

**BY ORDER OF THE
OF THE COMMANDER, SPACE &
MISSILE SYSTEMS CENTER**

**SPACE AND MISSILE SYSTEMS CENTER
INSTRUCTION 36-2805**

19 MARCH 2012



Personnel

**SMC QUARTERLY AND ANNUAL
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction applies to all personnel assigned to SMC and its operating locations, to include active duty military, reserve, National Guard, DoD civilian employees and contractors specifically supporting the program. This instruction describes the roles and responsibilities as well as the processes and procedures for managing the SMC internal Quarterly and Annual Awards program as well as management of the Center's participation in external awards sponsored and supported by the DoD and U.S. Air Force. SMC/DP is designated by the Commander, Space and Missile Systems Center (SMC/CC) as the office of primary responsibility (OPR) and the Program Manager for the SMC Quarterly and Annual Awards Program. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through major command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 36-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms>.

SUMMARY OF CHANGES

This revision incorporates changes to the civilian categories based on the civilian pay structure, scoring of the nomination packages, AF IMT 1206 Headings and Evaluation Criteria for the Civilian Supervisory Categories, change to Team Headings/Category nominations and the military point values. It also includes a revised score sheet and the Awards Prioritization List.

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1. General Information.

1.1. Program Purpose and Objectives. The purpose of the SMC Quarterly and Annual Awards Program is to recognize the Center’s outstanding performers; those individuals who exemplify the core values of integrity first, service before self, and excellence in all we do. Program objectives are as follows:

1.1.1. Provide an SMC-wide program to recognize outstanding achievement and performance.

1.1.2. Identify personnel who strive to set high standards of excellence - both personally and professionally - consistent with the USAF Core Values.

1.1.3. Complement unit recognition programs.

1.1.4. Provide a program that will lead to the recognition of the Center’s outstanding performers at higher levels across the DoD, Air Force and with other sponsoring organizations.

2. Program Responsibilities.

2.1. SMC/CC.

2.1.1. Acts as final approval authority for all of the Center's awards and recognition activities, to include the designation of the program's OPR/Program Manager, the establishment of program policy and procedures, and final concurrence on all internal and external award nominees/winners in all categories of awards.

2.1.2. Reviews, approves, and signs all award staff packages and transmittal/nomination letters.

2.1.3. Presents congratulatory letters and appropriate passes to SMC award winners.

2.1.4. Delegates these responsibilities, as required, to the SMC/CV/CD.

2.2. SMC Command Chief Master Sergeant (SMC/CCC).

2.2.1. Serves as an advisor to SMC/CC/CV/CD on the SMC Quarterly and Annual Awards Program.

2.2.2. Makes recommendations to SMC/CC/CV/CD on program policies and procedures.

2.2.3. Advises SMC/CC/CV/CD on enlisted guidelines, policies and procedures impacting this program.

2.2.4. Manages all enlisted awards and recognition programs for SMC. Selects board members for enlisted awards board requirements and reviews all results. The SMC/CCC is a standing member for all SMC awards planning committees and activities.

2.2.5. The SMC/CCC Executive Assistant (SMC/CCCA) coordinates all requirements for the Center's recognition plaques and certificates presented for the all recognition ceremonies, to include the SMC quarterly/annual awards programs.

2.3. SMC Directorate of Manpower and Personnel (SMC/DP).

2.3.1. Designated by the SMC/CC as the office of primary responsibility (OPR) and the Program Manager for the SMC Quarterly and Annual Awards Program, charged with the management and execution of the overall program, while serving as the Center's single point of contact for all awards processing and coordination activities.

2.3.2. Acts as an advisor to SMC/CC/CV/CD on the development of policies and procedures regarding the execution of the SMC Quarterly and Annual Awards Program. Conducts an annual review of this instruction and makes draft recommendations for final review, concurrence and implementation by SMC/CC.

2.3.3. Maintains an annual awards schedule and prioritization detailing award processes, descriptions, requirements and suspenses. This effort is supported by utilizing the *SMC Awards Database System* and other applicable network and enterprise applications (e.g. SharePoint, Inside SMC website, CoP, etc...)

2.3.4. Suspenses units for formal (in-writing) appointments of their Awards and Decorations Monitors. These monitors represent the parent organizations and must have access to the *SMC Awards Database System*.

2.3.5. Ensures all unit Awards and Decorations Monitors receive initial and periodic training on program requirements and processes.

2.3.6. Establishes suspenses for all awards.

2.3.7. Accepts nomination packages from the appointed Awards and Decorations Monitors, Commanders, Directors, Deputies and executive officers.

2.3.8. Collects and reviews (for compliance with the award guidelines and criteria) nominations from SMC organizations.

2.3.9. Coordinates and disseminates awards nomination packages to board members for review and scoring. Establishes standardized scoring templates and procedures for all awards boards and panels. ([Attachment 8](#))

2.3.10. Requests and maintains a list of board member volunteers which is updated every 6 months/bi-annually.

2.3.11. Advises board members on date, time and location of selection board, when appropriate.

2.3.12. Consolidates board results and prepares staffing package for SMC/CC/CV/CD, and CCC review (as appropriate).

2.3.13. Forwards nominees' and winners' information to SMC/CCCA, the Annual/Quarterly Awards Planning committee and the Monthly Recognition Ceremony chairman for awards presentation and recognition during these respective ceremonies.

2.3.14. Announces award winners at the appropriate forum (e.g. VCF, CSM).

2.3.15. Briefs/announces SMC nominations and submission to senior leadership at the Commander's Staff Meeting (CSM).

2.3.16. Forwards a copy of the congratulatory letters approving time-off awards for civilians to SMC/DPC for processing (as appropriate).

2.3.17. Participates as a standing member for all SMC awards planning committees and activities.

2.4. 61 ABG Commander, Directors of SMC 2-Letters and Functional Staff Offices.

2.4.1. Selects respective unit and functional award winners consistent with established unit and/or functional guidelines and procedures. All subordinate organizations (flights, squadrons, groups, operating locations, divisions, branches) must submit nominees through parent organization.

2.4.2. Reviews all unit and functional award nominations and signs all nomination/transmittal letters to ensure nominee's packages are sent forward to compete at the next level IAW the prescribed nomination requirements.

2.4.3. Designates, in writing, a unit/functional Awards and Decorations Monitor.

2.4.4. Ensures the effectiveness and integrity of the SMC Quarterly and Annual Awards Program by nominating individuals who meet all criteria established for each award nomination.

2.4.5. Every 6-months, provides to SMC/DP a minimum of two names, a primary and a alternate, as volunteers to participate as members of the awards review board. These volunteers must be in the grades of O-4 through O-6 and GS/GGE-13, IA-3/4 through GS/GGE-15, IA-5.

2.5. Mobilization Assistant to the Commander (SMC/CCR).

2.5.1. Serves as an advisor to SMC/CC/CV/CD on the SMC Quarterly and Annual Awards Program.

2.5.2. Makes recommendations to SMC/CC/CV/CD on program policies and procedures.

2.5.3. Advises SMC/CC/CV/CD on Reserve officer and enlisted guidelines, policies and procedures impacting this program.

2.5.4. Coordinates on all Reserve officer and enlisted awards actions.

3. Preparing and Coordinating Nomination Packages.

3.1. General Eligibility. The nominees or teams must meet the following criteria for all award nominations, both internal and external:

3.1.1. Must be assigned to SMC to include all operating locations and geographically separated units.

3.1.2. Military (Officer and Enlisted) Eligibility:

3.1.2.1. 61 ABG Commander, Directors of SMC 2-Letters and Functional Staff Offices will be responsible for ensuring military nominees meet performance standards.

3.1.2.2. Must be on extended active duty or an Individual Mobilization Augmentee (IMA) in good standing with the AFRC/RMG/ARPC with satisfactory service

3.1.2.3. Be considered in the category of competition for the grade held during the majority of the award period. For example, if a member was a Senior Airman for two months and then promoted to Staff Sergeant, the member would compete in the Airman quarterly awards category.

3.1.2.4. Not have a history of incidents of a derogatory nature, such as a pattern of bad checks, disciplinary action, letter of indebtedness, Letter of Reprimand (LOR), or with an Unfavorable Information File (UIF), established during the applicable quarter or year.

