



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

SHEPPARDAFBI36-2801_SHEPPARDAFBGM2016-01

10 November 2016

MEMORANDUM FOR ALL TRAINING GROUPS AND 82 TRW/TOF

FROM: 82 TRW/CC
419 G. Avenue
Sheppard AFB TX 76311

SUBJECT: 82d Training Wing Guidance Memorandum to SHEPPARDAFBI 36-2801, *Awards Program*

By Order of the Commander, 82d Training Wing, this is Sheppard AFB Guidance Memorandum immediately implements change to SHEPPARDAFBI 36-2801, 31 August 2015, as reflected in the attachment to this memorandum. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other higher headquarters publications; the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

Major changes include: remove Chief Master Sergeant (E-9) from the award categories and incorporating the purpose, procedures, and timeline of the 82d Training Wing Instructor Top Tech Award to the publication.

The guidance and procedures in this Memorandum become void after 1 year has elapsed from the date of this Memorandum, or upon incorporation by an interim change or rewrite to SHEPPARDAFBI 36-2801. The point of contact is Mr. Ronald Walko, 82TRW/TOO, DSN 312-736-6271.

PATRICK J. DOHERTY
Brigadier General, USAF
Commander

Attachment 1:
Guidance Changes

Attachment 1

GUIDANCE CHANGES

The below changes to SAFBI36-2801, dated 31 August 2015, are effective immediately.

3.1.2. Senior Noncommissioned Officer (SNCO) of the quarter/year. Master sergeant (E-7) and Senior Master Sergeant (E-8) only.

4.7. 82d Training Wing Instructor Top Tech Award.

4.7.1. Intent.

4.7.1.1. To annually recognize one technical training instructor in the 82d Training Wing (82 TRW) in each of three categories—Officer, Enlisted, and Civilian—that demonstrates sustained, superlative instructional delivery method, and presentation skills.

4.7.1.2. This award is designed to conserve labor, resources, and time while providing a quality, fair, and comprehensive competition to recognize the “best of the best” technical training instructors within the 82 TRW. The intent is to recognize outstanding instruction, as it is actually occurring within our classrooms, without opportunity to prepare and polish.

4.7.2. Instructions.

4.7.2.1. The 82 TRW Instructor Top Tech Award is based solely on a video recorded, 50-minute, unedited lecture. Nomination videos will be submitted to the 82 TRW/TOO. There will be no accompanying written nomination package. Public Affairs (PA) established recording guidelines to maintain standardization (Attachment 4).

4.7.2.2. All video submissions will be evaluated using AETC Form 281, *Instructor Evaluation Checklist*.

4.7.2.3. Each squadron will submit one video submission in each of the three categories to the Training Group (TRG) Evaluations office to compete at the group level. Faculty Development will submit their videos to the 82 TRW/TOO Evaluations Manager for wing-level competition.

Note: Instructor Supervisors can compete if selected by their squadrons.

4.7.2.4. Each TRG will select one instructor in each of the three categories (if applicable) to compete at the wing level using the unedited 50-minute lecture video presentations. The Officer category will only compete in the 82 TRG, since no other group has officer instructors in tech training courses. The 82 TRG officer will be recognized as the 82 TRW’s Officer Instructor Top Tech Award winner.

4.7.2.5. 82 TRW/TOO Evaluations Manager and one evaluator from each TRG (3) will use the unedited 50-minute lecture video presentations to select one instructor in the enlisted and civilian categories to be recognized as the 82 TRW's Enlisted and Civilian Instructor Top Tech Award winners. The 82 TRW/CV will vote only to break a tie.

4.7.2.6. The 82d Training Wing Instructor Top Tech Award will be presented at the 82 TRW Annual Awards banquet by the 82 TRW/CC. The wing will be responsible for procuring the award.

Note: See Attachment 3, SAFBI36-2801, *Awards Program*, for timeline.

Attachment 4

82 TRW INSTRUCTOR TOP TECH AWARD

A1.1. Sequence of Events.

- A1.1.1. Contact local PA shop for video production support.
- A1.1.2. Submit required form to schedule video production (Attachment 5).
- A1.1.3. If no local support (Dets/OLs), contact nearest PA.
- A1.1.4. If nearest PA shop is unable to support, other means will have to be found.

A2.1. Video Criteria.

