

**BY ORDER OF THE COMMANDER
BEALE AIR FORCE BASE**



**AIR FORCE INSTRUCTION 36-2805
BEALE AIR FORCE BASE Supplement**

7 DECEMBER 2015

Personnel

SPECIAL TROPHIES AND AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-2805, *Special Trophies and Awards*, dated 14 March 2013, as follows. This instruction applies to all organizations and associate units assigned to Beale AFB. This base supplement defines program responsibilities and contains guidelines on the administration of the Beale AFB Awards and Recognition Program. The instruction establishes policies, procedures and guidance for all levels of quarterly and annual awards impacting the Officer, Enlisted, and Civilian workforces for local and higher headquarters programs to include the Air Force Twelve Outstanding Airmen of the Year (12 OAY). This publication includes a requirement to maintain, collect, use, or disseminate information subject to the Privacy Act of 1974. Authority: 10 U.S.C. 8012; E.O. 9397, 22 November 1943. Send comments and suggested changes on AF Form 847, **Recommend for Change of Publication**, through channels to 9 CS/SCOK, 5950 C Street, Beale AFB, CA 95903. 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.mv.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Leadership responsibilities have been outlined in detail. Timelines and nomination requirements have been updated. Addition of a face-to-face board for Annual Awards. The Honor Guard Awards and the Dormitory Room Excellence Program have been added.

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Chapter 6 (Added)

SPECIAL TROPHIES AND AWARDS PROGRAM RESPONSIBILITIES

6.1. (Added) Commander (9 RW/CC): 9 RW/CC is the final approval authority for all 9 RW and Team Beale recognition programs and awards. The following are specific responsibilities:

6.1.1. **(Added)** Provides the resources and funding to support 9 RW and Team Beale recognition and awards programs.

6.1.2. **(Added)** Provides management guidance and direction for all 9 RW and Team Beale formal and informal recognition programs.

6.1.3. **(Added)** Motivates staff directors to be cognizant of, involved in, and supportive of all 9 RW and Team Beale and higher headquarters recognition programs. Ensures appropriate recognition of their subordinates for specific contributions, achievements, and sacrifices on a daily basis.

6.1.4. **(Added)** Reviews 9 RW and Team Beale recognition and awards programs packages prior to staff coordination to any HHQ OPR. **NOTE:** This responsibility may be temporarily delegated verbally at the discretion of the 9 RW/CC.

6.2. (Added) Vice Commander (9 RW/CV):

6.2.1. **(Added)** Establishes recognition programs supporting the Wing Staff Agencies.

6.2.2. **(Added)** Retains proprietary ownership rights of the Wing Staff Agencies (WSA) awards program.

6.2.3. **(Added)** Appoints in writing a primary and alternate recognition program manager to provide program oversight within the Wing Staff Agencies. These individuals will provide the appropriate interface with the 9 RW/CCC on all matters concerning recognition programs within the Wing Staff Agencies.

6.2.4. **(Added)** All Wing Staff Agency nomination packages must be approved by the 9 RW/CV or designated representative prior to submission for higher levels of competition.

6.2.5. **(Added)** Appoints or acts as board president for the Field Grade Officer category boards in all periods of competition.

6.3. (Added) Command Chief Master Sergeant (9 RW/CCC):

6.3.1. **(Added)** Responsible for the overall management of the base-level awards program.

6.3.2. **(Added)** Provides program management/administrative oversight on all facets of recognition and is the sole focal point for recognition program requirements, processing, and suspenses.

6.3.3. **(Added)** Ensures the full integrity and effectiveness of all recognition programs while emphasizing the strictest compliance with this instruction. Establishes recognition program requirements and all suspense dates.

6.3.4. **(Added)** Delivers program feedback and advises base units and the wing staff on all higher headquarters and 9 RW Recognition Programs per the direction and guidance of the 9 RW/CC and 9 RW/CV.

6.3.5. **(Added)** Keeps the 9 RW/CC and 9 RW/CV apprised of all changes, issues, and concerns involving the 9 RW Recognition Programs.

6.3.6. **(Added)** Establishes recognition program guidelines to support higher headquarters and 9 RW requirements/suspenses and will advertise these dates as required throughout the base.

6.3.7. **(Added)** Ensures procurement funding/distribution of all required recognition mementos.

6.3.8. **(Added)** Maintains the authority to delegate responsibilities of the recognition ceremony coordination to any member or organization assigned to Beale AFB.

