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SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2816**



31 DECEMBER 2010

Incorporating Change 1, 23 February 2012

Personnel

**HQ USAFA QUARTERLY AND ANNUAL
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*, 1 August 1997. The United States Air Force Academy (USAFA) will have an awards and decorations program to foster morale, incentive, and esprit de corps. People who receive awards and decorations under this program must clearly demonstrate sustained and superior performance. This instruction provides policy and guidance on the USAFA Quarterly and Annual Recognition Programs. This instruction applies to all Air Force military and civilian personnel including Air Force Reserve Command (AFRC), Air National Guard (ANG) units and Civil Air Patrol (CAP) members. Refer recommended changes and conflicts between this and other publications to HQ USAFA/CCCA, 2304 Cadet Dr. Ste 3304, USAF Academy CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This interim change updates paragraph 3.4.1. to change the maximum lines on the AF Form 1206 from 18 to 30. Attachment 1 is updated to include Adopted Forms and Attachment 2, Figure A2.4. is updated. A margin bar (|) indicates revisions from the previous edition.

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Chapter 1

RESPONSIBILITIES

1.1. Enlisted Awards Programs. The Academy Command Chief Master Sergeant (HQ USAFA/CCC) will:

- 1.1.1. Serve as the OPR for the quarterly and annual recognition programs.
- 1.1.2. Ensure appropriate publicity through Public Affairs (HQ USAFA/PA).
- 1.1.3. Serve as the focal point for providing guidance for the Enlisted/CGO/Civilian categories quarterly and annual recognition boards.
- 1.1.4. Send out an official memorandum with the nomination criteria and suspense dates for nominations. Refer to Table 1.1. for dates of when nominations are due.
- 1.1.5. Serve as the board president for the annual personal appearance board for all enlisted categories. The board will consist of one president and three voting SNCO board members.
- 1.1.6. Budget for purchase of recognition plaques for all USAFA quarterly and annual military and civilian award recipients.
- 1.1.7. Work with Manpower and Personnel (HQ USAFA/A1) to submit the USAFA SNCO, NCO, and Airman of the Year winners as the Academy's nominees for the Air Force 12 Outstanding Airmen of the Year Award.
- 1.1.8. Nominations are normally due to Headquarters Air Force Personnel Center, (HQ AFPC) approximately 30 April of each year. Nominations are based exclusively on achievements which occurred during the affected calendar year.
- 1.1.9. Submit USAFA personnel as nominees for additional awards throughout the greater Colorado community as appropriate (i.e. Air Force Association, Chamber of Commerce, etc.).

1.2. Civilian Awards Program. The Chief, Civilian Personnel, 10 FSS/FSMC, serves as OCR for the Civilian quarterly and annual recognition programs. The Chief, Civilian Personnel will appoint an action officer to:

- 1.2.1. Establish selection boards for all quarterly and annual awards. The boards will consist of five members including a commander or designee (minimum grade GS-11/Supervisory or Major) and one selected representative from AFGE Local 1867. Only one supervisor or manager representative per organization will serve as a board member to review the nominee's AF Form 1206, *Nomination for Award*. All quarterly and annual awards boards will be held NLT the date set by the HQ USAFA/CCC office for the enlisted boards.
- 1.2.2. Provide administrative support and written guidance to selection boards. This includes confirmation and notification to each board member via email of time and date to complete E-Board and providing the AF Form 1206 nominations and the score sheets.
- 1.2.3. Provide HQ USAFA/CCC with the names of all nominees, board members and documented board results immediately following all boards.

1.3. Officer Awards Programs. The Academy Command Chief Master Sergeant (HQ USAFA/CCC), in conjunction with the Vice Superintendent (HQ USAFA/CV), will serve as OPR and will:

1.3.1. Establish selection boards for all quarterly and annual award boards.

1.3.2. Provide administrative support and written guidance for conducting selection boards. All quarterly and annual award boards will be held NLT the date set by the HQ USAFA/CCC office for the enlisted boards.

1.3.3. Provide HQ USAFA/CCCA with the names of all nominees, board chairman and members and documented board results immediately following all boards.

Table 1.1. Calendar of Events.

