

**BY ORDER OF THE COMMANDER
THULE AIR BASE**

**THULE AIR BASE INSTRUCTION
36-2805**



19 AUGUST 2014

Incorporating Change 1, 10 NOVEMBER 2016

Personnel

AWARDS AND HONORS

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

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 821 ABG/CCF

Certified by: 821 ABG/CCC
(CMSgt Scott B. Robbins)

Pages: 13

This instruction implements and extends guidance of AFI36-2805, *Special Trophies and Awards*, and provides guidelines for the nomination and selection of outstanding military and civilian personnel. It establishes and governs the 821 ABG and Thule Air Base “Team Thule” Quarterly/Annual Recognition Programs. It applies to all personnel assigned to the 821st Air Base Group and applicable units assigned to Thule Air Base. This instruction does not apply to Air Force Reserve Command (AFRC) or the Air National Guard (ANG). 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).” 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. This publication may not be supplemented.

SUMMARY OF CHANGES

This interim change revises TABI36-2805 by (1) Updated certifying official from CMSgt Michael C. Garrou to CMSgt Scott B. Robbins (2) Adding verbiage to paragraph 1.3.3.1 (3) Deleted 1.5.2.2 (4) Included Honor Guard as part of the award category (5) Paragraph 2.6.4 has been revised including information on Honor Guard awards package nomination procedures (6) Add the following sub-paragraphs to 2.6.4.1-2.6.4.3 (7)Number issuing change from 2.6.4 and

2.6.5 now paragraphs 2.6.5 and 2.6.6 (8) Approving official changed from Todd L. Diel, Colonel, USAF to Christopher A. Eagan, Colonel, USAF.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Responsibilities:

1.1.1. The 821 ABG Commander will:

1.1.2. Approve or disapprove all board results.

1.1.3. Delegate authority to transmit packages and nomination letter to the 21 SW/CCE's office.

1.2. Unit Commanders will:

1.2.1. Ensure supervisors from their units are familiar with this instruction.

1.2.2. Review unit/individual AF Form 1206, Nomination for Award, prior to submission to 821 ABG or higher authority.

1.2.3. Select quarterly and annual board members for their unit.

1.2.4. Upon 821 ABG/CCF request, forward 821 ABG level board member's name for each board to 821 ABG/CCF.

1.2.5. Establish and track suspense's to their flights/sections to ensure packages are submitted on time.

1.3. The First Sergeant will:

1.3.1. Manage the program and serve as overall point of contact.

1.3.2. Collect award packages and prepare for board scoring.

1.3.3. Establish 821 ABG board times and meeting place. Brief and provide each board member with materials to score their packages at least one day prior to the board.

1.3.3.1. Enlisted boards will be comprised of 821 ABG NCOs and SNCOs. The 821 ABG/CCC will preside over the SNCO Boards and select the required board members. The NCO board president will be a SMSgt or MSgt and three SNCOs will complete the board. A MSgt or TSgt will preside over the Airman's board and three SSgts – MSgts will complete the board.

1.3.3.2. The 821 ABG/CD will preside over the CGO board and at least three unit commanders or field grade officers will comprise the remainder of the board.

1.3.4. Order/purchase appropriate awards for group staff, 821 ABG level and Team Thule winners.

1.3.5. Collect the board results from the board presidents and provide the 821 ABG/CC with a written summary of the board members as well as each master score sheet for final approval.

1.3.6. After selection of the quarterly and annual award winners, the First Sergeant will coordinate with the 821 ABG/CC to publicly recognize the winners.

1.3.7. Upon completion of the selection boards, the First Sergeant will organize a comprehensive review board to strengthen packages prior to submission to the 821 ABG/CC for approval.

1.4. Board President will:

- 1.4.1. Preside over board proceedings.
- 1.4.2. Provide guidance from this instruction to board members regarding scoring procedures.
- 1.4.3. Score the award packages prior to the board.
- 1.4.4. Ensure board members sign individual and master score sheets.
- 1.4.5. Annotate each board member's ranking of the nominees on the master score sheet.
- 1.4.6. Instruct board members the results are not releasable and must be validated by the commander.
- 1.4.7. Provide the board results and score sheets to the 821 ABG/CCF upon completion of board.

1.5. Board members will:

- 1.5.1. Score the award packages prior to the board.
- 1.5.2. Evaluate and score each nomination package on a 6-10 scale, using the whole-person concept, then rank the packages (1 through X) based on their score. Rankings of board members will be added and the package with the highest overall ranking (lowest total number) will be the winner for that category. All significant differences as determined by the board will be discussed.

Table 1.1. Score Range.

10	Absolutely superior
9.5	Outstanding
9.0	Few could be better
8.5	Strong
8.0	Slightly above average
7.5	Average
7.0	Slightly below average
6.5	Well below average
6.0	Lowest in potential

1.5.2.1. Board members will establish a score for each nominee and then identify the highest rated nominee with a "1," the second with a "2," etc. No ties are allowed. If there are two packages that are very close, board members must decide which to rate higher.