6.3.9. **(Added)** Continues to develop, along with the 9 RW/CC and 9 RW/CV approval, new awards and/or categories to recognize the outstanding accomplishments of the wing's military and civilian personnel.

6.4. (Added) Director of Staff (9 RW/DS):

6.4.1. **(Added)** The 9 RW/DS is responsible for the overall management of higher headquarters special trophies and awards program for 9 RW. **EXAMPLES:** NCOA Vanguard Award, AFA Aerospace Awards, General and Mrs. Jerome F. O'Malley Award.

6.4.2. **(Added)** Award Notification: Upon receipt of award suspense message, the 9 RW/DS will send out a notification through the Commander's Action Group to all the groups and staff agencies and establish a wing suspense. All award packages and negative replies will go to the 9 RW/DS for coordination, review, tracking, and processing.

6.5. (Added) Command Chief Master Sergeant Executive Assistant (9 RW/CCCE):

6.5.1. **(Added)** Responsible for the overall administration of the quarterly and annual awards within the 9 RW and Team Beale recognition programs.

6.5.2. **(Added)** Orchestrates the activities of the many elements that make up the recognition program to include program administration, selections, advertising, announcements, recognition mementos, and staff presentation ceremonies.

6.5.3. **(Added)** Establishes and distributes an annual 9 RW suspense calendar for quarterly and annual awards programs. Sets suspenses and receives nomination packages for wing-level competition.

6.5.4. **(Added)** Prepares and distributes program notification messages, administrative letters, and required suspenses prior to each award period. Serves as the single focal point for monitoring and ensuring compliance with all program requirements, procedures, and suspenses.

6.5.5. **(Added)** Works closely with the 9 RW/CCC in developing and coordinating 9 RW Quarterly and Annual Awards Ceremonies.

6.6. (Added) Group/Squadron Commanders:

6.6.1. **(Added)** Ensures the full integrity and effectiveness of all recognition programs while emphasizing the strictest compliance with higher headquarters requirements, the contents of this instruction, established recognition program requirements, and all suspense dates.

6.6.2. **(Added)** Motivates unit leaders on the cognizance of, necessity to be involved in, and importance of supporting all higher headquarters recognition programs to ensure appropriate recognition of their subordinates for specific contributions, achievements, and sacrifices on a daily basis.

6.6.3. **(Added)** Appoints in writing the delegated office of primary responsibility and/or a designated representative who will provide the necessary interface with the 9 RW/DS, 9 RW/CCC, and 9 RW/CCCE on all matters concerning base awards programs.

6.7. (Added) Group/Squadron Superintendents:

6.7.1. **(Added)** Provides program management/administrative oversight on all facets of base recognition programs to enhance the morale and welfare of their unit. Each group superintendent is the sole focal point for their recognition program requirements and processes, unless otherwise identified by the group commander in writing.

6.7.2. **(Added)** Advises their group staff and units on all higher headquarters and base-level recognition programs available.

6.7.3. **(Added)** Establishes recognition program guidelines within their respective group to support higher headquarters and base-level requirements and procedures.

6.7.4. **(Added)** Group Superintendents and Chief Enlisted Managers are highly encouraged to provide feedback from competition boards to the 9 RW/CCC. This feedback should consist of constructive criticism on contents, format, information, etc.

6.8. (Added) Board President/Members:

6.8.1. **(Added)** Must conduct themselves in a fair, equitable, and impartial manner while performing assigned responsibilities objectively.

6.8.2. **(Added)** Must not have judicial/non-judicial action, an unfavorable information file, a control roster, other administrative actions (e.g., letter of counseling, admonishment, reprimand, referral EPR/OPR, denial of reenlistment, unsatisfactory fitness results, etc.) within the last year.

6.8.3. **(Added)** Board President is responsible for the administration of board proceedings

6.8.4. **(Added)** Upon request of the 9 RW/CCC, Board President will provide written feedback to the 9 RW/CCC. That information will be shared with unit leadership on ways to improve awards nominations packages and processes.

6.9. (Added) Wing Public Affairs Office (9 RW/PA): Provide appropriate media support/publicity for all recognition/awards programs as requested.

6.10. (Added) First Sergeants (CCF):

6.10.1. **(Added)** Notify nominees to attend the recognition ceremonies

6.10.2. **(Added)** Assists as necessary to ensure personnel are assigned to be proffers, emcees, singers, etc., for all quarterly/annual awards ceremonies.