Period	Nominations Due	USAFA Board	Ceremony
1 st quarter	2 nd Thurs in April	3 rd Tues in April	4 th Thurs in April
2 nd quarter	2 nd Thurs in July	3 rd Tues in July	4 th Thurs in July
3 rd quarter	2 nd Thurs in October	3 rd Tues in October	4 th Thurs in October
4 th quarter	2 nd Thurs in January	3 rd Tues in January	4 th Thurs in January
Annual	4 th week in January	1 st week in February	Last week of February
All dates subject to change and will be publicized by Program OPR.			

1.4. Recognition Events. The USAFA CCC will designate the primary OCR to administer and manage the USAFA Quarterly Awards ceremony, to include:

1.4.1. Scheduling and advertising.

1.4.2. Overseeing set-up for the quarterly awards ceremony for unit nominees, distinguished visitors, and sponsors.

1.4.3. Coordinating with private organizations and sponsors for presentation of gifts, RSVPs, seating and recognition.

1.4.4. Developing the script, program and identifying an emcee for the event.

1.4.5. Coordinating with Public Affairs and 10th Communications Squadron for public address, photo and communications support.

1.4.5.1. Request public address support via USAFA Form 99, *Presentation/Public Address Support Request*, to 10 CS/SCXCM NLT 15 days prior to the event.

1.4.5.2. Request photo support via AF Form 833, *Multimedia Work Order*, to HQ USAFA/PAVSCP NLT 5 days prior to the event.

1.4.6. Arranging for display of photos and engraving, and recognizing enlisted winners in the Quarterly Awards shadow box located at the Falcon Club.

1.5. Public Affairs.

1.5.1. Provides photo support for award ceremonies following the receipt of the AF Form 833.

1.5.2. Provides news coverage (base paper, etc.) as required for awards ceremonies.

1.5.3. Provides other support as required.

1.6. 10th Communications Squadron.

1.6.1. Provides public address support for award ceremonies following the receipt of the USAFA Form 99.

1.6.2. Provides communication support as required. All support requests should be requested through the 10 CS Customer Focal Point at 333-4357.

Chapter 2

QUARTERLY AWARD PROGRAMS

2.1. Quarterly Awards Recognition.

2.1.1. Quarterly enlisted, civilian and CGO award winners from each mission element (10 ABW, HQ USAFA/CW, HQ USAFA/PL, HQ USAFA/DF, HQ USAFA/AD, USAFA Staff and Tenant Units) are recognized at the USAFA Quarterly Awards Recognition Ceremony.

2.1.2. Tenant organizations may submit nominations for the quarterly awards to the USAFA Board, but they must submit nominations for annual awards directly to their parent MAJCOM.

2.1.3. Civilian monetary awards in the amount of \$150.00 for quarterly award winners are funded by nominating organizations.

2.1.4. Award winners may not be nominated for consideration in back-to-back quarters.

2.2. Enlisted.

2.2.1. Quarterly nominations are limited to one typewritten page on AF Form 1206 with a maximum of 10 lines NOT including headings. The AF Form 1206 will only contain information and accomplishments that happened within the specific time-frame of the award. Headings are as follows and no additional statements next to headings are authorized:

2.2.1.1. Leadership and Job Performance in Primary Duties 70%.

2.2.1.2. Significant Self-Improvement 15%.

2.2.1.3. Base or Community Involvement 15%.

2.2.2. Acronyms may be listed on the bottom of the AF Form 1206 for mission-specific acronyms.

2.2.3. Provide nominations electronically via email to the HQ USAFA/CCC office. Scores are calculated on a “first, second, third” basis. Nominees will compete in the category in which they spent the majority of the consideration period.

2.2.4. The Enlisted Electronic Boards are conducted via E-Mail and are records review only. Scores are calculated by weighing each category.

Enlisted Award Categories	Personnel Authorized
Senior Noncommissioned Officer (SNCO)	MSgt/SMSgt
Noncommissioned Officer (NCO)	SSgt/TSgt
Airman	AB through SrA

2.3. Civilian.

2.3.1. Quarterly submissions are limited to 1 typewritten page on AF Form 1206 with a maximum of 10 lines NOT including headings. Civilian categories must be identified by numeric category 1, 2, or 3. The AF Form 1206 will only contain information and

accomplishments that happened within the specific time-frame of the award. Headings are as follows and no additional statements next to headings are authorized:

2.3.1.1. Job Knowledge and Duty Performance: This factor involves the extent of the employee’s knowledge in his or her areas of work and how well the employee performs the duties of the position. The most weight will be given to this factor 80%.

