

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE
INSTRUCTION 36-103**



4 DECEMBER 2008

Personnel

TRAVIS AIR FORCE RECOGNITION 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.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 60 AMW/CCC

Certified by: 60 AMW/CCC (CMSgt Michael M. Williams)

Supersedes: TRAVISAFBI36-103, 1 June 2002

TRAVISAFBI32-303, 15 December 2000

Pages: 31

This instruction implements AFPD 36-28, *Awards and Decorations Programs*. It establishes uniform policy and procedures for nomination, selection, and presentation of quarterly and annual awards for outstanding Travis AFB personnel. It applies to all personnel assigned or attached to 60 AMW, including all tenant units, appropriated fund, and non-appropriated fund (NAF) employees. This instruction requires maintaining information protected by the Privacy Act of 1974, authorized by 10 USC, Chapter 857, *Decorations and Awards*, and EO 9397, *System of Records Notice*, F036 AF PC V, *Awards and Decorations*.

Ensure that all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/gcss-af61a/frims/frims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include: this version consolidates and supersedes TAFBI 36-103, dated 1 June 2002, changing outdated unit identifiers. It also incorporates and revises elements of TAFBI 32-303, *Dormitory Recognition Program*, dated 15 December 2000 streamlining and standardizing selection

processes and criteria and realigning the entire program from 32 series, Civil Engineering instructions to 36 series, Personnel instructions. It also expands upon volunteer awards.

1. Objective.

1.1. Recognize outstanding 60 AMW personnel.

1.2. Contribute to base morale.

2. Responsibilities.

2.1. Squadron Commanders, Director of Staff, and Tenant Units will:

2.1.1. Establish nomination procedures to select deserving squadron winners. One nominee per category may be submitted.

2.1.2. Conduct a quality review of all nominations, e.g., Unfavorable Information File (UIF), Control Roster (CR), dress and appearance and fitness standards, minimum score of 75% required. UIF, CR, and Fitness Improvement Program participants are not eligible to compete.

2.1.3. Submit military squadron winners to Group for selection.

2.1.4. Submit civilian squadron winners to your respective Group for selection and nomination to the Incentive Awards Committee.

2.1.5. Submit volunteer squadron winners to your respective Group for selection.

2.1.6. Submit team squadron winners to your respective Group for selection and nomination to the 60 AMW Board.

2.2. Groups will:

2.2.1. Administer their Group Recognition Program.

2.2.2. Submit military group winners to 60 AMW/CCCE for the 60 AMW Board.

2.2.3. Submit civilian group winners to 60 AMW/CCCE. Packages will be forwarded to 60 MSS/DPCM for consideration by the Installation Incentive Awards Committee.

2.2.4. Submit volunteer group winners to 60 AMW/CCCE for the 60 AMW Board.

2.2.5. Submit team group winners to 60 AMW/CCCE for the 60 AMW Board.

2.2.6. 60 AMW/DS will administer the program for the band of the Golden West and all wing staff agencies. Each Wing assigned to Travis AFB will administer its own personnel recognition program.

2.3. 60 AMW/CCC will:

2.3.1. Administer the Base Recognition Program for military personnel.

2.3.2. Provide nomination packages to board members no less than one duty day prior to the board.

2.3.3. Solicit board members for each board.

2.3.4. Schedule conference room and advise board members of location, time, and date of scheduled board.

2.3.5. Ensure quarterly and annual award winners' photographs are displayed in the 60 AMW Headquarters Lobby, Building 51, the Delta Breeze Club, and the Base Exchange.

2.4. Board Presidents of the military boards will:

2.4.1. Convene appropriate board.

2.4.2. Review nominees' packages and conduct board proceedings.

2.4.3. Review score sheets and tally scores with board recorder and recommend winner to 60 AMW/CC (see **Attachment 6**).

2.4.4. Forward results and score sheets through 60 AMW/CCC for approval 60 AMW/CC.

2.5. For civilian nominees, the Executive Secretary, Incentive Awards Committee will:

2.5.1. Convene and conduct the appropriate committee meeting.

2.5.2. Forward results with appropriate documentation through 60 AMW/CCC to 60 AMW/CC for approval.

2.6. Board Presidents of the volunteer boards will:

2.6.1. Convene appropriate board.

2.6.2. Forward results with appropriate documentation through 60 AMW/CCC to 60 AMW/CC for approval.

2.7. 60 AMW/CCC will:

2.7.1. Prepare board findings for 60 AMW/CC approval.

2.7.2. Ensure appropriate award elements (plaques/trophies) are prepared.

2.7.3. Schedule Quarterly Dormitory/Room inspections with 60 AMW/CC.

2.8. First Sergeant Council will coordinate all preparations for the Quarterly Awards presentation ceremony.

2.9. Public Affairs will:

2.9.1. Provide base newspaper coverage of Travis quarterly/annual award winners.

2.9.2. Process hometown news releases.

2.9.3. Provide other publicity as appropriate.

3. Nominee categories/eligibility criteria.

3.1. Individuals will compete in the grade they held for the majority of the award period; grade criteria is as follows:

3.1.1. O-3 for Senior CGO.

3.1.2. O-1 through O-2 for Junior CGO.

3.1.3. E-7 through E-8 for Senior NCO.

3.1.4. E-5 through E-6 for NCO.

3.1.5. E-1 through E-4 for Amn.

3.1.6. Diamond wearing first sergeant in the grade of E-7 – E-8 for First Sergeant of the Year.

3.2. Civilian categories:

3.2.1. Category I: Includes all employees in grades GS-/GG-01 through 08, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08, CC-01 through 05, NF-I and II, YA-/YC-/YD-/YF-/YH-/YJ-/YK-/YN-/YP-01, YB-/YE-/YI-/YL-01 through 03, and YM-01 and 02.