- A2.1.1. Instructors will be video recorded under the following criteria.
 - A2.1.1.1. Camera must be on a tripod.
 - A2.1.1.2. Lapel microphone will be used.
 - A2.1.1.3. Video will be transcoded (compressed) into useable file (e.g. Windows Media File).

A3.1. Video Presentation.

- A3.1.1. Burned to a DVD.
- A3.1.2. Dets/OLs may submit videos to the squadron via AMRDEC (allows transfer of files up to 2GB) or use overnight delivery service.
- A3.1.3. Group video submissions to the Wing will be on a DVD.
- A3.1.4. Label DVD, "Squadron, Top Tech Award, Civilian/Enlisted/Officer".

A4.1. Things to think about.

- A4.1.1. No cell phones on during recording.
- A4.1.2. No classified material will be discussed.
- A4.1.3. Try to avoid any interfering ambient noise such as AGE, heavy air conditioning, fans, music, etc.
- A4.1.4. Removal of all name brand products such as soda cans, bottled water, and/or anything with a logo.

A4.1.5. Make sure all work areas are clean and without clutter.

A4.1.6. Make sure all instructors are within all AFIs pertaining to dress and appearance of military uniforms and civilian attire.

A4.1.7. Make sure everyone in the video, students and instructors, are wearing the proper PPE if required.

Attachment 5

AF FORM 833

Figure A5.1. Example.

MULTIMEDIA WORK ORDER				1. Work Order No.	2. Priority	3. Reimbursable				
7. Requester (Last Name, First Name)		8. Grade	9. Telephone No.	4. Date/Time Received (YYYYMMDD)		5. Logged In By				
10. Organization	11. Office Symbol	12. E-mail Address		6. Projected Completion Date/Time						
13. Classification UNCLASS		14. Classified By		15. Downgrade Schedule						
16. Support Required	<input type="checkbox"/> Graphics	<input type="checkbox"/> Photo	<input checked="" type="checkbox"/> Video	<input type="checkbox"/> Presentations						
	<input type="checkbox"/> VTC/DL	<input type="checkbox"/> Self Help	<input type="checkbox"/> Other (Specify)							
17. Function Supported	<input checked="" type="checkbox"/> Training	<input type="checkbox"/> Recruiting	<input type="checkbox"/> Public Information	<input type="checkbox"/> Combat Readiness						
	<input type="checkbox"/> Medical/Dental	<input type="checkbox"/> Installation Support	<input type="checkbox"/> Research, Development, Test & Evaluation							
	<input type="checkbox"/> Intelligence, Reconnaissance, Criminal Investigation		<input type="checkbox"/> Other (Specify)							
18. Purpose and Justification (Describe who, what, when, where and how the product will be used.)										
82 TRW Top Tech Nominee for Annual Award										
19. Project Title 82 TRW Top Tech Nominee			20. Date/Time Event (YYYYMMDD)		21. Location					
22. Description and Special Instructions (Include coordination required, location, time/date, transportation, etc.)										
Camera /tripod, Lapel microphone, 50 minutes										
Have instructor introduce themselves and identify the course they are briefing										
Have instructor end the lecture by saying, "This concludes the lecture"										
Finalize video to 1280 x 720p @ 90% quality, Windows Media File (WMV)										
Burn to DVD and upload to AMRDEC or use overnight delivery service if necessary										
23. Disposition of Materials Furnished <input type="checkbox"/> Return to Requester <input type="checkbox"/> Destroy <input type="checkbox"/> Retain										
24. I certify the products and services received from this request are for official government use only.										
Signature of Requester					Date (YYYYMMDD)					
25. CUSTOMER CRITIQUE										
Customer Service (Please "X" one)	1	2	3	4	5	6	7	8	9	10
Response Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Comments										
26. ACCEPTER INFORMATION										
27. Signature			28. Acceptor (Last Name, First Name)				29. Grade			
30. Organization		31. Office Symbol	32. Telephone No.	33. Date/Time Accepted (YYYYMMDD)		34. Total Reimbursable Cost				

**BY ORDER OF THE COMMANDER
82D TRAINING WING (AETC)**

**SHEPPARD AIR FORCE BASE
INSTRUCTION 36-2801**



**31 AUGUST 2015
Certified Current 01 July 2016
Personnel
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

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OPR: 82 TRW/CCCE

Certified by: 82 TRW/CCC
(CMSgt Joseph Pritchard)