2.3.1.2. Activities and Organizational Affiliation: This component relates to how involved the employee is with the organization as a whole and can include aspects of the job such as teamwork skills, initiative to take on projects or find solutions, leadership capabilities, pride in work or the organization, etc., 20%.

2.3.2. Provide nominations electronically via e-mail to the Civilian Personnel Office at 10FSS/FSMC (Awards).

2.3.3. Boards are record review only. Scores are calculated by weighing each category. Nominees must be assigned to the same position for at least 2 full months of the quarter for which they are nominated to be eligible for a Civilian of the Quarter nomination.

Civilian Award Categories	Personnel Authorized
Category 1, Civilian	Non-Supervisory GS-1-8, WG 1-10, WL-1-8, NA 1-10, NL 1-8, NF I, II & III, and CC I-V grade and YB1&2, YI1&2, YP.
Category 2, Senior Civilian	Non-Supervisory GS 9-15, AD 21-25, WG 11-15, WL 9-15, NA 11-15 , NL 9-15 ,NF IV & V grades and YA, YB3, YG, YH, YI3.
Category 3, Manager/Supervisor Civilian	GS, WS, NS, CC, NF AD, YC, YJ. For GS & WS employees, the core document is coded as 1, 2, 3, 4, or 5, but if code 4 - employee may be nominated for either category 3 or appropriate grade category. For NS, CC, & NF employees, consult with 10 FSS/FSMH to certify if supv/mgr. For AD employees, commander will certify the supv/mgr category.

2.4. Officer.

2.4.1. Quarterly nominations are limited to one typewritten page on AF Form 1206 with a maximum of 10 lines NOT including headings. The AF Form 1206 will only contain information and accomplishments that happened within the specific time-frame of the award. Headings are as follows and no additional statements next to headings are authorized:

2.4.1.1. Leadership and Job Performance in Primary Duties 70%.

2.4.1.2. Significant Self-Improvement 15%.

2.4.1.3. Base or Community Involvement 15%.

2.4.2. Provide nominations electronically via email to the 10th Force Support Squadron.

2.4.3. The CGO Boards are record review only. Scores are calculated by weighing each category.

<u>Officer Award Category</u>	<u>Personnel Authorized</u>
Company Grade Officer (CGO)	2d Lt through Captain

2.5. Team Award.

2.5.1. All mission elements may nominate one Team based on definition in Attachment 2.

2.6. Nominations.

2.6.1. Nominations are prepared on an AF Form 1206. See Attachment 2 for examples.

2.6.2. Squadron Commanders and USAFA Directorates may nominate only one individual per category for quarterly recognition programs. Commanders will submit their nominees to their respective mission elements/directorates (CW, DF, AD, 10 ABW, PL and HQ USAFA, which includes the USAFA Band).

2.6.3. All mission elements may nominate only one individual per category for the USAFA quarterly recognition program. Deployed personnel may be submitted for the USAFA quarterly recognition program, if there is not an existing awards program in place at the deployed location. Enlisted nominees are submitted directly to HQ USAFA/CCC. CGO nominees are submitted directly to 10 FSS. Civilian nominees are submitted to 10 FSS/FSMC (Awards).

2.6.4. Tenant organizations may submit nominations for quarterly awards to the USAFA Board, but they must submit nominations for annual awards directly to their parent MAJCOM.

2.6.5. Reserve Personnel assigned and/or attached to USAFA PAS codes are eligible for the military awards and should be nominated through the appropriate chain of command.

Chapter 3

ANNUAL AWARD PROGRAMS

3.1. Annual Awards Recognition.

3.1.1. USAFA enlisted, civilian and CGO annual award nominees are recognized and announced at the USAFA Annual Awards Banquet. The annual banquet is normally held in February or March.