3.1.2.5. Not have been convicted by court-martial or be awaiting punishment or sentence under the Uniform Code of Military Justice (UCMJ), Article 15, during the award period.

3.1.2.6. Have a current passing fitness score based on the current Air Force standard and a current Readiness Report card if an Individual Mobilization Augmentee.

3.1.3. Civilian Eligibility:

3.1.3.1. 61 ABG Commander, Directors of SMC 2-Letters and Functional Staff Offices will be responsible for ensuring civilian nominees meet performance standards.

3.1.3.2. Be considered in the category of competition for the grade held during the majority of the award period. Supervisors must be assigned to a supervisory coded position on the UMD.

3.1.3.3. Not have a history of incidents of a derogatory nature, such as a pattern of bad checks, disciplinary action, letter of indebtedness, Letter of Reprimand (LOR), established during the applicable quarter or year.

3.1.4. Team Eligibility:

3.1.4.1. All units may submit a team nomination in either one or both Team categories:

3.1.4.1.1. **Support/Functional/Administrative**– This applies to any recurring or one-time administrative or staff support effort, activity or special project that took place during the award period.

3.1.4.1.2. **Mission Systems**- This applies to any recurring or one-time space systems and/or direct space mission support effort or activity that took place during the award period.

3.1.4.2. Team category members must be composed of 61 ABG or 2-letter personnel that worked to better a program or solve a problem.

3.1.4.3. A minimum of 51% of the team must be comprised of government employees to include military, civilians, or reservists assigned to SMC.

3.1.4.4. Team nominations must include a separate list of all team members indicating their rank and status (i.e., military, civilian, or contractor) as well as indicating the team lead.

3.1.5. External Awards Eligibility:

3.1.5.1. The sponsoring organization determines the specific eligibility requirements for external award nominations and this information will be provided in both the tasking message sent by SMC/DP and in the **SMC Awards Database**.

3.1.5.2. Questions on eligibility requirements for external awards will be sent via email to SMC Center Awards only and not directly to the sponsoring organization.

3.1.5.3. In the case of external functional awards, the lead functional agency within SMC will determine eligibility and participation.

3.2. Coordination:

3.2.1. All Nomination packages for both internal and external awards will be submitted electronically to SMC/DP via the SMC Awards Database by the established suspense date and time.

3.2.2. All award submissions require nomination letters approved and signed by the 61 ABG Commander, Directors of SMC 2-Letters and Functional Staff office director **prior to** submittal and staffing.

3.2.3. All SMC awards will be reviewed and staffed through SMC/CC or SMC/CV.

3.2.4. Final concurrence on all award nominees representing SMC – both internal and external award submissions/nominations - will rest with SMC/CC or with SMC/CV or CD if delegated by SMC/CC.

4. Criteria for Awards.

4.1. General Information

4.1.1. All SMC locations will be considered for SMC internal Quarterly/Annual Awards and external awards sponsored by DoD, Air Force and other organizations. Only one nomination per category/per unit, with the exception of SMC/DS, which may submit multiple nominations per staff agency (e.g. IN, HC, PA, BC, etc...).

4.1.2. All SMC internal award nominations – no exceptions – must be submitted utilizing the current AF IMT Form 1206 (v5) in bullet format as referenced in **Attachments 2 thru 5**.

4.1.3. External awards having unique and/or specific submission criteria and requirements may use the format specified in the nomination criteria. Some examples include word documents, citations, photos, biographies and letters of recommendation.

4.1.4. Individual nominations for SMC internal awards are limited to a total of 15 typewritten lines for Quarterly, and 30 for Annual, to include headings. Bullets may NOT begin on the same line as the header.

4.1.5. SMC Team internal awards nominations are limited to a total of 30 typewritten lines, to include headings. Bullets may NOT begin on the same line as the header.

4.1.6. A list of team members names provided on the second page of AF IMT Form 1206 (v5) will not count toward the line totals.

4.1.7. All nominations – both for the SMC internal awards and external awards - must only include accomplishments occurring during the designated award period.

4.1.8. Late or incomplete packages that do not follow the procedures and policies listed in this operating instruction or the guidance provided from external awards messages will not be considered and/or accepted.

4.1.9. Awards Prioritization - Attachment 6 to this instruction provides the present listing of prioritization of Internal and External Awards:

Priority 1 – All organizations **MUST** submit a nomination in **ALL** representative categories. Only in the case where an organizations has no one that fits or is suitable for the required category, may they then submit a Negative Reply with explanation.

Priority 2 – It is “strongly encouraged” to submit a nomination. If the organization decides not to submit a nomination, they must submit a “Negative Reply”.

Priority 3 – Nominations are at the discretion of nominating directorate and may be submitted directly to or as prescribed by the tasking agency. Negative replies are not required.

4.2. SMC Quarterly Awards.

4.2.1. Period of Performance:

4.2.1.1. **1st Quarter** - 1 January through 31 March

4.2.1.2. **2nd Quarter** - 1 April through 30 June

4.2.1.3. **3rd Quarter** - 1 July through 30 September

4.2.1.4. **4th Quarter** - 1 October through 31 December

4.2.2. Submission due dates:

4.2.2.1. **1st Quarter** – Due o/a 1 April

4.2.2.2. **2nd Quarter** - Due o/a 1 July

4.2.2.3. **3rd Quarter** - Due o/a 1 October

4.2.2.4. **4th Quarter** - Due o/a 1 January

4.2.3. Actual notification, guidance, and confirmed suspense dates for submission of nomination packages will be announced by SMC/DP prior to the end of every quarter.

4.2.4. Headings and Evaluation Criteria for Individual and Team Quarterly Awards

4.2.4.1. **FGO/SCGO/JCGO/SNCO/NCO/AMN--evaluated using the following criteria:**

4.2.4.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (60 points)

4.2.4.1.2. SIGNIFICANT SELF-IMPROVEMENT (20 points)

4.2.4.1.3. BASE OR COMMUNITY INVOLVEMENT (20 points)

4.2.4.2. **Civilian Supervisor Category I & II--evaluated using the following criteria:**

4.2.4.2.1. MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT. Describe nominee's efforts in this area. (40 pts)

4.2.4.2.2. ENCOURAGES INNOVATION AND REMOVES UNNECESSARY BARRIERS. Give examples of what the nominee did to demonstrate this characteristic. (30 pts)

4.2.4.2.3. ENCOURAGES PROFESSIONAL GROWTH OF STAFF. Describe any successes in this area. (20 pts)

4.2.4.2.4. COMMUNICATES AND PROMOTES A COLLABORATIVE ENVIRONMENT. Give examples of success in this area. (10 pts)

4.2.4.3. **Civilian Category I & II (Non supervisory)--evaluated using the following criteria:**

4.2.4.3.1. JOB ACCOMPLISHMENTS, EFFICIENCY AND PRODUCTIVITY (40 points)

- 4.2.4.3.2. DEMONSTRATED LEADERSHIP QUALITIES AND INITIATIVE (30 points)
- 4.2.4.3.3. SELF-IMPROVEMENT AND DEVELOPMENT (20 points)
- 4.2.4.3.4. BASE OR COMMUNITY INVOLVEMENT (10 points)
- 4.2.4.4. **TEAM--evaluated using the following criteria:**
- 4.2.4.4.1. DESCRIPTION OF TEAM MISSION OR PROJECT (Limit two lines, optional but not scored, and NOT included in the maximum line count)
- 4.2.4.4.2. TEAM ACCOMPLISHMENTS (60 points)
- 4.2.4.4.3. TRAINING AND TEAM IMPROVEMENT ACTIVITIES (20 points)
- 4.2.4.4.4. CONTRIBUTION TO ORGANIZATION/LAAFB/SMC (20 points)

Table 4.1. Quarterly Award Categories.

