

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



AIR FORCE INSTRUCTION 36-2805

**AIR FORCE MATERIEL COMMAND
Supplement**

**HILL AIR FORCE BASE
Supplement**

23 JULY 2009

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Personnel**

SPECIAL TROPHIES AND AWARDS

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(Col Linda R. Medler)
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AFI 36-2805, 29 June 2001, is supplemented as follows:

This supplement expands on the guidance contained in AFI36-2805_AFMCSUP, and establishes the 75th Air Base Wing, Ogden Air Logistics Center (OO-ALC) , and Team Hill Airman (AMN) ; Noncommissioned Officer (NCO) ; Senior Noncommissioned Officer (SNCO) ; Outstanding Professional, First Sergeant; and Honor Guard quarterly and/or annual recognition programs. It also incorporates the civilian employees' recognition program, Company Grade Officer (CGO) Program, Outstanding Individual Mobilization Augmentee (IMA) /Participating Individual Ready Reserve (PIRR) Category E program, and Volunteer (VOL) categories into Hill Air Force Base's (AFB) quarterly and annual recognition ceremonies. This supplement applies to all wings, staff agencies and associate units assigned to Hill AFB. Commanders and supervisors are responsible for ensuring personnel are familiar and comply with the provisions of this supplement. This publication does not apply to the Air National Guard. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF Form 847, *Recommendations for Change of Publication*.

4.7.Prescribed and Adopted Forms.

4.7.1. (Added) Prescribed Forms.

(Added) Hill AFB Form 551, *Recognition Program Board Member Score Sheet*

(Added) Hill AFB Form 552, *Recognition Program Board President Tally Sheet*

4.7.2. (Added) Adopted Forms.

(Added) AF Form 1206, *Nomination for Award*

5.1. (Added) Roles and Responsibilities:

5.1.1. (Added) The 75th Air Base Wing Command Chief Master Sergeant's (75 ABW/CCC) Office:

5.1.1.1. (Added) Manages the quarterly and annual recognition programs for 75 ABW, OO-ALC, and Team Hill. Also coordinates recognition program efforts through other base agencies as needed. The Hill AFB First Sergeants assist in planning, coordinating, and conducting the 75 ABW and Team Hill ceremonies.

5.1.1.2. (Added) Chairs the Team Hill annual awards committee.

5.1.1.3. (Added) Notifies units of quarterly and annual awards nomination suspense dates, with a minimum of 30 days notice as the standard.

5.1.1.4. (Added) Ensures board members are appointed at each level of competition.

5.1.1.5. (Added) Advises board members of date and provides electronic packages once compiled and prior to board date.

5.1.1.6. (Added) Submits results of selection board to the appropriate commander for approval.

5.1.1.7. (Added) Ensures OO-ALC annual award recipients' nomination packages are forwarded to the next level of competition.

5.1.1.8. (Added) Maintains 75 ABW's Outstanding Military Professional Performer of the Quarter/Year display area located in the main lobby of the 75th Air Base Wing Headquarters.

5.1.1.9. (Added) Coordinates with 75 ABW/PA to recognize 75 ABW, OO-ALC, and Team Hill award recipients in the base newspaper.

5.1.2. (Added) Ogden Air Logistics Center (OO-ALC) Units:

5.1.2.1. (Added) Establishes and operates a recognition program that aligns to the procedures set forth in this supplement.

5.1.2.2. (Added) Submits properly formatted and timely award packages IAW this supplement.

5.1.2.3. (Added) Upon request, submits appropriate unit personnel as board members.

5.1.3. (Added) OO-ALC Commander's Action Group (CAG) :

5.1.3.1. (Added) Administers the CGO awards program for the OO-ALC awards ceremony.

5.1.3.1.1. (Added) Compiles packages, appoints board members, conducts the board, and submits results for OO-ALC/CC approval.

5.1.3.1.2. **(Added)** Submits names of award recipients no later than (NLT) 5 work days prior to the recognition ceremony.