3.1.2. Civilian monetary awards in the amount of \$300.00 for Annual winners are funded by the nominating organizations.

3.2. Enlisted.

3.2.1. Enlisted annual nominations are limited to one typewritten page on AF Form 1206 with a maximum of 30 lines, to include headings. The AF Form 1206 will only contain information and accomplishments that happened within the specific time-frame of the award. Headings are as follows and no additional statements next to headings are authorized:

3.2.1.1. Leadership and Job Performance in Primary Duties 65%.

3.2.1.2. Significant Self-Improvement 15%.

3.2.1.3. Base or Community Involvement 10%.

3.2.2. Provide nominations electronically via email to the HQ USAFA/CCC office. Scores are calculated on a “first, second, third” basis. Nominees will compete in the category in which they spent the majority of the consideration period.

3.2.3. All nominees are required to meet a personal appearance board. The board will comprise of 10% of the score. The following areas will be considered and scored:

3.2.3.1. Military discipline (customs and courtesies).

3.2.3.2. Communicative skills (response to questions).

3.2.3.3. Dress and Appearance.

3.2.4. In the event that nominees are unable to meet the board, they will receive an average score based on the scores of those that did attend.

<u>Enlisted Award Categories</u>	<u>Personnel Authorized</u>
Senior Noncommissioned Officer (SNCO)	MSGT/SMSGT
Noncommissioned Officer (NCO)	SSGT/TSgt
Airman	AB through SrA

3.3. First Sergeant of the Year.

3.3.1. First Sergeant of the Year nominations are limited to one typewritten page on AF Form 1206 with a maximum of 30 lines, to include headings. The AF Form 1206 will only contain information and accomplishments that happened within the specific time-frame of the award. Headings are as follows and no additional statements next to headings are authorized:

3.3.1.1. Leadership and Job Performance in Primary Duties 70%.

3.3.1.2. Significant Self-Improvement 15%.

3.3.1.3. Base or Community Involvement 15%.

3.3.2. Provide nominations electronically via email to the HQ USAFA/CCC office. Scores are calculated on a “first, second, third” basis. Nominees will compete in the category in which they spent the majority of the consideration period.

3.3.3. Boards are records review only. Scores are calculated by weighing each category.

First Sergeant Award Categories	Personnel Authorized
First Sergeant, 8F000 AFSC (Annual only)	MSgt through SMSgt

3.4. Civilian.

3.4.1. Annual submissions are limited to one typewritten page on AF Form 1206 to include headings. Civilian categories must be identified by numeric category 1, 2, or 3. The AF Form 1206, with a maximum of 30 lines to include the headers, will only contain information and accomplishments that happened within the specific time-frame of the award. Headings are as follows, and no additional statements next to headings are authorized:

3.4.1.1. Job Knowledge and Duty Performance: This factor involves the extent of the employee’s knowledge in his or her areas of work and how well the employee performs the duties of the position. The most weight will be given to this factor 80%.

3.4.1.2. Activities and Organizational Affiliation: This component relates to how involved the employee is with the organization as a whole and can include aspects of the job such as teamwork skills, initiative to take on projects or find solutions, leadership capabilities, pride in work or the organization, etc 20%.

3.4.2. Provide nominations electronically via e-mail to 10 FSS/FSMC (Awards).

3.4.3. Boards are records review only. Scores are calculated by weighing each category. Nominees must be assigned to the same position for at least 3 full quarters of a calendar year (i.e., 1 Jan-30 Sep) to be eligible for a Civilian of the Year nomination. Nominees will compete in the category in which they spent the majority of the consideration period.

Civilian Award Categories	Personnel Authorized
Category 1, Civilian	Non-Supervisory GS-1-8, WG 1-10, WL-1-8, NA 1-10, NL 1-8, NF I, II & III, and CC I-V grade and YB1&2, YI1&2, YP.
Category 2, Senior Civilian	Non-Supervisory GS 9-15, AD 21-25, WG 11-15, WL 9-15, NA 11-15, NL 9-15 and NF IV & V grades and YA, YB3, YG, YH, YI3.
Category 3, Manager/Supervisor Civilian	GS, WS, NS, CC, NF, AD YC, YJ. For GS & WS employees, the core document is coded as 1, 2, 3, 4, or 5, but if code 4 - employee may be nominated for either category 3 or appropriate grade category. For NS, CC, & NF employees, consult with 10 FSS/FSMH to certify if

	supv/mgr. For AD employees, commander will certify the supv/mgr category.
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3.5. Officer.

