

**BY ORDER OF THE COMMANDER
366TH FIGHTER WING**

**MOUNTAIN HOME AIR FORCE BASE
INSTRUCTION 36-2801**

11 JULY 2006

Personnel

WING RECOGNITION PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication establishes procedures for the administration of the Mountain Home Air Force Base (MHAFB) Wing Recognition Program for enlisted, officer, and civilian personnel. This publication applies to all of the 366th Fighter Wing (366 FW) units. MHAFB tenant units are encouraged to participate in 366 FW quarterly awards programs by submitting nominees in respective categories outlined in paragraph **2.** of this instruction. Nominees from MHAFB tenant units may compete for quarterly recognition as part of the FW Staff (FWS). MHAFB tenant units will compete for annual awards through their respective parent organizations. Ensure all records created as a result of processes prescribed in AFMAN 37-123 (to be replaced by AFMAN 33-363) are maintained in accordance with this manual, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil>. Contact supporting records managers as required.

SUMMARY OF CHANGES

This revision is a complete rewrite of the entire publication to expand on the requirements for the wing recognition program. Paragraph **1.3.** Eligibility (added). Paragraph **1.4.** Categories (added) Paragraph **1.5.** Consideration Periods (added). Paragraph **1.6.** Board Members, defines group deputies and director of staff as officer board members and a chief will be president of all enlisted boards. Paragraph **1.7.** Nomination Process changed to read that each group is only allowed to submit one person per category to wing. Paragraph **1.8.** Administrative Procedures for Submission of Nominations updates the AF Form 1206, *Nomination for Award*, to include the civilian categories in the same format as the military categories and adds a new flight commander category with its own AF Form 1206. Expands the package to include requirements for annual awards. Paragraph **1.9.** Submission Time Lines (added). Paragraph **1.10.** Program Responsibilities expands explanation of individual responsibilities. Paragraph **2.** Wing Volunteer Recognition Program (added). Paragraph **3.** Wing Commander's Recognition Coin redefined nomination procedures. Added/changed **Attachment 1-Attachment 11.** A bar (|) to the left of the paragraph number annotates change.

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1. General:

1.1. **Purpose.** Recognition of deserving personnel for the appropriate award is a continuing responsibility of supervisors, first sergeants, and commanders at all levels. Such recognition is essential to an individual's success and career advancement. Accordingly, supervisory personnel must carefully evaluate the qualifications of their personnel and nominate only those deserving such recognition.

1.2. **Recognition Ceremony.** Winners will be recognized at the quarterly awards ceremony and/or the annual awards banquet. These events are mandatory for all nominees. 366 FW/CCC (Command Chief Master Sergeant) will designate at least one primary and one alternate senior noncommissioned officer responsible for all arrangements surrounding these two events. Attendance is encouraged for first sergeants, commanders, supervisors, family members, and friends.

1.3. **Eligibility.** All military personnel and civilian personnel as outlined in paragraph 1.4. are eligible for nomination in the appropriate category. Members compete in the grade category they held during the majority of the award period (e.g. if a member has held the grade of TSgt for 2 months of the award period and is promoted to MSGt, nominate the member in the NCO category, not the SNCO category). If the member is promoted at the mid-month point of the award cycle, the unit commander determines in which category to nominate the member. MHAFB tenant units are encouraged to participate in 366 FW Quarterly Awards program by submitting nominees in respective categories outlined in paragraph 1.4. of this instruction. Nominees from MHAFB tenant units may compete for quarterly recognition as part of the FWS. MHAFB tenant units will compete for annual awards through their respective parent organizations.

1.3.1. **Quarterly Awards.** There is no limit to how many times an individual can be nominated or selected for this award; however, the same individual may not be nominated for two consecutive quarters.

1.3.2. **Annual Awards.** Annual competition is completely separate from quarterly competition. Quarterly award winners are not automatic nominees for annual awards. Separate nomination packages must be submitted for the annual awards.