Supersedes: SAFBI 36-2801,
27 May 2008

Pages: 11

This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*. It establishes procedures, policy, and responsibilities for 82d Training Wing Military and Civilian Quarterly and Annual Awards Recognition Program. The purpose of this program is to recognize 82d Training Wing active duty enlisted, officer, and civilian members for outstanding performance and accomplishments quarterly and annually. SAFBI36-2801 is Tier 3 (T-3) in its entirety. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. 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), or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. See Attachment 1 for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: defining responsibilities of the wing award program manager, addition of specific award categories, deletion of para 2.3., assigning units to review volunteer packages, defined category headings and the number of bullets in each section, added Make Every Dollar Count

(MEDC) nomination procedures, defined recipient notification procedures, made minor administrative corrections, and added clarity as appropriate.

1. Purpose of the Sheppard AFB Recognition Program. This program is designed to recognize individual superior performance. This program is not a substitute for other Air Force awards. It is primarily an incentive program to recognize outstanding performers, thus contributing to the morale of the wing and base community. Program objectives are as follows.

- 1.1. Provide a base-level program to recognize outstanding achievement and performance.
- 1.2. Identify personnel who strive for greater responsibility through demonstrated excellence.
- 1.3. Compliment unit recognition programs and provides a program to recognize wing outstanding performers.

2. Responsibilities.

2.1. The Commander, 82d Training Wing, retains overall responsibility for the wing programs. Commanders organize and manage unit/group/staff agency level awards programs to support the wing programs. The following offices have specific responsibilities to support and administer the wing's programs.

2.2. 82 TRW Command Chief Master Sergeant (82 TRW/CCC).

- 2.2.1. Manages the program and serves as overall point of contact.
- 2.2.2. Establishes/disseminates award criteria to wing agencies.
- 2.2.3. Assigns 82 TRW Award Program Mangers(s).
- 2.2.4. Advises the 82 TRW Award Program Manager(s) on execution of quarterly ceremonies and annual award banquets.

2.3. **82 TRW Award Program Manager(s).**

- 2.3.1. Establishes a central collection point for all nominations.
- 2.3.2. Ensures that each group provides a board member for each military, civilian, and volunteer category.
- 2.3.3. Ensures that First Sergeants or Additional Duty First Sergeants serve as board members for base Honor Guard categories
- 2.3.4. Advises board members of date, time, and location of selection board.
- 2.3.5. Forwards board results to 82 TRW/CCC for approval.
- 2.3.6. Provide Public Affairs (82 TRW/PA) with list of winners for the base paper.
- 2.3.7. Provide 2 AF/CCC with a list of annual winners.

2.4. 82 TRW Protocol (82 TRW/CCP) prepares and sends invitations to all award sponsors for all awards ceremonies and banquets.

- 2.4.1. Coordinates reservations, seating, and name cards for all award sponsors.

2.5. The 82d Comptroller Squadron Commander Administers the annual Make Every Dollar Count (MEDC) Awards and will appoint a representative who will:

- 2.5.1. Select members for each selection board.
- 2.5.2. Advise board members of date, time, and location of selection board.
- 2.5.3. Obtain all group nomination packages from the office of 82 TRW/CCC and distribute them to each board member.
- 2.5.4. Convene the MEDC Selection board and brief members on board procedures.
- 2.5.5. Forward board results to the 82 TRW/CCC office for 82 TRW/CC approval.

