

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AIR FORCE BASE INSTRUCTION 36-2802

1 JULY 2013



Personnel

**WING AWARDS AND RECOGNITION
PROGRAM**

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*. It establishes the 56th Fighter Wing (56 FW) quarterly and annual awards and recognition programs. It applies to all units permanently assigned or attached (tenant units) to Luke Air Force Base. This instruction does not apply to Air Force Reserve units or its members. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Privacy Act Warning Statement: This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by [10 U.S.C. 8013, AFI 36-2608 and E.O. 9397 (SSN) set forth the legal authority such as the federal statute, executive order, or regulation]. The applicable Privacy Act SORN(s) [number and title] is available at <http://privacy.defense.gov/notices/usaf/>." 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).

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Updated formatting to conform to AFI 33-360 guidelines. Added Privacy Act Warning Statement and Attachment 1, Glossary of References and Supporting Information. Updated Responsibilities, paragraph 2.2.3. Added Responsibilities, paragraph 2.4. Updated Responsibilities, paragraph 2.5.2. Updated Civilian categories of awards, paragraphs 3.2.7., 3.2.8., and 3.2.9. Added Nominee Eligibility, paragraph 3.2.12. Deleted In-Person Board Procedures paragraphs 4.1. -

4.5, updated paragraph 4.1. Delete Table 4.1. Board Members and Topics. Added Board Procedures paragraph 4.3, 4.4. Updated Nomination Package Requirements, paragraph 5.2. Added Nomination Package Requirements, paragraph 5.2.3. Updated Table 5.1. AMN/NCO/SNCO categories, 5.2. First Sergeant category, and 5.3. Honor Guard Member and Program Manager categories. Added paragraphs 5.3.5. and 5.3.6. with tables 5.5. and 5.6. for CGO/FGO Instructor Pilot and Flight Commander categories. Added paragraph 5.3.8. with table 5.8. for C3 Award category. Updated Table A2.1 Calendar of Events. Added Attachment 6. Updated Attachments 7 and 8. Added Attachment 16, Annual C3 Award Citation.

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1. Objectives.

- 1.1. Create a fair and equitable process to recognize outstanding 56 FW personnel and select 12 Outstanding Airmen of the Year, First Sergeant of the Year, Honor Guard Member of the Year, and Honor Guard Program Manager of the Year nominees.
- 1.2. Enhance base morale.
- 1.3. Publicize examples of outstanding performers.

2. Responsibilities.

- 2.1. 56 FW/CC is responsible for ensuring overall compliance with the objectives of this instruction and is the final approving authority for recommendations made by wing boards.
- 2.2. 56 FW/CCC is responsible for the following regarding enlisted boards:
 - 2.2.1. Notify all groups of package suspense, board dates, and banquet dates.
 - 2.2.2. Collect all group nomination packages electronically. Ensure packages contain all necessary documents. See paragraph 5 for package requirements.
 - 2.2.3. Schedule and make arrangements for conducting enlisted category awards boards.
 - 2.2.3.1. Select and notify enlisted board members.
 - 2.2.3.1.1. The SNCO board will consist of one president (Superintendent from Maintenance Group (MXG), Mission Support Group (MSG), Medical Group (MDG) or Operations Group (OG)) and four board members (CMSgt from MXG, MSG, MDG and OG). The Group that is to provide a representative to act as board president will be chosen by 56 FW/CCC.
 - 2.2.3.1.2. The NCO board will consist of one president (SMSgt from MXG, MXG, MDG or OG) and four board members (SMSgt or MSgt from MXG, MSG, MDG and Fighter Wing Staff Agency (FWSA)). The Group that is to provide a

representative to act as board president will be chosen by 56 FW/CCC.

2.2.3.1.3. The AMN board will consist of one president (MSgt from MXG, MXG, MDG or OG) and four board members (TSgt or SSgt from MXG, MSG, OG and FWSA). The Group that is to provide a representative to act as board president will be chosen by 56 FW/CCC.

2.2.3.1.4. All enlisted category board members will be voting members, to include the president.

2.2.3.2. Select and notify commissioned board members on behalf of 56 FW/CV. The commissioned boards (CGO and FGO) will be scored package only by the 56 FW Group Commanders or Group Commander's designee and 56 FW/DS or designee. 56 FW/CV will act as board president and will only vote in the event of a tie.