6.10.3. **(Added)** Assists and advises the event chairperson as needed to ensure a professional display of ceremonial honors. **NOTE:** Formal requests for assistance from the First Sergeant Council need to be made via the President of the Council prior to assignment of tasks.

6.11. (Added) Honor Guard (9 FSS/FSOH): 9 FSS/FSOH will provide appropriate support for all recognition/awards programs/ceremonies when available. The Honor Guard NCOIC will determine schedule and manning availability to support requested functions. In the event of the Honor Guard's primary mission requires non-availability the Honor Guard NCOIC will contact event coordinators immediately to make adjustments accordingly.

6.12. (Added) Wing Protocol (9 RW/CCP):

6.12.1. **(Added)** All official special trophies and awards event coordinators must notify the 9 RW/CCP of planning efforts no later than 10 duty days prior to the scheduled event to allow for necessary or Senior Leader requested changes.

6.12.2. **(Added)** 9 RW/CCP will provide correspondence and accommodation to all persons assigned a DV Code or local DV status. **EXAMPLES:** All Group Commanders, Colonels (O-6 or higher), Beale High Flyers, Beale Military Liaison Committee Board Members, etc.

6.12.3. **(Added)** Invitations, programs, scripts, and/or sequence of events for special trophies and awards functions hosted by 9 RW/CC or 9 RW/CV must be approved by 9 RW/CCP prior to distribution or use.

Chapter 7 (Added)

BEALE –AWARD CATEGORY CRITERIA FOR SPECIAL TROPHIES AND AWARDS

7.1. Award Categories:

- 7.1.1. (Added) Airman (Amn)
- 7.1.2. (Added) Noncommissioned Officer (NCO)
- 7.1.3. (Added) Senior Noncommissioned Officer (SNCO)
- 7.1.4. (Added) Company Grade Officer (CGO)
- 7.1.5. (Added) Field Grade Officer (FGO)
- 7.1.6. (Added) Team Award (Team)
- 7.1.7. (Added) Volunteer (Vol)
- 7.1.8. (Added) Honor Guardsman
- 7.1.9. (Added) Dormitory Room
- 7.1.10. (Added) Junior Civilian (Jr Civ)
- 7.1.11. (Added) Intermediate Civilian (Int Civ)
- 7.1.12. (Added) Senior Civilian (Sr Civ)

7.2. (Added) Eligibility Criteria: All awards candidates/recipients shall display the highest level of conduct, fitness, and competency. The presence of any of the following factors during the award period shall disqualify an individual from consideration for that award.

- 7.2.1. (Added) Nominees must have been assigned to their unit for the entire competition period for quarterly competitions. For annual awards, they must have a minimum of 6 months in the assignment.
- 7.2.2. (Added) Do not submit individuals who were previously selected as one of the Air Force's 12 OAY. There must be a one year break between selection and subsequent nominations.
- 7.2.3. (Added) Do not submit individuals, military or civilian, subjected to or in receipt of judicial/non-judicial punishment within the respective quarter or last 90 days, has an active unfavorable information file or control roster action, has a referral EPR/OPR as their most recent report, has been denied reenlistment, or has received other administrative actions (e.g. letter of counseling, admonishment, reprimand, etc.) during the aforementioned time period.
- 7.2.4. (Added) Do not submit individuals who fail to meet the minimum fitness standards IAW AFI 36-2905, *Fitness Program*, during the award period.
- 7.2.5. (Added) Do not submit individuals who fail to meet Enlisted Specialty Training program requirements.

7.2.6. **(Added)** Do not submit civilian nominees who have had any disciplinary action or any substantiated finding of discrimination or grievance against them during a competition period.

7.2.7. **(Added)** Do not submit the winner from the immediately previous quarter/year for the same category of award back-to-back. There must be a break of at least one quarter/year between competition periods within the same category.

7.3. (Added) Recognition Ceremony:

7.3.1. **(Added)** The 9 RW/CC will recognize quarterly and annual winners at a luncheon or banquet. All nominees are required to attend. **EXCEPTION:** Mission requirements and geographical separation (i.e. deployments, TDY, crew rest) may prevent nominee attendance. **NOTE:** Supervisors and unit leadership should encourage maximum participation and provide time in the duty day for nominees to attend.

7.3.2. **(Added)** Winners in each category will receive a recognition memento and/or other items as approved by the 9 RW/CC. **EXAMPLE:** The Dorm Room of the Quarter award winner will receive a 1-day pass approved by the 9 RW/CC.

