

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

INCIRLIK AIR BASE INSTRUCTION 36-2802

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Personnel

RECOGNITION PROGRAM

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This instruction implements AFD 36-28, *Awards and Decoration Programs*, and provides guidelines for nomination and selection of outstanding military and civilian personnel of the quarter and year. This publication applies to all military personnel assigned or attached to the 39th Air Base Wing (39 ABW). The 39 ABW/CCC is responsible for maintaining the publication record set of this instruction. This publication requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change Publication*. 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 Information management System (AFRIMS) Record Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed.

1.	GENERAL	2
2.	RESPONSIBILITIES	2
3.	QUARTERLY AWARD PROGRAM.	4
4.	ANNUAL AWARD PROGRAM.	7

5.	BOARD COMPOSITION.	15
6.	BOARD SCORING.	16
7.	Quarterly Awards Ceremony:	18
8.	Medallion and Annual Awards Ceremonies:	18
Attachment 1—GLOSSARY OF REFERENCE AND SUPPORTING INFORMATION		19
Attachment 2—QUARTERLY AND ANNUAL AWARD BOARD MEMBER GUIDANCE		20
Attachment 3—FIGURE A3.1. QUARTERLY AND ANNUAL BOARD MEMBER SCORE SHEET – EXAMPLE.		22
Attachment 4—QUARTERLY AND ANNUAL AIRMAN/NCO/SENIOR NCO BOARD PRESIDENT MASTER SCORE SHEET		23
Attachment 5—CIVILIAN CATEGORY I AND CATEGORY II BREAKOUTS		24
Attachment 6—SAMPLE FACE-TO-FACE BOARD SCRIPT		25
Attachment 7—QUARTERLY AND ANNUAL TEAM AWARD CRITERIA (TO BE INCLUDED ON AN AF FORM 1206)		27
Attachment 8—ANNUAL TEAM AWARD SAMPLE NOMINATION MEMORANDUM FORMAT		28

1. GENERAL

1.1. The quarterly and annual award program serves a two-fold purpose: recognize superior performance and contribute positively to morale. To compete, military and civilian personnel must not be under investigation, have an unfavorable information file, or be on a control roster. Further, military personnel must meet dress and appearance standards and have a documented current fitness score of 75 or greater.

2. RESPONSIBILITIES

2.1. Unit Commanders/Superintendents/First Sergeants will:

2.1.1. Create an environment that encourages commanders and supervisors to develop and recognize personnel regularly, using all methods of recognition, including the formal quarterly and annual recognition program. Questions concerning quality force indicators (failed Official Fitness Assessment or Non-judicial punishment, etc. during the inclusive dates of the award) should be directed to the 39 ABW/CCC prior to submission to the 39 ABW/CCCE.

2.1.2. Submit award submissions to 39 ABW/CCCE (39abw.CCCE@us.af.mil) by the established suspense date and time. Packages will not be accepted after this date. The 39 ABW/CCC will publish a schedule prior to the start of the calendar year.

2.2. **The Command Chief (39 ABW/CCC) will:**

2.2.1. Approve board members and submit names to 39 ABW/CCCE by the established suspense date.

2.2.2. CCC or designee will compile all board results and forward winners' AF IMT 1206s along with a current print out of their Air Force Fitness Management System test score sheet to 39 ABW/CC. Gather award nomination packages from Board Presidents, 39 ABW/CCCE or designated Awards Program Monitor and provide feedback upon request after board results have been finalized to the Wing Commander.

2.2.3. Notify 39 ABW/CC of nominees for approval of each category.

2.3. The Command Chief's Executive (39 ABW/CCCE) will:

2.3.1. Establish due dates for AF IMT 1206s and schedule Face-to-Face boards from group, detachments and tenant units; based on the Wing calendar.

2.3.2. Serve as the collection point for electronic AF IMT 1206s and Face-to-Face board scoring sheets from designated Board Presidents.

2.3.3. Assemble and distribute completed AF IMT 1206s electronically to the Board Presidents of the Amn, NCO and SNCO boards, as well as, the CGO, including score sheets, and establish suspense dates.

2.3.4. Ensure Board Presidents secure locations for Face-to-Face boards. Provide Face-to-Face scoring sheets and Face-to-Face board guidance to board presidents. Ensure that all Face-to-Face boards and documentation are collected by the appropriate suspense date.

2.3.5. Order appropriate recognition plaques and/or awards.

2.3.6. Update nameplates on award boards located near the front entrance of the headquarters facility.

2.3.7. Arrange for annual award photos of winners for the recognition wall.

2.4. Board President will:

2.4.1. Receive all nomination packages from the 39 ABW/CCC or 39 ABW/CCCE.

2.4.2. Secure a location for Face-To-Face board. Provide Face-To-Face scoring sheets and Face-To-Face board guidance to board members. Ensure that all Face-To-Face boards and documentation are collected by the appropriate suspense date.

2.4.3. Brief all board members on procedures (see Attachment 1) Ensure fair and impartial scoring of all packages and Face-to-Face boards.

2.4.4. Correlate individual raw scores and rankings to determine category winners. Discuss and mitigate any scoring discrepancies prior to releasing board members. The board president will be the deciding factor if there is a tie.

2.4.5. Forward completed board results to the 39 ABW/CCCE. (Attachment 3)

2.5. Board Members will:

2.5.1. Receive electronic nomination packages from respective Board Presidents.

2.5.2. Review Board Member guidance (Attachment 1) prior to scoring packages.

2.5.3. Score AF IMT 1206s (Attachment 2 or 3) prior to board, evaluating each nominee fairly, based on only the information contained in the package. Evaluation of each nominee will be based upon accomplishments occurring only during the award period.

2.5.4. Develop questions for Face-to-Face boards as directed by the Board President. Evaluate each nominee fairly, based on only their military bearing, dress and appearance and communication skills while participating in the Face-to-Face board.

