and Joint Staff Director may submit an additional nomination per category in which they had quarterly awardees.

#### 2.2. Categories.

2.2.1. **Airman (AMN):** Personnel in grades Airman (E-1) through Senior Airman (E-4).

2.2.2. **Noncommissioned Officer (NCO):** Personnel in the grades of Staff Sergeant (E-5) and Technical Sergeant (E-6).

2.2.3. **Senior NCO (SNCO):** Personnel in the grades of Master Sergeant (E-7) and Senior Master Sergeant (E-8).

2.2.4. **Company Grade Officer (CGO):** Personnel in the grades of Second Lieutenant (O-1) through Captain (O-3).

2.2.5. **Field Grade Officer (FGO):** Personnel in the grades of Major (O-4) through Lt Col (O-5).

2.2.6. **Civilian Category I:** Personnel in the grades of GS-1 through GS-6.

2.2.7. **Civilian Category II:** Personnel in the grades of GS-7 through GS-10.

2.2.8. **Civilian Category III:** Personnel in the grades of GS-11 through GS-13.

**Table 2.1. Program Periods.**

<b>First Quarter</b>	01 January – 31 March
<b>Second Quarter</b>	01 April – 30 June
<b>Third Quarter</b>	01 July – 30 September
<b>Fourth Quarter</b>	01 October – 31 December
<b>Annual</b>	01 January – 31 December

## Chapter 3

### QUARTERLY PROGRAM

#### 3.1. Nomination for Award – All Categories.

3.1.1. **AF IMT 1206, *Nomination for Award***, will be used. Continuation sheets or attachments are not allowed and will not be considered. Write-up is limited to one single-spaced computer generated page using 12-pitch type, will have a minimum of 10 lines with a maximum of 20 lines of narrative. Nominees must use specific achievements and accomplishments during the time period for which nominated. Cited accomplishments must apply to the period for which the award pertains. However, specific achievements initiated before but culminated during the awards period, may be included in the nomination package.

3.1.2. A letter of Endorsement (Attachment 6) will be signed by the Director and attached as the cover letter to the package.

3.1.3. Nominee will sign and submit a letter of intent (Attachment 2) after they have reviewed the AF IMT 1206 for accuracy.

3.1.4. Use of the following headings is mandatory. **PACKAGES THAT DO NOT CONTAIN ALL THE CATEGORIES WILL NOT BE ACCEPTED.** Please pay special attention to the heading for Military and Civilians, the headings are different and packages submitted with the wrong headings will not be accepted. Use bullet statements for justification in the following categories. A minimum of 10 and maximum of 20 lines may be used; these lines do not include the mandatory headings.

#### 3.2. Mandatory Headings for Military Personnel.

3.2.1. ***“Leadership and job performance in Primary Duty.”*** Describe significant leadership accomplishments and define the scope and level of responsibilities and the **impact** on the mission. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of inspections and/or evaluations. Include any awards received. (20 points (PTS) max)

3.2.2. ***“Significant Self-Improvement.”*** Show how the member developed or improved skills related to primary duties; e.g., formal training, certifications, off duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned in residence. 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. (10 pts max)

3.2.3. ***“Base or Community Involvement.”*** Define the scope and impact of the member’s positive leadership and involvement in both the military and civilian community. Include leadership, mentorship, or participation in professional military organizations, associations, and events; (e.g. members of Air Force Sergeants Association, Enlisted Association of the National Guard of the United States (EANGUS), Sunday School Teacher, etc). (10 pts max)

#### 3.3. Mandatory Headings for Civilian Personnel.

3.3.1. ***“Contributions during the Quarter.”*** Contributions may include: Superior performance, making a significant contribution to a project or an assignment, showing initiative and skill in completing an assignment before the deadline, using initiative and creativity to make improvements in a product or service, or saving funds. (20 pts max)

3.3.2. ***“Equal Employment Opportunity (EEO) and Human Relations (HR) Activities.”*** (10 pts max) Describe any activities or behaviors that increased the understanding and acceptance by coworkers of EEO and HR principles. This may include activities that bring the community and installation together to achieve EEO goals and objectives, or motivate fellow employees through direct encouragement and assistance to develop their full potential. Describe such positive characteristics as:

