

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



**AIR FORCE INSTRUCTION 36-2805**

**AIR FORCE MATERIEL COMMAND  
SUPPLEMENT**

**KIRTLAND AIR FORCE SUPPLEMENT  
36-2805**

**8 FEBRUARY 2013**

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**Personnel**

**SPECIAL TROPHIES AND AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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AFI 36-2805\_AFMCSUP, *Special Trophies and Awards* is supplemented as follows. It also implements Air Force Policy Directive 36-10, *Civilian Performance and Recognition*. It establishes the general policies and procedures for the Team Kirtland Quarterly and the Air Force Nuclear Weapons Center (AFNWC) Quarterly and Annual Awards program. This supplement applies to all military personnel assigned to the AFNWC or attached to units serviced by the 377th Force Support Squadron (FSS). It also applies to civilian (appropriated and non-appropriated) personnel assigned or attached to units serviced by the 377 FSS Civilian Personnel Section. This publication does not apply to Air Force Reserve Command (AFRC) Units or the Air National Guard (ANG). Refer recommended changes and questions about this publication to the office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This supplement requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C.,

Section 857. System of Records Notice F900 AF MP A, *Awards and Decorations*, applies. See Attachment 1 for a Glossary of References and Supporting Information.

***SUMMARY OF CHANGES***

This interim change revises AFI36-2805\_AFMCSUP\_KIRTLANDAFBSUP by adding the Air Force Nuclear Weapons Center (AFNWC) Order of the Nucleus Recognition Program.

## Chapter 5 (Added)

### KIRTLAND AFB RECOGNITION PROGRAM

**5.1. (Added) Programs and Participation.** This supplement addresses three major recognition programs: the AFNWC military and civilian quarterly and annual awards (12 Outstanding Airmen of the Year or 12 OAY) programs, the 377th Air Base Wing (377 ABW) and Nuclear Capabilities Directorate (NC) military and civilian quarterly and annual awards programs, and the Team Kirtland military and civilian quarterly awards program. The AFNWC annual awards (12 OAY) is the center-level competition to select nominees for the AFMC annual awards, which in turn lead to the United States Air Force (USAF) 12 OAY and First Sergeant of the Year programs and, as such, are limited to AFNWC civilian and military personnel only. The Team Kirtland quarterly awards program includes all organizations assigned to KAFB, except Geographically Separated Units (GSU) and honors both military and civilian personnel. Participation in these programs by organizations and personnel assigned or attached to KAFB is highly encouraged but strictly voluntary. The Team Kirtland quarterly awards program is a 377 ABW Commander's recognition initiative.

5.1.1. **(Added)** The AFNWC special trophies and awards program (*functional awards*) is managed by the AFNWC Directorate of Personnel office (AFNWC/DP), please direct all questions and submissions to that office.

**5.2. (Added) Program Objectives.** These award programs are used to recognize outstanding company grade officers, enlisted personnel, and civilian employees for superior job performance and other accomplishments in an effort to inspire and reward excellence. Program objectives are as follows:

5.2.1. **(Added)** Provide a base-level program to recognize outstanding achievement and performance for both AFNWC and Team Kirtland members.

5.2.2. **(Added)** Identify personnel who strive for greater responsibility and continuous self improvement.

5.2.3. **(Added)** Recognize outstanding volunteer community service on our base and in the local community.

5.2.4. **(Added)** Recognize outstanding Honor Guardsman contributions.

### **5.3. (Added) Responsibilities.**

5.3.1. **(Added)** The 377 ABW Command Chief's Office (377 ABW/CCC) will:

5.3.1.1. **(Added)** Administer the AFNWC, 377 ABW, NC, Team Kirtland quarterly awards, and the AFNWC (12 OAY) annual awards programs. Submit AFNWC enlisted nominations to AFMC Headquarters (HQ) for all applicable categories.

5.3.1.2. **(Added)** Contact the Honor Guard Non-Commissioned Officer (NCOIC) for nominee and winner information. Establish appropriate suspense and selection processes for the Team Kirtland Honor Guard Member of the Quarter. If the Honor Guard Member of the Year is assigned to the AFNWC, this office will coordinate with the Honor Guard NCOIC to ensure the recipient is recognized at the AFNWC annual awards ceremony.

5.3.1.3. **(Added)** The 377 ABW/CCC's office or designee will facilitate, coordinate and plan appropriate quarterly AFNWC, 377 ABW, NC, 377 ABW Staff and Team Kirtland award recognition ceremonies to honor nominees and winners. Coordinate an event photographer, masters of ceremony, national anthem singer, proffer, and other detail personnel as necessary. Appoint a committee chair person for the AFNWC annual awards ceremonial banquet and the 377 ABW/CCC's executive assistant serves as an advisor to the committee.