QUARTERLY AWARD CATEGORIES	
ENLISTED	ELIGIBILITY
AMN (Airman)	AB-SrA (E-1 thru E-4)
NCO (Non-Commissioned Officer)	SSgt-TSgt (E-5 thru E-6)
SNCO (Senior Non-Commissioned Officer)	MSgt-SMSgt (E-7 thru E-8)
CIVILIAN	
Category I (Non-supervisory)	GS/GGE 1-8; WG-1–WG-7, WL-1– WL-5,- NAF I/II
Category II (Non-supervisory)	GS/GGE 9-13; WG-8 – WG-15; NAF III & IV
Category I (Supervisory)	GS/GGE 1-8; WS-1 – WS-10; NAF III
Category II (Supervisory)	GS/GGE 9-13; WS-11 – WS-14; NAF IV
OFFICER	
JCGO (Junior Company Grade Officer)	2Lt-1Lt
SCGO (Senior Company Grade Officer)	Capt
FGO (Field Grade Officer)	Maj-Lt Col
TEAMS	
SUPPORT/FUNCTIONAL/ADMINISTRATIVE TEAM	
MISSION SYSTEMS TEAM	

4.3. SMC Annual Awards.

4.3.1. Period of Performance: 1 January through 31 December

4.3.2. Submission due dates: Due o/a 1 February

4.3.3. Actual notification, guidance, and confirmed suspense dates for submission of nomination packages will be announced by SMC/DP prior to the end of the calendar year.

4.3.4. Headings and Evaluation Criteria for Individual and Team Annual Awards.

4.3.4.1. **FGO/SCGO/JCGO--evaluated using the following criteria:**

4.3.4.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (60 points)

4.3.4.1.2. SIGNIFICANT SELF-IMPROVEMENT (20 points)

4.3.4.1.3. BASE OR COMMUNITY INVOLVEMENT (20 points)

4.3.4.2. **SNCO/NCO/AMN--evaluated using the following criteria:**

4.3.4.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (60 points)

4.3.4.2.2. SIGNIFICANT SELF-IMPROVEMENT (20 points)

4.3.4.2.3. BASE OR COMMUNITY INVOLVEMENT (20 points)

4.3.4.3. **NON-SUPERVISORY CIVILIAN CATEGORIES--evaluated using the following criteria:**

4.3.4.3.1. JOB ACCOMPLISHMENTS, EFFICIENCY AND PRODUCTIVITY (40 points)

4.3.4.3.2. DEMONSTRATED LEADERSHIP QUALITIES AND INITIATIVE (30 points)

4.3.4.3.3. SELF-IMPROVEMENT AND DEVELOPMENT (20 points)

4.3.4.3.4. BASE OR COMMUNITY INVOLVEMENT (10 points)

4.3.4.4. **SUPERVISORY CIVILIANS CATEGORIES only:**

4.3.4.4.1. MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT. Describe nominee's efforts in this area. (40 points)

4.3.4.4.2. ENCOURAGES INNOVATION AND REMOVES UNNECESSARY BARRIERS. Give examples of what the nominee did to demonstrate this characteristic. (30 points)

4.3.4.4.3. ENCOURAGES PROFESSIONAL GROWTH OF STAFF. Describe any successes in this area. (20 points)

4.3.4.4.4. COMMUNICATES AND PROMOTES A COLLABORATIVE ENVIRONMENT. Give examples of success in this area. (10 points)

4.3.4.5. **TEAM--evaluated using the following criteria:**

4.3.4.5.1. DESCRIPTION OF TEAM MISSION OR PROJECT (Limit two lines, optional and not scored and NOT included in line maximum)

4.3.4.5.2. TEAM ACCOMPLISHMENTS (60 points)

4.3.4.5.3. TRAINING AND TEAM IMPROVEMENT ACTIVITIES (20 points)

4.3.4.5.4. CONTRIBUTION TO ORGANIZATION/LAAFB/SMC (20 points)

Table 4.2. Annual Award Categories.

ANNUAL AWARD CATEGORIES	
ENLISTED	ELIGIBILITY
AMN (Airman)	AB-SrA (E-1 thru E-4)
NCO (Non-Commissioned Officer)	SSgt-TSgt (E-5 thru E-6)
SNCO (Senior Non-Commissioned Officer)	MSgt-SMSgt (E-7 thru E-8)
CIVILIAN	
Category I (Non-supervisory)	GS/GGE 1-8; WG-1–WG-7, WL-1– WL-5,- NAF I/II
Category II (Non--supervisory)	GS/GGE 9-13; WG-8 – WG-15; NAF III & IV
Category I (Supervisory)	GS/GGE 1-8; WS-1 – WS-10; NAF III
Category II (Supervisory)	GS/GGE 9-13; WS-11 – WS-14; NAF IV
OFFICER	
JCGO (Junior Company Grade Officer)	2Lt-1Lt
SCGO (Senior Company Grade Officer)	Capt
FGO (Field Grade Officer)	Maj-Lt Col
TEAMS	
SUPPORT/FUNCTIONAL/ADMINISTRATIVE TEAM	
MISSION SYSTEMS TEAM	

5. Selection Process and Scoring procedures.

5.1. SMC/DP will electronically distribute nomination packages to panel members and designated panel chair for review and scoring.

5.2. SMC/CCC will determine the panel members and chair for all enlisted board requirements. This includes both internal and external awards.

5.2.1. SMC award panels will be composed of a *minimum* of three members, which may also include the panel chair.

5.2.2. The panel members will review the nominations and score each individual package IAW the prescribed evaluation criteria and rank the nominations in the order scored.

5.2.3. The panel chair will review the results and convene the panel either via telecom or in person to discuss normalization of scores and overall ranking as required. Individuals with the best overall ranking in their respective category, as determined by the panel will be **recommended to the SMC/CC/CV** for consideration as the winners for their respective categories/award. The panel chair will submit rationale for changes made to scoring as a result of the normalization discussion.

5.3. SMC/DP will staff/forward board **recommendations to SMC/CC (or CV/CD as appropriate)** for final approval and submission.

5.4. The Center award winners, if confirmed by the approval authority, will be recognized as the SMC winners. As appropriate, the nominees will represent SMC at the next level of external awards competition.

5.5. Panel members will not discuss proceedings or selections with anyone prior to announcement of the winners by the appropriate commander, or designee, regardless of selection method.

6. Official Recognition of Winners.

6.1. SMC Quarterly Awards.

6.1.1. Winners will be recognized at the recurring Quarterly Awards Luncheon.

6.1.2. Individual Quarterly Award Winners will receive a one day pass (for military) or an 8-hour time off award (for civilians). Commanders and/or supervisors of civilian members will give their respective civilian quarterly award winners a Time Off Award of up to 8 hours.

6.1.3. Quarterly Team Winners will receive a rotating trophy, public recognition at the awards ceremony and a one day pass for military and an 8-hour time off award for civilians.

6.1.4. SMC/DP will process the civilian time off awards as authorized by the congratulatory letters signed by SMC/CC/CV or CD. All day off passes must be coordinated and approved by unit leadership.

6.2. SMC Annual Awards.

6.2.1. Winners will be recognized at the Annual Awards Banquet.

6.2.2. Individual Annual Award Winners will receive a two day pass for military or a 16-hour time off award for civilians.

6.2.3. Annual Team Award Winners will receive a rotating trophy, public recognition at the annual ceremony and a two day pass for military and a 16-hour time off award for civilians.

6.2.4. SMC/DPC will process the civilian time off awards as authorized by the congratulatory letters signed by SMC/CC/CV/CD. All day off passes must be coordinated and approved by unit leadership.

6.3. SMC External Award Nominees.

6.3.1. SMC award winners/nominees for external awards will be recognized at the Monthly Promotion and Recognition Ceremony.

7. SMC Award Program support activities.

7.1. CGOC, Top-3, and Rising-4.

7.1.1. Plans, coordinates, and conducts the SMC Quarterly Awards Luncheon.

7.1.2. Coordinates with SMC/DP for the appropriate timelines and schedules for the Quarterly awards process. This coordination also includes the names of unit nominees.

7.1.3. Designates a liaison for coordinating the activities and agenda with the unit nominees and their supervisors.

7.1.4. Establishes the location, menu, procedures, script, and appropriate recognition.

7.1.5. Provides representatives to support the Annual and Quarterly Awards Planning Committees.

7.2. SMC Career Assistance Advisor (61 FSS/FSDP).

7.2.1. Coordinates and executes the Monthly Promotion and Recognition Ceremony.

7.2.2. Responsible for maintaining the Monthly Promotion and Recognition Ceremony script, list of promotees, promotion plaques, certificates and any other necessary actions to ensure a professional and successful ceremony is accomplished.