1.4. Categories:

1.4.1. Airman: Airman Basic - Senior Airman.

1.4.2. Noncommissioned Officer: Staff Sergeant - Technical Sergeant.

1.4.3. Senior Noncommissioned Officer: Master Sergeant - Chief Master Sergeant

1.4.4. Company Grade Officer (CGO): Second Lieutenant – Captain

1.4.5. Field Grade Officer (FGO): Major – Lieutenant Colonel

1.4.6. Civilian Categories:

1.4.6.1. Category I (Civilian Employee): All Civil Service General Schedule and Wage Grades 8 and below

1.4.6.2. Category II (Senior Civilian Employee): All Civil Service General Schedule, Wage Grades, Wage Leaders, and Wage Supervisors 9 and above

1.4.7. Flight Commander: Officer in a flight commander position

1.4.8. Volunteer: Active Duty, Youth, Spouse, Retiree/Civilian

1.4.9. First Sergeant (Annual Awards only): Must serve in the position of First Sergeant and have held SDI 8F000 for at least 6 months of award period to be eligible.

1.5. Consideration Periods for Award:

1.5.1. Quarterly:

1.5.1.1. 1st Quarter. 1 January – 31 March

1.5.1.2. 2nd Quarter. 1 April – 30 June

1.5.1.3. 3rd Quarter. 1 July – 30 September

1.5.1.4. 4th Quarter. 1 October – 31 December

1.5.2. **Annual:** Runs on calendar year, inclusively from 1 January through 31 December

1.6. Board Members:

1.6.1. FGO, flight commander (Flt/CC), and CGO boards will consist of deputy group commanders and the director of staff. In case of an absence in the member a squadron commander in the rank of Lt Col will substitute.

1.6.2. Civilian boards will consist of civilian members from various groups.

1.6.3. Enlisted board will consist of a CMSgt as President of all boards and nominees of the previous quarter as members with the rank requirements as follows:

1.6.3.1. Airman: SSgt – TSgt

1.6.3.2. NCO: MSgt – SMSgt

1.6.3.3. SNCO: CMSgt or SMSgt if a CMSgt from the group is unavailable

1.6.4. Recorders will consist of Airmen nominees from the previous quarter as follows:

1.6.4.1. Airman: MDG and OG will alternate

1.6.4.2. NCO: MXG and FWS will alternate

1.6.4.3. SNCO: MSG

1.6.4.4. CGO: CGO of the previous quarter

1.7. Nomination Process:

1.7.1. Each squadron or tenant unit may nominate one individual per category to their respective group. Recognized groups are the 366th Operations Group (366 OG), 366th Maintenance Group (366 MXG), 366th Mission Support Group (366 MSG), 366th Medical Group (366 MDG) and Fighter Wing Staff (FWS). Each group may submit one nomination each to compete for the quarterly/annual awards.

1.7.2. FGO, Flt/CC and the civilian categories will be selected by package review only using the AF Form 1206. Enlisted and CGO award recipients will be selected by package review and a personal interview. If a nominee is unable to meet the board in person then video teleconference, telephone interview, or a decision to take the mean score if all efforts to meet the board fail will be used. Questions for the board will primarily be to review military bearing, wear of uniform, overall appearance, and communication abilities.

1.7.2.1. **Enlisted Category Questions.** Each nominee should be able to answer the following:

1.7.2.1.1. What they do and how they personally contribute to the mission of the squadron, the wing and our Air Force?

1.7.2.1.2. A question related to their heritage as Air Force enlisted members.

1.7.2.1.3. A question related to current events affecting the military/Air Force and/or our mission and future.

1.7.2.1.4. A question developed from a bullet in their nomination package (AF Form 1206)

1.7.2.1.5. Every NCO and SNCO should be able to tell the board who their people are and about the families of their subordinates.

1.7.2.2. **CGO Category Questions.** CGO board questions are approved by the President of the board and are generally opinion based. Below is a suggested framework of questions to follow that will help aide in the development of potential questions to use on the board.

1.7.2.2.1. **Mission.** The primary task of a military organization is to perform its mission. This is paramount, and everything else must be subordinate to this objective. As a leader, your primary responsibility is to lead people to carry out the unit's mission successfully.