2.2.3.3. Provide all board members with all applicable award packages, to include: standardized score sheets, single page surf, standardized written board procedures and scoring instructions as required.

2.2.4. Prepare board findings for 56 FW/CC approval.

2.2.5. Ensure award elements (plaques/trophies) are prepared for each wing winner for the wing awards ceremony.

2.2.6. Ensure all officially procured award elements are equivalent across military and civilian categories. Donated award elements may differ by category, as designated by the available donors.

2.2.7. Contact Public Affairs for base newspaper article.

2.2.8. Maintain winning awards packages on file for a period of 1 calendar year.

2.2.9. Forward 12 Outstanding Airmen of the Year, First Sergeant of the Year, Honor Guard Member of the Year, and Honor Guard Program Manager of the Year winning packages to higher headquarters.

2.3. 56th Force Support Squadron Civilian Personnel (56 FSS/FSMC) responsibilities:

2.3.1. Notify supervisors to initiate time off award for wing-level civilian winners.

2.3.2. Select and notify board members for civilian boards and ensure the board members meet the following criteria:

Table 2.1. Board members for civilian boards.

BOARD	PRESIDENT	MEMBERS
Civilian Category 1	Management Official	A management official from each group (at least one panel member must be a civilian).
Civilian Category 2	Management Official	A management official from each group (at least one panel member must be a civilian).
Civilian Category 3	Management Official	A management official from each group

		(at least one panel member must be a civilian).
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2.4. 56 CPTS/FMA responsibilities;

2.4.1. Management of the C3 Award boards, to include;

2.4.1.1. Schedule and make all arrangements for conducting wing boards.

2.4.1.2. Chair the boards and forward board recommendations to 56 FW/CCC.

2.5. Group commanders (to include Director of Staff) are responsible for the following:

2.5.1. Ensure group boards mirror wing boards. One nominee per category may be submitted electronically to 56 FW/CCCA for wing-level award consideration.

2.5.2. Submit group winning packages (per paragraph 5) electronically via Task Management Tool (TMT) or email to 56 FW/CCC mailbox NLT the date specified for each award period in Attachment 2. Packages will include the AF Form 1206, *Nomination for Award* and the single page SURF.

2.5.2.1. Ensure squadron commander verifies the following:

2.5.2.1.1. A thorough quality force review has been performed (i.e., nominee is not on a control roster or has an unsatisfactory fitness score; and does not have an open unfavorable information file or other adverse information during this period). All AF Form 1206s on military nominees must include the military image statement and individual current fitness score at the bottom (see Attachment 4).

2.5.2.1.2. All achievements listed on the AF Form 1206 occurred during the inclusive period. Achievements listed on the AF Form 1206, which did not occur during the inclusive period, will not be scored.

2.6. The Honor Guard NCOIC will be responsible for establishing and executing a fair and equitable selection process to identify all Honor Guard category awards recommendations.

2.7. Public Affairs is responsible for appropriately recognizing all quarterly and annual award winners through base newspaper articles.

3. Nominee Eligibility.

3.1. Groups eligible to compete are the 56 MSG, 56 MXG, 56 MDG, 56 OG and 56 FW Staff agencies, and tenant units. Tenant and associate units may participate in the base quarterly awards program and their nominations must be submitted through the 56th Fighter Wing Staff.

3.1.1. Tenant and associate unit enlisted participation in the annual awards program must be coordinated through their parent organization (wing or command) as such participation in the enlisted categories lead to the USAF 12 Outstanding Airmen of the Year Program (12 OAY).

3.1.2. Tenant and associate unit commissioned participation in the annual awards program is permitted and should be submitted through the 56th Fighter Wing Staff.

3.2. Individuals will compete in the grade category/position they held for the majority of the award period, unless otherwise noted. Grade criteria are as follows:

3.2.1. E-1 through E-4 for Airman.

3.2.2. E-5 through E-6 for Noncommissioned Officer.

3.2.3. E-7 through E-8 for Senior Noncommissioned Officer.

3.2.4. E-7 through E-8 within AFSC 8F000 for First Sergeant of the Year, and must serve in the position of first sergeant for at least 6 months to be eligible for First Sergeant of the Year.

3.2.5. O-1 through O-3 for Company Grade Officer.

3.2.6. O-4 through O-5 for Field Grade Officer.

3.2.7. Civilian Category I: GS-01 through 08; WG-01 through WG-07; WL-01 through WL-07; CY-01 through CY-05; NA-01 through NA-08; NF-I, NF-II, and NF-III, and NL-01 through NL-08.