3. Nomination Procedures. Each group, including the Wing Staff Agency, may nominate one individual in each category.

3.1. Award Categories.

- 3.1.1. Company Grade Officer (CGO) of the Quarter/Year: Second Lieutenant (O-1), First Lieutenant (O-2), and Captain (O-3).
 - 3.1.2. Senior Noncommissioned Officer (SNCO) of the Quarter/Year: Master Sergeant (E-7), Senior Master Sergeant (E-8), and Chief Master Sergeant (E-9).
 - 3.1.3. Noncommissioned Officer (NCO) of the Quarter/Year: Staff Sergeant (E-5) and Technical Sergeant (E-6).
 - 3.1.4. Airman of the Quarter/Year: Airman Basic (E-1), Airman (E-2), Airman First Class (E-3), and Senior Airman (E-4).
 - 3.1.5. Civilian of the Quarter/Year, Non-Supervisory, Category I: GS (GG)-1 through GS(GG)-8 (non-supervisory); WG-1 through WG-7; WL-1 through WL-5; NF-I, NF-II and NF-III (non-supervisory); NA-1 through NA-7; NL-1 through NL-5; and CC-01 through CC-05.
 - 3.1.6. **(Added)** Civilian of the Quarter/Year, Non-Supervisory, Category II: GS(GG)-9 through GS(GG)-13 (non-supervisory); WG-8 through WG-15; WL-6 through WL-15; NF-IV and NF-V (non-supervisory); NA-8 through NA-15; and NL-6 through NL-15.
 - 3.1.7. Civilian Supervisory of the Quarter/Year, Category I: GS(GG)-1 through GS(GG)-8 (supervisory); NF-I, NF-II and NF-III (supervisory); WS-1 through WS-10; and NS-1 through NS-10.
 - 3.1.8. Civilian Supervisory of the Quarter/Year, Category II: GS(GG)-9 through GS(GG)-13 (supervisory); NF-IV and NF-V (supervisory); WS-11 through WS-14; and NS-11 through NS-14.
 - 3.1.9. First Sergeant and Associate First Sergeant of the Year (annual only): Master Sergeant through Senior Master Sergeant with control AFSC of 8F000.
 - 3.1.10. Base Honor Guardsman Quarter/Year (82 FSS/FSVH only).
 - 3.1.11. Base Honor Guard Program Manager of the Year (82 FSS/FSVH only).
- Note:** There is no breakout for Airman or NCO Honor Guardsman, there is only an Honor Guardsman of the Quarter/Year award and an Honor Guard Program Manager of the Year award. Honor Guard Program Manager is an annual award only.
- 3.1.12. Military, Civilian, and Spouse Volunteer of the Year.

3.1.13. Annual Make Every Dollar Count (MEDC) Award (Individual and Team)

4. Award Periods. The Awards schedule can also be found in Attachment 3.

4.1. First quarter: 1 January – 31 March

4.2. Second quarter: 1 April – 30 June

4.3. Third quarter: 1 July – 30 September

4.4. Fourth quarter: 1 October – 31 December

4.5. Annual: 1 January – 31 December

4.6. Nomination Packages.

4.6.1. **Annual Awards.** Annual award nomination packages are due to the wing the first Friday of December.

Note: Wing award suspense for submission 2 AF is based upon the 12 OAY suspense from Air Education and Training Command (AETC).

4.6.1.1. Submit all traditional quarterly award nomination packages on the most current version of the AF IMT 1206. Only 10 lines may be used and must be in bullet format (action; result--impact.) Headings are mandatory and will not count against the ten lines. Acronym lists are not allowed. Refer to 82 TRW writing guide for approved acronyms and abbreviations.

4.6.2. Headings for quarterly CGO nominations will be as follows:

4.6.2.1. **Leadership and Job Performance in Primary Duties:** Only six lines may be used and must be in bullet format. Describe significant leadership accomplishments and how well the member performed assigned primary duties. Define the scope, level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, MAJCOM, and Numbered Air Force (NAF)-level inspections and/or evaluations.

4.6.2.2. **Significant Self Improvement:** Only two lines may be used and must be in bullet format. Show how the member developed or improved skills related to primary duties; e.g., formal training, certifications, and so forth. Include completion of any PME, including awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4.6.2.3. **Base or Community Involvement:** Only two lines may be used and must be in bullet format. 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.

4.6.3. Headings for quarterly enlisted nominations will be as follows:

4.6.3.1. **Leadership and Job Performance in Primary Duties:** Only six lines may be used and must be in bullet format. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope, level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, MAJCOM, NAF-level inspections and/or evaluations. Consider development of quality Air Force management principles, new techniques, and contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

4.6.3.2. **Significant Self Improvement:** Only two lines may be used and must be in bullet format. Show how the member developed or improved skills related to primary duties; e.g., formal training, CDC enrollment or completion, on-the-job training, certifications, and so forth. Include completion of any PME, including awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4.6.3.3. **Base or Community Involvement:** Only two lines may be used and must be in bullet format. 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 the Top 3, enlisted dining out committee, member of the Air Force Sergeants Association, Sunday school teacher, and so forth.

4.6.4. Headings for quarterly civilian nominations will be as follows:

4.6.4.1. **Leadership and Job Performance in Primary Duties:** Only six lines may be used and must be in bullet format. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope, level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, MAJCOM, NAF-level inspections and/or evaluations.