3.5.1. Annual nominations are limited to one typewritten page on AF Form 1206 with a maximum of 30 lines, to include headings. The AF Form 1206 will only contain information and accomplishments that happened within the specific time-frame of the award. Headings are as follows and no additional statements next to headings are authorized:

3.5.1.1. Leadership and Job Performance in Primary Duties 70%.

3.5.1.2. Significant Self-Improvement 15%.

3.5.1.3. Base or Community Involvement 15%.

3.5.2. Provide nominations electronically via email to 10 FSS.

3.5.3. The CGO Boards are records review only. Scores are calculated by weighing each category.

Officer Award Category	Personnel Authorized
Company Grade Officer (CGO)	2d Lt through Captain

3.6. Nominations.

3.6.1. Nominations are prepared on an AF Form 1206. See Attachment 3 for examples.

3.6.2. Squadron commanders and USAFA Directorates may nominate only one individual per category for annual recognition programs. Commanders will submit their nominees to their respective mission elements/directorates (CW DF, AD, 10 ABW, PL and HQ USAFA, which includes the USAFA Band).

3.6.2.1. All mission elements may nominate only one individual per category for the USAFA annual recognition program. Personnel who are or have been deployed may be submitted to compete regardless of the length of their deployments since there are no annual awards processes in the AOR. Enlisted nominees will be submitted directly to HQ USAFA/CCC. CGO nominees will be submitted directly to 10 FSS. Civilian nominees are submitted via email to 10FSS/FSMC (Awards).

3.6.3. Tenant unit civilians are not eligible for USAFA’s Civilian of the Year Program.

3.6.4. Reserve Personnel assigned and/or attached to USAFA PAS codes are eligible for the military awards and should be nominated through the appropriate chain of command.

3.7. DELETED.

3.7.1. DELETED.

3.7.2. DELETED.

TAMRA L. RANK, Colonel, USAF
Vice Superintendent

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

AFPD36-28, *Awards and Decorations Programs*, 1 August 1997

AFMAN33-363, *Management of Records*, 1 March 2008

Adopted Forms

AF Form 833, *Multimedia Work Order*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

USAFA Form 99, *Presentation/Public Address Support Request*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

CGO—Company Grade Officer

HQ USAFA—Headquarters United States Air Force Academy

MAJCOM—Major Command

NCO—Noncommissioned Officer

OCR—Office of Coordinating Responsibility

OPR—Office of Primary Responsibility

PAS—Personnel Accounting Symbol

SNCO—Senior Noncommissioned Officer

USAFA—United States Air Force Academy

Attachment 2
QUARTERLY AWARD TEMPLATES

Figure A2.1. Enlisted Template.

NOMINATION FOR AWARD		
AWARD AMN/NCO/SNCO	CATEGORY <i>(If Applicable)</i> AMN/NCO/SNCO	AWARD PERIOD 1 Jan 10 - 31 Mar 10
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> SrA/TSgt/MSgt	SSN <i>(Enter Last 4 Only)</i> 0000	MAJCOM, FOA, OR DRU USAF A
DAFSC/DUTY TITLE 3X111/Program Support Technician	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: 333-4444 & Commercial: (719) 333-4444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ USAFA/XX/2000 Sijan Drive, Suite 1/USAF Academy/CO/80840-5001		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Colonel Jane A. Doe 333-4441 (719) 333-4441		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> LEADERSHIP AND JOB PERFORMANCE: 70%		
<div style="position: relative; height: 150px;"> EXAMPLE ONLY </div>		
SIGNIFICANT SELF IMPROVEMENT: 15%		
BASE OR COMMUNITY INVOLVEMENT: 15%		
(NOTE: Max 10 lines (NOT including headers for Quarterly AF FMs 1206--distribution of the number of bullets between headers resides with the nominating organization, but keep in mind point values above.)		
ACRONYMS: Use this area to spell-out acronyms used above.		
Example: AFAF: Air Force Assistance Fund BDOC: Base Defense Operation Center C2: Command and Control DHHS: Dept of Health & Human Services DUI: Driving Under the Influence ECP: Entry Control Point EPSO: El Paso County Sheriff's Office QC: Quality Control POC: Point of Contact		

Figure A2.2. Officer Template.