ELLEN M. PAWLIKOWSKI, Lt Gen, USAF
Commander

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

AFI 10-207, *Command Post*, 4 Apr 2008

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 Dec 2009

AFI 36-2803, *The Air Force Awards and Decorations Program*, 15 June 2001

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff, Operations, Plans and Requirements Annual Awards Program*, 18 Jul 2007

AFI 36-2811, *Chaplain Service Awards*, 1 Feb 2006

AFI 36-2816, *Inspector General Awards*, 2 Feb 2011

AFI 36-2818, *The USAF Maintenance Awards Program*, 27 Nov 2007

AFI 36-2819, *Mission Support Awards Program (Installation and Headquarters)*, 19 Oct 2005

AFI 36-2821, *The USAF Logistics Readiness Awards Program*, 27 Nov 2007

AFI 36-2822, *The USAF Installations and Logistics Awards Program*, 12 Jan 2005

AFI 36-2829, *General Counsel Awards Program*, 21 Jun 2005

AFI 36-2830, *Air Force Productivity Excellence Award*, 31 Jul 2003

AFI 36-2833, *Safety Awards*, 8 Feb 2011

AFI 36-2834, *Small Business Awards Program*, 27 Sep 2010

AFI 36-2835, *Annual Acquisition Awards Program*, 17 Aug 2011

AFI 36-2843, *Science Technology Awards*, 14 April 2005

AFI 36-2845, *Secretary of the Air Force Chief of Warfighting Integration and Chief Information Officer Special Trophies and Awards*, 20 Mar 2006

AFI 36-2846, *Financial Management and Comptroller Annual Awards Program*, 21 Apr 2010

AFI 36-2848, *Air Force Security Forces Award Program*, 28 Apr 2009

AFI 36-2855, *Judge Advocate General Awards*, 15 Apr 2009

AFI 36-2856, *Medical Services Award*, 10 Aug 2006

AFI 36-2868, *Chief of Staff Team Excellence Award*, 18 Mar 2009

AFSPCI 32-1001, *Air Force Space Command Facilities Excellence Recognition Program*, 15 Nov 2008

AFSPCI 36-2802, *AFSPC Company Grade Officer & Civilian of the Year Award Program*, 22 Dec 2010

AFSPCI 36-2810, *Air Force Space Command Space and Missile Operations Awards*, 2 Jan 2002

AFSPCI 36-2812, *The Air Force Space Command Logistics Award Program*, 2 Jan 1998

Adopted Form

AF IMT 1206 (v5), *Nomination for Award*, 1 Jul 2000

Attachment 2

AF FORM 1206, INDIVIDUAL AWARDS – CIVILIAN CATEGORY (SAMPLE NOMINATION FORMAT)

Figure A2.1. AF Form 1206, Individual Awards – Civilian Category (SAMPLE NOMINATION FORMAT).

NOMINATION FOR AWARD		
AWARD QUARTERLY or ANNUAL	CATEGORY (If Applicable) (Note 1)	AWARD PERIOD (Note 2)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) IA-3/JOSEPH E. ZEE/“GO BY” “JOE”	SSAN (Enter last 4 Only) XXXX	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 801/Chief Engineer	NOMINEES TELEPHONE (DSN & Commercial) DSN: 633-xxxx Comm: xxx-xxx-xxxx	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE SMC/DP 483 N. Aviation Blvd., El Segundo, CA 90245-2808		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER’S TELEPHONE (DSN & Commercial) Rank/Name of Commander/Director DSN: 633-xxxx Comm: xxx-xxx-xxxx		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>JOB ACCOMPLISHMENTS, EFFICIENCY, AND PRODUCTIVITY (40 pts) Define the scope and level of responsibilities and the unit and mission impact.</p> <p>DEMONSTRATED LEADERSHIP QUALITIES AND INITIATIVE (30 pts) Describe significant leadership accomplishments and how well he/she performed assigned duties. Include any new initiative/techniques developed by the employee that positively impacted the unit and/or mission.</p> <p>SELF-IMPROVEMENT AND DEVELOPMENT (20 pts) Show how he/she developed or improved skills related to primary duties. Include any education related or unrelated to primary duties (e.g., class/course/degree enrollment or completion, grade point average, etc.) Cite any other relevant training or activity that significantly enhanced his or her value as an employee.</p> <p>BASE AND COMMUNITY INVOLVEMENT (10 pts) Define the scope and impact of his or her positive leadership or involvement in both the military and civilian community. Include leadership/membership/participation in unit advisory councils, professional military organizations, associations, events (e.g., booster clubs, AFA, toastmasters, etc)</p>		

CIVILIAN SUPERVISORY CATEGORY I AND II
MOTIVATES AND CREATES A PRODUCTIVE WORK ENVIRONMENT
ENCOURAGES INNOVATION AND REMOVES UNNECESSARY BARRIERS
ENCOURAGES PROFESSIONAL GROWTH OF STAFF
COMMUNICATES AND PROMOTES A COLLABORATIVE ENVIRONMENT

Note 1--CATEGORIES:

Civ Cat I:, GS/GGE 1-8, WG 1-7, WL 1 – 5, NAF I/II Part time, NAF flex, interns and trainees

Civ Cat II:, GS/GGE 9-13, WG 8-15, WL 6 - 15 and NAF III & IV

Civ Supervisor Cat I:, GS/GGE 1 – 8 (coded), NAF III, WS-1 – WS-10

Civ Supervisor Cat II: GS/GGE 9 – 13, NAF IV, WS-11 – WS-13

Note 2 – AWARD PERIOD

Quarterly: 1 Jan - 31 Mar / 1 Apr - 30 Jun / 1 Jul – 30 Sep / 1 Oct – 31 Dec (appropriate year)

Annual: 1 Jan – 31 Dec (appropriate year)

ELIGIBILITY: Nominate members in the category that corresponds to the rank/grade held for the **majority of the award period**. For example, if the member has held GG-8 for 2 months and is then promoted to GGE-9(IA-2), then nominate member in the Civ Cat I, *not* the Civ Cat II.

GENERAL NOTES:

QUARTERLY Awards - 15 LINES/ANNUAL Awards – 30 LINES – Headings DO count towards total lines

Category headings should be in UPPER CASE PRINT

Bullets CANNOT begin on the same line as the header

An acronym “bank” (to spell-out acronyms) may be used and added to the 1206 or an additional page.

AF IMT 1206, 20000701 V5

PREVIOUS EDITION IS OBSOLETE

Attachment 3

**AF FORM 1206, INDIVIDUAL AWARDS – ENLISTED CATEGORY (SAMPLE
NOMINATION FORMAT)**

Figure A3.1. AF Form 1206, Individual Awards – Enlisted Category (Sample Nomination Format).

NOMINATION FOR AWARD		
AWARD QUARTERLY or ANNUAL	CATEGORY (If Applicable) (Note 1)	AWARD PERIOD (Note 2)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSGT/ANN E. ZEE (“GO BY”) “ANN”	SSAN (Enter last 4 Only) XXXX	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 2E191/Chief , Mobile Ground Satellite Systems	NOMINEES TELEPHONE (DSN & Commercial) DSN: 633-xxxx Comm: xxx-xxx-xxxx	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE SMC/DP 483 N. Aviation Blvd., El Segundo, CA 90245-2808		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER’S TELEPHONE (DSN & Commercial) Rank/Name of Commander/Director DSN: 633-xxxx Comm: xxx-xxx-xxxx		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (60 pts) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, numbered AF-level inspections and/or evaluations. Include Awards received</p> <p>SIGNIFICANT SELF-IMPROVEMENT (20 pts) 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, etc) Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, Grade Point Average) Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT (20 pts) 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 AFSA or AFA, Sunday School Teacher, etc)</p>		

Note 1--CATEGORIES:

AIRMAN: (E-1 thru E-4/AB thru SrA)

NCO: (E-5 & E-6/SSgt & TSgt)

SNCO: (E-7 & E-8/MSgt & SMSgt)

Note 2 – AWARD PERIOD

Quarterly: 1 Jan - 31 Mar / 1 Apr - 30 Jun / 1 Jul – 30 Sep / 1 Oct – 31 Dec (appropriate year)

Annual: 1 Jan – 31 Dec (appropriate year)

ELIGIBILITY: Nominate members in the category that corresponds to the rank/grade held for the **majority of the award period**. For example, if the member has held SrA for 2 months and then “pins-on” (is promoted to) SSgt, then nominate member in the Airman category, *not* the NCO category.