4.6.4.2. **Significant Self Improvement:** Only two lines may be used and must be in bullet format. Show how the member developed or improved skills related to primary duties; e.g., formal training, on-the-job training, OPM courses, local training courses offered by the Civilian Personnel Office or local contractors, independent study, noncredit courses, and so forth. Include completion of any PME including awards earned in-residence attendance; e.g., squadron officer school. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, and grade point average.

4.6.4.3. **Base or Community Involvement:** Only two lines may be used and must be in bullet format. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian communities. Include leadership,

membership, or participation in unit advisory councils, professional military organizations, associations, and events.

4.6.5. Submit quarterly Honor Guard nomination packages on the most current version of the AF IMT 1206. Only 10 lines may be used, in bullet format. Headings are mandatory and will not count against the 10 lines. The headings will be "Leadership and Job Performance in Honor Guard Duties" (seven lines in bullet format) and "Significant Self Improvement to Military Funeral Honors and Operations" (three lines in bullet format).

4.6.6. Submit annual volunteer packages on the most current version of the AF IMT 1206. Only 30 lines may be used, in bullet format, and headings are not necessary.

4.6.7. **Annual Awards.** Annual award nomination packages are due based upon the 12 OAY suspense from AETC.

4.6.7.1. Nomination packages for First Sergeant of the Year and 12 OAY (SNCO, NCO and Airman categories) must adhere to and include information contained in AFI 36-2805, paragraphs 3.3 and 3.4 and are limited to 30 lines to include headers (27 lines of text plus 3 headers).

4.6.7.2. Submit nomination packages for CGO of the Year and Civilian Employees of the Year with the same headings as respective quarterly packages on an AF IMT 1206 limited to 30 lines to include headers (27 lines of text plus 3 headers).

4.6.7.3. CGO and civilian annual awards will be forwarded to 2 AF for competition and all accomplishments of the nominee must have occurred during the award period. These categories will not be forwarded to AETC, as there is no competition at that level for these categories.

4.6.7.4. Submit nomination packages for Base Honor Guardsman of the Year and Base Honor Guard Program Manager of the Year on an AF IMT 1206 limited to 30 lines to include headers (28 lines of text plus 2 headers). The headings will be "Leadership and Job Performance in Honor Guard Duties" (with 20 lines of text) and "Significant Self Improvement to Military Funeral Honors and Operations" (with 8 lines of text).

4.6.8. Submit Individual and Team MEDC nomination packages on the most current version of the AF IMT 1206. The headings are mandatory and will not count against the lines. The headings will be "FINANCIAL/TIME SAVINGS BENEFIT", "SCOPE OF IMPACT" and "PRACTICALITY OF IMPLEMENTATION/BENEFITS TO AF RELATIONSHIP WITH STAKEHOLDERS". For Team Award, list the names of the members below the bullets, Maximum of 8 members. Specific number of lines will be directed from AETC on an annual basis.

4.6.9. Each nomination package must include a signed SAFB Form 8, *Nominee Disclosure Statement*.

4.6.10. Additional format for traditional annual award nomination packages may be dictated by associated award message traffic.

5. Award Recipient Notification.

5.1. 82 TRW/CCC will act as the chairperson and appoint board members to score quarterly nomination packages on a 6, 2, 2 scoring scale and annual nomination packages on a 19, 4, 4 scoring scale and forward selections to 82d Training Wing Commander for consideration/approval. See Attachment 2 for scoring procedures.

5.1.1. Quarterly Base Honor Guard packages will be scored on a 7, 3 scoring scale.

5.2. The 82 TRW Award Program Manager(s) will coordinate and conduct appropriate and timely quarterly award ceremonies and annual awards banquet to recognize all wing award winners covered by this instruction.

6. Military Eligibility Requirements.

6.1. Must not be serving punishment under conviction by courts-martial or Article 15 during the award period.

6.2. Must not have an active Unfavorable Information File or referral Enlisted Performance Report/Officer Performance Report for any part of the recognition period.

6.3. Must be in compliance with Air Force personal appearance and fitness program standards during the award period.

6.4. Must meet all established leadership, developmental and responsibilities as defined in AFI 36-2618, *The Enlisted Force Structure*, during the award period.

6.5. The grade nominee held the majority of the award period will determine the category in which the individual competes.

6.6. For annual awards, nominees must meet all eligibility requirements contained in AFI 36-2805, *Special Trophies and Awards*, paragraphs 3.3 (First Sergeant of the Year) and 3.4 (12 OAY Award).