3.2.8. Civilian Category II: GS-09 through 13 (non-supervisory); WG-08 through WG-15; WL-08 through WL-15; WS-01 through WS-12; NA-09 through NA-15; NF-IV and NF-V (non-supervisory); NL-09 through NL-15; and NS-01 through NS-12.

3.2.9. Civilian Category III: GS-09 through GS-13 (supervisory); WS-13 through WS-15; NF-IV and NF-V (supervisory); and NS-13 through NS-15.

3.2.10. Ceremonial Honor Guardsman; rank/grade commensurate with position.

3.2.11. Honor Guard Program Manager; rank/grade commensurate with position.

3.2.12. C3; nominees may be Active Duty, Reserve, National Guard, or DoD civilian employees.

3.3. Wing winners may not be selected for a quarterly or annual award for 2 consecutive quarters or years.

3.4. Wing annual award nominees are not limited to previous wing quarterly award winners.

4. Board Procedures.

4.1. Wing board results are a recommendation requiring approval by 56 FW/CC. Wing board results are not final until approved by 56 FW/CC. 56 FW/CC may override board results as deemed fit.

4.2. The following boards will be scored by package only and consist of the members outlined in paragraph 2.2.3.1 and 2.2.3.2;

4.2.1. Quarterly and Annual AMN/NCO/SNCO.

4.2.2. First Sergeant of the Year.

4.2.3. Quarterly and Annual CGO/FGO.

4.3. Quarterly and Annual Civilian category boards will be scored by package only. 56 FSS/FSMC will determine board members and conduct boards.

4.4. Quarterly and Annual C3 individual and team boards will be scored by package only. 56 CPTS/FMA will determine board members and conduct boards.

5. Nomination Package Requirements.

5.1. Justification must be submitted electronically on latest version of AF Form 1206. The most current version in electronic format must be used.

5.1.1. Use bullet statements under each major heading (see Attachments 4-6). Each category must contain at least one bullet statement.

5.2. Quarterly award package requirements:

5.2.1. Enlisted and commissioned categories: electronic copy of most current version AF Form 1206. Member must have a passing PT score or an exemption.

5.2.2. Civilian categories: electronic copy of the most current version of AF Form 1206 to 56 FSS/FSMC.

5.2.3. C3 categories (both individual and team): electronic copy of the most current version of AF Form 1206.

5.3. Annual award package requirements (Subject to change to meet higher headquarters requirements):

5.3.1. AMN/NCO/SNCO categories:

Table 5.1. AMN/NCO/SNCO categories.

- a. Endorsement Memorandum
- b. AF Form 1206 (most current version) (30 lines, including headings)
(see attachment 4)
- c. Biography limited to one single-spaced typewritten Word Document (using only the format in AFI 36-2805, Atch 2) (see Attachment 11). Note: DO NOT include the SSN.
- d. Single Unit Retrieval Format (SURF)-pulled from the AMS website
- e. Statement of Release (see Attachment 15)
- f. Statement of Intent (see Attachment 14)
- g. Official Photo (head/shoulders) in service dress with blue/gray background and US flag
- h. Full length photo (blues, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges, blue/gray background) Female nominees are to wear pants.
- i. Action Shots Five (5) diverse, not staged, action shots of member in uniform in their work environment
- j. Individual AF Fitness Management System Assessment History (PT Score)

5.3.2. First Sergeant category:

Table 5.2. First Sergeant category.

- a. Endorsement Memorandum
- b. AF Form 1206 (most current version) (30 lines, including headings)
- c. Biography limited to one single-spaced typewritten Word Document (using only the format in AFI 36-2805, Atch 2) (see Attachment 11). Note: DO NOT include the SSN.
- d. Single Unit Retrieval Format (SURF)-pulled from the AMS website

- e. Statement of Release (see Attachment 13)
- f. Citation no less than 50 words and no more than 70 words (not including opening and closing statements) providing specific examples of leadership and job performance; significant self-improvement; and base or community involvement (see Attachment 12).
- g. Official Photo (head/shoulders) in service dress with blue/gray background and US flag
- h. Full length photo (blues, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges, blue/gray background) Female nominees are to wear pants.
- i. Action Shots Five (5) diverse, not staged, action shots of member in uniform in their work environment.
- j. Individual AF Fitness Management System Assessment History (PT Score)

5.3.3. Honor Guard Member and Program Manager categories:

Table 5.3. Honor Guard Member and Program Manager categories.