GENERAL NOTES:

QUARTERLY Awards - 15 LINES/ANNUAL Awards – 30 LINES – Headings DO count towards total lines

Category headings should be in UPPER CASE PRINT

Bullets CANNOT begin on the same line as the header

An acronym “bank” (to spell-out acronyms) may be used and added to the 1206 or an additional page

AF IMT 1206, 20000701 V5

PREVIOUS EDITION IS OBSOLETE

Attachment 4

AF FORM 1206, INDIVIDUAL AWARDS – OFFICER CATEGORY

Figure A4.1. AF Form 1206, Individual Awards – Officer Category (Sample Nomination Format).

NOMINATION FOR AWARD		
AWARD QUARTERLY or ANNUAL	CATEGORY (If Applicable) (Note 1)	AWARD PERIOD (Note 2)
RANK/NAME OF NOMINEE (<i>First, Middle Initial, Last</i>) CAPT/MATHEW E. ZEE/("GO BY) "MATT"	SSAN (Enter last 4 Only) XXXX	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 63A3/Project Manager	NOMINEES TELEPHONE (<i>DSN & Commercial</i>) DSN: 633-xxxx Comm: xxx-xxx-xxxx	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE SMC/DP 483 N. Aviation Blvd., El Segundo, CA 90245-2808		
RANK/NAME OF UNIT COMMANDER (<i>First, Middle Initial, Last</i>) /COMMANDER'S TELEPHONE (DSN & Commercial) Rank/Name of Commander/Director DSN: 633-xxxx Comm: xxx-xxx-xxxx		
<p>SPECIFIC ACCOMPLISHMENTS (<i>Use single-spaced, bullet format</i>)</p> <p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES (60 pts) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, numbered AF-level inspections and/or evaluations. Include Awards received</p> <p>SIGNIFICANT SELF-IMPROVEMENT (20 pts) 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, etc) Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, Grade Point Average) Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT (20 pts) 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 AFSA or AFA, Sunday School Teacher, etc)</p>		

Note 1--CATEGORIES:**JCGO:** (O-1 & O-2/2ND & 1ST Lt)**SCGO:** (O-3/Capt)**FGO:** (O-4 & O-5/Maj & Lt Col)**Note 2 – AWARD PERIOD**

Quarterly: 1 Jan - 31 Mar / 1 Apr - 30 Jun / 1 Jul – 30 Sep / 1 Oct – 31 Dec (appropriate year)

Annual: 1 Jan – 31 Dec (appropriate year)

ELIGIBILITY: Nominate members in the category that corresponds to the rank/grade held for the **majority of the award period**. For example, if the member has held Capt for 2 months and then “pins-on” (is promoted to) Maj, then nominate member in the SCGO category, *not* the FGO category.

GENERAL NOTES:

QUARTERLY Awards - 15 LINES/ANNUAL Awards – 30 LINES – Headings DO count towards total lines

Category headings should be in UPPER CASE PRINT

Bullets CANNOT begin on the same line as the header

An acronym “bank” (to spell-out acronyms) may be used and added to the 1206 or an additional page

Attachment 5

AF FORM 1206, QUARTERLY AWARD NOMINATION FOR TEAMS

Figure A5.1. AF Form 1206, Quarterly Award Nomination for Teams (Sample Nomination Format).

NOMINATION FOR AWARD		
AWARD QUARTERLY or ANNUAL	CATEGORY (If Applicable) (Note 1)	AWARD PERIOD 1 Jan — 31 Mar 2010 (Note 2)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SMC DP Awards Program Improvement Team	SSAN (Enter last 4 Only) N/A (LEAVE BLANK)	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE N/A (LEAVE BLANK)	NOMINEES TELEPHONE (DSN & Commercial) DSN: 633-xxxx Comm: xxx-xxx-xxxx	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE SMC/DP 483 N. Aviation Blvd., El Segundo, CA 90245-2808		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Rank/Name of Commander/Director DSN: 633-xxxx Comm: xxx-xxx-xxxx		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>DESCRIPTION OF TEAM MISSION OR PROJECT: (OPTIONAL – Not Scored): Limited to two lines</p> <p>TEAM ACCOMPLISHMENTS (60 POINTS) Show how the team accomplished the mission. Identify any obstacles and how the team overcame them.</p> <p>TRAINING AND TEAM IMPROVEMENT ACTIVITIES (20 POINTS) Identify any special training that the team attended or conducted to assist with accomplishing the mission.</p> <p>CONTRIBUTION TO ORGANIZATION (20 POINTS) Identify the impact to the organization (AF/AFSPC/SMC/LAABF/etc)</p> <p><u>LIST OF TEAM MEMBERS</u> (list the team leader first, include the ranks/grades of all members and indicate if they are they are contractors)</p>		

Note 1—CATEGORIES:**Support/Functional/Administrative Team****Mission Systems Team****All organizations – to include Staff Organizations - my submit a team nominee in either one or both categories****Note 2 – AWARD PERIOD**

Quarterly: 1 Jan - 31 Mar / 1 Apr - 30 Jun / 1 Jul – 30 Sep / 1 Oct – 31 Dec (appropriate year)

Annual: 1 Jan – 31 Dec (appropriate year)

ELIGIBILITY:

Team category members must be composed of Wing, Direct Report Group or 2-letter personnel that worked to better a program or solve a problem.

A minimum of 51% of the team must be comprised of government employees to include military, civilians, or reservists assigned to SMC

GENERAL NOTES:Limit to **30 LINES** – Headings DO count towards the 30 lines

Bullets CAN NOT begin on the same line as the header. Category headings should be in UPPER CASE PRINT

An acronym bank (to spell-out acronyms) may be used and added to the 1206 or an additional page.

Attachment 6

SAMPLE NOMINATION LETTER

MEMORANDUM FOR SMC/DP

Date

FROM: OFFICE SYMBOL

SUBJECT: (Name of Award) Award Nomination Letter

1. The following individual(s) (and or teams, as appropriate) have been nominated to compete for the (appropriate year), (name of the award). Negative replies are provided.

Figure A6.1. Sample Nomination Letter.

Individual Award Category	Rank/Grade Name
Civ Cat I	GS-05, Joe Smith
Civ Cat II	<i>Negative Reply</i>
Civ Supervisor Cat I	GG-08, James Job
Civ Supervisor Cat II	IA-4, Pete Swell
AMN	SrA Jane Gum
NCO	<i>Negative Reply</i>
SNCO	MSgt Matt Money
JCGO	1 Lt Jane Doe
SCGO	Capt Guy More
FGO	Maj Sue Still
Team Award Category(s)	Team Name & Team Lead (Rank/Grade/Name)
Mission Systems (&/or) Administrative/	SMC IPT / Lt Col J. B. Smoke, Team Lead

2. Each military, civilian, and team nominee meets or exceeds the eligibility requirements and standards as outlined in paragraph 3 of SMCI 36-2805.

3. Please direct any questions to (POC) at (Phone number).

Commander/Directors Signature Block

ATTACHMENT 7

SMC INTERNAL/EXTERNAL AWARD PRIORITIZATION LIST

Figure A7.1. SMC Internal/External Award Prioritization List.