2.5.5. Report to board locations at the specified time. (AF IMT 1206 discussion and guidance, as well as Face-to-Face board discussion and guidance)

2.5.6. Provide constructive feedback on packages and Face-to-Face boards to Board President.

3. QUARTERLY AWARD PROGRAM.

3.1. General Guidance.

3.1.1. Individuals compete in the grade held for the majority of the award period.

3.1.2. A write-up, limited to 13 lines (including headers), single-spaced, size 12 font, using most current AF IMT 1206 version, Nomination for Award form. The apportionment of the information is recommended be 7 lines LEADERSHIP AND PERFORMANCE OF PRIMARY DUTIES, 2 lines SIGNIFICANT SELF-IMPROVEMENT and 1 line BASE OR COMMUNITY INVOLVEMENT.

3.1.3. Use bulleted, short statements or key points; include specific facts, achievements, and examples identifying the nominees accomplishments.

3.1.4. Achievements should distinguish the nominee from his/her peers.

3.1.5. Standard Air Force, 3 AF, and/or DoD approved acronyms and abbreviations are acceptable; spell out non-standard acronyms and follow Tongue and Quill guidelines for appropriate use.

3.1.6. Headers will NOT contain any additional text.

3.1.7. Face-To-Face Board composition is outlined in Section 5. This board will evaluate the nominees MILITARY BEARING, DRESS AND APPEARANCE AND COMMUNICATION SKILLS.

3.1.7.1. Military Bearing will be evaluated according to your conduct, movements, executed entrancing, seating and exiting the room, and posture throughout the questioning process.

3.1.7.2. Dress and Appearance will be evaluated according to AFI 36-2903, Dress and Appearance.

3.1.7.3. Communication skills will be based on the nominees abilities to answer questions derived from the following categories:

3.1.7.3.1. Airman:

3.1.7.3.1.1. Current Events (AF Times, AF News (www.af.mil), CMSAF Web site, News), etc.

3.1.7.3.1.2. Enlisted History (Chapter 1)

- 3.1.7.3.1.3. Airman Heritage (Chapter 2)
- 3.1.7.3.1.4. Standards of Conduct (Chapter 6)
- 3.1.7.3.1.5. Dress and Appearance (Chapter 17)
- 3.1.7.3.1.6. Military Customs, Courtesies, and Protocol For Special Events (Chapter 8) In addition to the Airman chapters, NCOs and SNCOs may be asked questions from below chapters:
- 3.1.7.3.1.7. NCO:
- 3.1.7.3.1.8. Leadership (Chapter 10)
- 3.1.7.3.1.9. The Enlisted Evaluation System (Chapter 11)
- 3.1.7.3.1.10. Fit Force (Chapter 18)
- 3.1.7.3.1.11. SNCO:
- 3.1.7.3.1.12. NCO Chapters Above
- 3.1.7.3.1.13. Personnel Programs (Chapter 15)
- 3.1.7.3.1.14. AFI 36-2618, Enlisted Force Structure

3.1.8. Nominees who are unable to meet the board due to deployment, TDY, leave out of the local area or similar circumstances, must coordinate with their First Sergeant who will inform the 39 ABW/CCC or designee. Those with valid excuses will receive the average board score for their category. Those without validation will receive (0) zero points for the board

3.1.9. All GSUs may participate in the board either telephonically or via VTC.

3.2. 39 ABW All Categories (Airman, NCO, SNCO, CGO, Honor Guard Member, Civilian Cat I and II) of the Quarter

3.2.1. Nominations must comply with general guidance contained in para 3.1.1. thru 3.1.9.

3.2.2. Nominations must include the following areas and cite examples that occurred only during the award period:

3.2.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (weighted factor = 85 %): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of inspections and/or evaluations. Include significant awards received. **Note:** Seven lines (excluding header).

3.2.2.2. SIGNIFICANT SELF-IMPROVEMENT (weighted factor = 10 %): Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (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. **Note:** Two lines (excluding header).

3.2.2.3. BASE OR COMMUNITY INVOLVEMENT (weighted factor = 5%): Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, and so forth. **Note:** One line (excluding header).

3.2.2.4. FACE-TO-FACE BOARD: (Max score is 10 Points.) The primary purpose of the board is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are four areas evaluated during the interview: (1) Dress & Appearance; (2) Military Bearing; (3) Communication Skills; and (4) Subject Knowledge. Each board member will prepare two questions for the nominee and will score the member based on the nominee's answer to their questions. **Note:** Civilian of the Quarter Nominees will not compete in an Face-to-Face Board as part of their Quarterly Board.

3.3. Team Award of the Quarter

3.3.1. 39 ABW organizations, to include tenant units can compete. A group of thirty or less people, organized for a common purpose in accordance with AFI 36-2868. **Note:** Teams will not be allowed to add members once their package has been received by the wing.

3.3.2. Team of the Quarter submissions require the team to have completed a performance improvement within the last year. The award eligibility cut-off date is 1 year prior to the current quarter of submittal.

3.3.3. Use the following three categories: Process, Impact and Results, and Sustainment and Standardization (for specific definitions reference AFI 36-2868).

3.3.4. All completed nomination packages should be forwarded to the 39abw.ccc@us.af.mil organizational e-mail account in accordance with announced suspense dates/times. Late packages will not be accepted.

3.3.5. Nomination package will be submitted using AF Form 1206, *Nomination for Award*: Must not exceed one page. See Attachment 2 for required categories. Do not include the identification of points or the subparagraph numbers. Do not use binders, covers, tabs, photographs, or attachments.

3.3.6. Nominations must include the following areas and cite examples that occurred only during the award period:

3.3.6.1. PROCESS (weighted factor = 10 pts): At a minimum this category must address the following: Process title and description. Mission of the organization, how it links to the wing (or equivalent) mission, and if it was self-initiated or directed by senior leadership. Key customers; Innovative tools, ideas, and concepts used to develop final solution. Comprehensive final solution and impact to key customers

3.3.6.2. **IMPACT AND RESULTS** (weighted factor = 25 pts): At a minimum this category must address the following: How process affects unit mission and to what degree. Benefit to the Air Force, MAJCOM, or Wing. Costs to implement the process improvement. Return on investment (ROI) calculations. Validation of resource savings.