3.2.2. Category II: Includes all employees in grades GS-/GG-09 through GS-12, WG-/WL-09 and above, WS-01 through 12, NA-09 and above, NL-/NS-09 through 12, NF-III and IV, YA-/YC-/YD-/YF-/YH-/YJ-/YK-/YN-02, YE-04, and YL-04.

3.2.3. Category III: Includes all employees in grades GS-/GG-/GM-13 and above, WS-/NL-/NS-13 and above, NF-V and above, YA-/YC-/YD-/YF-/YH-/YK-/YN-03, YG-02 and 03 and YJ-03 and 04.

3.3. Special categories:

3.3.1. Honor Guardsman of the Quarter/Year.

3.3.2. Dormitory Room of the Quarter.

3.3.3. Volunteer of the Quarter/Year.

3.3.4. Team of the Quarter/Year.

4. Nomination/suspense dates.

4.1. Nominations are due by the dates indicated according to the Wing calendar of events.

4.2. Quarterly nominations are due to 60 AMW/CCCE after the close of the 1st, 2nd and 3rd quarter by the suspense date set by the CCC office and this instruction.

4.3. Quarterly boards will be held during the week specified according to the Wing calendar of events, based upon conference room availability.

4.4. Civilian quarterly meetings of the Incentive Awards Committee will be held on the Wednesday after the nomination suspense date. The Executive Secretary, Incentive Awards Committee will notify all committee members of any changes in the schedule.

4.5. All yearly nominations are due to 60 AMW/CCCE by suspense date set by this instruction.

4.6. Annual boards will be held in February according to the Wing calendar of events, based upon conference room availability and higher headquarters annual award program.

5. Nomination instructions (Quarterly and Annual).

5.1. Quarterly/annual nominations will be based only on achievements occurring/concluding during specified time frames.

5.2. Each 60 AMW group commander, and 60 AMW/DS, may submit one nominee per group in each category. Annual nominees do not have to be a quarterly winner, but must have been assigned to Travis AFB for a minimum of six months.

5.3. Submit military nominations to Wing board on AF Form 1206, *Nomination for Award* (current version only). Use bullet statements under each major heading (see **Attachment 3**). For quarterly awards, limit packages to 20 lines including headings. For annual awards, limit packages to 30 lines including headings.

5.3.1. Forward nomination package and six copies to 60 AMW/CCCE in a folder with no staples or clips.

5.4. For civilians, group commanders or their designees will submit their nominations to 60 AMW/CCCE, one per category, and for each nominee, an AF Form 1206 in bullet format (see **Attachment 4**). For quarterly awards, limit packages to 20 lines including headings. For annual

awards, limit packages to 30 lines including headings. Include job description limited to seven lines for annual awards. Forward the original nomination package and six copies.

5.5. Civilian Eligibility Requirements.

5.5.1. All NSPS, APF, and NAF civilian employees who meet the following criteria are eligible:

5.5.2.1. For Title Five Employees:

5.5.2.1.1. Received a satisfactory performance appraisal, quality step increase, or special recognition during the award period. Employees who qualify based upon special recognition must have a satisfactory appraisal.

5.5.2.2. For NSPS Employees:

5.5.2.2.1. Received a rating at level 3 or above, Extraordinary Pay Increase (EPI) or Organizational Achievement Recognition (OAR). Employees who qualify based upon Organizational Achievement Recognition must have received a level 3 rating or above.

5.6. For military annual nominees:

5.6.1. The 60 AMW annual winners will go forward as 60 AMW representatives to compete for the Twelve Outstanding Airmen of the Year (12 OAY).

5.6.2. Include a biography (see **Attachment 8**), general information sheet (see **Attachment 9**), and statement of intent (see **Attachment 10**) for annual nominees.

5.6.3. Include a Records Review RIP and fit score.

5.6.4. Any additional criteria and guidelines for the Wing annual, AMC First Sergeant of the Year, 12 OAY, and Company Grade Officer of the Year programs will be sent to all 60 AMW units to be used in conjunction with this instruction.

5.6.5. 60 AMW/CC will decide which Wing-level winner from among the Junior and Senior CGO categories will represent the 60 AMW at higher headquarter competitions.

5.7. Dorm Room of the Quarter will be selected and awarded IAW Paragraph **10**.

5.8. Honor Guardsman of the Quarter/Year. Honor Guard personnel will be considered and selected for awards by the Honor Guard Superintendent and awards will be presented at 60 AMW awards ceremonies.