3.3.2.1. Fairness in treatment and decision making.

3.3.2.2. Genuine concern for coworkers and/or subordinates' progression and well being.

3.3.2.3. Open-mindedness.

3.3.2.4. Selflessness

3.3.3. ***“Other Accomplishments.”*** Depict awards and recognition received, volunteer and community activities (e.g. scouting, hospital services, churches, membership in charity and community improvement groups, etc), educational achievements, and self-development efforts, etc. (10 pts max)

## Chapter 4

### ANNUAL PROGRAM

#### 4.1. Nomination for Award – All Categories.

4.1.1. AF IMT 1206, *Nomination for Award*, will be used. Nominate individuals in the category of award that corresponds to the grade held for the majority of the award period; e.g., if a member has held the grade of TSgt for seven months of the award period and is promoted to MSgt, nominate the member in the NCO category, not the SNCO category. If the member is promoted at the six-month point of the award cycle, the Director will determine the category to nominate the member. Write-up will be limited to 30 lines (including headers), single-spaced, and size 12 font, use point paper or talking paper format (bulleted, short statements, or key points). Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers.

4.1.2. Statement of Release, Attachment 7, (**Enlisted only**), must read 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 6, disclosing records to third parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph 2.2.5, and paragraphs 2.2.3.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment.”

4.1.3. Nominee will sign letter of intent, Attachment 3 (**for military**) and Attachment 2 (**for civilian**), after they have reviewed the AF IMT 1206 for accuracy.

4.1.4. A letter of Endorsement will be signed by the Director and attached as the cover letter to package (Attachment 6).

4.1.5. Biography Attachment 4 (**Enlisted only**)

4.1.6. General Information Fact Sheet Attachment 5 (**Enlisted only**)

4.1.7. Copy of the members RIP (**Enlisted only**)

4.1.8. Copy of the current FIT test (**Enlisted only**)

4.1.9. Use of the headings listed in Para. 4.2 and 4.3 are mandatory. **PACKAGES THAT DO NOT CONTAIN ALL OF THE CATEGORIES WILL NOT BE ACCEPTED.** Please pay special attention to the heading for Military and Civilians, the headings are different and packages submitted with the wrong headings will not be accepted. Use bullet statements for justification in the following categories.

#### 4.2. Mandatory Headings for Military Personnel.

4.2.1. “*Leadership and job performance in Primary Duty.*” Describe significant leadership accomplishments and define the scope and level of responsibilities and the **impact** on the mission. Include any new initiatives or techniques developed by the member that positively

impacted the unit and/or the mission. Include results of inspections and/or evaluations. Include any awards received. (20 points (pts) max)

4.2.2. **“Significant Self-Improvement.”** Show how the member developed or improved skills related to primary duties; e.g., formal training, certifications, off duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned in residence. 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. (10 pts max)

4.2.3. **“Base or Community Involvement.”** Define the scope and impact of the member’s positive leadership and involvement in both the military and civilian community. Include leadership, mentorship, or participation in professional military organizations, associations, and events; (e.g. members of Air Force Sergeants Association, Enlisted Association of the National Guard of the United States (EANGUS), Sunday School Teacher, etc). (10 pts max)

#### 4.3. Mandatory Headings for Civilian Personnel.

4.3.1. **“Contributions during the Quarter.”** Contributions may include: Superior performance, making a significant contribution to a project or an assignment, showing initiative and skill in completing an assignment before the deadline, using initiative and creativity to make improvements in a product or service, or saving funds. (20 pts max)

4.3.2. **“Equal Employment Opportunity (EEO) and Human Relations (HR) Activities.”** (10 pts max) Describe any activities or behaviors that increased the understanding and acceptance by coworkers of EEO and HR principles. This may include activities that bring the community and installation together to achieve EEO goals and objectives, or motivate fellow employees through direct encouragement and assistance to develop their full potential. Describe such positive characteristics as:

4.3.2.1. Fairness in treatment and decision making.

4.3.2.2. Genuine concern for coworkers and/or subordinates’ progression and well being.

4.3.2.3. Open-mindedness.

4.3.2.4. Selflessness.

4.3.3. **“Other Accomplishments.”** Depict awards and recognition received, volunteer and community activities (e.g. scouting, hospital services, churches, membership in charity and community improvement groups, etc), educational achievements, and self-development efforts, etc. (10 pts max)

## Chapter 5

### BOARD COMPOSITION AND PROCESS

#### 5.1. Selection Boards.

5.1.1. Boards are an electronic process.

5.1.2. The ANGR/CCF will provide the nomination packages, score sheets, and requirements electronically to all board members.