7.3.3. **(Added)** 9 RW annual enlisted, officer, first sergeant and professional civilian category winners move forward to compete in the Twenty-fifth Air Force Twelve Outstanding Performers of the Year and First Sergeant of the Year programs.

7.4. (Added) Recognition Eligibility Criteria.

7.4.1. **(Added)** All 9 RW units, wing staff agencies, and associate unit members who meet the competition criteria outlined in this supplement for each category may compete for quarterly/annual honors. ([Attachment 5](#))

7.4.2. **(Added)** Each group/WSA/associate unit may submit only one candidate per competition category.

7.5. (Added) Timelines/Suspenses.

7.5.1. **(Added)** Quarterly and annual awards packages are due NLT 1700 hours on the advertised suspense date. All annual awards packages must be complete at time of submission. Late package items will render the nominee ineligible for base-level competition. **EXCEPTION:** The required 8x10 photo may be submitted after suspense, but immediately upon base-level winner announcements.

7.5.2. **(Added)** Requests for extensions to the suspense dates must be made to the 9 RW/CCC at a minimum of 24 hours prior to the established suspense date. Strict enforcement of timelines will be adhered to and failure of a unit to comply will result in packages being rendered ineligible. **NOTE:** Suspense dates are subject to change due to mission requirements, holidays, and 9 RW/CC or 9 RW/CCC discretion.

7.6. (Added) Quarterly Awards Program:

7.6.1. **(Added) Overall Requirements.** The following nomination package requirements are for all competition categories:

7.6.1.1. **(Added) Nomination Cover Letter.** ([Attachment 6](#)) Only one letter is required for each level of competition. The group commander/deputy commander or

their designated representatives must sign the nomination cover letter to verify the information provided on the AF Form 1206 is accurate and the nominee has no disqualifying factors.

7.6.1.2. **(Added) AF Form 1206, *Nomination for Award*.** Use the most current IMT version written in single-line bullet format. Any other version will render the package ineligible for competition.

7.6.1.2.1. **(Added)** Use of 10 lines (excluding the mandatory headers) is authorized, for all competition categories, to provide the pertinent information on individual accomplishments. You may NOT use the space next to the headers. Single-line bullet format is mandatory.

7.6.1.2.2. **(Added)** Common AF-utilized acronyms and/or those in the 9 RW Writing Guide may be used without first spelling out. For those uncommon acronyms specific to an AFS or mission and not previously identified, supervisors must use a list of acronyms. **NOTE:** Nominations may need revision when acronyms are prohibited at higher headquarters levels.

7.6.1.2.3. **(Added)** Use the following mandatory headings for the AF Form 1206 (current IMT version) submitted on all professional awards categories:

7.6.1.2.3.1. **(Added) Leadership and Job Performance in Primary Duty:** Maximum of 6 bullet format lines is authorized. 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. Include results of HAF-, MAJCOM-, NAF-level inspections and/or evaluations. Include awards received (i.e. NCO of the Quarter, Maintenance Professional of the Year, and so forth).

7.6.1.2.3.2. **(Added) Significant Self-Improvement:** Maximum of 2 bullet format lines is authorized. Show how the member developed or improved skills related to primary duties. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

7.6.1.2.3.3. **(Added) Base or Community Involvement:** Maximum of 2 bullet format lines is authorized. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian communities; i.e. unit advisory councils, professional military organizations, associations, and events.

7.6.1.3. **(Added) Air Force Fitness Management System Printout.** Only required for military nominees. Respective members must have a current, passing fitness score throughout the entire period of award.

7.6.1.4. **(Added) Enlisted SURF.** Only required for senior noncommissioned officer nominees. Within one year of time in grade as a master sergeant, respective members are required to have a Community College of the Air Force degree and must have completed

either the senior noncommissioned officer academy correspondence course or attended the in-residence class.

7.6.2. (Added) Award-Specific Requirements:

7.6.2.1. (Added) **Team Award**. A team is defined as two or more people and will be limited to personnel assigned to a specific work center, flight, branch, or select group of individuals below the squadron/group level. An entire unit is not eligible and may not compete in this recognition process. Use the following mandatory headings for the AF Form 1206 (current IMT version) Team Award nominations:

7.6.2.1.1. (Added) **Team Performance**: Maximum of 6 bullet format lines is authorized. Characterize the team's noteworthy accomplishments/contributions to the overall unit mission and its impact on the base mission. Identify any new techniques, processes, concepts, and problem solutions allowing the team to be fully organized, trained, and equipped to accomplish its combat roles and missions.