- a. Endorsement Memorandum
- b. AF Form 1206 (most current version) Headers: LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (20 lines); SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS (8 lines)
- c. Biography limited to one single-spaced typewritten Word Document (using only the format in AFI 36-2805, Atch 2) (see Attachment 11). Note: DO NOT include the SSN.
- d. Single Unit Retrieval Format (SURF)-pulled from the AMS website
- e. Official Photo (8x10 head/shoulder, frontal shot in ceremonial uniform with hat, blue/gray background with flag saved as a minimum of 300dpi high resolution .jpg)
- f. Full length photo (blues, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges) Female nominees are to wear pants.
- g. Action Shots Five (5) diverse, not staged, action shots of member in uniform in their work environment.

5.3.4. CGO/FGO categories:

Table 5.4. CGO/FGO categories.

- a. AF Form 1206 (most current version) (30 lines, including headings) (see attachment 4)
- b. Official Photo

5.3.5. CGO/FGO Instructor Pilot categories.

Table 5.5. CGO/FGO Instructor Pilot categories.

- a. Official Photo (head/shoulders) in service dress with blue/gray background and US flag

5.3.6. Flight Commander category.

Table 5.6. Flight Commander category.

- a. Official Photo (head/shoulders) in service dress with blue/gray background and US flag

5.3.7. Civilian categories:

Table 5.7. Civilian categories.

- a. AF Form 1206 (most current version) to 56 FSS/FSMC (see Attachment 5)
- b. Official Photo

5.3.8. C3 Category:

Table 5.8. C3 Category (Individual and Team).

- a. Endorsement Memorandum
- b. AF Form 1206 (most current version). Headings: C3 LEADERSHIP and C3 IN ACTION (see Attachment 6)
- c. Award Citation (see Attachment 16)
- d. Statement of Release

5.4. All should be sent electronically via Task Management Tool (TMT), or email to the 56 FW/CCCA.

6. Awards Ceremony.

6.1. The 56th Fighter Wing First Sergeant's Council will plan, organize, publicize, and conduct the annual awards presentation ceremony. The 56th Fighter Wing TOP 3 organization will plan, organize, publicize, and conduct the quarterly award presentation ceremonies. The Special Morale and Welfare (SM&W) fund will be used to pay for all nominees' and spouse (if applicable) meals.

6.2. The 56th Fighter Wing Protocol Office will be responsible for the distribution of invitations to all quarterly and annual awards contributors.

6.3. The 56th Fighter Wing Command Chief's office will be responsible for the posting of annual award winner's photos in the 56 FW headquarters building.

6.4. The 56th Fighter Wing Command Chief's office will be responsible for preparing 56 FW/ CC congratulatory letters, certificates, and plaques.

7. Awards.

7.1. Military quarterly and annual winners may receive various appropriate mementoes, public recognition, and gifts from various sponsors as available.

7.2. Civilian quarterly and annual wing-level winners will receive various appropriate mementoes, public recognition, a Notable Achievement Award (NAA)(quarterly: \$350; annual: \$500) or a Time-Off Award (TOA)(quarterly: one workday; annual: three-workdays), and gifts from various sponsors as available. **Note:** Civilian employee must be eligible within regulatory guidelines to receive time-off award.

7.2.1. Quarterly squadron-level winners, who do not win at the group level, will receive a maximum NAA in the amount of \$150 or a TOA in the amount of 4 hours. Annual squadron-level winners, who do not win at the group level, will receive a maximum NAA in the amount of \$250 or a TOA in the amount of 6 hours.

7.2.2. Quarterly group level winners, who do not win at the wing level, will receive a maximum NAA in the amount of \$250 or a TOA in the amount of 6 hours. Annual

group-level winners, who do not win at the wing level, will receive a maximum NAA in the amount of \$350 or a TOA in the amount of 8 hours.

7.3. The 56 FSS/FSMC will be the OPR for initiating and processing time-off awards. Squadron and Group POCs will forward the nominations for their Civilian of the Quarter/Year winners along with the award type and amount to be granted to 56 FSS/FSMC for action. 56 FSS/FSMC will process the awards for squadron-level winners after the group winners are announced, and for group-level winners after the wing winners are announced. Funding for the various appropriate mementoes will be provided by the 56 FW.