3.3.6.3. **SUSTAINMENT AND STANDARDIZATION** (weighted factor = 15 pts): At a minimum this category must address the following: Steps taken to sustain improvement and Steps taken to share improvement(s) throughout MAJCOM and/or Air Force **Note:** Provide information in bullet format.

4. ANNUAL AWARD PROGRAM.

4.1. General Guidance.

4.1.1. Individuals compete in the grade they held for the majority of the award period. IAW AFPD 36-28, *Awards and Decoration Programs*. **Note:** Personnel competing in the annual awards must have been assigned a minimum of 6 months during the award period.

4.1.2. A write-up, limited to 27 lines (including headers), single-spaced, size 12 font, using most current AF IMT 1206 version, Nomination for Award form. The apportionment of the information is recommended be 19 lines LEADERSHIP AND PERFORMANCE OF PRIMARY DUTIES, 4 lines SIGNIFICANT SELF-IMPROVEMENT and 4 lines BASE OR COMMUNITY INVOLVEMENT.

4.1.3. Use bulleted, short statements or key points; include specific facts, achievements, and examples identifying the nominees accomplishments.

4.1.4. Achievements should distinguish the nominee from his/her peers.

4.1.5. Standard Air Force, 3 AF, and/or DoD approved acronyms and abbreviations are acceptable; spell out non-standard acronyms and follow Tongue and Quill guidelines for appropriate use.

4.1.6. Headers will NOT contain any additional text.

4.1.7. Face-To-Face Board composition is outlined in Section 5. This board will evaluate the nominees MILITARY BEARING, DRESS AND APPEARANCE AND COMMUNICATION SKILLS.

4.1.7.1. Military Bearing will be evaluated according to your conduct, movements, executed entrancing, seating and exiting the room, and posture throughout the questioning process.

4.1.7.2. Dress and Appearance will be evaluated according to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.

4.1.7.3. Communication skills will be based on the nominees abilities to answer questions derived from the following categories:

4.1.7.3.1. Airman:

4.1.7.3.1.1. Current Events (AF Times, AF News (www.af.mil), CMSAF Web site, News), etc.

- 4.1.7.3.1.2. Enlisted History (Chapter 1)
- 4.1.7.3.1.3. Airman Heritage (Chapter 2)
- 4.1.7.3.1.4. Standards of Conduct (Chapter 6)
- 4.1.7.3.1.5. Dress and Appearance (Chapter 17)
- 4.1.7.3.1.6. Military Customs, Courtesies, and Protocol For Special Events (Chapter 8) In addition to the Airman chapters, NCOs and SNCOs may be asked questions from below chapters:

4.1.7.3.2. NCO:

- 4.1.7.3.2.1. Leadership (Chapter 10)
- 4.1.7.3.2.2. The Enlisted Evaluation System (Chapter 11)
- 4.1.7.3.2.3. Fit Force (Chapter 18)

4.1.7.3.3. SNCO:

- 4.1.7.3.3.1. NCO Chapters Above
- 4.1.7.3.3.2. Personnel Programs (Chapter 15)
- 4.1.7.3.3.3. AFI 36-2618, Enlisted Force Structure

4.1.8. Nominees who are unable to meet the board due to deployment, TDY, leave out of the local area or similar circumstances, must coordinate with their First Sergeant who will inform the 39 ABW/CCC or designee. Those with valid excuses will receive the average board score for their category. Those without validation will receive (0) zero points for the board.

4.1.9. All GSUs may participate in the board either telephonically or via VTC.

4.2. 39 ABW Airman, NCO, and SNCO of the Year. Refer to AFI 36-2805, Special Trophies and Awards, para 3.4, 12 Outstanding Airmen of the Year (OAY) and 12 OAY Award E-message dated late fall of each year.

4.2.1. Nominations must comply with general guidance contained in para 4.1.1. thru 4.1.9.

4.2.2. Nominations must include the following areas and cite examples that occurred only during the award period:

4.2.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (weighted factor = 85%): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. **Note:** Recommended nineteen lines (excluding header).

4.2.2.2. SIGNIFICANT SELF-IMPROVEMENT (weighted factor = 10%): Show how the member developed or improved skills related to primary duties; e.g., formal

training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any 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. **Note:** Recommended four lines (excluding header).

4.2.2.3. BASE OR COMMUNITY INVOLVEMENT (weighted factor = 5%): Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, and so forth. **Note:** Recommended four lines (excluding header).

4.2.2.4. FACE-TO-FACE BOARD: (Max score is 10 Points.) The primary purpose of the board is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are four areas evaluated during the interview: (1) Dress & Appearance; (2) Military Bearing; (3) Communication Skills; and (4) Subject Knowledge. Each board member will prepare two questions for the nominee and will score the member based on the nominee's answer to their questions.

4.2.3. The 39 ABW winner in each category will accomplish the following for nomination to compete in the 12 OAY award.

4.2.3.1. A biography, limited to one, single-spaced typewritten page (refer to AFI 36-2805, Atch 2).

4.2.3.2. A statement of intent addressed to HQ AFPC/DPSIDR, signed and dated by the nominee (all nominees must sign a statement of intent). The statement of intent will read verbatim: (1) "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection." (2) "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention." (3) "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

4.2.3.3. A statement of release, addressed to HQ AFPC/DPSIDR, signed and dated by the nominee. The statement will read verbatim: (1) "I do/do not (circle one) grant permission to release any information contained in my nomination package and any announcement messages, press releases, or publicity regarding my winning this award."

(2) Include the following: "Disclosure Statement: voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition."

4.2.4. Nomination letter addressed to HQ USAFE/A1 signed by the 39 ABW/CC. Do not have letter signed unless group nominee wins at the wing level. **Note:** Ensure that signed statements listed above are on separate memos. Suggest not adding items that are already in the AFI unless unique to Incirlik.

4.2.5. An electronic and hard copy 8x10 official photo.

4.3. CGO of the Year. Refer to USAFEI 36-2803, USAFE Company Grade Officer of the Year Award and USAFE/A1KP E-message dated late fall of each year, Subject: USAFE CGO of the Year.