1.7.2.2.2. **Leadership.** Leadership is essential to a successful officer. Increase proficiency in preparation of performance reports and proper way to wear the uniform will make a good officer a better officer. But such proficiency is not essential to an officer. Leadership is essential.

1.7.2.2.3. **Set the Example.** You must set the standard for your unit. People will emulate your standards of personal conduct and appearance. They will observe your negative characteristics as well as your positive one. If you are arrogant, or domineering, you will deserve no respect, only resentment.

1.7.2.2.4. **Officer Evaluation System.** The measurement of an officer's performance, with potentials, strengths and weaknesses, is a matter of the gravest importance to the Air Force, as well as to the individual officer. Performance reports constitute the most important single source of information for selection and assignment of people to do the work of the Air Force.

1.7.2.2.5. **Core Values.** Integrity First, Service Before Self, Excellence in All We Do

1.7.2.2.6. **Current Events.** Staying abreast of current events helps completes the "Whole Person" concept.

1.8. Administrative Procedures for Submission of Nominations:

1.8.1. Quarterly Award Nomination Package will be submitted IAW **Attachment 1-Attachment 2** using an AF Form 1206 (most current version) with maximum number of lines, using bullet format as indicated below. Headings are required but will not count against the maximum of lines. Nominations will include and be scored on the categories below:

1.8.1.1. Headings for all categories except flight commander:

1.8.1.1.1. **Leadership and Job Performance in Primary Duty (max 13 lines).** 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., Quarterly awards, Maintenance Professional of the Year, and so forth.

1.8.1.1.2. **Significant Self-Improvement (max 5 lines).** 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 and any professional military education (PME). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

1.8.1.1.3. **Base or Community Involvement (max 5 lines).** Define the scope and impact of 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, dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

1.8.1.2. Headings for the Flight Commander Category:

1.8.1.2.1. **Operational Results (max 12 lines).** Show the extent results are measured with respect to customer desires. Identify how performance measures show sustained improvement. Show how performance goals reflect high expectations and are being met.

1.8.1.2.2. **Leadership (max 8 lines).** How effectively management communicates goals, objectives, vision, etc., to the work force. How well management understands and applies current trends in the industry. How management creates a work environment and climate conducive to the well being of all employees.

1.8.1.2.3. **Innovation (max 8 lines).** How the program or flight demonstrates innovation and ingenuity in meeting customer needs by developing programs and ideas that positively impact the mission of the base and its personnel.

1.8.2. Annual Award Nomination Package will be submitted IAW **Attachment 1-Attachment 2**, using one full page of an AF IMT 1206, Nomination for Award, (most current version). Nominations will include and be scored on the categories listed in paragraphs **1.8.1.1.** and **1.8.1.2.**

1.8.2.1. All packages, except the flight commander, will consist of the following additional items IAW higher headquarters 12 Outstanding Airmen/Performer of the Year guidance:

1.8.2.1.1. General Information Sheet for 12 Outstanding Airmen of the Year Program (**Attachment 3**).

1.8.2.1.2. Biography: limited to one, single-spaced typewritten page (**Attachment 4**).

1.8.2.1.3. Duty Description: nominee's duty description from most recent performance report (**Attachment 5**).

1.8.2.1.4. Base-Level Rip (6-Part Records Review): ensure duty titles match AF IMT 1206.

1.8.2.1.5. Statement of Intent (Enlisted Only): the statement will be verbatim to **Attachment 6**, signed and dated by the nominee.

1.8.2.1.6. Two 8x10 color photos of the nominee (head and shoulders), in service dress uniform. One with the American flag in the background, and one without the flag.

1.8.2.1.7. One electronic version of the nominee's photo in the following format (5x7 at 200 DPI resolution, in color).

1.8.2.1.8. Three to four "action photos" of the nominee at work (electronic format).

1.8.2.1.9. One CD-ROM containing the nominee's entire package.

1.8.2.2. The flight commander package will consist of the following additional items:

1.8.2.2.1. One electronic version of the nominee's photo in the following format (5x7 at 200 DPI resolution, in color).

1.8.2.2.2. Three to four "action photos" of the nominee at work (electronic format).

1.9. Submission Timelines:

1.9.1. All quarterly and annual award nomination packages are due to 366 FW/CCEA (Wing Admin) as published in the 366th Fighter Wing Annual Schedule. The schedule will be published each January. Group executives and enlisted managers will receive a copy by e-mail. The schedule will also be posted to the 366th Fighter Wing Admin page on the intranet.