1.5.2.2. DELETED

1.5.3. Maintain the confidentiality of the board meetings.

1.5.4. Turn in all notes, nominations, etc. to the president once the board proceedings are complete.

1.5.5. Not, under any circumstances, release board results or discuss the board process outside the board room (with the exception of the 821 ABG/CCF) until the results are released.

1.5.6. Request assistance/clarification from the board president or 821 ABG/CCF when needed.

Chapter 2

PROCEDURES, ELIGIBILITY, CATEGORIES, SUBMISSION TIMELINES

2.1. Procedures.

2.2. Eligibility. Categories are designed to allow all services to participate if desired. An individual selected as a previous quarterly winner at the group level is ineligible to compete the following quarter.

2.2.1. Each unit may submit one individual for each category to the group board.

2.3. Categories.

2.3.1. Airman Category: Airman Basic - Senior Airman (E-1 thru E-4).

2.3.2. Noncommissioned Officer Category: Staff Sergeant - Technical Sergeant (E-5 thru E-6).

2.3.3. Senior Noncommissioned Officer Category: Master Sergeant – Senior Master Sergeant (E-7 thru E-8).

2.3.4. Company Grade Officer Category: Second Lieutenant - Captain (O-1 thru O-3). (Excluding O-4 Selects)

2.3.5. Civilian Category I: GS-1 through GS-06, WG-1 through WG-6 and WL-1 through WL-5 (Serving in Permanent Appointment)

2.3.6. Civilian Category II: GS-07 through GS-11, WG-7 through WG-11, WL-6 through WL-12, and WS-1 through WS-08 (Serving in a Permanent Appointment)

2.4. Submission Timelines.

2.4.1. Quarterly Awards. All nomination packages will be due to the 821 ABG/CCF two weeks prior to the 21 SW suspense date.

2.4.2. Twelve Outstanding Airmen of the Year (OAY) Awards. 21 SW Annual Award Program nomination suspense dates will be published via letter from the 21 SW/CCC and sent to the 821 ABG/CCF and 821 ABG/CCC. The 12 OAY Program is specifically designed to recognize installation level personnel and will be used to select 12 OAY and First Sergeant of the Year nominees or winners for competition at the next level.

2.5. 821 ABG Quarterly/Annual Awards Nomination Procedures: Each unit assigned to the 821 ABG can submit one nomination for each award category. Recognized units are the 821 ABG Staff, 821 SPTS and 821 SFS. All nomination packages will contain the following documents:

2.5.1. Quarterly AF Form 1206: 10 lines maximum and titled as member's last name, category, unit, and time period (i.e., Smith-NCO-821SPTS-1Qtr13). Headings are required and need to be capitalized but will not count against the 10 lines. As such, no additional information will appear on the same line with the heading. Use bullet format. Double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. Nominations will include and be scored on the categories described in paragraph 2.5.2.1, 2.5.2.2, and 2.5.2.3:

2.5.2. Annual AF Form 1206: 27 lines maximum and titled as member's last name, category, unit, and time period (i.e., Smith-NCO-821SPTS-1Qtr13). Headings are required and need to be capitalized but will not count against the 27 lines. No additional information will appear on the same line with the heading. Use bullet format. Double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. Nominations will include and be scored on the categories below:

2.5.2.1. Leadership and Job Performance in Primary Duty: 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. 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.

2.5.2.2. Significant Self-Improvement: 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, technical training, quality courses, Professional Military Education, off-duty education, and involvement in professional or cultural organizations.

2.5.2.3. Base or Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, etc.

2.6. Team Thule Quarterly/Annual Awards Nomination Procedures: Each unit assigned to Thule AB can submit one nomination for each award category. Recognized units are the 821 ABG Staff, 821 SPTS, 821 SFS, 12 SWS and Det 1, 23 SOPS. All nomination packages will contain the following documents:

2.6.1. Quarterly AF Form 1206: 10 lines maximum and titled as member's last name, category, unit, and time period (i.e., Smith-NCO-821SPTS-1Qtr13). Headings are required and need to be capitalized but will not count against the 10 lines. As such, no additional information will appear on the same line with the heading. Use bullet format. Double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. Nominations will include and be scored on the categories below:

2.6.2. Annual AF Form 1206: 27 lines maximum and titled as member's last name, category, unit, and time period (i.e., Smith-NCO-821SPTS-1Qtr13). Headings are required and need to be capitalized but will not count against the 27 lines. As such, no additional information will appear on the same line with the heading. Use bullet format. Double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. Nominations will include and be scored on the categories below:

2.6.2.1. Leadership and Job Performance in Primary Duty: 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. Consider development of quality Air Force management principles,

new techniques, contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

2.6.2.2. Significant Self-Improvement: 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, technical training, quality courses, Professional Military Education, off-duty education, and involvement in professional or cultural organizations.

2.6.2.3. Base or Community Involvement: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, etc.

2.6.3. Team Thule installation award recipient will be determined in each of the following categories: Airman, NCO, SNCO, CGO, Honor Guard and Civilian. Each unit must establish their own selection criteria to select a nominee. Each unit may submit one nominee per category to the installation board. All nominations must be accomplished IAW this instruction.