4.3.1. Nominations must comply with general guidance contained in para 4.1.1. thru 4.1.8.

4.3.2. Nominations must include the following areas and cite examples that occurred only during the award period:

4.3.2.1. LEADERSHIP AND JOB PERFORMANCE (weighted factor = 85%): Describe significant leadership accomplishments and how well the nominee performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the nominee that positively impacted the unit and/or the mission. Include results of inspections and/or evaluations. Include significant awards received. **Note:** Recommended nineteen lines (excluding header).

4.3.2.2. SIGNIFICANT SELF-IMPROVEMENT (weighted factor = 10%): Show how the nominee developed or improved skills related to primary duties; e.g., formal training, certifications, off-duty education, etc. Include completion of any continuing education programs or PME as well as awards earned during in-residence attendance. Cite any relevant training or activity that significantly enhanced the member's value as a military citizen. **Note:** Recommended four (excluding header).

4.3.2.3. BASE OR COMMUNITY INVOLVEMENT/OTHER ACCOMPLISHMENTS (weighted factor = 5%): 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 advisory councils, associations, events, and professional military organizations. **Note:** Recommended four (excluding header).

4.3.2.4. FACE-TO-FACE BOARD: (Max score is 10 Points.) The primary purpose of the board is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are four areas evaluated during the interview: (1) Dress & Appearance; (2) Military Bearing; (3) Communication Skills; and (4) Subject Knowledge. Each board member will prepare two questions for the nominee and will score the member based on the nominee's answer to their questions.

4.3.3. The 39 ABW winner of the CGO category will accomplish the following for nomination to compete in the 12 OAY award.

4.3.4. Biography, limited to one single-spaced typewritten page as shown in USAFEI 36-2803, Atch 2.

4.3.5. Nomination letter addressed to HQ USAFE/A1 signed by the 39 ABW/CC. Do not have letter signed unless group nominee wins at the wing level. **Note:** Ensure that signed statements listed above are on separate memos.

4.3.6. An electronic and hard copy 8x10 official photo.

4.4. Civilian Category I (Cat I) and Category II (Cat II) of the Year.

4.4.1. **(Includes Non- U.S. and U.S. appropriated fund civilians, DECA civilians, and Exchange civilians as determined by Civilian Personnel Office (see attachment 4))**

4.4.2. Nominations must comply with general guidance contained in para 3.1.1. Thru 3.1.6.

4.4.3. Nominations must include the following areas and cite examples that occurred only during the award period:

4.4.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (weighted factor = 85%): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of inspections and/or evaluations. Include significant awards received. **Note:** Recommended nineteen lines (excluding header).

4.4.3.2. SIGNIFICANT SELF-IMPROVEMENT (weighted factor = 10%): Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any 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. **Note:** Recommended four lines (excluding header).

4.4.3.3. BASE OR COMMUNITY INVOLVEMENT (weighted factor = 5%): Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, and so forth. **Note:** Recommended four lines (excluding header).

4.4.4. An electronic and hard copy 8x10 official photo.

4.5. First Sergeant of the Year.

4.5.1. Refer to AFI 36-2805, Special Trophies and Awards, para 3.4, 12 Outstanding Airmen of the Year (OAY) and 12 OAY Award E-message dated late fall of each year.

4.5.2. Nominations must comply with general guidance contained in para 4.1.1. thru 4.1.9.

4.5.3. Nominations must include the following areas and cite examples that occurred only during the award period:

4.5.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (weighted factor = 85%): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. **Note:** Recommended nineteen lines (excluding header).

4.5.3.2. SIGNIFICANT SELF-IMPROVEMENT (weighted factor =10%): Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any 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. **Note:** Recommended four lines (excluding header).

4.5.3.3. BASE OR COMMUNITY INVOLVEMENT (weighted factor = 5%): Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, and so forth. **Note:** Recommended four lines (excluding header).

4.5.3.4. FACE-TO-FACE BOARD: (Max score is 10 Points.) The primary purpose of the board is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are four areas evaluated during the interview: (1) Dress & Appearance; (2) Military Bearing; (3) Communication Skills; and (4) Subject Knowledge. Each board member will prepare two questions for the nominee and will score the member based on the nominee's answer to their questions.

4.5.4. The 39 ABW winner of the First Sergeant category will accomplish the following for nomination to compete in the 12 OAY award.

4.5.4.1. A biography, limited to one, single-spaced typewritten page (refer to AFI 36-2805, Atch 2).

4.5.4.2. A statement of intent addressed to HQ AFPC/DPSIDR, signed and dated by the nominee (all nominees must sign a statement of intent). The statement of intent will read verbatim: (1) "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection."(2) "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I

understand I may be called upon by my MAJCOM commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."

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

4.5.4.3. A statement of release, addressed to HQ AFPC/DPSIDR, signed and dated by the nominee. The statement will read verbatim: (1) "I do/do not (circle one) grant permission to release any information contained in my nomination package and any announcement messages, press releases, or publicity regarding my winning this award." (2) Include the following: "disclosure statement: voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition."

4.5.5. Nomination letter addressed to HQ USAFE/A1 signed by the 39 ABW/CC. Do not have letter signed unless group nominee wins at the wing level. **Note:** Ensure that signed statements listed above are on separate memos Suggest not adding items that are already in the AFI unless unique to Incirlik.

4.5.6. An electronic and hard copy 8x10 official photo.

4.6. Honor Guard Member of the Year. Refer to AFI 36-2805, Special Trophies and Awards, para 3.4, 12 Outstanding Airmen of the Year (OAY) and 12 OAY Award E-message dated late fall of each year.

4.6.1. Nominations must comply with general guidance contained in para 4.1.1. thru 4.1.9.

4.6.2. Nominations must include the following areas and cite examples that occurred only during the award period:

4.6.2.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (weighted factor = 85%): Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. **Note:** Recommended twenty lines (excluding header).

4.6.2.2. SIGNIFICANT SELF-IMPROVEMENT TO FUNERAL HONORS & OPERATIONS (weighted factor = 15%): Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any 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. **Note:** Recommended eight lines (excluding header).

4.6.2.3. FACE-TO-FACE BOARD: (Max score is 10 Points.) The primary purpose of the board is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are four areas evaluated during the interview: (1) Dress & Appearance; (2) Military Bearing; (3) Communication Skills; and (4) Subject Knowledge. Each board member will prepare two questions for the nominee and will score the member based on the nominee's answer to their questions.