8. Other Awards. Group commanders are authorized to establish technical and/or quality based award programs that recognize individuals in unique specialties who clearly demonstrate exceptional and sustained duty performance, significantly contributing to mission accomplishment. If established, procedures will be outlined in a group or squadron operating instruction and must not duplicate the categories mentioned in this instruction. These procedures will also follow guidance specified in AFI 34-201, *Use of Non-appropriated Funds*, AFI 36-2805, *Special Trophies and Awards*, and AFI 65-601, Volume 1, *Budget Guidance and Procedures* where applicable. Nomination procedures in paragraph 1.4 of this instruction will be followed to ensure a quality awards programs is used that recognizes the most deserving individuals. Awards and recognition ceremonies for these programs will be conducted at the group or unit level.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

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

AFPD 36-28, *Awards and Decorations Programs*, 30 July 2012
AFI 34-201, *Use of Non-appropriated Funds*, 17 Jun 2002
AFI 36-2805, *Special Trophies and Awards*, 29 June 2001
AFI 65-601V1, *Budget Guidance and Procedures*, 16 August 2012
AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AFI—Air Force Instruction
AFB—Air Force Base
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AMN—Airman
ANG—Air National Guard
NCO—Noncommissioned Officer
SNCO—Senior Noncommissioned Officer
OPR—Office of Primary Responsibility
SJA—Staff Judge Advocate

Attachment 2
CALENDAR OF EVENTS

Table A2.1. Calendar of Events.

AWARD PERIOD	NOMINATION (PACKAGE) SUSPENSE*	BOARD DATE*	BANQUET DATE
1ST QUARTER	2nd Friday in Apr	3rd Friday in Apr	1st Thursday in May
2ND QUARTER	2nd Friday in Jul	3rd Friday in Jul	1st Thursday in Aug
3RD QUARTER	2nd Friday in Oct	3rd Friday in Oct	1st Thursday in Nov
4TH QUARTER	3rd Monday in Dec	3rd Friday in Dec	2nd Thursday in Jan
**ANNUAL	2nd Wednesday in Jan	2nd Friday in Jan	4th Saturday in Jan

1. NOTE: If any of these suspense dates fall on a holiday or goal/training/family day, suspense date will be the next duty day.

2. NOTE: Nomination suspense and board dates for annual awards are subject to change as determined by AETC suspense dates. Also, groups must ensure photos for all wing award nominees are scheduled with 56 FW/PA. Uniform requirements for all award photos are service dress for military members and comparable equivalent for civilians. For nominees projected for TDY, please make arrangements to ensure photo is taken prior to departure.

Attachment 3**BOARD GUIDANCE LETTER****A3.1. BOARD PRESIDENT**

A3.1.1. Be familiar with LUKEAFBI 36-2802 and ensure strict adherence to this instruction.

A3.1.2. Oversee board operations and serve as a scoring board member as applicable.

A3.1.3. Complete the Board President Tally Sheet (Attachment 8 for enlisted and commissioned awards and Attachment 10 for civilian awards) according to instructions.

A3.1.4. Upon board completion, immediately return completed Board President Tally Sheet, Board Member Score Sheets and all packages to 56 FW/CCCA.

A3.2. BOARD MEMBERS (TO INCLUDE PRESIDENT)

A3.2.1. First, review the Board Member Score Sheet (Attachment 7 for enlisted and commissioned awards and Attachment 9 for civilian awards). Note what each category is worth, how the points are broken down, and the fact that all accomplishments must have occurred during the award period. Ensure each bullet is in the proper category.

A3.2.2. Finally, find a quiet space and objectively review each package in detail. Judge how important each bullet is, based on your own intellect, experience and common sense. Do not bring in your own knowledge of the person, just the facts contained on the AF Form 1206 and SURF. Grade each nomination package individually, awarding points based on three factors: the acts performed, their impact, and scope of responsibility. Assign the proper points and rank accordingly. It is important to take notes during the scoring process so you are prepared to openly discuss scoring considerations if the Board President deems necessary. Complete ALL blanks on EACH score sheet and return completed Awards Board Score Sheets to the Board President. Also, though you may not know for certain whom the overall category recommendation will be, you may develop a good idea based on the content of the packages and board proceedings. It is your duty to maintain secrecy. Do not tell anyone until AFTER the awards luncheon or banquet.