NOMINATION FOR AWARD		
AWARD Company Grade Officer of the Quarter	CATEGORY (if Applicable) CGO	AWARD PERIOD 1 Jan 10 - 31 Mar 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 2Lt/1Lt/Capt John E. Doe	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU USAF A
DAFSC/DUTY TITLE OOR3/Director, Programs	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 333-4444 & Commercial: (719) 333-4444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ USAFA/XX/2000 Sijan Drive, Suite 1/USAF Academy/CO/80840-5001		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Jane A. Doe 333-4441 (719) 333-4441		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE: 70%		
EXAMPLE ONLY		
SIGNIFICANT SELF IMPROVEMENT: 15%		
BASE OR COMMUNITY INVOLVEMENT: 15%		
(NOTE: Max 10 lines (NOT including headers for Quarterly AF FMs 1206--distribution of the number of bullets between headers resides with the nominating organization, but keep in mind point values above.)		
ACRONYMS: Use this area to spell-out acronyms used above.		
Example: AFAF: Air Force Assistance Fund BDOC: Base Defense Operation Center C2: Command and Control DHHS: Dept of Health & Human Services DUI: Driving Under the Influence ECP: Entry Control Point EPSO: El Paso County Sheriff's Office QC: Quality Control POC: Point of Contact		

Figure A2.3. Civilian Template.

NOMINATION FOR AWARD		
AWARD Civilian of the Quarter	CATEGORY <i>(if Applicable)</i> Category 1	AWARD PERIOD 1 Jan 10 - 31 Mar 10
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> GS-6/John E. Doe	SSN <i>(Enter Last 4 Only)</i> 0000	MAJCOM, FOA, OR DRU USAFA
DAFSC/DUTY TITLE Executive Assistant (GS 318-05)	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: 333-4444 & Commercial: (719) 333-4444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ USAFA/XX/2000 Sijan Drive, Suite 1/USAF Academy/CO/80840-5001		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Colonel Jane A. Doe 333-4441 (719) 333-4441		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> JOB KNOWLEDGE AND DUTY PERFORMANCE=80%		
<p style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">EXAMPLE ONLY</p>		
ACTIVITIES AND ORGANIZATIONAL AFFILIATIONS=20%		
<p>(NOTE: Max 10 lines (NOT including headers for Quarterly AF FMs 1206--distribution of the number of bullets between headers resides with the nominating organization, but keep in mind point values above.)</p>		
<p>ACRONYMS: Use this area to spell-out acronyms used above.</p>		
<p>Example: AFAP: Air Force Assistance Fund BDOC: Base Defense Operation Center C2: Command and Control DHHS: Dept of Health & Human Services DUI: Driving Under the Influence ECP: Entry Control Point EPSO: El Paso County Sheriff's Office QC: Quality Control POC: Point of Contact</p>		

Figure A2.4. Falcon Team Award Template.

NOMINATION FOR AWARD		
AWARD FALCON TEAM AWARD	CATEGORY <i>(If Applicable)</i>	AWARD PERIOD Quarter
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> Team Name	SSN <i>(Enter Last 4 Only)</i>	MAJCOM, FOA, OR DRU N/A
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i>	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE N/A		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Name and contact information of nominating official or Team Leader		
<p>SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i></p> <p>TEAM DESCRIPTION (3 Lines maximum) (Not a graded area // Doesn't count towards 10 bullet maximum)</p> <ul style="list-style-type: none"> - Describe the charter and original purpose of the team - List Team membership (name and rank) here with the Team Leader clearly identified <ul style="list-style-type: none"> -- A team is defined as three or more people and will be limited to personnel assigned to a specific work center, flight, branch, or cross-mission Element team. An entire staff-agency directorate, department, or squadron is not eligible. <p>1). TEAM ACCOMPLISHMENTS: Characterize the team's accomplishments/contributions to the overall unit mission, its impact on the USAFA mission, and how it fulfills the Air Force's established priorities and goals of USAFA's Strategic Plan. Identify any new techniques, processes and concepts.</p> <p>2). TEAM CHALLENGES OVERCOME: Describe major challenges the team overcame during the award period working toward goals and objectives; to include problem solutions allowing the team to be fully organized, trained, equipped to accomplish its roles and missions.</p> <p>3). TEAM INTEGRATION INITIATIVES: Clearly describe team's effort to integrate projects or initiatives across Mission Elements enhancing USAFA overall mission accomplishment/enhancement.</p>		
-----NOTES-----		
<ul style="list-style-type: none"> - Use the mandatory headings for the AF Form 1206 (current IMT version) Falcon Team Award nominations - Allowable bullets will mirror quarterly packages (10 bullets) or annual packages (30 bullets) organized across the three major headings (Blank space to the right of headings not used) 		