4.6.3. The 39 ABW winner of the Honor Guard Member category will accomplish the following for nomination to compete in the 12 OAY award.

4.6.3.1. A biography, limited to one, single-spaced typewritten page (refer to AFI 36-2805, Atch 2).

4.6.3.2. A statement of intent addressed to HQ AFPC/DPSIDR, signed and dated by the nominee (all nominees must sign a statement of intent). The statement of intent will read verbatim:(1) "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection."(2) "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."(3) "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

4.6.3.3. A statement of release, addressed to HQ AFPC/DPSIDR, signed and dated by the nominee. The statement will read verbatim: (1) "I do/do not (circle one) grant permission to release any information contained in my nomination package and any announcement messages, press releases, or publicity regarding my winning this award." (2) Include the following: "disclosure statement: voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition."

4.6.4. Nomination letter addressed to HQ USAFE/A1 signed by the 39 ABW/CC. Do not have letter signed unless group nominee wins at the wing level. **Note:** Ensure that signed statements listed above are on separate memos. Suggest not adding items that are already in the AFI unless unique to Incirlik.

4.6.5. An electronic and hard copy 8x10 official photo.

4.7. Team Award of the Year.

4.7.1. 39 ABW organizations, to include tenant units can compete. A group of thirty or less people, organized for a common purpose in accordance with AFI 36-2868. **Note:** Teams will not be allowed to add members once their package has been received by the wing. This is an annual award only. Winners of this award will go on to compete for the CSAF Team Excellence Award.

4.7.2. Team of the Year submissions require the team to have completed a performance improvement within the last 2 years. The award eligibility cut-off date is 2 years prior to 1 September of the current year.

- 4.7.3. Team of the Year Award (CSAF Team Excellence Award nominee).
- 4.7.4. Award period is 1 January through 31 December.
- 4.7.5. Use the following three categories: Process, Impact and Results, and Sustainment and Standardization (for specific definitions reference AFI 36-2868).
- 4.7.6. All completed nomination packages should be forwarded to the 39abw.ccc@us.af.mil organizational e-mail account in accordance with announced suspense dates/times. Late packages will not be accepted.
- 4.7.7. Nomination package will be submitted using AF Form 1206, *Nomination for Award*: Must not exceed two pages. See Attachment 2 for required categories. Do not include the identification of points or the subparagraph numbers. Do not use binders, covers, tabs, photographs, or attachments.
- 4.7.8. Nominations must include the following areas and cite examples that occurred only during the award period:
- 4.7.8.1. PROCESS (weighted factor = 10 pts): At a minimum this category must address the following: Process title and description. Mission of the organization, how it links to the wing (or equivalent) mission, and if it was self-initiated or directed by senior leadership. Key customers; Innovative tools, ideas, and concepts used to develop final solution. Comprehensive final solution and impact to key customers
- 4.7.8.2. IMPACT AND RESULTS (weighted factor = 25 pts): At a minimum this category must address the following: How process affects unit mission and to what degree. Benefit to the Air Force, MAJCOM, or Wing. Costs to implement the process improvement. Return on investment (ROI) calculations. Validation of resource savings.
- 4.7.8.3. SUSTAINMENT AND STANDARDIZATION (weighted factor = 15 pts): At a minimum this category must address the following: Steps taken to sustain improvement and Steps taken to share improvement(s) throughout MAJCOM and/or Air Force. **Note:** Provide information in bullet format.

5. BOARD COMPOSITION.

- 5.1. Airman Boards Quarter/Year.
- 5.1.1. Board President – One SNCO.
- 5.1.2. Board Members – Four NCOs as determined by 39 ABW/CCC or designated Awards Program Monitor.
- 5.2. NCO Boards Quarter/Year.
- 5.2.1. Board President – One SNCO.
- 5.2.2. Board Members – Four SNCOs, as determined by 39 ABW/CCC or designated Awards Program Monitor.
- 5.3. SNCO of the Quarter/Year.
- 5.3.1. Board President – 39 ABW/CCC or designee

5.3.2. Board Members – Will between two to four CMSgts, as determined by 39 ABW/CCC or designated Awards Program Monitor.

5.4. CGO of the Quarter/Year.

5.4.1. Board President – 39 ABW/CV or appointed designee.

5.4.2. Board Members – Four Field Grade Officers as appointed by 39 ABW/CV.

5.5. Civilian of the Year Cat I and Cat II Quarter/Year.

5.5.1. Board President – Appointed by 39 ABW/CV or appointed designee.

5.5.2. Board Members - GS and/or CGO's appointed by 39 ABW/CV or appointed designee.

5.6. First Sergeant of the Year.

5.6.1. Board President – 39 ABW/CCC or designee

5.6.2. Board Members – Will between two to four CMSgts, as determined by 39 ABW/CCC or designated Awards Program Monitor.

5.7. Honor Member of the Year.

5.7.1. Board President – 39 ABW/CCC or designee

5.7.2. Board Members – Will between two to four CMSgt, as determined by 39 ABW/CCC or designated Awards Program Monitor.

6. BOARD SCORING.

6.1. General Guidance.

6.1.1. Board Presidents/Members may discuss the contents of the packages, questions or concerns amongst the other members within their board. Understand board members are not entitled to know who the winner of the category is as the final approval on the recommendations is the commander. There could be privilege/restricted information the commander that has the board is unaware of that could affect the outcome where the board members will not be informed on.

6.1.2. Members must be fair and impartial and set aside any bias. Evaluate packages based on the substance of the nomination. Keep in mind it is not the “importance” of one’s job being rated, but rather what the individual accomplished within their job/scope of responsibility.

6.1.3. Compare the accomplishments of each nominee and then score accordingly. Look for Action, Result and Impact...what did they do, how well did they do it and what was the impact on the mission/people, etc.

6.1.4. Nomination packages, score sheets, and scoring instructions will be centralized in a shared electronic folder by the 39 ABW/CCC or 39 ABW/CCCE. **Note:** Board Presidents/Members will be notified by e-mail when granted permission to access the shared electronic folder.