1.9.2. Nominations not adhering to the established format will be returned to the respective group. Late nominations will not be considered.

1.10. Program Responsibilities:

1.10.1. 366 FW/CC:

1.10.1.1. Is the authority for the 366th Fighter Wing Award Programs for military and civilian personnel.

1.10.1.2. Promote active involvement at all levels to ensure an effective, viable and equitable nomination and selection process.

1.10.1.3. Oversees the appropriate recognition mementos.

1.10.2. 366 FW/CCC:

1.10.2.1. Administers enlisted awards program.

1.10.2.2. Monitors recognition board selection criteria and procedures.

1.10.2.3. Appoints a chairperson for enlisted board who will conduct a pre-briefing for board members prior to the board, ensuring board members understand the procedures and importance of the recognition program. Chairperson of enlisted boards will coordinate with 366 FW/CCC (Command Chief Master Sergeant) on problems attaining final board results.

1.10.2.4. Ensures 366 FW award winners' packages are forwarded for competition in higher headquarters award programs (12 AF Annual Award program).

1.10.2.5. Forwards results of enlisted boards to 366 FW/CC for final approval.

1.10.3. 366 FW/CCEA:

1.10.3.1. Coordinates and publishes the 366th Fighter Wing Annual Schedule every January. Ensures the schedule is posted on the 366 FW Admin web page.

1.10.3.2. Collects and distribute military award packages to the board presidents and civilian packages to the 366th Mission Support Squadron, Civilian Personnel Office (366 MSS/DPC). Folders will contain:

1.10.3.2.1. A copy of each nominee's AF IMT 1206

1.10.3.2.2. Score sheet (**Attachment 7, Attachment 8, and Attachment 9**)

1.10.3.2.3. Consolidated score sheet (board president only)

1.10.3.2.4. Board Members Information sheet

1.10.3.3. Report incomplete or incorrect data in nomination packages to the member's group commander/group enlisted manager.

1.10.3.4. Suspend the group execs/secretaries and group enlisted managers to verify/appoint board members.

1.10.3.5. Notify selected board members and nominees of the time/location of boards.

1.10.3.6. Schedule and arrange FW Conference Room for recognition boards.

1.10.3.7. Verify board scores in conjunction with board president.

1.10.3.8. Ensure engraved mementos for the winners (enlisted, officer, civilians, volunteer) are ready for presentation at the awards luncheon or banquet.

1.10.3.9. Schedules award winners to have their photo taken at Visual Information.

1.10.3.10. Updates winners' photographs on the 366th Fighter Wing's Recognition Board.

1.10.3.11. After the awards ceremony, provide winner's names to 366 FW/PA (Public Affairs) for publication in *"The Gunfighter."*

1.10.4. 366 FW/CCP:

1.10.4.1. Sends out invitations and takes RSVPs for DVs and merchants

1.10.4.2. Prepares seating arrangements, puts out place cards, and arranges flag displays

1.10.4.3. Seats all distinguished visitors (DV) and merchant guests

1.10.5. Awards Committee:

1.10.5.1. Arranges for photographic support for the awards presentations

1.10.5.2. Provides sponsors with names of award winners and prepares award binders

1.10.5.3. Coordinates with Visitor Center to escort all off-base sponsors in the awards ceremony

1.10.5.4. Coordinates all aspects of the recognition ceremony to include but not limited to pro rata sheets, meal choices, etc.

1.10.5.5. Conducts fund raising to support annual award banquet

1.10.6. **366 FW/PA** arranges for publicity (i.e., The Gunfighter, marquee) and processes hometown news releases for winners.