5.1.3.2. **(Added)** Establish and convene the OO-ALC Staff Office enlisted recognition boards for the OO-ALC awards competition.

5.1.3.2.1. **(Added)** Compiles packages, appoints board members, conducts the board, and submits results for OO-ALC/CS approval.

5.1.3.2.2. **(Added)** Submits nominee packages to 75 ABW/CCC (enlisted and volunteer) and OO-ALC/DP (civilian) NLT prescribed suspense date in order to compete at OO-ALC level.

5.1.4. **(Added)** Civilian Personnel Office (OO-ALC/DP) :

5.1.4.1. **(Added)** Administers the Civilian Incentive Awards Program.

5.1.4.2. **(Added)** Provides 75 ABW/CCC the list of wing, center, and Team Hill award recipients for each category NLT 7 work days prior to the appropriate recognition ceremony, which in turn, will provide OO-ALC/JA with names immediately to help with coordination of the ALC ceremony.

5.1.5. **(Added)** Reserve Advisor's Office (OO-ALC/DPV) :

5.1.5.1. **(Added)** Administers the IMA/PIRR Awards Program.

5.1.5.2. **(Added)** Provides 75 ABW/CCC the list of award recipients for each category NLT 7 work days prior to the appropriate recognition ceremony, which in turn, will provide OO-ALC/JA with names immediately to help with coordination of the ALC ceremony.

5.1.6. **(Added)** OO-ALC Chief of Staff (OO-ALC/CS) :

5.1.6.1. **(Added)** Ensures OO-ALC awards ceremony is conducted and is appointed a point of contact. OO-ALC/JA assists in planning, coordinating, and conducting the OO-ALC ceremony.

5.1.6.2. **(Added)** Prepares congratulatory letters for OO-ALC/CC signature for award recipients in each quarterly and annual category as part of the OO-ALC awards ceremony.

5.1.7. **(Added)** The 75th Force Support Squadron:

5.1.7.1. **(Added)** Administers the Team Hill Honor Guard quarterly and annual awards program.

5.1.7.2. **(Added)** Submits results to 75 ABW/CCC NLT 5 work days prior to the Team Hill awards ceremony.

5.1.8. **(Added)** The 75th Air Base Wing Public Affairs Office (75 ABW/PA) : Provides support for the awards programs, to include base newspaper articles with award recipients' photographs when space permits.

5.1.9. **(Added)** Associate Unit Commanders:

5.1.9.1. **(Added)** May nominate one individual in each category for both Team Hill quarterly and annual awards programs. Nominees for the Team Hill competition should be the same individual(s) submitted to the unit's respective NAF/MAJCOM for higher level competition (i.e., Twelve Outstanding Airmen of the Year) .

5.1.9.2. **(Added)** Upon request, provides board members for quarterly and annual Team Hill programs.

5.1.10. **(Added)** Supervisors:

5.1.10.1. **(Added)** Nominate individuals for unit-level recognition who demonstrated outstanding performance throughout the period of nomination. Supervisory involvement is the cornerstone of this program.

5.1.10.2. **(Added)** Notify nominees of selection board requirements (squadron, group, directorate, wing, center, and Team Hill) and ensure packages are prepared for the appropriate selection board.

5.2. **(Added) Categories of Award Competition:**

5.2.1. **(Added)** The following categories will be used for quarterly and annual award competitions:

5.2.1.1. **(Added)** AMN: E-1 through E-4.

5.2.1.2. **(Added)** NCO: E-5 through E-6.

5.2.1.3. **(Added)** SNCO: E-7 through E-8; excluding First Sergeants (PAFSC 8F000) .

5.2.1.4. **(Added)** CGO: 0-3 and below.

5.2.1.5. **(Added)** First Sergeant (PAFSC 8F000) : Annual awards only.

5.2.1.6. **(Added)** Volunteer: Any military or civilian person that does volunteer work on the base or in the community whether employed by Department of Defense or not.