2.6.4. Honor Guard nomination procedure follow the same guidance and will be graded along with the Team Thule submissions. Honor Guard nominations will include and be scored on the categories below:

2.6.4.1. **(Added)** Honor Guard Performance: Describe exceptional performance, any difficulties overcome while performing details, and include training progression as well. Include any leadership opportunities. Quarterly awards will include 3 lines whereas Annual awards will be 6 lines not including header.

2.6.4.2. **(Added)** Honor Guard Enhancement: Describe how the individual enhanced the program for others. Be sure to include policy updates, equipment improvements, or innovative training methods. Quarterly awards will include 1 line whereas Annual awards will be 3 lines not including header.

2.6.4.3. **(Added)** Significant Self Improvement: refer to paragraph 2.6.2.2. Quarterly awards will include 1 line whereas Annual awards will be 3 lines not including header.

2.6.5. All nominations will be sent to the 821 ABG/CCF.

2.6.6. **(Added)** Packages will be compiled and sent to the 821 ABG/CCC for boarding.

2.7. Each nominee must meet the following quality standards:

2.7.1. Military nominees must not have had an open Unfavorable Information File (UIF) during the nomination period.

2.7.2. Military nominees must meet fitness standards IAW AFI 36-2905, *Fitness Program*.

2.7.3. Military nominees must not have received any adverse administrative, non-judicial, or judicial action during the nomination period.

2.7.4. Civilian nominees cannot have had disciplinary action taken during any portion of the nomination period.

2.7.5. Nominees must have been assigned to the unit for 50% of the award period to be considered. Exceptions will be made on a case by case basis.

2.8. Official Photograph Requirement. An official photograph will be submitted with the properly formatted AF Form 1206 no later than 7 days after the official release. 821 ABG/CCE will be the POC for all official photographs.

Chapter 3

VOLUNTEER RECOGNITION PROGRAM NOMINATION PROCEDURES

3.1. Volunteer Recognition Program Nomination Procedures: Each unit assigned to the Thule AB can submit one nomination for the Volunteer Recognition Program. Recognized units are the 821 ABG Staff, 821 SPTS, 821 SFS, 12 SWS and Det 1, 23 SOPS. Winning submission will be forwarded to 21 SW if member is assigned to the 821 ABG. These awards are implemented by AFI 36-3009, *Family Support Center Programs*.

3.2. Nominating Officials: Supervisors, Commanders, First Sergeants, Flight Chiefs, Volunteer Organizations.

3.2.1. Nominating Procedures: All nominations must be routed through and approved by the organization. All nominations must be submitted using the AF Form 1206. 15 lines maximum and titled as member's last name, category, unit, and time period (i.e., Smith-Volunteer-821SPTS-1Qtr13). Headings are required and need to be capitalized but will not count against the 15 lines. As such, no additional information will appear on the same line with the heading. Use bullet format. Double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. Selection Committee appointed by the First Sergeant and will review nominations. Nominations will include and be scored on the categories below:

- 3.2.1.1. Scope of Responsibility In Volunteer Function
- 3.2.1.2. Outstanding Accomplishments/Contributions
- 3.2.1.3. Impact On Volunteer Agency And Community

Chapter 4

821 ABG COMMANDER RECOGNITION PROGRAM

4.1. 821 ABG Commander Recognition Program: The 821 ABG/CC presents 821 ABG Recognition Coins to individuals who deserve on-the-spot recognition for outstanding performance that improves overall mission success.

4.1.1. Funding of Presentations: The purchase of certificates, awards, coins, and medallions may be made using Operations and Maintenance funds IAW AFI 65-601V1, *Budget Guidance and Procedures*.

| *Christopher A. Eagan, Colonel, USAF
Commander

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

AFI 36-2803, *Air Force Awards and Decorations Program*, 18 December 2013

AFI 36-2905, *Fitness Program*, 29 October 2013

AFI 36-3009, *Airman and Family Readiness Centers*, 7 May 2013

AFI 65-601V1, *Budget Guidance and Procedures*, 16 August 2012

Prescribed Forms

There are no prescribed forms

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Awards*, 26 September 2012

Abbreviations and Acronyms

AB—Air Base

ABG—Air Base Group

AF—Air Force

AFI—Air Force Instruction

CC—Commander

CCC—Command Chief

CD—Deputy Commander

CCF—Frist Sergeant

CGO—Company Grade Officer

Det—Detachment

GS—General Schedule

IAW—In Accordance With

KOM—Knowledge Operations Management

NCO—Noncommissioned Officer

Qtr—Quarter

SNCO—Senior Noncommissioned Officer

SFS—Security Forces Squadron

SOPS—Space Operations Squadron

SPTS—Support Squadron

SW—Space Wing

SWI—Space Wing Instruction

SWS—Space Warning Squadron

UIF—Unfavorable Information File

WG—Wage Grade