Attachment 4

NARRATIVE JUSTIFICATION FOR ENLISTED AND COMMISSIONED CATEGORIES

Table A4.1. Narrative Justification for Enlisted and Commissioned Categories.

NOMINATION FOR AWARD		
AWARD	CATEGORY	AWARD PERIOD
Enter Title of Award (i.e., Quarterly Award)	Airman/NCO/SNCO/CGO/FGO	January – March 2013
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Airman First Class/John Q. Doe	MAJCOM Air Education & Training Command	
DAFSC/DUTY TITLE Enter DAFSC & Duty Title as reflected in MILPDS	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 123-4567 & COMM (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit/Office Symbol/ and Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lieutenant Colonel/John Q. Smith DSN 123-7654 & COMM (618) 123-7654 JQS (Commander's Initials)		
<p>This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishment must be strong and specific in each of these areas.</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <p>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 impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and 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. (Approximately 8 lines for quarterly awards.)</p> <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <p>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</p>		

enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the individual's value as a military member. (Approximately 3 lines for quarterly awards.)

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 organizations, 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. (Approximately 3 lines for quarterly awards.)

LEGEND OF ACRONYMS (quarterly awards only)

Member's overall appearance is outstanding; fitness score: 89 (as of 22 Apr 10) (*quarterly awards only*)

NOTE 1: For quarterly awards justification, the maximum number of lines used on the AF Form 1206 will be 14, not counting the headings or legend of acronyms. For annual awards justification, the AF Form 1206 cannot exceed 30 lines total, to include headings.

NOTE 2: The justification must contain specific facts of nominee's contributions during the specific award period only. Achievements of the member should be so outstanding as to highly distinguish the Airman from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.

ENSURE INFORMATION IS INCLUDED UNDER THE PROPER HEADING AND IS ACCURATE.

Attachment 5

SAMPLE NARRATIVE JUSTIFICATION FOR CIVILIAN CATEGORIES

Table A5.1. Narrative Justification for Civilian Categories.

NOMINATION FOR AWARD		
AWARD Enter Title of Award (i.e., Outstanding Civilian of the Qtr)	CATEGORY Category I/ Category II/ Category III	AWARD PERIOD January – March 2013
RANK/NAME OF NOMINEE (First, Middle Initial, Last) WG-2/John Q. Doe		MAJCOM Air Education & Training Command
DAFSC/DUTY TITLE Enter Duty Title as reflected in Civilian Personnel System	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 123-4567 & COMM (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Enter Individual's Unit/Office Symbol/ and Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER'S TELEPHONE (DSN & Commercial) Lieutenant Colonel/John Q. Smith DSN 123-7654 & COMM (618) 123-7654 JQS (Commander's Initials)		
<p>JOB DESCRIPTION</p> <p>Provide a brief explanation of the individual's job description. Brief is the key word, don't waste valuable space, because this area is not scored. (Limit to 3 lines). Do not use bullet format for Job Description.</p> <p>SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:</p> <p>The remainder of the 1206 must be completed in bullet format.</p> <p>Provide specific accomplishments, which occurred during this inclusive period, addressing each of the following criteria: provide factual and substantiated examples of the nominee's significant performance and achievements above general job requirements that warrant this recognition; describe how well he or she improved operations; highlight any support he or she provided for special projects; explain any other outstanding services he or she provided that benefited the AETC mission. This area accounts for 50 percent of the score. Majority of emphasis/bullets should be in this area. (Approximately 7 lines for quarterly awards.)</p> <p>LEADERSHIP:</p>		

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 impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Civilian of the Quarter, Maintenance Professional of the Year and so forth. (Approximately 5 lines for quarterly awards.)

SELF-IMPROVEMENT:

Describe the nominee's self-improvement efforts. This may include training and educational activities, additional duties, community and/or civic activities and family enhancement. (Approximately 2 lines for quarterly awards.)

LEGEND OF ACRONYMS (quarterly awards only)

NOTE 1: For quarterly awards justification, the maximum number of lines used on the AF Form 1206 will be 14, not counting the headings or legend of acronyms. For annual awards justification, the AF Form 1206 cannot exceed 30 lines total, to include headings.

Attachment 6

SAMPLE NARRATIVE JUSTIFICATION FOR C3 CATEGORIES

Table A6.1. Narrative Justification for C3 Categories.