5.2.2. **(Added)** The following categories will be used for IMA/PIRR quarterly award competition:

5.2.2.1. **(Added)** Enlisted: E-8 and below.

5.2.2.2. **(Added)** Officer: O-5 and below.

5.2.2.3. **(Added)** Categories for IMA/PIRR annual award competition are located in AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)* .

5.3. **(Added) Eligibility:**

5.3.1. **(Added)** Determination of a military member's category of competition will be based on the grade held during the majority of the nomination period.

5.3.2.. **(Added)** Military nominees, to include geographically separated units, deployed or on emergency leave, are eligible to compete for Hill AFB's Outstanding Professional Performer Awards for the quarter if at home station the majority of the nomination period; assigned to Hill AFB for the majority of the nomination period for annual nominations.

5.3.3. **(Added)** Reservists that are assigned to a unit on a full-time basis and have worked there for the majority of the quarter or year may be submitted in the appropriate category.

5.3.4. **(Added)** Personnel selected as a Team Hill quarterly award recipient are not eligible for the next quarterly Team Hill competition. This does not include nominations for a different award (i.e., AMN and then Volunteer) .

5.3.5. **(Added)** Each military nominee must meet the following quality standards:

5.3.5.1. **(Added)** Nominees must not be enrolled in the Fitness Improvement, the Body Composition, or the Fit-For-Life Program, and must currently meet the minimum requirements (composite score of equal to or greater than 75) on the Air Force Fitness Assessment.

5.3.5.2. **(Added)** Nominees in training must be making satisfactory progress within upgrade training.

5.3.5.3. **(Added)** Nominees must not have received administrative action, non-judicial punishment nor had an open Unfavorable Information File during the nomination period.

5.4. **(Added) Periods of Competition (By Calendar Year) :**

5.4.1. **(Added)** Quarterly:

5.4.1.1 **(Added)** 1st Quarter, 1 January through 31 March.

5.4.1.2. **(Added)** 2nd Quarter, 1 April through 30 June.

5.4.1.3. **(Added)** 3rd Quarter, 1 July through 30 September.

5.4.1.4. **(Added)** 4th Quarter, 1 October through 31 December.

5.4.2. **(Added)** Annual, 1 January through 31 December.

5.5. **(Added) Nomination Procedures:**

5.5.1. **(Added)** Military nominations will be prepared in bullet format and submitted on the AF IMT 1206, *Nomination for Award*, electronically NLT the prescribed suspense date. Use the most current electronic form version (this can be found/downloaded from <http://www.e-publishing.af.mil>).

5.5.2. **(Added)** Quarterly: Write up is limited to a maximum of 15 lines (including headings) single-spaced electronic package for quarterly submission.

5.5.3. **(Added)** Annual: One single-spaced electronic package with maximum of 30 lines (including headings) for active duty annual submissions and one complete single-spaced electronic package for IMA/PIRR annual submissions.

5.5.4. **(Added)** Nominations should include specific facts, achievements, and examples showing the individuals are truly exceptional. Achievements should distinguish the member from his/her peers. Ensure only accomplishments from the period of nomination are used.

5.5.5. **(Added)** Nominations for quarterly and active duty annual awards will include the following areas (see Attachment 3 **(Added)** for additional guidance) :

5.5.5.1. **(Added)** Leadership and Job Performance in Primary Duty: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

5.5.5.2. **(Added)** Significant Self-Improvement: Show how the member has developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to

primary duties, and so forth. Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include any off duty education not directly related to primary duties; e.g. class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.5.5.3. **(Added)** 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, membership, or participation in unit advisory councils, professional military organization, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

5.5.6. **(Added)** The only heading used for Volunteer category is "Base or Community Involvement."

5.5.7. **(Added)** IMA/PIRR annual submissions will follow AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)* .