Priority Key:
 1 – SMC/CC Determined “Must Submit”-
 Negative Replies Mandatory
 2 – Unit CC “Discretion” – Negative Replies
 Mandatory
 3 – Posted on CoP; Unit/Functional Discretion –
 Negative Replies Optional

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
SMC/DP	Internal Awards Program – Annual	SMCI 36-2805	SMC/DP	1
SMC/DP	Internal Awards Program – Quarterly	SMCI 36-2805	SMC/DP	1
SMC/DP	SMC Salutes – Bernard Schriever Chapter of the AFA	Message	Local AFA Chapter	1
A1	12 Outstanding Airman of the Year (12 OAY) Award	AFI 36-2805	HQ AFSPC/A1KKP	1
A1	AFSPC Civilian of the Year Award	Message	HQ AFSPC/A1KKP	1
A1	Air Force Association (AFA) Aerospace Awards	AFI 36-2805	HQ AFSPC/A1KKP	1
A1	Company Grade Officer of the Year (CGO) Award	AFSPCI 36-2802	HQ AFSPC/A1KKP	1
A1	Lance P. Sijan (USAF) Leadership Awards	AFI 36-2805	HQ AFSPC/A1KKP	1
A1	Team of the Year Award (Only submit if we contact you directly)	AFI 36-2805	HQ AFSPC/A1KKP	1
A1	Tuskegee Airmen, Inc. (TAI) Annual Awards	Message	HQ AFSPC/A1KKP	1
A1	USAF First Sergeant of the Year Award	AFI 36-2805	HQ AFSPC/A1KKP	1
A8/A9	AF Outstanding Scientist and Engineer Awards	AFI 36-2843	A9E.wf@peterson.af.mil	1
MAJCOM	Annual Acquisition Awards	AFI 36-2835	AFSPC/DSI	1
MAJCOM	David Packard Excellence in Acquisition Award	Message	AFSPC/DSI	1
MAJCOM	USD (AT&L) Workforce Development and Workforce Achievement Awards	Message	AFSPC/DSI	1
A1	Air Force Association (AFA) Outstanding Civilian Employees of the Year	AFI 36-1004	HQ AFSPC/A1KKP	1
A1	A1 Awards (107 categories)	A1 Awards Program Guide	HQ AFSPC/A1KKP	2

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
A1	Air Force Exceptional Innovator (AFEIA) Award	AFH 38-401	<u>HQ AFSPC/A1KKP</u>	2
A1	Air Force Outstanding Unit Award/Air Force Organizational Excellence Award Nominations	AFI 36-2803	<u>HQ AFSPC/A1KKP</u>	2
A1	Air Force Productivity Excellence (AFPEA) Awards	AFI 36-2830	<u>HQ AFSPC/A1KKP</u>	2
A1	Air Force Sergeants Association (AFSA) Pitsenbarger Award	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	American Legion Spirit of Service Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	Arthur S. Flemming Award	AFI 36-1004	<u>HQ AFSPC/A1KKP</u>	2
A1	Chief of Staff Team Excellence Award (CSTEA)	AFI 36-2868	<u>HQ AFSPC/A1KKP</u>	2
A1	Department of Defense (DoD) Distinguished Civilian Service Award	AFI 36-1004	<u>HQ AFSPC/A1KKP</u>	2
A1	Distinguished Equal Employment Opportunity (EEO) Awards	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	DoD African American History Month Recognition	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	DoD David O. Cooke Excellence in Public Administration Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	DoD Outreach Awards (8 categories)	PSDM 08-23	<u>HQ AFSPC/A1KKP</u>	2
A1	Eugene M. Zuckert Management Award	AFI 36-2829	<u>HQ AFSPC/A1KKP</u>	2
A1	Federally Employed Women Military Meritorious Service Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	GEICO Military Service Awards	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	GEICO Public Service Awards	AFI 36-1004	<u>HQ AFSPC/A1KKP</u>	2
A1	General and Mrs. Jerome F. O'Malley Award	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	Institute of Navigation (ION) Awards	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	Jabara Award for Airmanship	USAF AI 36-2807	<u>HQ AFSPC/A1KKP</u>	2
A1	Joan Orr Air Force Spouse of the Year Award	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	Katharine Wright Memorial Award	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	Manpower and Organization Awards	AFI 36-2819	<u>HQ AFSPC/A1KKP</u>	2
A1	National Public Service Award	AFI 36-1004	<u>HQ AFSPC/A1KKP</u>	2
A1	Noncommissioned Officers Association (NCOA) Vanguard Award	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	Outstanding DoD Employees with Disability Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	Service to America Medals (Sammies)	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	Ten Outstanding Young Americans Award	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
A1	United States Armed Forces Spirit of Hope Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	Verne Orr Award	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	William A. Jump Memorial Award	AFI 36-1004	<u>HQ AFSPC/A1KKP</u>	2
A1	William T. Pecora Award	AFI 36-1004	<u>HQ AFSPC/A1KKP</u>	2
A1	Women's History Month Science Technology Engineering and Math (STEM) Role Model Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	Women in Aerospace (WIA) Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A1	Wright Brothers Memorial Trophy	AFI 36-2805	<u>HQ AFSPC/A1KKP</u>	2
A1	Zachary and Elizabeth Fisher Distinguished Civilian Humanitarian Award	Message	<u>HQ AFSPC/A1KKP</u>	2
A3	AFA Operational Excellence Award	AFSPCI 36-2810/Msg	HQ AFSPC/A3E	2
A4/A7	AF Security Forces Awards Program	AFI 36-2848	<u>HQ AFSPC/A7S</u>	2
A4/A7	Air Force Maintenance Effectiveness Awards (8 Awards)	AFI 36-2818	<u>HQ AFSPC/A4M</u>	2
A4/A7	The Daedalian Major General Warren R. Carter Logistics Effectiveness Award; Logistics Readiness Squadron of the Year—Non-Flying Units	AFI 36-2821	<u>HQ AFSPC/A4R</u>	2
A1	Enlisted Space Systems Operator of the Year Award	AFSPCI 36-2810	<u>HQ AFSPC/A1F</u>	2
<u>A2</u>	<u>AFSPC Intelligence, Surveillance, and Reconnaissance Awards Program (AFISRAP) (19)</u>	<u>AFI 36-2807/Message</u>	<u>a2.wf@afspc.af.mil</u>	<u>3</u>
<u>A2</u>	<u>Air Force Intelligence, Surveillance, and Reconnaissance Awards Program (AFISRAP) (19)</u>	<u>AFI 36-2807/Message</u>	<u>a2.wf@afspc.af.mil</u>	<u>3</u>
<u>A2</u>	<u>Defense Intelligence Agency—Director of Military Intelligence Awards</u>	<u>ICD 655</u>	<u>a2.wf@afspc.af.mil</u>	<u>3</u>
<u>A2</u>	<u>National Intelligence Community Awards</u>	<u>ICD 655</u>	<u>a2.wf@afspc.af.mil</u>	<u>3</u>
<u>A2</u>	<u>National Military Intelligence Association—Maj Gen Jack E. Thomas Award (AFISRAP nomination package is used for this award) (2)</u>	<u>AFI 36-2807/Message</u>	<u>a2.wf@afspc.af.mil</u>	<u>3</u>
<u>A3</u>	<u>AFA Best Space Operations Crew Award</u>	<u>AFSPCI 36-2810/Msg</u>	<u>HQ AFSPC/A3E</u>	<u>3</u>
<u>A3</u>	<u>AFA General Thomas S. Power Outstanding Missile Crew Award</u>	<u>AFSPCI 36-2810/Msg</u>	<u>HQ AFSPC/A3E</u>	<u>3</u>
<u>A3</u>	<u>AFSPC Unit Command Post Award</u>	<u>AFSPCI 36-2810</u>	<u>HQ AFSPC/A3O</u>	<u>3</u>
<u>A3</u>	<u>Air Traffic Control Awards</u>	<u>AFI 36-2807</u>	<u>HQ AFSPC/A3R</u>	<u>3</u>
<u>A3</u>	<u>Chief Master Sergeant Edward W. Weaver Award</u>	<u>AFSPCI 36-2810</u>	<u>HQ AFSPC/A3T</u>	<u>3</u>
<u>A3</u>	<u>Chief Master Sergeant Robert G. V. Pecqueur Award</u>	<u>AFSPCI 36-2810</u>	<u>HQ AFSPC/A3D</u>	<u>3</u>