1.11. **Squadrons, Groups and FWS:**

1.11.1. Each group and the FWS are encouraged to submit one nominee per category to 366 FW/CCEA, ensuring suspense dates are met and package formats are within the prescribed standards, as outlined herein.

1.12. **366 MSS/DPC will administer the appropriated funds civilian awards program, and will:**

1.12.1. The board will be chaired by 366 MSS/DPC. 366 MSS/DPC will select and notify civilian board members prior to civilian awards board. The civilian board will consist of no less than five members of civilians from various groups.

1.12.2. Conduct a pre-briefing for board members when board meets, ensuring board members understand the procedures and importance of the recognition program.

1.12.3. Provide board members with a project folder containing the following information:

1.12.3.1. Provide score sheet with standard scoring criteria for Civilian Employee and Senior Civilian Employee categories (**Attachment 8**).

1.12.3.2. Provide a copy of prescribed nomination package to board members.

1.12.4. For civilian quarterly boards, submit names of group nominees, recommended winners and board composition through 366 FW/CCEA to the 366 FW/CCE and 366 FW/CC for approval.

1.12.5. Report incomplete or incorrect data in nomination packages to the member's group commander.

1.12.6. Chairperson of civilian awards board will coordinate with 366 FW/CCEA on problems attaining final board results.

2. Wing Volunteer Recognition Program – Administered by the Family Support Center (FSC). This program covers 5 areas of recognition for all volunteers on base.

2.1. **Quarterly Awards:**

2.1.1. Eligibility – ID card holders in the following categories may be nominated: Active Duty, Spouse of Active Duty, Youth, Civilian Employee/Retiree (member or spouse).

2.1.2. Nominating Officials – Supervisors, Commanders, First Sergeants, Flight Chiefs, Volunteer Organizations.

2.1.3. Nominating Procedures – All nominations must be routed through and approved by the organization. Nominations will be one page long, see **Attachment 10** for format and criteria. Selection Committee appointed by FSC flight chief will review nominations.

2.1.4. Recognition Periods – the recognition will be concurrent with the wing quarterly awards schedule.

2.1.5. Presentation – Certificates will be presented to each category winner and Wing Award will be presented to the overall winner. Awards will be presented at the wing quarterly awards luncheon.

2.2. Annual Awards:

2.2.1. Eligibility – ID card holders in the following categories may be nominated: Active Duty, Spouse of Active Duty, Youth, Civilian Employee/Retiree (member or spouse). Annual competition is completely separate from quarterly competition.

2.2.2. Nominating Officials - Supervisors, Commanders, First Sergeants, Flight Chiefs, Volunteer Organizations.

2.2.3. Nominating Procedures - All nominations must be routed through and approved by the organization. Nominations will be a minimum of one page long and a maximum of two, see [Attachment 10](#) for format and criteria. Selection Committee appointed by FSC flight chief will review nominations.

2.2.4. Recognition Periods – the recognition will be concurrent with the wing annual awards schedule.

2.2.5. Presentation - Certificates will be presented to each category winner and Wing Award will be presented to the overall winner. Awards will be presented at the wing annual awards banquet.

3. Wing Commander's Recognition Coin:

3.1. 366 FW personnel are eligible for a special recognition coin awarded by the 366 FW/CC. The Wing Commander's Recognition Coin may be presented by 366 FW/CC, CV or CCC to individuals for singularly distinctive outstanding achievement. To ensure our Gunfighters are provided an additional incentive for recognition, groups may nominate one individual (officer, enlisted, or civilian) per month (FWS one every other month).

3.2. Criteria for awarding coins will be at the discretion of 366 FW/CC. Nominations ([Attachment 11](#)) will be submitted electronically to the 366 FW/CCE NLT the 20th of the month. A group which has no nominee for the month will not be able to "bank" nominations to give out multiple coins in a subsequent month. There is not a specific timeline for awarding a coin. The number given out will be at the discretion of 366 FW/CC.

4. **Forms/IMTs Prescribed:** None.

5. **Forms/IMTS Adopted:** AF IMT 1206.