5.9. For volunteers, Group Commanders or their designees will submit their nominations to 60 AMW/CCCE for each nominee, an AF Form 1206 in bullet format (see **Attachment 14**). Limit packages to 10 lines, no headings.

5.10. For teams, Group Commanders or their designees will submit their nominations to 60 AMW/CCCE for each nominee, on letterhead in bullet format (see **Attachment 2**). Limit packages to 10 lines, no headings. Teams are limited to 10 team members and one team leader.

6. Selection of wing board members (Military Boards).

6.1. Each group commander and Director of Staff will appoint an officer and enlisted member to serve as respective board members. There will be one representative from each group and the Director of Staff on the board.

6.2. Officer board composition may be waived by 60 AMW/CC. The 60 AMW/CCC may waive the enlisted board composition.

6.2.1. Quarterly boards will consist of members from MDG, OG, MXG, MSG and 60 AMW/DS.

6.2.2. A non-voting board president will be rotated among the groups. Board president will vote only in the event of a tie for quarterly boards.

6.2.3. Scoring will be completed IAW **Attachment 6**.

6.2.4. Quarterly board presidents will rotate in the following order:

6.2.4.1. MDG, OG, DS, MXG, and MSG.

6.3. Annual boards (enlisted) will be comprised of the 60 AMW/CCC, Group Superintendents and 60 AMW/DS Superintendent. 60 AMW/CCC will preside as a voting board president.

6.4. Grade requirements for each board (except for the enlisted annual boards) are as follows:

6.4.1. Junior CGO: Senior CGOs and field grade officers (Board President O-6).

6.4.2. Senior CGO: Field grade officers (Board President O-6).

6.4.3. Airman: E-5 and E-6 (Board President E-8).

6.4.4. NCO: E-7 or select and E-8 (Board President E-9).

6.4.5. Senior NCO: E-9 or select (Board President 60 AMW/CCC).

6.4.6. First Sergeant of the Year: Group Superintendents E-9 (Board President 60 AMW/CCC).

7. Military selection boards will:

7.1. Adhere to this instruction.

7.2. Review nomination packages prior to board meeting.

7.3. Annual boards (enlisted only) will conduct a personal interview with each nominee.

7.3.1. The personal interview is mandatory, except in cases of emergency leave or mission essential obligations excused by 60 AMW/CC or 60 AMW/CCC. Failure to meet personal interview at the designated time constitutes ineligibility for the award, unless a written waiver has been granted. Group superintendents are responsible to coordinate waivers with the 60 AMW CCC for any individual who cannot make a personal appearance before the board and the nominee will receive an interview score equal to the average point value of all other nominees in their respective category. Use of VTC may be authorized (if available) by 60 AMW/CC or 60 AMW/CCC in place of a personal appearance when the member cannot be physically present.

7.3.2. Attire for the annual (enlisted) board members and nominees will be service dress uniform; quarterly boards are package only.

7.3.3. Annual board members will each ask two opinionated questions based on AF issues, current events, NCO/Airman responsibilities, or leadership. (See **Attachment 7**)

8. Military selection board process.

8.1. Selection for annual awards will be based on a combination of the interview and the nomination package. Quarterly awards will be based on nomination package only. The package includes the following areas:

8.1.1. Leadership and Job Performance in Primary Duty: The member's job performance in primary duty, including the development of new techniques, must contribute significantly to an increase in mission effectiveness.

8.1.2. Significant Self-improvement:

8.1.2.1. The member must show this improvement through off-duty education, Professional Military Education (PME), achievements in professional or cultural societies or associations, development of creative abilities and so on.

8.1.3. Base or Community Involvement:

8.1.3.1. The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale or status.

8.2. Scoring will be accomplished by the board members for each nominee.

8.2.1. Packages will be scored IAW **Attachment 6** and each board member will stratify all nominees. No ties will be allowed.

8.2.2. The primary purpose of the annual board is to ensure nominees' dress and appearance, military bearing, oral expression and articulation of responses will positively represent the 60 AMW at subsequent higher headquarters boards.

8.2.3. Members who cannot meet the annual board must have received a waiver as identified in Paragraph, 7.3.1 to be considered eligible.

9. Civilian incentive awards committee.

9.1. This is a standing committee with responsibilities for a range of civilian awards activities, including the quarterly and annual civilian Category I, II, and III programs.

9.1.1. Membership consists of a commander appointed primary and alternate for each group, 60 AMW/DS (for 60 AMW staff elements), and an American Federation of Government Employees (AFGE) member for labor recognition of bargaining unit personnel.

9.1.2. 60 MSS/DPCM serves as a non-voting secretariat.

9.2. The committee will convene in accordance with this instruction for the purpose of evaluating, and recommending to 60 AMW/CC through 60 AMW/CCC, a civilian Category I, II and III for quarterly and annual recognition.