7.6.2.2. (Added) **Volunteer Award**. This award recognizes the important contributions of the military and civilians for their efforts and dedication to the base and civilian communities through volunteerism and support to a myriad of social entities.

7.6.2.2.1. (Added) AF Form 1206, *Nomination for Award*. Use the current IMT (electronic) version of this form. Any other version will render the package ineligible for competition. Maximum of 10 bullet-format lines is authorized for Quarterly Awards and 30 bullet format lines for Annual Awards. **NOTE**: There are no mandatory headings for this category.

7.6.2.2.2. (Added) **Eligibility**. All military, civilians, family members, and military/federal retirees are eligible. (**Attachment 5**) **NOTE**: Individuals must not display any disqualifying factors previously identified in this instruction.

7.6.3. (Added) Honor Guard Awards:

7.6.3.1. (Added) **Assessment Criteria**. Members earn quarterly/annual nominations based on exceptional drill and ceremony skills, positive attitude, leadership, dress and appearance, and must be selected by a designated selection board within the Honor Guard leadership.

7.6.3.2. (Added) **Eligibility**. All active Honor Guard nominations/winners must not have any disqualifying factors previously identified in this instruction.

7.6.3.3. (Added) **Board Composition**. The Honor Guard NCOIC will provide the winning results of the 9 FSS/FSOH internal board to 9 RW/CCC organizational account by the established nominations suspense. **NOTE**: The FSS Superintendent, Honor Guard OIC, and Honor Guard NCOIC (or designated representatives to each) will determine the award winner.

7.7. (Added) Annual Awards Program:

7.7.1. (Added) Two levels of competition are available to eligible candidates. During the first level of competition, 9 RW organizations will compete for wing honors. 9 RW winners will compete against all associate unit candidates (e.g. 940 WG, 548 ISRG, 306 IS, 7 SWS,

etc.). Associate unit candidates are the top-level representatives chosen to vie for Team Beale honors by their respective units or groups.

7.7.2. **(Added) Key Spouse of the Year Award.** This award recognizes the invaluable contributions of key spouses for their efforts and dedication to our Airmen and their families, our most valuable assets. They serve as force multipliers and enhance our ability to meet mission needs.

7.7.2.1. **(Added) AF Form 1206, *Nomination for Award*.** Use the current IMT (electronic) version of this form. Any other version will render the package ineligible for competition. Maximum of 10 bullet-format lines is authorized. **NOTE:** There are no mandatory headings for this category.

7.7.2.2. **(Added)** All nominees must be an official key spouse appointed by the commander in writing. He/she must have completed all required training and must have served in this capacity for at least half of the award period.

7.7.3. **(Added) Annual Awards Nomination Procedures.** Nomination package requirements and suspense timelines will be provided by the 9 RW/CCC upon receipt of official notification from HQ ACC. **NOTE:** Items required for package eligibility can be found in the originating version of this publication.

7.8. **(Added) Quarterly and Annual Awards Board Composition:**

7.8.1. **(Added)** All quarterly base-level boards are “electronic” boards only. The board president for each category may elect, at their discretion, for that board to meet in order to discuss the packages. Courtesy notification to the 9 RW/CCC should be made if such request is made.

7.8.1.1. **(Added)** At the discretion of the 9 RW/CC or 9 RW/CCC face-to-face boards will be accomplished for all enlisted categories, to include but not limited to the following: AMN, NCO, SNCO, and 1st Sgt competition categories. **NOTE:** Announcement of face-to-face boards and requirements surrounding that board will be announced prior to the suspense date of nomination package submission.

7.8.1.2. **(Added)** Face-to-face boards will be conducted during annual awards competition period for all enlisted categories competing for 12 Outstanding Airmen of Year or First Sergeant of the Year.

7.8.1.3. **(Added)** The 9 RW/CCCE will facilitate all wing-level face-to-face board proceedings. Group- and squadron-level boards will be conducted amongst each respective group and/or squadron prior to submission to wing-level competition.

7.8.2. **(Added)** Tenant organizations shall participate as board members for Team Beale awards with membership representation in accordance with the requisite level of award and as available.

7.8.3. **(Added)** Quarterly awards board composition is as follows:

7.8.3.1. **(Added)** Airman Board: President: one CMSgt; Members: four NCOs

7.8.3.2. **(Added)** NCO Board: President: one CMSgt; Members: four SNCOs

7.8.3.3. **(Added)** SNCO Board: President: one CMSgt; Members: four CMSgts. **NOTE:** OG will provide alibi and proper representation, when all CMSgts assigned are unavailable.