5.1.3. Results from each of the board members will be submitted to the ANGR/CCF and will be kept confidential until the announcement at the awards ceremony.

#### 5.2. Board Members.

5.2.1. The enlisted selection board will consist of three Chief Master Sergeants (CMSgt), three Senior Master Sergeants (SMSgt), and three Master Sergeants (MSgt).

5.2.1.1. The CMSgts will be responsible for boarding the SMSgt nominees.

5.2.1.2. The Senior Master Sergeant board members will board the MSgt nominees.

5.2.1.3. The Master Sergeant board members will be responsible for the NCO/AMN (Technical Sergeant and below) categories.

5.2.2. The Officer and Civilian Selection Board will consist of three Colonel's, three Lt Colonels and three civilians (GS-14 or above).

5.2.2.1. The Colonels will board the Field Grade Officer nominees.

5.2.2.2. The Lt Colonels will board the Company Grade Officer nominees.

5.2.2.3. The Civilians will board the three Civilian Categories.

## Chapter 6

### AWARD BENEFITS

#### 6.1. Award Benefits.

6.1.1. Nominees selected as the quarterly/annual awardees will receive the following:

6.1.2. A one day pass (military)/time off award (civilian) for quarterly awardees, and a two day pass (military)/time off award (civilian) for annual awardees. The use of the passes/time off awards must be coordinated through the awardees supervisor.

6.1.3. Other honors as appropriate.

MICHAEL J. MCDONALD  
Colonel, USAF  
Commander, ANG Readiness Center

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

AFPAM 10-100, *Airman's Manual* 1 Mar 2009

AFPD 36-10, *Civilian Performance Management* 31 Oct 2000

AFPAM 36-2241 V1, *Promotion fitness Examination (PFE) Study Guide* 1 Jul 2009

AFPAM 36-2241 V2, *USAF Supervisory Examination (USAFSE) Study Guide*

AFI 36-2618, *The Enlisted Force Structure* 27 Feb 2009

AFI 36-2803, *Awards and Decorations Program* 15 Jan 2001

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

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

AFI 36-2905, *Fitness Program* 01 Jul 2010

**Adopted Forms**

AF IMT Form 673, *Air Force Publication/Form Action Request*

AF IMT Form 847, *Recommendation for Change in Publication*

AF IMT Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AD**—Air Directorate

**ANGRC**—Air National Guard Readiness Center

**Amn**—Airman

**ARP**—Annual Recognition Program

**EANGUS**—Enlisted Association of the National Guard of the United States

**EEO**—Equal Employment Opportunity

**EPR**—Enlisted Performance Report

**HR**—Human Relations

**NCO**—Noncommissioned Officer

**OI**—Operating Instruction

**PME**—Professional Military Education

**QRP**—Quarterly Recognition Program

**SNCO**—Senior Noncommissioned Officer

**TEC**—Training Education Center

**UCMJ**—Uniform Code of Military Justice



**Attachment 2**

**LETTER OF INTENT – QUARTERLY SAMPLE**

MEMORANDUM FOR QUARTERLY AWARDS PROGRAM, “#” QUARTER

FROM: (name and Rank of Individual)

SUBJECT: Letter of Intent

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

NAME AND RANK (MIL OR CIV), ANGR  
Duty Title

**Attachment 3**

**STATEMENT OF INTENT – SAMPLE FOR MILITARY**

MEMORADUM FOR 12 OUTSTAND AIRMAN OF THE YEAR PROGRAM

FROM: Name and rank

SUBJECT: 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 at any time during my tenure as a 12 OAY. If selected as 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 I may be called upon by my MAJCOM Commander and MAJCOM CCC to publicize and promote the Air Force way of life and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.