9.2.1. Assessment is limited to a review and subjective ranking of nomination packages.

9.2.2. Criteria to be considered should emphasize specific achievements in the performance of assigned or related duties. For manager nominees only, this would include demonstrated superior leadership. For both manager and employee, relevant participation in programs or activities which add to or improve community support may be addressed. (See **Attachment 4**)

10. Dormitory room recognition program.

10.1. Objective:

10.1.1. Recognize and reward exemplary maintenance of dormitory room. (Room of the Quarter).

10.2. Responsibilities:

10.2.1. The 60 AMW/CCC:

10.2.1.1. Will administer the Travis AFB Dormitory Room recognition program on behalf of the 60 AMW/CC.

10.2.1.2. Will appoint 60 AMW dormitory room of the quarter inspection teams to consist of the 60 AMW/CC, 60 AMW/CCC and 60 CES/CCF. Use checklist in **Attachment 12**.

10.2.1.3. Announce the dates for the Wing level quarterly inspections.

10.2.2. Group Commanders and Director of Staff:

10.2.2.1. Will establish a dormitory room of the quarter program within their respective groups IAW criteria in **Attachment 11** of this instruction.

10.2.2.2. Will appoint a dormitory room of the quarter inspection/selection teams consisting of at a minimum three Senior NCOs to include at least one First Sergeant and the Group Superintendent.

10.2.2.3. Will nominate a dormitory room of the quarter for competition at Wing level.

10.2.3. Group and Director of Staff Superintendents:

10.2.3.1. Will oversee the Group dorm room of the quarter program.

10.2.3.2. Will administer Group dormitory room of the quarter programs IAW criteria in **Attachment 11** of this instruction. (Maybe delegated to a First Sergeant from that Group).

10.2.3.3. Group inspection/selection teams will select one dormitory room to compete at the Wing.

10.2.4. Squadron Commanders and wing staff agencies:

10.2.4.1. Will establish Squadron dormitory room of the quarter programs within their respective squadrons IAW criteria in **Attachment 11**.

10.2.4.2. Will nominate Squadron dormitory room of the quarter for competition at Group level.

10.2.5. First Sergeants will ensure selection criteria are followed by inspection/selection teams at all levels.

10.3. Dormitory Room of the Quarter Award:

10.3.1. The Dormitory Room of the Quarter award presentations will be held with occupant of the best overall dormitory room receiving a three-day pass and a plaque from the 60 AMW/CC. Additional prizes may be awarded through the Award Sponsorship Program.

10.3.2. The 60 AMW Dormitory Room of Quarter Award will be presented at the 60 AMW Quarterly awards ceremonies as scheduled according to the Wing calendar of events.

11. Honor Guard Recognition Program.

11.1. Objective:

11.1.1. Recognize the Quarterly/Annual Honor Guardsman

11.2. Quarterly Recognition:

11.2.1. The Superintendent of the Honor Guard will identify the Honor Guardsman Quarterly Award winner and forward the name to the 60 AMW/CCCE. Criteria for the award will be determined by the Honor Guard Superintendent.

11.3. Annual Recognition:

11.3.1. The Superintendent of the Honor Guard will select nominees for Honor Guardsman of the Year.

11.3.2. The Honor Guard Superintendent will notify 60 AMW/CCC and a Board will be convened to select the Honor Guardsman of the Year.

11.3.2.1. The Board will consist of four SNCOs, with the ranking member acting as the Board President. The Board President will only vote to break a tie.

11.3.2.2. Honor Guard nominees competing for Honor Guardsman of the Year must meet the Board for a personal interview. Nominees who cannot meet the Board due to TDY or emergency situations may be interviewed via phone or VTC.

11.3.2.3. The Board President will forward the name of the individual selected for Honor Guardsman of the Year to the 60 AMW/CCCE and complete required AF Form 1206 (see **Attachment 5**).

12. Volunteer of the Quarter.

12.1. Nominations will be based only on achievements occurring/concluding during specified time frames.

12.2. Each 60 AMW Group Commanders and 60 AMW/DS may submit one nominee per Group in each category. Tenant unit volunteers will compete in their own chain of command. Annual nominees do not have to be a quarterly winner, but must have been assigned to Travis AFB for a minimum of 120 days.

13. Team of the Quarter.

13.1. Nominations will be based only on achievements occurring/concluding during specified time frames.

13.2. Each 60 AMW Group Commander and 60 AMW/DS may submit one team per Group. Tenant teams will compete in their own chain of command. Annual teams do not have to be a quarterly winner.

14. Award sponsorship.

14.1. The Travis First Sergeants Council will sponsor the Dorm Room of the Quarter Award with a plaque and a prize valued at no greater than \$50 US dollars. The Travis First Sergeants Council will form a committee to request additional prizes from various base agencies and squadrons.

14.2. The Travis Enlisted Top 3 and Chiefs' Group will sponsor the Wing Enlisted Quarterly Awards Program.

15. Quarterly award presentation.

15.1. 60th Air Mobility Wing's Command Chief Master Sergeant, First Sergeant Council, and 60 AMW/CCCE will coordinate the quarterly awards ceremony. The award ceremony date will be announced by the 60 AMW/CCC.

15.2. 60th Air Mobility Wing Commander, or designated representative and Command Chief Master Sergeant or designated representative will present awards. Base winners will receive a plaque or other appropriate recognition.