ANTHONY J. ROCK, Colonel, USAF
Commander

Attachment 1

NOMINATION FOR 366 FW AWARD

NOMINATION FOR AWARD		
AWARD 366 FW Awards	CATEGORY (If Applicable) *	AWARD PERIOD 1 Jan - 31 Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John C. Doe	SSN (Enter Last 4 Only) 5555	MAJCOM, FOA, OR DRU Air Combat Command
DAFSC/DUTY TITLE 3A071/Information Management Craftsman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 728-XXXX & Comm (208) 828-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 366th Fighter Wing/CCEA/366 Gunfighter Avenue, Suite 331/Mountain Home AFB/ID/83648		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj/Thomas C. Ruskey/DSN 728-XXXX & Comm (208)828-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (60 points) - Max 13 lines SIGNIFICANT SELF-IMPROVEMENT (20 points) - Max 5 lines BASE OR COMMUNITY INVOLVEMENT (20 points) - Max 5 lines Notes: 1. All statements must be in bullet format. Sub-bullet statements should be used sparingly. 2. Annual Award Packages will be limited to 1 full page. Number of lines per category is not limited. Qtr: *Amn, NCO, SNCO, CGO, FGO, Civ (Cat I), Civ (Cat II) Annual: *Amn, NCO, SNCO, CGO, FGO, Civ (Cat I), Civ (Cat II), First Sergeant		

Attachment 2

NOMINATION FOR 366 FW AWARD - FLT/CC CATEGORY

NOMINATION FOR AWARD		
AWARD 366 FW Awards	CATEGORY (If Applicable) Flight Commander	AWARD PERIOD 1 Jan - 31 Mar XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt/John C. Doe	SSN (Enter Last 4 Only) 5555	MAJ.COM, FOA, OR DRU Air Combat Command
DAFSC/DUTY TITLE 65F3/Financial Services Flight Commander	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 728-XXXX & Comm (208) 828-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 366th Comptroller Squadron/FMFL/366 Gunfighter Avenue, Suite 260/Mountain Home AFB/ID/83648		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Maj/Thomas C. Ruskey/DSN 728-XXXX & Comm (208)828-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>OPERATIONAL RESULTS (30 points)</p> <p>- Max 12 lines</p> <p>LEADERSHIP (10 points)</p> <p>- Max 8 lines</p> <p>INNOVATION (10 points)</p> <p>- Max 8 lines</p> <p>Notes:</p> <p>1. All statements must be in bullet format. Sub-bullet statements should be used sparingly.</p> <p>2. Annual Award Packages will be limited to 1 full page. Number of lines per category is not limited.</p>		

Attachment 3**GENERAL INFORMATION SHEET FOR 12 OUTSTANDING
AIRMEN OF THE YEAR PROGRAM**

NAME OF AWARD: 12 OUTSTANDING AIRMEN OF THE YEAR, 2007

FROM: AIR COMBAT COMMAND

INCLUSIVE DATES OF
ACHIEVEMENT: 1 JANUARY 2006 – 31 DECEMBER 2006

NOMINEE: JOHN C. DOE

GRADE: MASTER SERGEANT

CATEGORY OF
COMPETITION: SNCO

SSN: 123-45-6789

PRESENT ORGANIZATION
AND STATION: 366TH FIGHTER WING
366 GUNFIGHTER AVE, STE 331
MOUNTAIN HOME AFB IDPROJECTED ASSIGNMENT AND
REPORTING DATE: NONEPERMANENT HOME
ADDRESS: 2553 MARQUISE LANE
MOUNTAIN HOME ID 83647

NOMINATED FOR: 12 Outstanding Airmen of the Year for his excellent performance, outstanding professional skill, knowledge, and leadership in support of a 500-person aircraft maintenance squadron as the IM Craftsman, 366th Fighter Wing. Member has not had an open unfavorable information file (UIF) during the award period.