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
A3	Colonel Lee R. Williams Memorial Award	AFSPCI 36-2810	HQ AFSPC/A3N	3
A3	Colonel Lowell F. McAdoo Award	AFSPCI 36-2810	HQ AFSPC/A3N	3
A3	Command Post Airmen of the Year (unit)	AFI 10-207	HQ AFSPC/A3O	3
A3	Command Post Instructor of the Year	AFI 10-207	HQ AFSPC/A3T	3
A3	Command Post NCO of the Year (unit)	AFI 10-207	HQ AFSPC/A3O	3
A3	Command Post of the Year Award	AFI 10-207	HQ AFSPC/A3O	3
A3	Command Post SNCO of the Year (unit)	AFI 10-207	HQ AFSPC/A3O	3
A3	General Donald J. Kutyna Award.	AFSPCI 36-2810	HQ AFSPC/A3R	3
A3	General Richard C. Henry Award	AFSPCI 36-2810	HQ AFSPC/A3R	3
A3	General Robert T. Herres Award	AFSPCI 36-2810	HQ AFSPC/A3R	3
A3	General Samuel C. Phillips Award	AFSPCI 36-2810	HQ AFSPC/A3N	3
A3	General Seth J. McKee Award	AFSPCI 36-2810	HQ AFSPC/A3F	3
A3	General Thomas S. Moorman, Jr., Award	AFSPCI 36-2810	HQ AFSPC/A3R	3
A3	ICBM Instructor/Evaluator of the Year (Categories 1 and 2)	AFSPCI 36-2810	HQ AFSPC/A3T	3
A3	Influence Operations Awards (OPSEC (with sub categories) and MILDEC (with sub categories))	AFI 10-701 and AFI 36-2807	HQ AFSPC/A3DI	3
A3	National OPSEC Award (Organization, Individual, and Multimedia Achievement (Electronic and Print))	AFI 10-701 and http://www.ioass.gov/awards.html	HQ AFSPC/A3DI	3
A3	Outstanding Weather Individual, Team, and Organization of the Year Awards (mirrors AF Weather Awards categories)	AFI 36-2807, Ch 14	HQ AFSPC/A3F	3
A3	Space Instructor/Evaluator of the Year (Categories 1 and 2)	AFSPCI 36-2810	HQ AFSPC/A3T	3
A3	US Air Force SSgt Henry E. "Red" Erwin Outstanding Enlisted Aircrew Member of the Year (SNCO, NCO, and Airmen) Awards (3 Categories)	AFI36-2807, Chapter 10	HQ AFSPC/A3NH	3
A4/A7	AFSPC Logistician of the Year	AFSPCI 36-2812	HQ AFSPC/A4S	3
A4/A7	Colonel Gail Halvorsen AF Outstanding Air Transportation Individual of the Year Award (AMC Sponsored 2T2 Award)	HQ AMC/A4 Message	HQ AFSPC/A4R	3
A4/A7	Contracting Functional Awards (15 Categories)	AFI 36-2835	HQ AFSPC/A7K	3
A4/A7	Dudley C. Sharp Award (1 Award)	AFI 36-2822	HQ AFSPC/A4R	3
A4/A7	Gen Lew Allen, Jr. Trophy (2 Awards)	AFI 36-2818	HQ AFSPC/A4M	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
A4/A7	Gen Thomas P. Gerrity Award for Logistics Management (Individual)	AFI 36-2822	HQ AFSPC/A4R	3
A4/A7	Gen Thomas P. Gerrity Logistics Awards (Unit)	AFI 36-2822	HQ AFSPC/A4R	3
A4/A7	Logistics Readiness – Individual AD/ARC, Military and Civilian Staff-Level Awards (8 Awards)	AFI 36-2821	HQ AFSPC/A4R	3
A4/A7	Logistics Readiness Flight Awards	AFI 36-2821, AFSPC SUP	HQ AFSPC/A4R	3
A4/A7	Logistics Readiness Professional Provider of the Year (PPOY)	ACCI 36-2810	HQ AFSPC/A4R	3
A4/A7	Logistics Readiness—Individual AD Base Level Officer Awards (2 Awards)	AFI 36-2821	HQ AFSPC/A4R	3
A4/A7	Logistics Readiness—Individual AD Base-Level Enlisted and Instructor Awards (22 Awards)	AFI 36-2821	HQ AFSPC/A4R	3
A4/A7	Logistics Readiness—Individual AD/ARC Base Level Civilian Awards (8 Awards)	AFI 36-2821	HQ AFSPC/A4R	3
A4/A7	Lt Gen Leo Marquez Awards (14 Awards)	AFI 36-2818	HQ AFSPC/A4M	3
A4/A7	Maj Gen M.C. “Tim” Padden Facility Excellence Recognition Program	AFSPCI 32-1001	HQ AFSPC/A4/7	3
A4/A7	National Defense Transportation Association (NDTA) Military Unit Award (Active)	AFI 36-2821	HQ AFSPC/A4R	3
A4/A7	Small and Disadvantaged Business Awards (6 Categories)	AFI 36-2834	HQ AFSPC/A7K	3
A4/A7	The AFSPC ICBM Maintenance, Munitions Maintenance, and Space Launch Maintenance Airman/NCO/SNCO/Officer of the Year Award, Colonel Edward D. Payne Award	AFI 36-2812	HQ AFSPC/A4M	3
A4/A7	The AFSPC Outstanding Missile (ICBM) Maintenance Award, Colonel George T. Chadwell Memorial Trophy	AFI 36-2812	HQ AFSPC/A4M	3
A4/A7	The Elizabeth N. Jacobsen Award For Expeditionary Excellence	Per Message From AFSFC	HQ AFSPC/A4/7P	3
A4/A7	The Surface Deployment and Distribution Command (SDDC) Award for Excellence in Traffic Management	AFI 36-2821	HQ AFSPC/A4R	3
A6	Chief Information Officer (CIO) Awards – Sponsored by Department of Defense (DOD)	AFI 36-2845	HQ AFSPC/A6	3
A6	Communications Professionalism Awards (19 Awards)	AFI 36-2845	HQ AFSPC/A6	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
A6	General Billy Mitchell Award for Communications and Information Excellence – Sponsored by Air Force Association (AFA) Sponsored	AFI 36-2845	HQ AFSPC/A6	3
A6	General Edwin W. Rawlings Communications Outstanding Team Award	AFI 36-2845	HQ AFSPC/A6	3
A6	General John P. Jumper Warfighting Integration Award (3 Awards: Officer, Enlisted, and Civilian)	AFI 36-2845	HQ AFSPC/A6	3
A6	Information Assurance Awards (2 Awards: Professional and Element)	AFI 36-2845	HQ AFSPC/A6	3
A6	Information Assurance, Frank B. Rowlett Individual and Organizational Recognition Program – Sponsored by National Security Agency (NSA)	AFI 36-2845	HQ AFSPC/A6	3
A6	Information Collections, Records, and Forms or Information Management Tools (IMT)	AFI 36-2845	HQ AFSPC/A6	3
A6	Interagency Resource Management Conference (IRMCO) Award – Sponsored by General Services Administration (GSA)	AFI 36-2845	HQ AFSPC/A6	3
A6	Lieutenant General Harold W. Grant Award (Best Small Communications Unit)	AFI 36-2845	HQ AFSPC/A6	3
A6	Major General Harold M. McClelland Award (Best Large Communications Unit)	AFI 36-2845	HQ AFSPC/A6	3
A6	Outstanding Global Information Grid (GIG) Facility Awards – Sponsored by Defense Information Systems Agency (DISA)	AFI 36-2845	HQ AFSPC/A6	3
A6	Postal Awards (3 Awards: Small, Large, and Aerial Mail Terminal)	AFI 36-2845	HQ AFSPC/A6	3
A6	Spectrum Management Awards (2 Awards: Spectrum Manager and Installation Spectrum Manager)	AFI 36-2845	HQ AFSPC/A6	3
A8/A9	Air Force Analyst of the Year Awards	DRAFT AFI 36-2844 14 May 2009	A9E.wf@peterson.af.mil	3
A8/A9	Air Force International Affairs Excellence Award	AFI 36-2871	afspc.a8i.wf.ex@peterson.af.mil	3
AFSPC/FM	ASMC Achievement Award – Accounting and Finance	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Analysis and Evaluation	MSG	HQ AFSPC/FM	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
AFSPC/FM	ASMC Achievement Award – Auditing	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Budgeting	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Business Management/Acquisition	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Comptroller/Deputy Comptroller	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Contractor Support	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Education, Training and Career Development	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Intern/Trainee	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Resource Management	MSG	HQ AFSPC/FM	3
AFSPC/FM	ASMC Achievement Award – Team Achievement Award	MSG	HQ AFSPC/FM	3
AFSPC/FM	Bank/Credit Union Award	SAF/FMPC Letter	HQ AFSPC/FMF	3
AFSPC/FM	Educator of the Year	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Financial Analysis Office of the Year Award	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Financial Analysis Officer/Civilian (GS-11 and above)/Civilian of the Year (GS-10 and below) Awards	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Financial Management and Comptroller Organization of the Year Award	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Financial Management SNCO/NCO/Airman of the Year Awards	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Financial Services Office of the Year Award	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Financial Services Officer/Civilian of the Year (GS-11 and above)/ Civilian of the Year (GS-10 and below) Awards	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Non-appropriated Fund Financial (NAF) Analyst of the Year Awards –MAJCOM-Installation Level	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Outstanding Contribution to Air Force Financial Management Transformation Award	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Outstanding Contributions to Financial Management and Comptroller Awards –MAJCOM (Officer/Airman/Civilian)	AFI 36-2846	HQ AFSPC/FM	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
AFSPC/FM	Quality Assurance Manager of the Year Awards-MAJCOM-Installation Level	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Resource Advisor of the Year Awards-MAJCOM-Installation Level	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Small Financial Analysis Office of the Year Award	-	HQ AFSPC/FM	3
AFSPC/FM	Special Acts & Services Awards	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	Superintendent of the Year Award	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	The James E. Short Award for Outstanding Contribution to Mentorship and Career Development	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	The Major General Frank R. Faykes Financial Management and Comptroller of the Year Award	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/FM	The Robert D. Stuart Award Excellence in Financial Management	AFI 36-2846	HQ AFSPC/FM	3
AFSPC/HC	Chaplain Service Civilian of the Year Award.	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Chaplain Assistant Airman of the Year Award (Richard C. Schneider Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Chaplain Assistant NCO of the Year Award (Charles R. Meier Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Chaplain Assistant Senior NCO of the Year Award (Gerrald Cullins Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Company Grade Chaplain Award (Edwin R. Chess Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Large Chapel Organization Award (Charles I. Carpenter Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Medium Chapel Organization Award (Terence P. Finnegan Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Reserve Chaplain Assistant of the Year Award (Citizen Airman Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Reserve Chaplain of the Year Award (Thoralf T. Thielen Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Outstanding Small Chapel Organization Award (Robert P. Taylor Award).	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HC	Spirit of The Four Chaplains Award.	AFI 36-2811	HQ AFSPC/HC	3
AFSPC/HO	The Air Force Space and Missile Pioneers Award	AFSPC Supp to 36-2805	HQ AFSPC/HO	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
AFSPC/IG	John P. Flynn Award	AFI 36-2816	SAF/IGI	3
AFSPC/IG	Lt Gen Howard W. Leaf Award	AFI 36-2816	SAF/IGI	3
AFSPC/JA	Outstanding Civilian Attorney of the Year Award Outstanding Legal Service Civilian of the Year Award (James O. Wrightson, Jr. Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Outstanding Judge Advocate of the Year Award (Albert M. Kuhfeld Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Outstanding Legal Service Civilian of the Year Award (Harold R. Vague Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Outstanding Paralegal Airman of the Year (Steve Swigonski Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Outstanding Paralegal Senior NCO of the Year Award (Karen Yates-Popwell Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Outstanding Reserve Judge Advocate of the Year Award (Reginald C. Harmon Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Outstanding Reserve Paralegal of the Year Award (David Westbrook Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Outstanding Senior Attorney of the Year Award (Stuart R. Reichart Award)	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/JA	Special Service Award	AFI 36-2855	HQ AFSPC/JA	3
AFSPC/SE	Aero Club Safety Certificates	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Chief of Safety Aircrew of Distinction Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Chief of Safety Aircrew of Distinction Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Chief of Safety Medical Achievement Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Chief of Safety Outstanding Achievement Award for Ground Safety	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Chief of Safety Outstanding Achievement Award for Ground Safety	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Chief of Safety Special Achievement	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Explosive Safety Outstanding Achievement Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Air Force Space Command Wingman Safety Award	AFSPC supp to 2833	HQ AFSPC/SEG	3
AFSPC/SE	Aviation Well Done Award	AFI 36-2833	HQ AFSC/SEA	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
AFSPC/SE	Chief of Staff Individual Safety Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Col Tubbs Memorial Award for Ground Safety	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Colombian Trophy	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Explosive Safety Plaques	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Flight Safety Award of the Quarter	AFSPC supp to 2833	HQ AFSPC/SEG	3
AFSPC/SE	Flight Safety Plaques	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Ground Safety Award of the Quarter	AFSPC supp to 2833	HQ AFSPC/SEG	3
AFSPC/SE	Ground Safety Outstanding Achievement Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Ground/Weapons Safety Well Done Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Hall of Fame Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Koren Kolligian, Jr., Trophy	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Maj Gen Foulois Memorial Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Missile Safety Plaques	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	National Safety Council Awards	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Nuclear Surety Outstanding Achievement Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Nuclear Surety Plaques	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Safety Career Professional of the Year Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Secretary of the Air Force Safety Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	SICOFAA Flight Safety Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SE	Unit Safety Award of Distinction	AFSPC supp to 2833	HQ AFSPC/SEG	3
AFSPC/SE	Weapons Safety Award of the Quarter	AFSPC supp to 2833	HQ AFSPC/SEG	3
AFSPC/SE	Weapons Safety Outstanding Achievement Award	AFI 36-2833	HQ AFSC/SEA	3
AFSPC/SG	Aerospace Physiology Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Bioenvironmental Engineering Officer and Enlisted Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Cardiopulmonary Laboratory Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Clinical Excellence Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Clinical Optimization Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Clinical Psychology Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Command Surgeon Medical Information Systems (Officer/NCO/Amn)	AFI 38-2856	AFSPC/SG	3
AFSPC/SG	Command Surgeon Reserve Forces Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Commitment to Excellence/ Service Award	AFI 36-2856	AFSPC/SG	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
AFSPC/SG	Company Grade and Field Grade Nurse of the Year Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Group Practice Manager of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Health Benefits Advisor of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Health Plan Management Awards (Officer/SNCO/NCO/Amn/Civilian)	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Health Promotion Program Annual Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Laboratory Medicine Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Occupational Therapy Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Olson/Wegner Aerospace Medicine (Amn, NCO, SNCO) of the Year Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Optometry Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Achievement in Clinical Research Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Air Force Diagnostic Image Technologist of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Airman/NCO/ SNCO Medical Services Technician of the Year Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Audiologist/ Speech Pathologist of the Year Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Dental Airman/ NCO/SNCO and Junior Officer of the Year Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Dietitian of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Enlisted Health Services Management Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Entomologist of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Medical Logistics Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Medical Readiness Persons of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Mental Health Service Airman/NCO	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Outstanding Podiatrist of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Pharmacy Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Physical Therapy Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Physician Assistant of the Year Award	AFI 36-2856	AFSPC/SG	3