FIRST MI. LAST, RANK, USAF  
Duty title

**Attachment 4****SAMPLE -- BIOGRAPHY****STAFF SERGEANT LUIS R. CASTLE****SSN: 123-45-6789****AFSC: 4N071, Medical Service Craftsman**

Staff Sergeant Luis R. Castle is a Medical Services Craftsman assigned to the 1001th Fighter Wing, 1001th Medical Squadron, Any base Air National Guard. Sergeant Castle Started his military career when he enlisted with the United States Air Force as a Medical Services Specialist in March 1987. After completing his technical school training at Sheppard AFB, Texas, Sergeant Castle was assigned to the Ehrling Berquist Strategic Hospital, 55<sup>th</sup> Strategic Reconnaissance Wing, Offutt Air Force Base, Nebraska, where he was assigned to the post partum ward. Soon afterwards Sergeant Castle volunteered to assist in the labor and delivery and newborn nursery sections to further his training and to assist where possible. Showing his dedication to learn and his medical aptitude Sergeant Castle was selected to work in the critical area of intensive care. From here he continued his training and progressed into the emergency room quickly learning the procedures for emergency codes and response.

As an Airman First Class, Sergeant Castle met the “Below the Zone” promotion board, a board to promote early with one or two stripes per squadron, and was promoted six months before his peers to Senior Airman. September 1990 Sergeant Castle cross-trained into the technical field of cable splicing where he earned the air Training Command’s Honor Graduate award upon graduation from his technical school. His next duty assignment found him at McClellan AFB, California. During his tour at McClellan Sergeant Castle was awarded his second Air Force Achievement medal for his work installing critical communications equipment for the Minuteman missile complex. In November 1994, Sergeant Castle joined the 111<sup>th</sup> Fighter Wing’s Squadron Medical Element (SME) as a Medical Services Journeyman then becoming a member of the 1001<sup>st</sup> Medical Squadron in 1997.

Sergeant Castle has taken his military training and applied it to his civilian occupation as a police officer for the city of Anycity since June 1995. He is deeply rooted here and committed to making a positive effect on his community by spending many off-duty hours working with local community associations to increase awareness and decrease crime. While working with the Gate community association patrolman Castle was recognized for his selfless efforts to improve the community and support community policing efforts, and received an award from the residents of Gate.

Sergeant Castle received the Army Commendation Medal for his contributions during a local fire emergency. In addition to maintaining an active family life with his wife and two children, Luis is active with local charities, including the unit Member Program and Christmas Families.

## Attachment 5

**GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMEN OF THE YEAR PROGRAM****NAME OF AWARD: 12 OUTSTANDING AIRMEN OF THE YEAR, 2010**

FROM: AIR EDUCATION AND TRAINING COMMAND (MAJCOM/FOA/DRU)

INCLUSIVE DATES 01 JANUARY 2010 – 31 DECEMBER 2010  
OF ACIEVEMENT:

NOMINEE: JOHN Q. DOE

CATEGORY OF (AIRMAN/NOC/SNCO)  
COMPETITION:

SSN: 123-45-6789

PRESENT ORGANIZATION AIR NATIONAL GUARD READINESS CENTER  
AND STATION: 3500 FETCHET AVE  
JOINT BASE ANDREWS, MD 20762PROJECTED NONE  
ASSIGNMENT AND  
REPORTING DATE:PERMANENT 3502 S LIMESTONE STREET  
HOME ADDRESS: LEXINGTON, KENTUCKY 40506CURRENT STATUS STAT TOUR  
(AGR/TECHNICIAN/DSG):

NOMINATED FOR: 12 Outstanding Airman of the Year for excellent performance, outstanding professional skill, knowledge and leadership as an administrative specialist in support of the administrative services provided the Deputy Chief of Staff for personnel, Data communications Planning Staff, 123<sup>rd</sup> Support Group. Member has not had an open unfavorable information file (UIF) during the award period.

**Attachment 6**

**SAMPLE LETTER OF ENDORSEMENT**

MEMORANDUM FOR QUARTERLY AWARDS PROGRAM, “#” QUARTER

FROM: (Directorate)

SUBJECT: Director Endorsement

I have reviewed the nomination for (nominee name) for (category) of the Quarter. I strongly endorse this nomination.

Director Signature Block

**Attachment 7**

**STATEMENT OF RELEASE (OAY)**

2010 ANG OUTSTANDING AIRMAN OF THE YEAR

FROM: AIR NATIONAL GUARD READINESS CENTER

TO: HQ AFPC/DPSIDR

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, paragraph 7.3., and 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.”

FIRST MI LAST, RANK, USAF

Duty Title