Attachment 3
ANNUAL AWARDS TEMPLATE

Figure A3.1. Enlisted Template.

NOMINATION FOR AWARD		
AWARD AMN/NCO/SNCO of the Year	CATEGORY <i>(If Applicable)</i> AMN/NCO/SNCO	AWARD PERIOD 1 JAN - 31 DEC 2006
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> SrA/TSgt/MSgt John E. Doe	SSN <i>(Enter Last 4 Only)</i> 0000	MAJCOM, FOA, OR DRU USAF A
DAFSC/DUTY TITLE 3X111/Program Support Technician	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: 333-4444/(719) 333-4444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ USAFA/XX/2000 Sijan Drive, Suite 1/USAF Academy/CO/80840-5001		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Colonel Jane A. Doe 333-4441 (719) 333-4441		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES=65%		
EXAMPLE ONLY		
SIGNIFICANT SELF IMPROVEMENT=15%		
BASE OR COMMUNITY INVOLVEMENT=10%		
(NOTE: Spell-out all acronyms the first time being used)		

Figure A3.2. First Sergeant Template.

NOMINATION FOR AWARD		
AWARD First Sergeant of the Year	CATEGORY <i>(if Applicable)</i> First Sergeant	AWARD PERIOD 1 JAN - 31 DEC 2006
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> MSgt John E. Doe	SSN <i>(Enter Last 4 Only)</i> 0000	MAJCOM, FOA, OR DRU USAF A
DAFSC/DUTY TITLE 3X111/Program Support Technician	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: 333-4444/(719) 333-4444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ USAFA/XX/2000 Sijan Drive, Suite 1/USAF Academy/CO/80840-5001		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Colonel Jane A. Doe 333-4441 (719) 333-4441		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES=70%		
SIGNIFICANT SELF IMPROVEMENT=15%		
BASE OR COMMUNITY INVOLVEMENT=15%		
(NOTE: Spell-out all acronyms the first time being used)		

EXAMPLE ONLY

Figure A3.3. Officer Template.

NOMINATION FOR AWARD		
AWARD Company Grade Officer of the Year	CATEGORY (if Applicable) CGO	AWARD PERIOD 1 APR - 30 JUN 2006
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 2Lt/1Lt/Capt John E. Doe	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU USAF
DAFSC/DUTY TITLE OOR3/Director, Programs	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 333-4444/(719) 333-4444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ USAFA/XX/2000 Sijan Drive, Suite 1/USAF Academy/CO/80840-5001		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Jane A. Doe 333-4441 (719) 333-4441		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES=70%		
SIGNIFICANT SELF IMPROVEMENT=15%		
BASE OR COMMUNITY INVOLVEMENT=15%		

EXAMPLE ONLY

Figure A3.4. Civilian Template.

NOMINATION FOR AWARD		
AWARD Civilian of the Year	CATEGORY <i>(if Applicable)</i> Category 1	AWARD PERIOD 1 JAN - 31 DEC 2006
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> GS-11/John E. Doe	SSN <i>(Enter Last 4 Only)</i> 0000	MAJCOM, FOA, OR DRU USAFA
DAFSC/DUTY TITLE Executive Assistant (GS 318-05)	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> DSN: 333-4444 & Commercial: (719) 333-4444	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE HQ USAFA/XX/2000 Sijan Drive, Suite 1/USAF Academy/CO/80840-5001		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> Colonel Jane A. Doe 333-4441 (719) 333-4441		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> JOB KNOWLEDGE AND DUTY PERFORMANCE=80%		
ACTIVITIES AND ORGANIZATIONAL AFFILIATIONS=20%		

EXAMPLE ONLY