6.2. Board Members.

6.2.1. All packages will be scored on the score sheet provided in the appropriate category folder (**Attachment 1, Attachment 2 and Attachment 3**). Prior to the board, review and score each package. The day of the board, you will meet with the Board President to tally scores. At this time, bring forth any questions or concerns for discussion.

6.3. Ranking Packages (see example on score sheet).

6.3.1. By category, compare each nominee and accordingly rank order each nominee 1 thru 5 (1=best; 2=next best...5=least best; etc.).

6.3.2. Next, multiply the category ranking by the associated multiplier to attain a category score. **Note:** Repeat this step for all three categories (if required).

6.3.3. Once all three categories are scored, simply tally scores for each nominee into a cumulative score.

6.3.4. Use the cumulative scores to determine an overall ordinal ranking for each nominee. Low score wins. No ties are permitted. Use your judgment and experience to break the tie.

6.3.5. Ultimately, Board Members owe the Board President a ranking of 1-6 for each nominee. **Note:** The Board President's scores will only be used in the event of a tie that affects the outcome.

6.4. Board President.

6.4.1. You are responsible for the outcome and integrity of the board.

6.4.2. You will review and score all packages, however, you will only use your scores in the event of a tie that affects the outcome (see para 5.4.6) (**Attachment 1, Attachment 2 and Attachment 3**).

6.4.3. Your board will assemble with you to discuss each package. During this time the board members may discuss package contents, questions or concerns they have. **Note:** Although board members may have a difference of opinion, you should address significant disparities of score that affect the outcome.

6.4.4. Record all board member's scores on the master score sheet.

6.4.5. The winner is the nominee who received the lowest cumulative ranking from the board members. As the board President you are not obligated to provide the winner of the category as the commander has final approval on the nominees. There could be privilege/restricted information the commander that has the board is unaware of that could affect the outcome where the board members will not be informed of.

6.4.6. If a tie occurs that affects the outcome, add your package scoring to the cumulative totals to determine the winner.

6.4.7. Prior to collecting the sheets, ensure board members print rank/name then sign the sheets. Return all score sheets to include the master score sheet immediately to the 39 ABW/CCC or designated Awards Program Monitor.

7. Quarterly Awards Ceremony.

7.1. Unless otherwise specified, the quarterly awards ceremony will be combined with the monthly promotion ceremony.

7.2. The wing First Sergeants will plan, organize and oversee the quarterly awards ceremony. The 39 ABW/CCC will provide oversight.

7.3. The 39 ABW/CC and 39ABW/CCC or their designated representative will present the awards.

7.4. All participants will wear the uniform of the day unless otherwise specified by the 39 ABW/CC.

8. Medallion and Annual Awards Ceremonies.

8.1. The medallions and annual awards ceremonies will be held in early February in order to meet USAFE nomination suspense's.

8.2. The 39 ABW/CCC will appoint a SNCO to serve as chairperson for the medallion and annual award committee. The chairperson will plan, organize, and oversee the medallion and annual awards ceremonies. The 39 ABW/CCC will provide oversight.

CRAIG D. WILLS, Colonel, USAF
Commander

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

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001
AFPD 36-28, *Awards and Decorations Program*, 30 July 2012
AFI 36-2868, *Chief of Staff Team Excellence Award*, 18 March 2009, *Certified Current* 14 April 2011
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011, *Incorporating through Change 3*, 17 January 2014
AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

None

Adopted Forms

AF IMT 1206, *Nomination for Award*, 26 September 12
AF Form 847, *Recommendation for Change Publication*, 22 September 2009

Abbreviations and Acronyms

AFN—American Forces Network
AMS—Air Mobility Squadron
CGO—Company Grade Officer
CSAF—Chief of Staff, United States Air Force
CPTS—Comptroller Squadron
DECA—Defense Commissary Agency
GSU—Geographically Separated Unit
OAY—Outstanding Airman of the Year
MDG—Medical Group
MSG—Mission Support Group
MXS—Maintenance Squadron
OS—Operations Squadron
OSI—Office of Special Investigations
PME—Professional Military Education
TDY—Temporary Duty
VTC—Virtual Teleconference
WSA—Wing Staff Agencies

Attachment 2

QUARTERLY AND ANNUAL AWARD BOARD MEMBER GUIDANCE

A2.1. Quarterly/Annual Board Members are under 39 ABW/CC direction not to discuss their scored packages or the results of the board. Winners' names are only to be released at the appropriate Awards Ceremony.

A2.1.1. Board Members may discuss the contents of the packages, questions or concerns amongst the other members within their board. Members are not to discuss the scoring or outcome of the packages with other board members or anyone outside of the board.

A2.2. Members must be fair and impartial. Set aside any bias (positive or negative) and evaluate the packages based on the substance of the write-ups (AF Form 1206). Quality and impact of the accomplishments are important, not the quantity. Please keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job/scope of responsibility. For example: SSgt Doe dropped 50 bombs on Baghdad and TSgt Shmoe flipped 50 burgers at the dining facility. These are their jobs-one is not better than the other. What did they do in their jobs that set them apart from the person on the next shift? Did SSgt Doe have a bomb on target accuracy rating of 90% when the squadron average was 60%? Did TSgt Shmoe flip 75 burgers an hour when the average cook flipped only 50? Did Shmoe invent a new BBQ sauce that 90% of the customers liked better than the old one? What did the individual do to make a difference and improve his/her function in the Air Force?

A2.3. Compare the accomplishments of each nominee and then score accordingly. Look for Action, Result and Impact...what did they do, how well did they do it and what was the impact on the mission/people, etc.

A2.3.1. **LEADERSHIP** and Job performance in primary duty: The nominee's leadership and job performance in their primary duties, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the award period. You should be looking for individual accomplishments-not unit accomplishments. Individual awards ought to be included here.

A2.3.2. **SIGNIFICANT Self-Improvement:** The nominee must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities and so on during the award period. This includes military and civilian classes, professional development, self-development, etc.