5.3.1.4. **(Added)** Provide the Public Affairs Office (377 ABW/PA) with information and photographs of the winners as necessary for recognition in the base newspaper.

5.3.1.5. **(Added)** The 377 ABW/CCC's office will publish the awards schedule annually. The 377 ABW/CCC's office or designee will schedule selection boards and notify appropriate personnel to serve as board members as detailed in paragraph 5.3. of this supplement. Appoint a board president for each board to serve as mediator, who will vote as necessary.

5.3.1.5.1. **(Added)** The 377 FSS Civilian Personnel Section is the office of primary responsibility (OPR) and provides overall administration oversight of the 377 ABW civilian awards program. Responsibilities include, but are not limited to selection of board members from the 377 ABW and mission partners.

5.3.1.5.2. **(Added)** The AFNWC/DP is the OPR and provides overall administration oversight of the AFNWC/Team Kirtland civilian awards program. Responsibilities include but are not limited to selection of board members from the AFNWC and mission partners. Board dates may vary from 377 ABW/CCC's office schedule.

5.3.1.6. **(Added)** Ensure board members receive complete nomination packages, score sheets, and briefings on procedures and guidelines.

5.3.1.7. **(Added)** Upon completion of the boards, collect completed board score sheets and nomination packages; compose list of category winners on an AF Form 1768, *Staff Summary Sheet* for the 377 ABW/CCC's review/coordination and the appropriate commander's review (AFNWC/CC, 377 ABW/CC and AFNWC/NC.)

5.3.1.8. **(Added)** Coordinate the appropriate funds and purchase award hardware for presentation at the corresponding annual and quarterly awards ceremonies.

5.3.1.9. **(Added)** Maintain photographic display of wing level Quarterly/Annual Awards winners.

5.3.2. **(Added)** 377 ABW Protocol (377 ABW/CCP) will:

5.3.2.1. **(Added)** Coordinate with ceremony OPR to ensure ceremony invitations are sent to local civic leaders, wing, group commanders and staff agency chiefs. Coordinate with ceremony OPR to compile a pro rata sheet for these attendees and provide an accurate list of names to the 377 ABW/CCC's office by the required suspense.

5.3.2.2. **(Added)** Coordinate with ceremony OPR for all senior leaders and distinguished visitor seating plans, and any other protocol-related support. For all Protocol issues, please contact their office via e-mail at [377ABW.CCP@kirtland.af.mil](mailto:377ABW.CCP@kirtland.af.mil).

5.3.3. **(Added)** The Nominee's Unit of Assignment will:

5.3.3.1. **(Added)** Nominate personnel appropriate to compete in the AFNWC quarterly and annual awards (12 OAY) and the Team Kirtland quarterly awards programs in accordance with (IAW) this supplement.

5.3.3.2. **(Added)** Ensure nominees meet all eligibility requirements IAW paragraph 5.6. of this supplement.

5.3.3.3. **(Added)** Prepare nomination packages on military and civilian nominees IAW paragraph 5.6. of this supplement. Designate a unit Point of Contact (POC) (typically the First Sergeant) to orchestrate electronic delivery of nominee packages to the “377ABW/CCCE Administrative mailbox”.

#### **5.4. (Added) Award Eligibility.**

5.4.1. **(Added)** All nominees must compete in the category commensurate with the rank/grade they held for the majority (half) of the award period (quarter or year). In cases where members have been promoted out of their competing category during the award period, please add the new date of rank/rating in the “RANK/NAME OF NOMINEE” block on the top of AF Form 1206, *Nomination for Award*. For example, if a member has held the grade of TSgt for seven months of the award period and is then promoted to MSgt, nominate the member in the Non-Commissioned Officer (NCO) category, not the Senior Non-Commissioned Officer (SNCO) category. If the member is promoted at the six-month point of the award cycle, the unit determines which category to nominate the member.

**Table 5.1. (Added) Periods of Competition (By Calendar Year)**

1st Quarter	1 January through 31 March
2nd Quarter	1 April through 30 June
3rd Quarter	1 July through 30 September
4th Quarter	1 October through 31 December
Annual	1 January through 31 December

5.4.2. **(Added)** AFNWC quarterly/annual award nominees, military or civilian, must be assigned or attached to an AFNWC unit for the majority (half) of the award period (quarter or year). Nominees in all enlisted categories must meet the submission requirements for the 12 OAY program IAW AFI 36-2805\_AFMCSUP *Special Trophies and Awards* as potential ambassadors for Air Force enlisted corps. First Sergeant Nominees must have held the 8F000 Special Duty Identifier for a minimum of 6 months.