Attachment 4**SAMPLE BIOGRAPHY**

MASTER SERGEANT JOHN C. DOE

123-45-6789

AFSC: 3A071, Information Management Craftsman

Master Sergeant John C. Doe is an Information Management Craftsman. He is assigned to the 366th Fighter Wing, Mountain Home AFB, Idaho. Sergeant Doe is 29 years old. Sergeant Doe was born in Littleton, Washington, on 10 December, 1974. He attended Lakeside High School where he was the co-founder and president of the chess club and a member of the math club. After graduating from high school in June 1992, Sergeant Doe enlisted in the Air Force and arrived at Lackland AFB, Texas, in October 1992 for basic training. Upon completion of basic training, he attended Information Manager technical training at Keesler AFB, Mississippi. He graduated from Information Management training in December 1992. After graduating with honors, Sergeant Doe received an assignment to the 432d Services Squadron, Misawa AB, Japan, arriving in January 1993. While assigned, Sergeant Doe served as an information management journeyman in the unit's commander's support staff. In January 1996, Sergeant Doe was reassigned to the 8th Security Forces Squadron, Kunsan Air Base, Republic of Korea. Sergeant Doe was responsible for all administrative programs for a squadron of over 300 military personnel. In 1997, Doe was reassigned to the 90th Maintenance Squadron, Francis E. Warren AFB, Wyoming, where he held a variety of positions to include Noncommissioned Officer in Charge, Sortie Generation Flight Administration, Noncommissioned Officer in Charge, Munitions Flight Administration, and finally, Noncommissioned officer in Charge, Workgroup Management. In 2002, Sergeant Doe was reassigned to his current position in the 366th Fighter Wing as an Information Management Craftsman. Sergeant Doe has deployed in support of Operation SOUTHERN WATCH, Joint Task Force SHINING HOPE, and Operations ENDURING and IRAQI FREEDOM. He is a recipient of the Headquarters Air Force Space Command and Headquarters Air Combat Command Information Manger of the Year awards. His major military awards include the Bronze Star Medal; Air Force Commendation Medal, with three oak leaf clusters; the Air Force Achievement Medal; and the Air Force Outstanding Unit Award with Valor. Sergeant Doe is currently working towards his Master's Degree in Business Administration. He is married to the former Ms. Sonya Harrison of Del Rio, Texas. They have two children, Michael and Rachel.

Attachment 5**SAMPLE DUTY DESCRIPTION****INFORMATION MANAGEMENT CRAFTSMAN**

Responsible for the overall management of all administrative functions within the squadron. Supervises four enlisted personnel and manages the sections annual budget. Monitors routing of all incoming/outgoing correspondence in excess of 250 pieces per month. Oversees management of the significant events calendar, squadron suspense tracker, weekly staff meetings and conference room calendar. Prepares ITEC and CSA accounts, performance report and decoration processing, and other related duties as directed by the squadron commander. Provides oversight and management on the squadron's Functional Area Records Management Program. Conducts training sessions and individual on-the-job training throughout the logistics group. **ADDITIONAL DUTIES:** GPC Approving Official, Defense Travel System Manager, and ITEC Custodian.

Attachment 6**STATEMENT OF INTENT**

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 366TH FIGHTER WING (ACC)
MOUNTAIN HOME AIR FORCE BASE, IDAHO

MEMORANDUM FOR 12 OAY BOARD

FROM: MSgt John C. Doe
366th Fighter Wing
366 Gunfighter Ave, Ste 331
Mountain Home AFB ID 83648

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 at any time during my tenure as one of the 2007 12 OAY.
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 Command Chief Master Sergeant to travel to any events or venues deemed appropriate which may positively impact upon Air Force recruiting and retention.
3. I attest that the facts provided for this nomination are true and correct to the best of my knowledge.
4. I do/do not (circle one) grant permission to release my name, rank, duty title, and unit of assignment in any announcement messages, press releases, or publicity regarding my winning this award.