5.6. **(Added)** Awards Selection Board Procedures:

5.6.1. **(Added)** Board Member Appointment:

5.6.1.1. **(Added)** 75 ABW/CCC will gather board members, with the assistance of all units, and ensure the board composition is reflective of all units, as much as possible. Normally, no more than one representative from any single group or wing, depending upon competition level, may serve on the same board during a given quarter.

5.6.1.2. **(Added)** Selection board make-up should resemble the following grades, at a minimum (higher grades can be used as board members if appropriate) :

5.6.1.2.1. **(Added)** AMN: MSgt/SMSgt board president; three other members in ranks of TSgt through SMSgt.

5.6.1.2.2. **(Added)** NCO: CMSgt board president; three other senior NCOs.

5.6.1.2.3. **(Added)** SNCO: CMSgt board president; three other CMSgts.

5.6.1.2.4. **(Added)** CGO: Lt Col/Maj board president; three other Lt Col/Majors.

5.6.1.2.5. **(Added)** VOL: Board president and three military/civilian board members. The rank structure of board members will depend on the rank of the volunteer nominee submissions.

5.6.1.2.6. **(Added)** All IMA/PIRR packages will be reviewed and voted on by the Mobilization Assistant, Senior Enlisted Advisor for the IMA Program, and the Reserve Advisor's Office. In case of a tie, the Mobilization Assistant to the Commander will decide which nominee goes forward.

5.6.2. **(Added)** Selection Board Process:

5.6.2.1. **(Added)** Upon determining board members, the 75 ABW/CCC office will e-mail nomination forms, score sheets, a tally sheet, and the board oath to the board members. The board president is the only person to utilize the tally sheet and board oath.

5.6.2.2. **(Added)** The board president must schedule a board time and location for all board members to meet, discuss packages, and finalize category rankings. Board members should score packages prior to attending this board meeting.

5.6.2.3. **(Added)** Board presidents will preside over sessions of their boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant matters. They will start each board by administering the board oath.

5.6.2.4. **(Added)** Board presidents will score nominees, along with other board members. The board president's scores will only count in the event of a tie.

5.6.2.5. **(Added)** Evaluating nomination packages: The "whole person" concept is used to evaluate the quality and performance of all eligible and to align them in relative order within each category. Board members assess an individual's award selection potential by making an evaluation of each nominee's complete package. The following factors will be used to conduct the "whole person" assessment: "Leadership and Job Performance in Primary Duty" will count as 60% of the overall score while "Significant Self-Improvement" and "Base and Community Involvement" will count as 20% each. See Attachment 3 for evaluation guidelines.

5.6.2.6. **(Added)** Converting Overall Score to Rank Order Score: Board members will rank order the nominees by converting total nominee points to a nominee rank order standing. Example: One board member's overall scores for the three nominees who met the board were 27, 23, and 25. That board member would then rank order his/her nominees as follows: 1, 3, and 2. There should be no ties once rank ordered.

5.6.2.7. **(Added)** The board president will return all score sheets, including his/her own, and the tally sheet to the 75 ABW/CCC office the same day as the board is completed.

5.7. **(Added) Recognition, Awards and Honors:**

5.7.1. **(Added)** Award recipients at the 75 ABW, OO-ALC, and Team Hill levels will be recognized at quarterly and annual awards ceremonies. Additionally, selectees will also receive publicity in the base newspaper and may complete a Hometown News Release for hometown recognition.

5.7.2. **(Added)** Congratulatory letters and a recommended special pass will be given to all active duty military award winners of the OO-ALC quarterly and annual awards by the OO-ALC Commander.

5.7.3. **(Added)** 75 ABW quarterly and annual military award recipients will have their picture displayed in the Outstanding Professional Performer of the Quarter/Year display area in the 75th Air Base Wing Headquarters, as well as be provided a special pass at the commander's discretion.

5.7.4. **(Added)** Military Outstanding Professional Performer award recipients will receive an appropriate memento to sufficiently commemorate the level of their individual significant achievement at the quarterly and annual ceremonies. The civilian professional performer awards will be given in accordance with their civilian incentive awards program.