NOMINATION FOR AWARD		
AWARD	CATEGORY	AWARD PERIOD
AETC C3 AWARD	INDIVIDUAL OR TEAM	January – March 2013
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	MAJCOM	
MAJOR/MONEY E. SAVER (OR NAME OF TEAM LEAD)	AETC	
DAFSC/DUTY TITLE	NOMINEE’S TELEPHONE (DSN & Commercial)	
Enter DAFSC & Duty Title as reflected in MILPDS (OR TEAM BRANCH/SECTION NAME)	DSN 123-4567 & COMM (618) 123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
Enter Individual’s Unit/Office Symbol/ and Street Address		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) COMMANDER’S TELEPHONE (DSN & Commercial)		
Lieutenant Colonel/John Q. Smith DSN 123-7654 & COMM (618) 123-7654 JQS (Commander’s Initials)		
<p>This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishment must be strong and specific in each of these areas.</p> <p>C3 LEADERSHIP:</p> <ul style="list-style-type: none"> - Provide explanation of how the individual or team demonstrated the principles of C3 LEADERSHIP <p>C3 IN ACTION:</p> <ul style="list-style-type: none"> - Should cover the new ideas, efforts and impacts of ideas to save or avoid costs - Should be accurate, succinct and describe nominee’s contributions to organizational goals - Provide factual and substantiated examples of nominee’s significant achievements and performance - Describe how and the extent to which the nominee helped the organization accomplish its mission <p>NOTE 1: Any combination of 8 lines total for quarterly award and 12 lines total for annual award (excluding headers)</p> <p>NOTE 2: List names of team members on reverse of form</p> <p>ACRONYMS:</p> <p>C3 - Cost Conscious Culture</p>		

Attachment 7

ENLISTED/COMMISSIONED BOARD MEMBER SCORE SHEET

Table A7.1. Enlisted/Commissioned Board Member Score Sheet.

CATEGORY (Circle One) AMN NCO SNCO FGO

AWARD QTR (Circle One) 1st 2nd 3rd 4th Annual

		OG	MXG	MSG	MDG	FW STAFF
Nominee Name	Max Points					
<i>Leadership and Job Performance</i>	30					
<i>Significant Self-Improvement</i>	10					
<i>Base and Community Involvement</i>	10					
SCORE	50					
RANK ODER						
<i>Score</i>	50					
TOTAL SCORE	50					
<i>Of the _____ (1-5) members who met the board, this member ranks #</i>						

***All Packages will be turned in to Board President and no winner will be announced until applicable ceremony.

Printed name of Board Member _____

Signature of Board Member _____ Date _____

Attachment 8

SAMPLE ENLISTED/COMMISSIONED BOARD PRESIDENT TALLY SHEET

Table A8.1. Enlisted/Commissioned Board President Tally Sheet.

CATEGORY (Circle One) AMN NCO SNCO FGO

AWARD QTR (Circle One) 1st 2nd 3rd 4th Annual

	OG	MXG	MSG	MDG	FW STAFF
Nominee Name					
OG Board Member					
MXG Board Member					
MSG Board Member					
MDG Board Member					
FW or CCC Board Member					
TOTAL (add columns)					
RANK (lowest total = 1, 2nd lowest = 2...)					

Note: The results of this board are accurate to the best of mine and the board members abilities. I will not discuss the results, or provide feedback, to anyone outside the board members until the results are officially released:

Printed name of Board Member _____

Signature of Board Member _____ *Date* _____

Attachment 9

SAMPLE CIVILIAN BOARD MEMBER SCORE SHEET

Table A9.1. Civilian Board Member Score Sheet.

CATEGORY (Circle One) Cat 1 Cat II Cat III

AWARD QTR Circle One) 1st 2nd 3rd 4th Annual

		OG	MXG	MSG	MDG	FW STAFF
Nominee Name	Max Points					
Sig Performance and Achievements	50					
Leadership	35					
Self-Improvement	15					
TOTAL SCORE	100					
Of the _____ (1-5) members who met the board, this member ranks #						

Nominee with the lowest total rank score will be ranked 1st, 2d lowest will be 2d place and so on.

Signature of Board Member: _____ Date: _____

Attachment 10

SAMPLE CIVILIAN BOARD PRESIDENT TALLY SHEET

Table A10.1. Civilian Board President Tally Sheet.