JOHN C. DOE, MSgt, USAF
Information Management Craftsman

Attachment 7

366 FW QUARTERLY/ANNUAL AWARDS SCORE SHEET
 AIRMAN

NAME AND RANK	GRP	Leadership & Job Performance	Significant Self Improvement	Base or Community Involvement	TOTAL	Comm Skills	Professional Appearance	TOTAL	Average Board Score (If needed)	Total Package & Board	RANK ORDER
USE PRESIDENT SCORE SHEET TO TYPE IN NAMES. THEY WILL TRANSFER BELOW.											
		(Max 60)	(Max 20)	(Max 20)	(Max 100)	(Max 10)	(Max 10)	(Max 20)	(Max 20)	(Max 120)	(1-5)
F	OG										
G	MXG										
H	MSG										
I	MDG										
J	FWS										

GROUP: OG
 BOARD MEMBER :

BOARD MEMBER IDENTIFICATION DATA:

 (Board Member Rank/Name)

 (Signature and Date)

Attachment 8

366TH FIGHTER WING QUARTERLY/ANNUAL RECOGNITION BOARD SCORE SHEET

Category (circle): Civilian Employee Senior Civilian Employee Field Grade Officer

I. EVALUATION CRITERIA:

AREA 1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Member’s leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to the increased mission effectiveness during the current quarter/year.

AREA 2. SIGNIFICANT SELF-IMPROVEMENT: Member must show this improvement through off-duty education, achievements in professional or cultural societies, and development or creative abilities during the current quarter/year.

AREA 3. BASE OR COMMUNITY INVOLVEMENT: The nature and results of the member’s other accomplishments must set them apart from others of equal or higher grade.

II. RATINGS:

NOMINEE'S NAME	Leadership & Job Performance (Max 60)	Significant Self -Improvement (Max 20)	Base or Community Involvement (Max 20)	Total (Max 100)	Rank Order (1-5)

III. BOARD MEMBER IDENTIFICATION DATA:

(Print Name/Rank)

(Signature and Date)

Attachment 9

**366TH FIGHTER WING QUARTERLY/ANNUAL RECOGNITION BOARD
FLIGHT COMMANDER SCORE SHEET**

I. EVALUATION CRITERIA:

AREA 1. OPERATIONAL RESULTS: Show the extent results are measured with respect to customer desires. Identify how performance measures show sustained improvement. Show how performance goals reflect high expectations and are being met.

AREA 2. LEADERSHIP: How effectively management communicates goals, objectives, vision, etc., to the work force. How well management understands and applies current trends in the industry. How management creates a work environment and climate conducive to the well being of all employees.

AREA 3. INNOVATION: How the program or flight demonstrates innovation and ingenuity in meeting customer needs by developing programs and ideas that positively impact the mission of the base and its personnel.

II. RATINGS:

NOMINEE'S NAME	Operational Results (30)	Leadership (10)	Innovation (10)	Total (Max 50)	Rank Order (1-5)

III. BOARD MEMBER IDENTIFICATION DATA:

(Print Name/Rank)

(Signature and Date)

Attachment 10

**SAMPLE QUARTERLY/ANNUAL VOLUNTEER NOMINATION
VOLUNTEER NOMINATION FOR THE PERIOD:** _____

CATEGORY: Active Duty/Spouse of Active Duty/Youth/Retired or Civilian Employee

NAME/GRADE: _____

UNIT ASSIGNED: _____ **DUTY/HOME PHONE:** _____

MAILING ADDRESS: _____

VOLUNTEER AGENCIES/HOURS THIS PERIOD: _____

Limit nomination to one page for the Quarterly Award and a minimum of one page to two pages for the Annual Award.

(1) SCOPE OF RESPONSIBILITY IN VOLUNTEER FUNCTION:

(2) OUTSTANDING ACCOMPLISHMENTS/CONTRIBUTIONS:

(3) IMPACT ON VOLUNTEER AGENCY AND COMMUNITY:

Nominator: _____

Agency: _____ Phone: _____

Privacy Act Statements: Authority: Public Law 93-579, 5 U.S.C. 552, implemented by AFI 36-3009, *Family Support Center Programs*. Purpose: To invite personnel to volunteer recognition ceremonies. Routine uses: None. Furnishing the information is voluntary.

Attachment 11**366 FW/CC COIN NOMINATION**

Wing Staff - MSgt John C. Doe

Information Management Craftsman

- Done well
- Done real well
- Done exceptionally well
- Done beyond belief well