15.3. Military nominees will wear uniform prescribed by 60 AMW/CCC and must attend the mandatory rehearsal prior to the ceremony.

15.4. All personnel, including co-workers, supervisors, first sergeants, commanders, and family are highly encouraged to attend. Squadron winners, group winners, and base nominees must attend if present for duty.

15.5. Civilian quarterly award winners will each:

15.5.1. Receive a certificate signed by the 60 AMW Commander and the Command Chief Master Sergeant and a plaque at the awards ceremony.

15.5.2. Have a photograph displayed in the 60 AMW Headquarters Lobby, Building 51, the Delta Breeze Club, and the Base Exchange.

15.5.3. Receive a \$200 Notable Achievement Award.

15.6. Dorm Room of the Quarter will be awarded IAW Paragraph 14.1.

15.7. Honor Guardsman of the Quarter will be recognized at the Wing Quarterly Awards Program.

15.8. Volunteer of the Quarter will be recognized at the Wing Quarterly Awards Program.

15.9. Team of the Quarter will be recognized at the Wing Quarterly Awards Program.

16. Annual award presentation.

16.1. 60 AMW/CCC and 60 AMW/CCCE will coordinate the annual awards ceremony.

16.2. Ceremony date will be announced by 60 AMW/CCC.

16.3. All personnel are encouraged to attend.

16.4. Award winners will:

16.4.1. Receive a congratulatory letter signed by the 60 AMW Commander. A copy of civilian's letter will be forwarded to the employee's squadron commander.

16.4.2. Civilians will have the option of selecting a \$300 Notable Achievement Award (NAA) or a 2-Working Day Time-Off Award (TOA).

16.4.3. Receive a plaque at the TAFB Annual Awards Ceremony.

16.4.4. A photograph displayed in the 60 AMW Headquarters Lobby, Building 51, the Delta Breeze Club, and the Base Exchange.

17. Adopted Forms. AF IMT 847 *Recommendation for Change of Publication*, AF Form 1206, *Nomination for Award*

MARK C. DILLON, Colonel, USAF
Commander, 60th Air Mobility Wing

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Programs*

Privacy Act of 1974 authorized by 10 USC, Chapter 857, *Decorations and Awards*

System of Records Notice FO AF PC V, *Awards and Decorations*

Abbreviations and Acronyms,

AF—Air Force

AFI—Air Force Instruction

AFIMT—Air Force Information Management Tool

AFPD-Air Force Policy Directive

AMC—Air Mobility Command

AMN—Airman

AMW—Air Mobility Wing

APF—Appropriated Fund

CC—Commander

CCC—Command Chief Master Sergeant

CCCE—Command Chief Master Sergeant Executive

CCF—First Sergeant

CE—Civil Engineer

CGO—Company Grade Officer

CR—Control Roster

DS—Director of Staff

IAW—In Accordance With

MAJCOM—Major Command

MDG—Medical Group

MSG—Mission Support Group

MSS—Mission Support Squadron

MXG—Maintenance Group

NAF—Non-Appropriated Fund
NAA – Notable Achievement Award
NCO—Noncommissioned Officer
NSPS—National Security Personnel System
OAY—Outstanding Airmen of the Year
OG—Operations Group
PME—Professional Military Education
RIP—Report on Individual Personnel
SNCO—Senior Noncommissioned Officer
TAFB—Travis Air Force Base
TDY—Temporary Duty
TOA—Time Off Award
UIF—Unfavorable Information File
US—United States
USC—United States Code
VTC—Video Teleconference

ATTACHMENT 2

TEAM OF THE QUARTER/YEAR MEMO TEMPLATE



DEPARTMENT OF THE AIR FORCE
60TH MISSION SUPPORT GROUP (AMC)

MEMORANDUM FOR 60 AMW/CC

FROM: 60 MSG/CC
400 Brennan Circle
Travis AFB CA 94535-5049

SUBJECT: 60th Air Mobility Wing Team of the Quarter Nomination

A.2.1. Team Name

A2.2.. Team Leader's name and duty phone number. Complete names of all team members (team should consist of at least two, but no more than 11 active duty, ART, and civilian personnel. The team may consist of any rank structure).

A2.2.1. Justification (list achievements/reasons in simple bullet sentence format, no more than 10 lines).

A2.2.2. Be specific on how working "as a team" played a significant role in the team's accomplishment.

A2.2.3. In addition to working together as a team, your team's nomination should highlight their active commitment to excellence.

A2.2.4. Accomplishments should have direct impact on "Team Travis."