5.4.3. **(Added)** All Team Kirtland quarterly award nominees must be assigned or attached to a unit on KAFB and serviced by the 377 FSS Civilian Personnel Section for the majority (half) of the quarter being considered. Personnel who are not physically stationed at KAFB are not eligible for the Team Kirtland quarterly awards.

5.4.4. **(Added)** Military nominees must not have an Unfavorable Information File, be on a Control Roster or any other incidents of a discreditable nature during the award period.

5.4.4.1. **(Added)** Military nominees must show proof of a current passing physical training score. All SNCO nominees must show completion of their Community College of the Air Force Degree, and required Professional Military Education.

5.4.5. **(Added)** The Team Kirtland Dormitory Room of the Quarter candidates must meet award eligibility criteria and be nominated to the 377 ABW/CCC's office by their unit First Sergeant.

5.4.6. **(Added)** Civilian nominees must not have any disciplinary action, unsatisfactory performance appraisals, or incidents of a discreditable nature during the award period.

5.4.7. **(Added)** Unless unusual circumstances apply (contact the 377 ABW/CCC for case-by-case guidance) do not resubmit a quarterly award winner in consecutive quarters. Annual award nominees will not be limited to that calendar year's quarterly award winners only; some accomplishments are captured better over the span of an entire year than within a single quarter.

**Table 5.2. (Added) Award Categories**

<b>Category</b>	<b>Rank/Pay Grade</b>
<b>Airman (AMN)</b>	Airman Basic – Senior Airman
<b>NCO</b>	Staff Sergeant – Technical Sergeant
<b>SNCO</b>	Master Sergeant – Senior Master Sergeant
<b>Company Grade Officer (CGO)</b>	2nd Lieutenant - Captain
<b>Civilian I</b>	GS/GG: 1 – 8; WG: 1 – 7; WL: 1 – 5; Lab Demo: DX I-II, DU I-III; NAF: NF I & II; CY I - III; NA 1-8; NL 1-5 and NS 1-8 Serving in a Permanent Appointment
<b>Civilian II</b>	GS/GG: 9-11; WG: 8 – 15; WL: 6 – 15; Lab Demo: DR/DO I; DX III; DU IV; and NAF: NF III Serving in a Permanent Appointment
<b>Civilian III</b>	GS/GG: 12-13; WS: 1 – 10; Lab Demo: DR/DO II; DX IV; and NAF: NF IV Serving in a Permanent Appointment
<b>Civilian IV</b>	GS:14; WS: 11 – 14; Lab Demo: and DR/DO III Serving in a Permanent Appointment
<b>Honor Guard</b>	Active Honor Guard Member
<b>First Sergeant of the Year (Annual Only)</b>	Only assigned to the AFNWC. (see paragraph 5.4.2.)
<b>Standard Career Group:</b> YA, YB, YC	
<b>Medical Career Group:</b> YG, YH, YJ	

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

5.5.1. **(Added) The AFNWC Quarterly Awards program:** Only AFNWC, 377 ABW, NC, ICBMSD are eligible to submit one nominee in each of the following categories: Amn, NCO, SNCO, CGO, and civilian categories I through IV.

5.5.2. **(Added) The AFNWC Annual Awards program:** Only AFNWC, 377 ABW, NC, associated groups, divisions and staff agencies are eligible to submit one nominee in each category. The AFNWC annual award enlisted winners are automatic nominees to AFMC for the Air Force 12 OAY to include the First Sergeant of the Year nominee. The AFNWC CGO of the

year will be submitted for the AFMC annual award. Category I through IV civilian nominees of the year are not submitted beyond the AFNWC level.

**5.5.2.1. (Added) The Kirtland Honor Guard Member of the Year Award:** The Kirtland Honor Guard NCOIC will determine the member of the year award and submit nomination on the latest version of AF Form 1206, to the appropriate organization for recognition; AFNWC or 58 Special Operations Wing (SOW). Furthermore the winner's organization will determine which Major Command the nomination for the Chief Master Sergeant of the Air Force (CMSAF) Base Honor Guard Member of the Year award will be submitted to; either AFMC or Air Education and Training Command (AETC). The nomination package will be completed and submitted by the owning organization. The Kirtland Honor Guard Member of the Year award will be the same individual submitted for the CMSAF Base Honor Guard Member of the Year award. Only one member from KAFB will be recognized for the annual award.