7.8.3.4. **(Added)** CGO Board: President: one FGO; Members: four FGOs

7.8.3.5. **(Added)** FGO Board: President: 9 RW/CV; Members: four colonels (O-6s), four group commanders, four deputy group commanders, or any combination thereof.

7.8.3.6. **(Added)** Junior Civilian and Intermediate Civilian Board: President: one CGO or one GS-12 or above; Members: four senior civilians or SNCOs. **NOTE:** The Junior Civilian Board will also grade the Intermediate category packages.

7.8.3.7. **(Added)** Senior Civilian Board: President: one FGO or one GS-13 or above; Members: two senior civilians or CGOs, and two FGOs.

7.8.3.8. **(Added)** Team Award: President: one FGO; Members: two CGOs and two SNCOs.

7.8.3.9. **(Added)** Volunteer Award: President: one CGO; Members: two SNCOs and two NCOs.

7.8.4. **(Added)** Annual Awards Board composition is as follows:

7.8.4.1. **(Added)** Airman of the Year Board: President: one CMSgt; Members: three SNCOs and one first sergeant.

7.8.4.2. **(Added)** NCO of the Year Board: President: one CMSgt; Members: three SNCOs and one first sergeant.

7.8.4.3. **(Added)** SNCO of the Year Board: President: 9 RW/CCC; Members: Group superintendents. **NOTE:** OG will provide alibi and proper representation, when all CMSgts assigned are unavailable.

7.8.4.4. **(Added)** CGO of the Year Board: President: one Lt Col or Col; Members: four FGOs

7.8.4.5. **(Added)** FGO of the Year Board: President: 9 RW/CV; Members: four colonels (O-6s), four group commanders, four deputy group commanders, or any combination thereof.

7.8.4.6. **(Added)** Junior Civilian of the Year and Intermediate Civilian of the Year Board: President: one CGO; Members: four senior civilians or SNCOs. **NOTE:** The Junior Civilian of the Year Board will also grade the Intermediate Civilian of the Year Award packages.

7.8.4.7. **(Added)** Senior Civilian of the Year Board: President: one FGO; Members: two senior civilians or CGOs, and two FGOs.

7.8.4.8. **(Added)** Team of the Year Award: President: one FGO; Members: two CGOs and two SNCOs.

7.8.4.9. **(Added)** Volunteer of the Year Award: President: one CGO; Members: two SNCOs, and two NCOs.

7.8.4.10. **(Added)** First Sergeant of the Year Award: President: 9 RW/CCC, Members: Group Superintendents.

7.9. (Added) Board Procedures and Scoring:

7.9.1. **(Added)** All board members, to include the president, will score the competition packages. **NOTE:** The board president's scores will only be used to break a tie in the members' scoring results.

7.9.2. **(Added)** Use of the score tally sheets provided by the 9 RW/CCCE is recommended.

7.9.3. **(Added)** Each board president may choose a scoring methodology, but should ensure it is applied equally to all packages by each board member. **EXAMPLE:** Score the narrative packages using the 1-10 point scale. Use of tenths is highly encouraged (i.e., 4.5, 6.9, 9.2). Regardless of method, each board member is required to return their score sheet and rank order to the board president. **(Attachment 7)**

7.9.4. **(Added)** After scoring, each board member will provide their rank orders to the board president.

7.9.5. **(Added)** The board president will compile the rank orders for each nominee, add them together, and establish a winner (lowest to highest). The nominee with the lowest total rank order score is ranked #1, next lowest score is #2, etc.

7.9.6. **(Added)** The board president will provide all board member scores and compiled rank ordering to the 9 RW/CCC organizational account by the established suspense date.

7.10. (Added) Dormitory Room Excellence Program:

7.10.1. **(Added)** This award provides senior leadership the means to show special recognition/appreciation for extraordinary stewardship of base resources. It also recognizes individual dormitory residents for exceeding standards of appearance and noteworthy self-help efforts. **NOTE:** This award is considered on a quarterly basis only.

7.10.2. **(Added) Eligibility.** All dormitory facilities and residential rooms therein. **NOTE:** No exemptions are authorized during the competition periods from room inspections, unless due to natural disaster or unforeseen circumstances beyond the member's control.