JAMES A. SANDERS, Colonel, USAF
Commander

ATTACHMENT 3

INSTRUCTIONS FOR COMPLETION OF AF FORM 1206, NOMINATION FOR AWARD (MILITARY)

- A3.1. AWARD: 60th Air Mobility Wing Quarterly/Annual Awards (as appropriate).
- A3.2. CATEGORY: Airman, NCO, etc., (as appropriate).
- A3.3. AWARD PERIOD: 1 Jul – 30 Sep 20XX (as appropriate).
- A3.4. RANK/NAME OF NOMINEE: SSgt Travis Johnson II.
- A3.5. SSN: 6789.
- A3.6. MAJCOM: Air Mobility Command.
- A3.7. DAFSC/DUTY TITLE: 2E172/Quality Assurance Evaluator.
- A3.8. TELEPHONE: DSN 837-2083, Commercial (707) 424-2083.
- A3.9. UNIT/OFFICE SYMBOL/STREET ADDRESS: 60th Communications Squadron/SCMQ, 581 Waldron Street.
- A3.10. BASE/STATE/ZIP CODE: Travis AFB, CA 94535-2641.
- A3.11. RANK/NAME OF UNIT COMMANDER(First, Middle, Last) COMMANDER's TELEPHONE (DSN & Commercial): Lt Col/Sierra D. Inn/ DSN: 837-2083, Commercial (707) 424-2083.
- A3.12. SPECIFIC ACCOMPLISHMENTS:
- A3.12.1. This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishments must be addressed strongly and specifically in each of these areas:
- A3.13. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:
- A3.13.1. Member's job performance in primary duty, including the development of new techniques, must contribute significantly to an increase in mission effectiveness.
- A3.14. SIGNIFICANT SELF IMPROVEMENT:
- A3.14.1. Member must show this improvement through off-duty education, professional military education, achievements in professional or cultural societies or associations, development of creative abilities and so on.

A3.15. BASE OR COMMUNITY INVOLVEMENT:

A3.15.1. Member must contribute tangibly or intangibly to the military or civilian community's welfare, morale or status.

A3.16. **NOTE:** The justification must contain specific facts from the nominee's contributions during the current quarter or calendar year only. Achievements of the member should be so outstanding as to highly distinguish the individual from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting the whole-person concept. Ensure information is included under the proper heading, and is accurate. The current edition of this form must be used. Quarterly awards will contain 20 lines including headings and annual awards will contain 30 lines including headings.

ATTACHMENT 4

INSTRUCTIONS FOR COMPLETION OF AF FORM 1206, NOMINATION FOR AWARD (CIVILIAN)

- A4.1. AWARD: 60th Air Mobility Wing Quarterly/Annual Awards (as appropriate).
- A4.2. CATEGORY: Category I, II, III (as appropriate).
- A4.3. AWARD PERIOD: 1 Jul – 30 Sep 20XX (as appropriate).
- A4.4. RANK/NAME OF NOMINEE: YA-02/Sara E. Underwood.
- A4.5. DAFSC/DUTY TITLE: Community Planner.
- A4.6. MAJCOM: Air Mobility Command.
- A4.7. UNIT/OFFICE SYMBOL/STREET ADDRESS: 60th Civil Engineer Squadron/CECP, 401 Hickam Avenue.
- A4.8. BASE/STATE/ZIP CODE: Travis AFB, CA 94535-2641.
- A4.9. TELEPHONE: DSN 837-0872, Commercial (707) 424-0872.
- A4.10. RANK/NAME OF UNIT COMMANDER: Lt Col Delta Breeze.
- A4.11. JOB DESCRIPTION (for annual awards only): Briefly describe the nominee's primary job responsibilities and duties (maximum of 7 lines).
- A4.12. SPECIFIC ACCOMPLISHMENTS:
- A4.12.1. This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishments must be addressed strongly and specifically in each of these areas.
- A4.13. SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS:
- A4.13.1. Provide factual and substantiated examples of the nominee's significant performance and achievements above general job requirements that warrant this recognition; describe how well he or she improved operations; highlight any support he or she may have provided for special projects; and explain any other outstanding services he or she provided that benefited the Unit, 60 AMW, AMC, or AF mission.
- A4.14. LEADERSHIP:

A4.14.1 Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures, or processes, which resulted in increased mission effectiveness.

A4.15. SELF IMPROVEMENTS:

A4.15.1. Describe the nominee's self-improvement efforts. This may include training and educational activities, additional duties, community and or civic activities, and family enhancement.

A4.16. **NOTE:** The justification must contain specific facts from the nominee's contributions during the current quarter or calendar year only. Achievements of the member should be so outstanding as to highly distinguish the individual from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting the whole-person concept. Ensure information is included under the proper heading, and is accurate. The current edition of this form must be used. Quarterly awards will contain 20 including headings and annual awards will contain 30 lines including headings. (**Attachment 5**)

ATTACHMENT 5

INSTRUCTIONS FOR COMPLETION OF AF FORM 1206, NOMINATION FOR AWARD (CIVILIAN)

- A5.1. AWARD: 60th Air Mobility Wing Quarterly/Annual Awards (as appropriate).
- A5.2. CATEGORY: Honor Guardsman of the Quarter/Year (as appropriate).
- A5.3. AWARD PERIOD: 1 Jul – 30 Sep XX (as appropriate).
- A5.4. RANK/NAME OF NOMINEE: TSgt Westwind Inn.
- A5.5. SSN: 6789.
- A5.6. DAFSC/DUTY TITLE: 2T071/NCOIC, Aerial Port Operations.
- A5.7. MAJCOM: Air Mobility Command.
- A5.8. UNIT/OFFICE SYMBOL/STREET ADDRESS: 45th Aerial Port Squadron/TRKR, 360 Ragsdale Street.
- A5.9. BASE/STATE/ZIP CODE: Travis AFB, CA 94535-2641.
- A5.10. TELEPHONE: DSN 837-2050, Commercial (707) 424-2050.
- A5.11. RANK/NAME OF UNIT COMMANDER: Maj Charles Brunson.
- A5.12. SPECIFIC ACCOMPLISHMENTS:
- A5.12.1. This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishments must be addressed strongly and specifically.
- A5.13. **NOTE:** The justification must contain specific facts from the nominee's contributions during the current calendar year only. Achievements of the member should be so outstanding as to highly distinguish the individual from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting the whole-person concept. Ensure information is included under the proper heading, and is accurate. The current edition of this form must be used.