CATEGORY (Circle One) Cat 1 Cat II Cat III

AWARD QTR Circle One) 1st 2nd 3rd 4th Annual

	OG	MXG	MSG	MDG	FW STAFF
Nominee Name					
Board Member Name					
Board Member Name					
Board Member Name					
Board Member Name					
Board Member Name					
TOTAL SCORE					
Of the _____ (1-5) members who met the board, this member ranks #					

Nominee with the lowest total rank score will be ranked 1st, 2d lowest will be 2d place and so on. In the event of a tie, the board president serves as the tie breaker.

Signature of Board President: _____ Date: _____

Attachment 11**SAMPLE BIOGRAPHY FORMAT**

SENIOR AIRMAN JOHN Q. DOE

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, TX, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith Texas, and is working toward a Bachelor's Degree in Business Administration.

Note: Single-space the narrative portion of the biography. Double space between the name and AFSC.

Attachment 12**SAMPLE FIRST SERGEANT OF THE YEAR CITATION**

CITATION TO ACCOMPANY THE AWARD OF
THE FIRST SERGEANT OF THE YEAR AWARD
TO

SMSgt Paul A. Jones

Senior Master Sergeant Paul A. Jones distinguished himself as First Sergeant, 336th Training Support Squadron, Fairchild Air Force Base, Washington from 1 Jan 2009 to 30 Dec 2009. Sergeant Jones expertly advised and served 200 squadron members and over 10 thousand aircrew and pipeline students contributing to the 336th Training Group Air Force Outstanding Unit Award. Sergeant Jones organized the monthly Team Fairchild Diamond Sharp Award Ceremonies recognizing 48 future leaders throughout the base. Additionally he chaired the two annual Holiday Operation Warmheart events assembling and delivering 240 food baskets to needy Air Force members. Furthermore, he dedicated three nights a week to the local homeless shelter and organized a 15 member crew for cleanup and holiday wrapping which led to a wonderful holiday for 34 residents. The distinctive accomplishments of Sergeant Jones reflect great credit upon himself and the United States Air Force

Attachment 13

SAMPLE FIRST SERGEANT OF THE YEAR STATEMENT OF RELEASE

(YOUR LETTERHEAD)

(Date signed)

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: (nominee's name and unit address)

SUBJECT: Statement of Release

1. "I do or do not (Circle one) agree to the use of privacy act information in the nomination narrative. This information may include privacy act information or personally identifying information (PII) found in AFI 33-332, Privacy Act Program, chapter 12, Disclosing Records to Third Parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph 7.3., and paragraphs 10.2.1. & 10.2.2 The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment."

2. DISCLOSURE STATEMENT: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from First Sergeant of the Year competition.

(Nominee's signature block)

Attachment 14**SAMPLE 12 OAY STATEMENT OF INTENT**

(YOUR LETTERHEAD)

(Date signed)

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: (nominee's name and address)

SUBJECT: Statement of Intent

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 information provided in my AF Form 1206 and biography is true and correct to the best of my knowledge."

(Nominee's signature block)

Attachment 15

SAMPLE 12 OAY STATEMENT OF RELEASE

(YOUR LETTERHEAD)

(Date signed)

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: (nominee's name and address)

SUBJECT: Statement of Release

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. DISCLOSURE STATEMENT: "Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition."

(Nominee's signature block)

Attachment 16**SAMPLE ANNUAL C3 AWARD CITATION****CITATION TO ACCOMPANY THE AWARD OF
THE AIR EDUCATION AND TRAINING COMMAND
COST CONSCIOUS CULTURE AWARD FOR 2013
TO****SSgt John J. Jones**

Master Sergeant John J. Jones distinguished himself as Superintendent, Maintenance Operations, 12th Maintenance Operations Squadron, Randolph Air Force Base, Texas, from 1 October 2012 to 30 September 2013. Sergeant Jones expertly led a team of highly skilled maintenance technicians in the largest and most diverse Wings within Air Education and Training Command, ensuring the safe completion of over 40,000 training sorties per year. He instituted a meticulous Management Control Program for disposable bench stock accountability; thereby reducing restock costs by 40 percent saving over 12,000 dollars annually, while maintaining a 100 percent mission-ready rate. The distinctive accomplishments of Sergeant Jones reflect great credit upon himself and the United States Air Force.

NOTE: Print the citation in landscape format. Left and right margins must be 1-1/2 inches and right-justified. Limit the citation to approximately 65 key words (excluding the opening and closing sentences) which properly describe the nominee's accomplishments or achievements.