Functional	AWARD	GOVERNING DIRECTIVE	OPR	Priority
AFSPC/SG	Public Health Officer of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Resource Management Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Social Worker of the Year Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Surgical Excellence Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Surgical Service Awards	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Team Aerospace Award	AFI 36-2856	AFSPC/SG	3
AFSPC/SG	Young Health Care Administrator of the Year Award	AFI 36-2856	AFSPC/SG	3

Table A8.3. Military Category.

AWARD NAME: MILITARY							
UNIT	NOMINEE	LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: (60 pts) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, numbered AF-level inspections and/or evaluations. Include Awards received	SIGNIFICANT SELF-IMPROVEMENT: (20 pts) 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, etc) Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, Grade Point Average) Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.	BASE OR COMMUNITY INVOLVEMENT: (20 pts) 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 AFSA or AFA, Sunday School Teacher, etc)	Total Pts	Rank	Remarks
61st ABG							
GP							
IS							
LR							
MC							
MD							
SD							
SL							
SN							
SY							
WM							
XR							
SMC/EN							
SMC/FM							
SMC/PI							
SMC/PK							
SMC/ SMALL STAFF							

Table A8.4. Team Category.

AWARD NAME: TEAM							
UNIT	NOMINEE	1. Team Accomplishments (60 pts) Shows the team's challenges, how they were solved, and resulting quantified accomplishments. Includes development of new techniques.	2. Training and Team Improvement Activities (20 pts) Shows specialized training the team acquired to increase their expertise. Includes the development of team working, problem-solving, and decision-making skills, as well as barriers overcome.	3. Contribution to Organization (20 pts) Shows long- and short-term impacts of team's activities on own two-letter organization or squadron, and LAAFB/SMC. Identifies best practices that might be applicable elsewhere in SMC.	Total Pts	Rank	Remarks
61st ABG							
GP							
IS							
LR							
MC							
MD							
SD							
SL							
SN							
SY							
WM							
XR							
SMC/EN							
SMC/FM							
SMC/PI							
SMC/PK							
SMC/ SMALL STAFF							