ATTACHMENT 6

AIRMAN/NCO/SNCO/JR CGO/SR CGO NARRATIVE SCORE SHEET

Figure A6.1. AIRMAN/NCO/SNCO/JR CGO/SR CGO SCORE CHART

Name	Group	Total Score	Ranking

Board President's Signature

Voting Member's Signature

60 AMW/CC approve/disapprove

ATTACHMENT 7

AIRMAN/NCO/SNCO/ JR CGO/SR CGO INTERVIEW SCORE SHEET

NOMINEE: _____

SQUADRON: _____

Satisfactory Excellent Outstanding

A7.1. Military image and courtesies; wear of the uniform. 1/2 1 1 1/2 2 2 1/2

A7.2. Ability to communicate. 1/2 1 1 1/2 2 2 1/2

A7.3. Logic and reasoning ability. 1/2 1 1 1/2 2 2 1/2

A7.4. How well did the individual present themselves? 1/2 1 1 1/2 2 2 1/2

A7.5. Comments about the interview:

Board Member's Name, Rank, and Unit
Living in obedience and integrity

Signature

ATTACHMENT 8

STANDARD BIOGRAPHY FORMAT

A8.1. AIRMAN FIRST CLASS JOHN Q. DOE, JR.

A8.2. SSN: XXX-XX-6789.

A8.3. AFSC: 3A051, ADMINISTRATIVE CRAFTSMAN.

A8.4. Airman First Class John Q. Doe, Jr., is an administrative specialist assigned to the 123d Support Group, Jones AFB, Texas. He is XX years old.

A8.5. Airman Doe was born in Burlingame, California, on the May 10, 20XX. He attended Central High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him his team's coveted Peterson Award for Spirit, dedication, and leadership, on and off the field.

A8.6. After graduation from high school in 20XX, Airman Doe was locally employed and served as a church council officer for his church in Turlock, California. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 19XX and was called to active duty in 19XX.

A8.7. Upon completion of Basic Military Training at Lackland AFB, Texas, in 19XX, Airman Doe began technical training as an administrative specialist at Keesler AFB, Mississippi, where he was an honor graduate (December 19XX). He was then assigned to Jones AFB and began on-the-job training for his five-skill level.

A8.8. Airman Doe is married to the former Jane Q. Smith. (Include nickname or preferred name and, if active duty, rank). He actively participates in the local church, where he serves as a youth counselor. He was selected as the 123d Support Group Outstanding Airman of the Quarter and subsequently for 1998. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

A8.9. **NOTE:** Limit the biography to one single-spaced, typewritten page with "1" margins, using 10-12-pitch courier. This sample is very general. Ensure the biography of the nominee includes more specific information that strongly supports the nomination. Accomplishments in the following areas should be considered for inclusion: membership in organizations (including student), leadership roles, schools, and college/vocational credits.

ATTACHMENT 9

GENERAL INFORMATION SHEET FOR AIRMAN, NCO, SR NCO, JR CGO, SR CGO AND USAF FIRST SERGEANT OF THE YEAR AWARD

A9.1. NAME OF AWARD: USAF First Sergeant of the Year Award, 20XX.

A9.2. FROM: 60th Air Mobility Wing (AMC).

A9.3. INCLUSIVE DATE OF

A9.4. ACHIEVEMENT: 1 January 20XX - 31 December 20XX.

A9.5. NOMINEE: John Flynn.

A9.6. GRADE: Senior Master Sergeant.

A9.7. SSAN: XXX-XX-6789.

A9.8. PRESENT ORGANIZATION

A9.9. AND STATION: 60th Aerial Port Squadron.
90 Ragsdale Street.
Travis AFB CA 94535-2941.

A9.10. PROJECTED ASSIGNMENT

A9.11. AND REPORTING DATE: 438th Support Group.
(IF APPLICABLE) 123 W. Main St.
Thomas AFB, TX 98765-4321.
RNLTD: 1 June 20XX.

A9.12. PERMANENT HOME ADDRESS: 630 Bel Air Court.
Turlock, CA 95380-1234.

A9.13. NOMINATED FOR: USAF First Sergeant of the Year Award for outstanding leadership as First Sergeant of the 60th Aerial Port Squadron. List a few accomplishments. Member has not had an open unfavorable information file (UIF) during the award period.