**5.5.3. (Added) The Team Kirtland Quarterly Awards Program:** Participating units include all organizations assigned to KAFB, and/or serviced by the 377 FSS Civilian Personnel Section. They may submit one nominee in each of the following categories: Amn, NCO, SNCO, CGO, and civilian categories I through IV. GSUs not assigned to KAFB, and/or serviced by the 377 FSS Civilian Personnel Section are not eligible for this award.

**5.5.3.1. (Added) Team Kirtland Honor Guard Member of the Quarter Award:** The Kirtland Honor Guard NCOIC will submit the names of the four nominees and the overall winner's name along with two accomplishment bullets achieved during that quarter's award period, to the "377ABW/CCCE Administrative mailbox". An AF Form 1206 is not required. For annual Honor Guard member awards, see paragraph 5.6.2.1.

**5.5.3.2. (Added) Team Kirtland Dormitory Room of the Quarter award;** the Kirtland First Sergeants' Council will submit nominee names, room number, and unit of assignment to the "377ABW/CCCE Administrative mailbox". An AF Form 1206 is not required. **NOTE:** There are no annual submissions for the Dormitory Room Awards—this program is done quarterly only.

**5.5.4. (Added)** Submit nominations on latest version of AF Form 1206. Limit quarterly nominations to 15 lines, including headings, and annual award nominations to 30 lines, including headings. Include only accomplishments for the applicable award period (see [Attachment 9](#)). An eight line acronyms list is permissible for the AFNWC quarterly, annual awards, and for the Team Kirtland quarterly awards.

**5.5.4.1. (Added)** AF Form 1206 headings are mandatory for all quarterly/annual award nominations (Table 5.4.). Do not add any additional information after the headings. Use bullet format highlighting the nominee's efforts toward the event (accomplishment) and its outcome.

**5.5.4.2. (Added)** Submit an electronic AF Form 1206 to the 377 ABW/CCC Executive Assistant's office "377ABW/CCCE Administrative mailbox." See the bottom of **Figure A9.1.** for instructions on labeling electronic AF Form 1206.

**5.5.5. (Added) The AFNWC Order of the Nucleus Recognition Program.** The AFNWC Commander established this program to honor those persons or teams that have, through sustained efforts or a single act, contributed to the strengthening of the Nation's nuclear deterrent. The recognition is presented to those who are supporting or have supported the nuclear enterprise with great distinction.

5.5.5.1. **(Added) Program and Participation.** The AFNWC Commander is the selecting authority for recipients of the AFNWC Order of the Nucleus recognition. The recognition may be awarded to members of the Armed Forces of any service, (active, retired, guard, or reserve), Federal Civilians, or members of the community not affiliated with the military or government. The number of persons, teams, and frequency of those selected for recognition is at the discretion of the AFNWC Commander.

5.5.5.2. **(Added)** Recognition consists of an induction ceremony, distinctive certificate, medallion, coin, and the recipient's name placed on a plaque with all previous honorees that is displayed in the AFNWC Headquarters building.

5.5.5.3. **(Added)** AFNWC/CCP will serve as ceremony project officer.

### 5.6. **(Added) Selection Board Composition and Responsibilities.**

5.6.1. **(Added)** All military selection boards are scheduled and coordinated by the 377 ABW/CCC's office or designee (see Table 5.3. for board composition.) Selection boards must objectively and impartially evaluate all nominees to select the most deserving member in each category. Each board will tabulate the scores and list every nominee in merit order for the 377 ABW/CCC's review. The 377 ABW/CCCE office or designee will coordinate with appropriate units and offices to solicit and select board presidents/members. Boards will be comprised being mindful of fair representation from all units eligible for awards.

**Table 5.3. (Added) Board Composition**

<b>Amn Board</b>	
President	TSgt
Board Members (3)	TSgt or (T)Sgt
<b>NCO Board</b>	
President	MSgt-SMSgt
Board Members (3)	MSgt-SMSgt
<b>SNCO Board</b>	
President	CMSgt
Board Members (3)	(C)MSgt-CMSgt ( <b>Note Below</b> )
<b>CGO Board</b>	
President	Lt Col and above (senior ranking officer)
Board Members (3)	Major and above
<b>Honor Guard Board</b>	
President	NCOIC of the Honor Guard
Board Members	Members designated by NCOIC of the Honor Guard
<b>Civilian Category I and II Boards</b>	
President	GS-11 equivalent or above (senior ranking member)
Board Members (3)	GS-11 equivalent or above
<b>Civilian Category III and IV Boards</b>	

President	GS-14 equivalent or above (senior ranking member)
Board Members (3)	GS-14 equivalent or above
<b>First Sergeant of the Year Board (only for annual awards)</b>	
President	CMSgt
Board Members (3)	(C)MSgt-CMSgt ( <b>Note Below</b> )
<b>NOTE:</b> If there are no CMSgt assigned to an organization a SMSgt may be used.	