7.10.3. **(Added) Nominations.** Each group and associate unit may nominate one room for base-level competition. Nominations must be sent to the 9 RW/CCC organizational email account or directly to the 9 RW/CCCE. **NOTE:** Nominations outside this avenue are subject to disqualification at the discretion of the 9 RW/CCC.

7.10.4. **(Added) Assessment Criteria.** Dormitory Room Inspection Checklist **(Attachment 8)**

7.10.4.1. **(Added)** Wing inspections will be conducted at the discretion and schedule availability of the 9 RW/CCC or designated representative, with the 9 CES/CEAC, Unaccompanied Housing Manager.

7.10.4.2. **(Added)** The nominee, the nominee's supervisor (or designated representative), and first sergeant (or designated representative) should be present at the time of inspection. Notification of inspection date and time will be given to each party by the 9 RW/CCCE.

7.11. (Added) Additional Recognition Processes/Ceremonial Venues:

7.11.1. **(Added) Other Awards.** Local Non-profit and private organizations may establish, at their own discretion and expense, individually managed awards and recognition programs to recognize those personnel who demonstrate exemplary standards, appearance, and professionalism. Coordination for wing- or base-level events must consider proper customs and courtesies IAW applicable AFIs and other guidance.

7.12. (Added) Annual Additional Duty First Sergeant of the Year Award:

7.12.1. (Added) Assessment Criteria. Members earn annual nominations based on significant contributions to Team Beale's Airmen in the areas of leadership, significant self-improvement and community involvement and must be selected by a designated selection board within the Beale First Sergeant Council (BFSC).

7.12.2. (Added) Eligibility. All Additional Duty First Sergeant of the Year nominations/winners must not have any disqualifying factors previously identified in this instruction. The member must possess their Community College of the Air Force degree and Professional Military Education commensurate with his/her rank to be considered for nomination. **NOTE:** The BFSC requires that all nominees meet or exceed all professional expectations of a First Sergeant and the BFSC will be permitted a certain amount of subjectivity to ensure that nominees meet these expectations.

7.12.3. (Added) Board Composition. Winners must be selected by a designated selection board within the BFSC consisting of the President or Vice President and two other BFSC members. The First Sergeant President will provide the winning results of the internal board to 9 RW/CCC organizational account by the established nominations suspense. **NOTE:** Identified BFSC board members will determine the award winner.

7.12.4. (Added) Presentation. The Additional Duty First Sergeant of the Year Award will be presented during the Annual Awards Banquet. The Award will be funded by the First Sergeant Council and delivered to the 9 RW/CCCE for coordination with the other awards.

7.13. (Added) Summary. As Air Force professionals and leaders, we are fundamentally obligated by tradition and ceremony to instill and develop our people's professional traits, self-confidence, individual pride, motivation, enthusiasm, and most importantly, their self-esteem. We can do these things best by recognizing their talents and progressively assisting them in developing a true sense of personal and professional pride toward our profession, the profession of arms. Recognizing our people's qualities, capabilities, accomplishments, and achievements is a leadership responsibility that can never be discounted. A "pat on the back" will stimulate their internal desires to consistently strive to be their best and will allow us to express true appreciation for their sacrifices, contributions, efforts, successes, and hard work to ensure mission accomplishment. Recognition is everyone's responsibility and rewarding people ultimately enhances unit, base, and Air Force missions. Formal and informal recognition may be accomplished in a variety of ways and the administration of such programs must promote pride, morale, camaraderie, and esprit de corps. A myriad of programs are outlined to assist all levels of leadership in fulfilling this obligation. Recognition is a "One Team...One Fight" effort and demands the utmost dedication, support, and loyal input of all leadership levels. It requires each commander and supervisor to fully support, promote, and energize a variety of programs and options to fulfill this particular supervisory function. Remember these two important thoughts: 1) We have a large number of our people doing great things and accomplishing much; and 2) Recognition and the processes to recognize should never be a burden to any supervisor or leader, but rather a pleasure.