A2.3.3. **BASE OR COMMUNITY INVOLVEMENT:** The member must have contributed tangibly or intangibly to the military or civilian community's welfare, morale or status during the award period. This includes involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as being in a leadership position (president, secretary, coach, team leader, head organizer, etc.).

A2.4. Prepare questions for the Face-to-Face board as directed by the Board President. Provide your questions to the Board President for final approval before the Face-to-Face board convenes. Categories for questioning will be Military Knowledge, Current Events, Opinion Based, Job Based, etc. addressed at the nominees appropriate rank and skill level. Score according to number of correct answers to board questions, military bearing, dress and appearance and

communication skills; i.e. nominees ability to maintain focus in high pressure environment, military movements, communicate their answers appropriately (verbal and non-verbal attributes) and overall presence.

A2.5. All packages and Face-to-Face boards will be scored on the score sheets provided in the appropriate category folder. Prior to the board, review and score each package. The day of the board, you will meet with the Board President to tally scores. At this time, bring forth any questions or concerns for discussion.

A2.6. Ranking Packages (see example on score sheet): By category, compare each nominee and rank order each nominee 1 thru 11 (1=best; 2=next best; etc.). Next, multiply the category ranking by the associated multiplier to attain a category score. Repeat this step for all three categories. Once all three categories are scored, simply tally scores for each nominee into a cumulative score. Use the cumulative scores to determine an overall ranking for each nominee. Low score wins. No ties are permitted. Use your judgment and experience to break the tie. Ultimately, you owe the Board President a ranking of 1-5 for each nominee. **Note:** The Board President's scores will only be used in the event of a tie that affects the outcome.

Attachment 3

EXAMPLE QUARTERLY AND ANNUAL BOARD MEMBER SCORE SHEET

Figure A3.1. Example Quarterly and Annual Board Member Score Sheet.

Board Member Score Sheet																				
Group	(1=best; 5=less best) Rank Last, First MI	Leadership & Job Performance in Primary Duties			Significant Self-Improvement			Base & Community Involvement			Sum of AF form 1206 (90%)		Dress & Appearance / Military Bearing		Communication / Subject Knowledge		Sum of Face-to-Face Board (10%)		Sum of AF form 1206 (90%) + Face-To Face Board (10%)	
		Ranking 1-5	Multiplier	Cat Total	Ranking 1-5	Multiplier	Cat Total	Ranking 1-5	Multiplier	Cat Total	Total	Ranking 1-5	Total	Ranking 1-5	Total	Total Score	Final Ranking (1-5)			
ABW			0.85	0.00		0.1	0.00		0.05	0.00		0.00			0.00					
MSG			0.85	0.00		0.1	0.00		0.05	0.00		0.00			0.00					
MDG			0.85	0.00		0.1	0.00		0.05	0.00		0.00			0.00					
OS			0.85	0.00		0.1	0.00		0.05	0.00		0.00			0.00					
MXS			0.85	0.00		0.1	0.00		0.05	0.00		0.00			0.00					

Board Member Rank/Name Last, First MI Suffix:
Sign:

Scoring Guide per Bullet:
Leadership Performance
2.0 - Outstanding
1.0 - Strong
0.0 - Weak

Scoring Guide per Bullet:
Self Improvement & Involvement
2.0 - Outstanding
1.0 - Strong
0.0 - Weak

Scoring Guide: Face To Face Board
2 - Outstanding appearance bearing, preparation, and articulation
1 - Strong appearance bearing, preparation, articulation
0 - Concern with appearance, preparation and/or articulation

Attachment 4

QUARTERLY AND ANNUAL AIRMAN/NCO/SENIOR NCO BOARD PRESIDENT MASTER SCORE SHEET

Table A4.1. Example Quarterly and Annual Airman/NCO/Senior NCO Board President Master Score Sheet.

Group		Board President Score Sheet					Sum of Category Totals		Final Ranking	
		Ranking 1-5	Ranking 1-5	Ranking 1-5	Ranking 1-5	Ranking 1-5	Cumulative Total	Ranking 1-5	Ranking 1-5	
(1=best; 5=less best)		1st Board Mbrs Rank Last, First MI	2D Board Mbrs Rank Last, First MI	3D Board Mbrs Rank Last, First MI	4th Board Mbr's Rank Last, First MI.	Board Presidents Rank Last, First MI				
ABW	Rank Last, First MI						0.00			
MSG							0.00			
MDG							0.00			
OS							0.00			
MXS							0.00			

Board President Rank/Name _____

Sign: _____

Attachment 5

CIVILIAN CATEGORY I AND CATEGORY II BREAKOUTS

Table A5.1. Categories.

<u>CATEGORY I</u>	<u>CATEGORY II</u>
GS-02 through GS-08	GS-09 through GS-13
WG-01 through WG-10	WG-11
NF I, II, III	NF IV, V
CC I, II, III, IV	WS-1 through WS-9
A1 through A7	WL-1 through W-5
C1 through C6a	C6 through C10
D1 through D4	D4 Meister
CT-5 through CT-9	CT-1 through CT-4
H2 through H6	H7 through H10
M-3 through M-5	M-1 through M-2
FM-1 through FM-5	
FMA-1 through FMA-5	

Attachment 6

SAMPLE FACE-TO-FACE BOARD SCRIPT

(Nominee Enters)

(Gives Reporting Statement)

BOARD PRESIDENT: GOOD MORNING, ON BEHALF 39TH AIR BASE WING, WE WOULD LIKE TO WELCOME YOU TO THE BOARD. CONGRATULATIONS FOR BEING SELECTED TO COMPETE FOR THE **QUARTERLY/ANNUAL** AWARDS.

I AM **CHIEF XXXXXXXX**, PRESIDENT OF THE BOARD. TO MY FAR LEFT IS **RANK LAST NAME**, FROM THE **GROUP/SQUADRON**, TO MY IMMEDIATE LEFT IS **RANK LAST NAME**, FROM THE **GROUP/SQUADRON**, TO MY FAR RIGHT IS **RANK LAST NAME**, FROM THE **GROUP/SQUADRON**, TO MY IMMEDIATE RIGHT IS **RANK LAST NAME**, FROM THE **GROUP/SQUADRON**.