5.6.2. **(Added) Military quarterly and annual award boards:** The AFNWC quarterly/annual and Team Kirtland quarterly boards are package review only and will consist of a board president with three voting board members; grade requirements are relative to the level of award category (See Table 5.3.). The uniform requirement for board members is uniform of the day.

5.6.3. **(Added) Civilian category boards:** The AFNWC quarterly/annual and Team Kirtland quarterly boards are package review only. Categories I and II will meet as one board, and Categories III and IV will meet as the second civilian board. The board will consist of a board president and three voting members, and grade requirements are relative to the level of award category (See Table 5.3.). **Note:** For civilian awards there are no higher level (MAJCOM) awards.

5.6.4. **(Added)** The 377 ABW/CCC will appoint a team of Chief Master Sergeants, First Sergeants, and Dorm Managers to conduct room inspections to determine the Team Kirtland Dormitory Room of the Quarter award winner.

5.6.5. **(Added) Board Scoring Procedures:**

5.6.5.1. **(Added)** Board members will use KAFB Form 608, *Board Member Score Sheet*, available at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) to assess each award package. Board members will follow the board member score sheet instructions, review each AF Form 1206 submission, assign a score, review results and break any ties on their individual scoring sheet. Each board member will sign (electronically or wet) and hand carry or scan and e-mail their KAFB Form 608 to the board president. The point breakdown for each subheading on the AF Form 1206 is as follows:

**Table 5.4. (Added) Assignment of Board Score Points**

<b>Nomination for Award Subheadings</b>	<b>Entire Package: Maximum of 12/27 points</b>
Leadership and Job Performance in Primary Duty	(8/17 Quarter/Annual max points)
Significant Self-Improvement	(2/5 Quarter/Annual max points)
Base or Community Involvement	(2/5 Quarter/Annual Max points)
<b>*NOTE: Additional information after the Headings is prohibited.</b>	

5.6.5.2. **(Added)** Packages that do not contain all three categories will not be accepted.

5.6.5.3. **(Added)** Board presidents will consolidate and transcribe all board members scores onto a KAFB Form 609, *Board President Score Sheet*. The board president will review each nominee's total score from each board member; when a difference more than two points exist between total scores of any one nominee, a scoring mitigation with the board members must be

completed. This mitigation will result in all board members scoring within a two-point range on each nominee. The board president will then add up the total scores on the KAFB Form 609. Scores will be adjusted so no splits exist. For example, if there are seven nominees, then the results will list rankings 1 through 7. The board president's score will only be factored-in when mitigation can't be reached between board members. The board president will have the final say on all mitigation issues. The nominee with the highest overall total score will be selected as the board's recommendation. The board president will sign (electronically or wet) and hand carry or scan and e-mail their KAFB Form 609 to the 377 ABW/CCCE office or designee for email use" 377ABW/CCCE Administrative mailbox."

JOHN C. KUBINEC, Colonel, USAF  
Commander, 377th Air Base Wing

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

**AFI 36-2805 AFMCSUP, *Special Trophies and Award***, 19 November 2008

**Adopted Forms**

**AF Form 847, *Recommendation for Change of Publication***

**AF Form 1206, *Nomination for Award***

**AF Form 1768, *Staff Summary Sheet***

**Prescribed Forms**

**KIRTLANDAFB Form 608, *Board Member Score Sheet***

**KIRTLANDAFB Form 609, *Board Presidents Score Sheet***

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFMC**—Air Force Materiel Command

**ANG**—Air National Guard

**CMSAF**—Chief Master Sergeant of the Air Force

**GSU**—Geographically Separated Unit

**IAW**—In Accordance With

**NCOIC**—Noncommissioned Officer-in-Charge

**NSPS**—National Security Personnel System

**DR**—Lab Demo

**WG**—Wage Grade

**WL**—Wage Leader

**WS**—Wage Supervisor

**NF**—Non-appropriated Funds

**CY**—Child & Youth

**NA**—Non-Appropriated non-supervisory

**NL**—Non-Appropriated Leader

**NS**—Non-Appropriated Supervisor