DOUGLAS J. LEE, Colonel, USAF
Commander, 9th Reconnaissance Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Attachment 5 (Added)

RECOGNITION PROGRAM ELIGIBILITY

Figure A5.1. RECOGNITION PROGRAM ELIGIBILITY

Category Title	Grades/Ranks Eligible
Airman (AMN) (*Note 2)	E-1 thru E-4
Noncommissioned Officer (NCO) (*Note 2)	E-5 thru E-6
Senior Noncommissioned Officer (SNCO) (*Note 2)	E-7 thru E-9
Company Grade Officer (CGO) (*Note 2)	O-1 thru O-3
Field Grade Officer (FGO) (*Note 2)	O-4 thru O-5
Junior Civilian (Jr Civ)	General Schedule (GS)-1 thru GS-7
Intermediate (Int Civ)	Wage Grade (WG)-1 thru WG-15 Work Leader (WL)
Senior Civilian (Sr Civ)	GS-8 thru GS-15 Wage Supervisor (WS)-1 thru WS-19
Volunteer (Vol) (*Note 2)	All personnel
Team (Team) (*Note 1, 2)	All personnel within identified section, flight, or team
Honor Guardsman (HG) (*Note 2)	All active Base Honor Guardsmen personnel
Dorm Room of the Quarter	E-1 thru E-4 unaccompanied dormitory resident
First Sergeant of the Year (FSOY) (*Note 2, 3)	E-7 thru E-8
Key Spouse of the Year	Key spouse appointed by the commander in writing

Attachment 6 (Added)
SAMPLE NOMINATION COVER LETTER

Figure A6.1. SAMPLE NOMINATION COVER LETTER

MEMORANDUM FOR 9 RW/CCC

FROM: OFFICE SYMBOL (Group Commander, designated representative)

SUBJECT: Team Beale/9 RW Quarterly (or Annual) Award Candidate Nominations

1. The following personnel are submitted for the Team Beale/9 RW Quarterly/Annual Awards competition. The nominees are as follows: {**NOTE:** List all applicable award candidates below}

Amn: Name, Grade, Unit/Office Symbol

NCO: Name, Grade, Unit/Office Symbol

SNCO: Name, Grade, Unit/Office Symbol

CGO: Name, Grade, Unit/Office Symbol

FGO: Name, Grade, Unit/Office Symbol

Jr Civ: Name, Grade, Unit/Office Symbol

Int Civ: Name, Grade, Unit/Office Symbol

Sr Civ: Name, Grade, Unit/Office Symbol

Team of the Quarter/Year: Name or Title of Team, Unit/Office Symbol

Volunteer: Name, Grade, Unit/Office Symbol

Dorm Room of the Quarter: Name, Grade, Unit/Office Symbol

Key Spouse of the Year: Name, Unit

2. Please contact (Point of Contact Name) at 4-XXXX if additional information is needed.

JOHN H. DOE, Colonel, USAF
Commander

NOTE: *Group commanders, designated deputies/representatives need only sign one cover letter for all of their award candidates. A scanned copy of this letter will be provided with each compilation of packages from the Group prior to wing-level board processing.*

Attachment 8 (Added)

SAMPLE DORMITORY INSPECTION CHECKLIST

Figure A8.1. SAMPLE DORMITORY INSPECTION CHECKLIST

BUILDING _____ ROOM _____

DATE _____

NAME: _____

INSPECTED BY: _____

SCORING GUIDE:

CATEGORY A—OUTSTANDING

CATEGORY B—SATISFACTORY

CATEGORY C—UNSATISFACTORY

0-1 Discrepancies in Areas 1-4 = Cat A

2-4 Discrepancies in Areas 1-4 = Cat B

5+ Discrepancies in Areas 1-4 = Cat C

1. Exterior Notes

- a. Entrance Area/Walkway _____
- b. Window Sill _____
- c. Exterior of Door _____
- d. Cobwebs, Etc _____

2. Room Area

- a. Bed _____
- b. Carpet Stained/Dirty _____
- c. Clothing/Footwear Stored _____
- d. Trash empty _____
- e. Shelves/Dresser/Armoire Clean _____
- f. Window Sill/Blinds, etc. _____
- g. Washer/Dryer _____

3. Kitchen/Cooking

- a. Foodstuffs Stored _____
- b. Microwave _____
- c. Stovetop/Burners/Oven _____
- d. Dishes Cleaned and Stored _____
- e. Sink Area _____
- f. Refrigerator _____
- g. Table/Counter/Walls _____
- h. Floor _____

4. Latrine/Vanity

- a. Sink/Counter/Mirror _____
- b. Toiletries Stored/Neat _____
- c. Door _____
- d. Floor _____
- e. Toilet _____
- f. Tub/Shower _____
- g. Odor _____

5. Automatic Failures (Safety)

- a. Electrical Items left on _____
- b. Flammables Stored _____
- c. Cooking Appliances _____
- d. Smoke Detector Broken _____
- e. Mold _____
- f. Burnt Candles/Incense _____
- g. Unsecured Room _____