7. Civilian Eligibility Requirements.

7.1. All civilian nominees must be currently employed under parent-base organization and serving on a permanent or term employment basis for at least 6 months immediately prior to nomination.

PATRICK J. DOHERTY, Brigadier General, USAF
Commander

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

AFI 36-2805, *Special Trophies and Awards* 14 March 2013

AFI 33-363, *Management of Records*, 1 March 2008, Incorporating Change 1, 28 January 2015, Certified Current, 9 April 2015

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

Air Force Policy Directive 36-28, *Awards and Decorations Programs*, 9 May 2014

Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

Prescribed Forms

SAFB Form 8, *Nominee Disclosure Statement*

SAFB Form 9, *82 TRW Master Score Sheet (President)*

SAFB Form 10, *82 TRW Traditional Quarterly Awards Board Member Score Sheet*

SAFB Form 11, *82 TRW Traditional Annual Awards Board Member Score Sheet*

SAFB Form 13, *82 TRW Traditional Quarterly Honor Guard Awards Board Member Score Sheet*

SAFB Form 14, *82 TRW Traditional Annual Honor Guards Awards Board Member Score Sheet*

SAFB Form 15, *82 TRW Honor Guard Master Score Sheet (President)*

Abbreviations and Acronyms

AF—Air Force

AETC—Air Education and Training Command

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CDC—Career Development Course

CGO—Company Grade Officer

MAJCOM—Major Command

MEDC—Make Every Dollar Count

NAF—Numbered Air Force

NCO—Noncommissioned Officer

OAY—Outstanding Airman of the Year

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PME—Professional Military Education

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officer

Attachment 2

SCORING PROCEDURES FOR SELECTION BOARDS

Scoring scale for awards is as follows:

	<u>Quarterly</u>	<u>Annual</u>
Leadership and Job Performance		
In Primary Duties	Max 6	Max 19
Significant Self Improvement	Max 2	Max 4
Base and Community Involvement	<u>Max 2</u>	<u>Max 4</u>
	Max 10	Max 27

A2.1. Each board member and board president will score the AF IMT 1206.

A2.1.1. Assign a score for each heading using score sheet provided.

A2.1.2. Add points for each heading to determine total points from AF IMT 1206.

A2.2. Using SAFB Form 10, *82 TRW Traditional Quarterly Awards Board Member Score Sheet* and SAFB Form 11, *82 TRW Traditional Annual Awards Board Member Score Sheet*, each board member will then rank nominees from 1 to 6 based on total score, from the 5 Groups and the Wing Staff Agency.

A2.2.1. For Honor Guard packages, each board member will rank nominees from 1 to 3 based on total score using SAFB Form 13, *82 TRW Traditional Quarterly Honor Guard Awards Board Member Score Sheet*, or SAFB Form 14, *82 TRW Traditional Annual Honor Guard Awards Board Member Score Sheet*.

A2.3. On SAFB Form 9, *82 TRW Master Score Sheet (President)*, the board president will annotate each board member's ranking of the nominees. For Honor Guard packages, the board president will annotate each board member's ranking of nominees using SAFB Form 15, *82 TRW Honor Guard Master Score Sheet (President)*.

A2.4. The ranking will then be added and the nominee with the lowest score will be the winner. In case of a tie, board members will discuss and if needed the board president will break the tie and determine the winner.

A2.5. Board member must sign their individual score sheet and the board president must sign the Master Score Sheet indicating verification of board results.

A2.6. All signed score sheets will be returned to the 82 TRW/CCC office upon completion of board.

A2.7. Board members will not discuss or disclose results of the board outside the selection board room until after the recognition ceremony.

Attachment 3

82 TRW AWARDS PROGRAM SCHEDULE

All Nomination packages are due the **First Friday** of the month
Boards will be held on the **Monday after** the nomination packages are due

1st Quarter – 1 Jan – 31 Mar

Month Due: **April**

2d Quarter – 1 Apr – 30 Jun

Month Due: **July**

3d Quarter - 1 Jul – 30 Sep

Month Due: **October**

4th Quarter - 1 Oct - 31 Dec

Month Due: **December**

Annual Awards

Month Due: **December**

Annual Nominations Due: **First Friday** of the December
Annual Wing Boards: **Monday after** the nominations are due

Annual Awards Banquet: **February** (or before AETC Symposium)

***A schedule with exact dates will be distributed at the beginning of the year. All dates are tentative and are subject to change*