5.7.5. **(Added)** Team Hill annual military award winners will receive an F-16 incentive flight in accordance with AFI 11-401, 388 FW Supplement 1, *Aviation Management*.

LINDA R. MEDLER, Col, USAF
Commander, 75 Air Base Wing

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

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

AFI 36-2808, *Outstanding Officer and Enlisted Individual Mobilization Augmentee of the Year Awards (PA)*, 1 October 1998

AFI 11-401, 388 FW Supplement 1, *Aviation Management*, 13 August 2007

Abbreviations and Acronyms

AFB—Air Force Base

AMN—Airman

CAG—Commander's Action Group

CGO—Company Grade Officer

IMA—Individual Mobilization Augmentee

NCO—Noncommissioned Officer

NLT—No Later Than

OO—ALC Ogden Air Logistics Center

OO—ALC/DPV Reserve Advisor

OPR—Office of Primary Responsibility

PA—Public Affairs

PAFSC—Primary Air Force Specialty Code

PIRR—Participating Individual Ready Reserve

PME—Professional Military Education

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officer

VOL—Volunteer

75 ABW/CCC—Command Chief Master Sergeant

75 ABW/CCCE—Command Chief Master Sergeant Executive Assistant

Terms

Whole Person Concept—A complete nominee evaluation combining prescribed categories

Attachment 9 (Added)**MILITARY EVALUATION GUIDELINES**

A9.1. **Selection:** Selection will be based on the AF IMT 1206.

A9.2. **Written Evaluation (AF IMT 1206) .**

A10.2.1. Effective evaluation of the AF IMT 1206 requires a detailed thought process; it's challenging to review nomination packages and determine who are the "Best of the Best." Each board member must remember, *it's not the writer, it's the accomplishment of the nominee which makes the difference*. Strong emphasis must be on initiative, achievement, and impact, not writing style.

A9.2.2. When evaluating an AF IMT 1206, the individual's quarterly write-up cannot exceed 15 lines not including the three category headings (30 lines including the headings for annual) . Any combination of lines can be used, however each category should have a minimum of two lines. The total possible points that can be awarded are 25. There are only three approved categories (listed below) that will be scored. Additionally, nomination submissions in excess of the 15-line limit (27 for annual) will be scored by eliminating one line per heading, starting with the Leadership and Job Performance area, until the maximum number of lines is reached. This process will be conducted from bottom to top. Each line will be evaluated on its own merit. Board members have the opportunity to award maximum points to each section and can score each category using whole or half point increments. Board members must break all ties and cannot award points beyond the maximum points allocated for each category.

A9.2.2.1. Leadership and Job Performance: (maximum points – 15) .

A9.2.2.2. Significant Self-Improvement: (maximum points – 5) .

A9.2.2.3. Base/Community Involvement: (maximum points – 5) .

A9.3. **Nomination Headings.**

A9.3.1. Leadership and Job Performance: The individual's primary duty accomplishments are the most important element of the awards nomination package. This is the most difficult section to score, because everyone does an outstanding job in his or her area of expertise. Below are

guidelines to assist board members in differentiating the impact on the mission and leadership role. (Maximum points – 15) .

A9.3.1.1. Innovative methods/programs developed, designed, implemented, and impact.

A9.3.1.2. Process Improvement – cost saving, percentage improved or reduced.

A9.3.1.3. Superior leadership or management skills and accomplishments.

A9.3.1.4. Quantification and Qualification of results.

A9.3.1.5. Key additional duties with significant impact.

A9.3.1.6. Wing/company/command-level working group, committee chair/member, project officer.

A9.3.1.7. Higher HQ, service unique, or DoD involvement (i.e. tests site, program, equipment, etc.) .

A9.3.1.8. Wing/company/command-level and higher awards (both individual and unit) .