THE ORDER OF EVENTS TODAY WILL BE FOR YOU TO TELL US A LITTLE BIT ABOUT YOURSELF, WE WILL THEN DIRECT QUESTIONING; IN THE DIRECT QUESTION PORTION EACH MEMBER WILL ASK YOU TWO KNOWLEDGE BASED, OPINIONATED QUESTIONS, AFTER THAT WILL BE CLOSING COMMENTS.

(Nominee provides his/her comments)

BOARD PRESIDENT: THANK YOU, WE WILL BEGIN WITH THE DIRECT QUESTIONING PROTION STARTING WITH THE **BOARD MEMBER TO FAR LEFT'S RANK LAST NAME** TO THE **BOARD MEMBER TO FAR RIGHT'S RANK LAST NAME**, AND WE WILL FINISH WITH MY FINAL QUESTION.

THIS CONCLUDES THE DIRECT QUESTIONING OF THE BOARD. DO YOU HAVE ANY CLOSING COMMENTS?

(Nominee provides closing comments)

BOARD PRESIDENT: ON BEHALF OF THE BOARD I WOULD LIKE TO THANK YOU FOR YOUR LEADERSHIP, DEDICATION AND CONTRIBUTIONS YOU HAVE MADE TO YOUR ORGANIZATION AND OUR COMMUNITY. PLEASE DO NOT

DISCUSS THE QUESTIONS YOU WERE ASKED DURING THIS BOARD WITH ANY ONE OUTSIDE OF THIS ROOM. THANK YOU AND HAVE A GREAT DAY...YOU ARE DISMISSED

*******This is a SAMPLE only*******

Attachment 7**QUARTERLY AND ANNUAL TEAM AWARD CRITERIA****(To Be Included On an AF Form 1206)****A7.1. PROCESS (10 points).** At a minimum this category must address the following:

A7.1.1. Process title and description

A7.1.2. Mission of the organization, how it links to the wing (or equivalent) mission, and if it was self-initiated or directed by senior leadership

A7.1.3. Key customers

A7.1.4. Innovative tools, ideas, and concepts used to develop final solution

A7.1.5. Comprehensive final solution and impact to key customers

A7.2. IMPACT AND RESULTS (25 points). At a minimum this category must address the following:

A7.2.1. How process affects unit mission and to what degree

A7.2.2. Benefit to the Air Force, MAJCOM, or Wing

A7.2.3. Costs to implement the process improvement

A7.2.4. Return on investment (ROI) calculations

A7.2.5. Validation of resource savings

A7.3. SUSTAINMENT AND STANDARDIZATION (15 points). At a minimum this category must address the following:

A7.3.1. Steps taken to sustain improvement

A7.3.2. Steps taken to share improvement(s) throughout MAJCOM and/or Air Force **Note:** Provide information in bullet format. **Note:** Quarterly limited to one page and Annual limited to two pages.

Attachment 8

ANNUAL TEAM AWARD SAMPLE NOMINATION MEMORANDUM FORMAT

Table A8.1. Sample Nomination Memorandum Format.

<p>MEMORANDUM FOR (MAJCOM POC OFFICE) (ATTN: CSTE A)</p> <p>FROM: (Submitting Unit)</p> <p>SUBJECT: Nomination for Chief of Staff Team Excellence Award</p> <p>1. Team Name:</p> <p>2. Applicant Organization: Address: City, State, Zip:</p> <p>3. Team Member POC: (This person will be the single point of contact for coordinating team issues before, during and after the team presentation.):</p> <p>Name: [Rank/Civ Grade/Civ Title (e.g., Mr., Ms., Dr.)/First Name/MI/Last] Duty Title: Organization and Office Symbol: Mailing Address: City, State, Zip: DSN Telephone: Commercial Telephone: DSN FAX: Commercial FAX: E-mail Address:</p> <p>4. Alternate Team Member POC: (This person will replace the lead POC in case of PCS, retire, separate, etc.):</p> <p>Name: [Rank/Civ Grade/Civ Title (e.g., Mr., Ms., Dr.)/First Name/MI/Last] Duty Title: Organization and Office Symbol: Mailing Address: City, State, Zip: DSN Telephone: Commercial Telephone: DSN FAX: Commercial FAX: E-mail Address:</p> <p>5. Other Team Members: (Include the following information on all team members. Include those who have retired, PCS'd, or otherwise no longer in the organization. Include last known duty address for retired and separated individuals.):</p> <p>Name: [Rank/Civ Grade/Civ Title (e.g., Mr., Ms., Dr.)/First Name/MI/Last] Duty Title: Position on Team: (Leader, facilitator, scribe, member, etc): Organization: Duty Mailing Address: City, State, Zip: Duty DSN Telephone: Commercial duty Telephone: E-mail Address:</p> <p>6. Teams are limited to 30 team members. All team members must be included on the nomination memorandum when submitted. Teams will not be allowed to add members once their package has been received by AFMA. Special care must be taken to identify all team members with the proper spelling of their names. Civilians must be identified by grade and proper title, e.g., Mr., Ms., Dr. Place the person's gender in parentheses after their name if</p>
--

the title/name does not make it clear, e.g., Terry, Tracy, Bobby, Chris, Toni.

7. Coordinating POC in Installation Manpower and Organization Office:

Name: [Rank/Civ Grade/Civ Title (e.g., Mr., Ms., Dr.)/First Name/MI/Last]

Duty Title:

Organization and Office Symbol:

Mailing Address:

City, State, Zip:

DSN Telephone:

Commercial Telephone:

DSN FAX:

Commercial FAX:

E-mail Address:

8. MAJCOM, ANG, HQ USAF/A1M Coordinating Office:

Name: [Rank/Civ Grade/Civ Title (e.g., Mr., Ms., Dr.)/First Name/MI/Last]

Title:

Organization and Office Symbol:

Mailing Address:

City, State, Zip:

DSN Telephone:

9. I certify that the nomination application and attachments do not contain any classified information, resource savings have been validated, and the process improvement is in place.

(Sponsoring Organization Commander's signature)

SIGNATURE BLOCK

Attachment:

AF Form 1206