A9.14. **NOTE:** Left margin must be one inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

ATTACHMENT 10

STATEMENT PAGE FOR 12 OAY (ENLISTED ONLY)



DEPARTMENT OF THE AIR FORCE
60TH AIR MOBILITY WING (AMC)

DATE

MEMORANDUM FOR HQ AFPC/DPPPRS

FROM: Rank and name of nominee

SUBJECT: Statement of Intent for the 2007 12 Outstanding Airmen of the Year (12 OAY) Award

A10.1. "I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection."

A10.2. "If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I UNDERSTAND I may be called upon by my MAJCOM Commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon Air Force recruiting and retention."

A10.3. "I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

Signature Block

A10.4. **NOTE:** The nominee should carefully read the proposed nomination package before signing this statement. All data must be factual. If any of the information is later found to be inaccurate, the nominee will be disqualified. This statement is for 12 OAY nominees only.

ATTACHMENT 11

PUBLIC RELEASE STATEMENT FOR 12 OAY



DEPARTMENT OF THE AIR FORCE
60TH AIR MOBILITY WING (AMC)

DATE

MEMORANDUM FOR HQ AFPC/DPPPRS

FROM: Rank and name of nominee

SUBJECT: Public Release Statement for 12 Outstanding Airmen of the Year (12 OAY) Award

A.11.1. "I do/do not (circle one) grant permission to release any information contained in my nomination packages in any announcement messages, press releases, or publicity regarding my winning this award."

A.11.2. Disclosure statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.

Signature Block

ATTACHMENT 12

DORMITORY ROOM OF THE QUARTER INSPECTION CRITERIA

A12.1. Exterior: 1-5 points will be assessed based on the appearance of the exterior of the room. Have the windows been cleaned? Is the walkway clear/clean? Are there cob webs on the ceiling? Is the door clean?

A12.2. Interior Clean and Orderly: 1-5 points will be assessed based on cleanliness of each room. Does the room have a clean and uncluttered appearance? Is the bed neatly made? Are there any items hastily stuffed under the bed? Are there any patently offensive posters or other items displayed? Are shoes neatly aligned, personal effects neatly displayed, and trash taken out?

A12.3. Common areas:

A12.3.1. 1-5 points will be assessed based on the cleanliness of common areas such as bathrooms and kitchens. Is the bathroom clean and free of mold/mildew? Is the bathroom free of offensive odor? Are vents free of dust? Are there any dirty dishes in the kitchen? Is trash taken out? Are utensils and dishes put away neatly?

A12.4. Automatic Failure Criteria:

A12.4.1. If any of the following items/conditions exist in the room, the room can not be considered for room of the quarter/year.

A12.4.1.1. A. Illegal flammables (lighter fluid/propane).

A12.4.1.2. Burned candles or incense.

A12.4.1.3. Smoke detector broken/disconnected.

A12.4.1.4. Lights or electrical equipment left on while room is unoccupied.

A12.5. **NOTE:** Do not open any closed/latched wall lockers, foot lockers, dresser, or desk drawers without the resident's permission. Doing so could constitute an illegal search and is not the intent of a room inspection. If a resident initiates the opening of a wall locker or otherwise closed area, to show the inspector this is perfectly fine and makes the area available for inspection. Rooms chosen at random will have a note left in a conspicuous location to notify the resident of the inspection and name(s) of inspector(s).

ATTACHMENT 14

Instructions for completion of AF Form 1206, *Nomination for Award (Volunteer)*

A14.1. AWARD: 60th Air Mobility Wing Quarterly/Annual Awards (as appropriate).

A14.2. CATEGORY: Volunteer of the Quarter/Year (as appropriate).

A14.3. AWARD PERIOD: 1 Jul – 30 Sep 20XX (as appropriate).

A14.4. NAME OF NOMINEE: SMSgt Joyce Shuck.

A14.5. SSN: 6789.

A14.6. VOLUNTEER JOB TITLE: Flight Chief, Materiel Management Flight.

A14.7. MAJCOM: Air Mobility Command.

A14.8. UNIT/OFFICE SYMBOL/STREET ADDRESS: 60th Logistics Readiness Squadron/LGRM, 350 Hangar Avenue.

A14.9. BASE/STATE/ZIP CODE: Travis AFB, CA 94535-2631.

A14.10. TELEPHONE: DSN 837-0531, Commercial (707) 424-0531.

A14.11. RANK/NAME OF UNIT COMMANDER: Lt Col Gregory Green.

A14.12. SPECIFIC ACCOMPLISHMENTS:

A14.12.1. This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishments must be addressed strongly and specifically in each of these areas.

A14.13. CONTRIBUTION:

A14.13.1. Provide factual and substantiated examples of the nominee's significant performance that warrant this recognition; describe how well he or she supported or improved operations; highlight any support he or she may have provided for special projects; and explain any other outstanding services he or she provided that benefited the Unit, 60 AMW, AMC, or AF mission.

A14.14. IMPACT:

A14.14.1 Provide strong and clear statements of the positive impact on the unit, 60 AMW, AMC, or the AF mission. Quantify whenever possible.

A14.15. OTHER VOLUNTEER EFFORTS:

A14.15.1. Provide factual and substantiated statements of additional volunteer contributions made in the surrounding community.