A9.3.2. Significant Self-Improvement: The primary focus of this section is the individual's professional and personal development and how it benefits the respective service. The key factors to this category are: individual commitment level and personal sacrifice. You can judge this by answering the following questions. How much time was expended? How much effort was involved? Was the achievement done on duty or during off-duty time? (Maximum points – 5) .

A9.3.2.1. Off-duty Education- College (in-residence, on-line, correspondence classes, etc.) .

A9.3.2.2. Professional Military Education (specific progress, attendance or completion) .

A9.3.2.3. Upgrade Training (CDCs, formal training courses, etc.) .

A9.3.2.4. Advanced career field or Military Occupational Specialty training.

A9.3.2.5. Readiness training.

A9.3.2.6. Conference or symposiums related to job or career field/specialty (how nominee used information to improve process, mission impact, etc.) .

A9.3.3. Base and Community Involvement: This section rounds out the whole person concept. Unit and base activities/support should be weighed more heavily on community involvement because they directly impact Team Hill and the surrounding community. Again the individual's commitment level and personal sacrifice are the key factors in evaluating this section. How much time and effort was involved? What was the amount of time committed to the

achievement and the frequency? Did the member participate or lead the effort? (Maximum points – 5) .

A9.3.3.1. Involvement in professional organizations.

A9.3.3.2. Key leadership position on executive council coupled by the achievement or results.

A9.3.3.3. Color/Honor Guard and sustained participation.

A9.3.3.4. Leadership position or role in community.

A9.3.3.5. Special Olympics, Boy Scouts, Big Brother/Sister, etc. (Number of hrs, frequency, etc.) .

A9.3.3.6. Coaching sporting teams (squadron intramural teams, adult or youth programs, etc.) .

A9.3.3.7. Participating in major community ceremonies such as unit member retirement, POW/MIA vigil, retreat, marched in community parade while in uniform (i.e., Veteran's Day and Fourth of July) .

A9.3.3.8. Base Sponsored Programs.

A9.3.3.9. Quarterly/Annual Awards Committee.

A9.4. Scoring.

A9.4.1. Board members must utilize Hill AFB Form 551, *Recognition Program Board Member Score Sheet*. Each nominee should be given a score within each of the three main areas (headings) using full or half point increments. Board members will then annotate the overall score for each nominee. Once all nominees have been given an overall score, the board member should rank order the nominees with the highest overall score receiving the lowest (best) ranking. For example, overall scores of 27, 23, and 25 would be rank ordered as 1, 3, and 2. Upon rank ordering, the board member must sign and date the form and provide the score sheet to the board president as requested.

A9.4.2. The board president will utilize Hill AFB Form 552, *Recognition Board President Tally Sheet*, to determine the rank order of nominees gathered from the board members' score sheets. For example, Nominee X was given a ranking of 1, 2, and 2 by the board members, while Nominee Y was given a ranking of 2, 1, and 1. Nominee X's overall score would be 5 while Nominee Y's would be 4. Nominee Y would be ranked 1 (best) and Nominee X would be ranked 2.

A9.4.3. In event of a tie after board member scoring and ranking, the board president's scores will be utilized to break the tie. In the end, no ties are acceptable.

Attachment 10 (Added)

BOARD PRESIDENT CHECKLIST**Table A10.1. BOARD PRESIDENT CHECKLIST.**

Pre-Board
Contact board members and schedule a date/time/location to meet
Introduce himself/herself to the board members and each other
Administer the board oath to all board members
If nominations exceed maximum allowable number of lines, contact 75 ABW/CCC in order to determine the appropriate lines to remove. Notify board members once decided. (Expectation is this will be done by the 75 ABW/CCC office prior to dissemination)
Have board members score nominees as outlined in Attachment 10
Conducting the Board
Discuss board procedures, scoring methods, and field questions
Collect score sheets and use tally sheet to determine final rank order
Use board president's scoring to break tie, if applicable
Post-Board
Gather all score sheets and surplus documents
Instruct board members to not discuss results until official release (ceremony)
Provide final score sheet and packages to 75 ABW/CCC office