

**BY ORDER OF THE COMMANDER  
71ST FLYING TRAINING WING (AETC)**

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

**13 NOVEMBER 2015**

**Personnel**

**WING AWARDS AND RECOGNITION  
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*, and Air Force Instruction (AFI) 36-2803, *The Air Force Awards and Decorations Program*. It establishes requirements, procedures, and responsibilities relating to the 71st Flying Training Wing (71 FTW) Awards and Recognition Program, which is designed to recognize outstanding Airmen (AMN), Noncommissioned Officers (NCO), Senior Noncommissioned Officers (SNCO), Company Grade Officers (CGO), Field Grade Officers (FGO): Civilian Category One (Civ I), Civilian Category Two (Civ II), First Sergeants (FS); Honor Guardsmen (HG); Instructor Pilot (IP); Reserve IP; Simulator Instructor Pilot (Sim IP); First Assignment Instructor Pilot (FAIP); Volunteer (VOL), and Cost Conscious Culture (C3) personnel assigned to the 71 FTW. This program provides recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative, and effort to improve themselves and enhance their unit's efficiency and effectiveness. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. **Chapter 857**, Decorations and Awards; as implemented by Air Force Instruction 36-2803, The Air Force Awards and Decorations Program; and E.O. 9397 (SSN) as amended. The applicable SORN F036 AFPC V, Awards and Decorations (December 13, 2012, 77 FR 74177), is available at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5849/f036-afpc-v.aspx>. Privacy Act System Notice Number F036 AF PC V, Awards and Decorations, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication

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## ***SUMMARY OF CHANGES***

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## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. 71 FTW/CC is responsible for:

- 1.1.1. The Wing Recognition Program and approval of all dates, times, and winners.
- 1.1.2. Approving purchases of quarterly and annual recognition awards/trophies.
- 1.1.3. Appointing an annual awards committee chairperson.

#### 1.2. 71 FTW/CV is responsible for:

- 1.2.1. Overseeing the Officer Recognition Program.
- 1.2.2. Acting as board president or appointing a designated group commander to perform board president duties for officer and civilian categories.
- 1.2.3. Submitting recommended winners' packages to 71 FTW/CCCE.

#### 1.3. 71 FTW/CCC is responsible for:

- 1.3.1. Overseeing the Enlisted Recognition Program.
- 1.3.2. Acting as board president or designating a representative for the enlisted, volunteer, and C3 award categories.
- 1.3.3. Submitting all final recommended award packages to 71 FTW/CC for approval.

#### 1.4. 71 FTW/CCCE is responsible for:

- 1.4.1. Notifying wing, group, and/or squadron leadership of nomination package suspense dates/other associated requirements and sending a courtesy-copy to Vance Secretaries/Admin Assistants of such correspondences.
- 1.4.2. Notifying board members of all suspense dates, along with any other associated requirements.
- 1.4.3. Collecting nomination packages from each group/wing staff agencies and forwarding to the board president(s).
- 1.4.4. Forwarding higher-headquarters guidance for annual award nomination packages to wing and group leadership.
- 1.4.5. Coordinating with the board president to establish times and locations for all wing-level boards.
- 1.4.6. Providing a complete package for each nominee to the board president as soon as feasible following the nomination package suspense date.
- 1.4.7. When holding face-to-face boards, serves as the "wrangler" to ensure nominees are briefed and understand proper reporting instructions prior to meeting the board.
- 1.4.8. Preparing the complete winner recommendation package on behalf of the 71 FTW/CCC as soon as feasible after boards are held.

1.4.9. Forwarding a complete list of wing award winners to the awards program sponsors, once approved by the 71 FTW/CC.

1.4.10. Preparing a Civilian Time-Off Award (Attachment 5) for wing-level award winners.

1.4.11. Maintaining awards board documentation (score sheets, nomination packages, etc.) for two calendar years.

**1.5. 71 FTW/PA is responsible for:**

1.5.1. Publicizing the Wing Recognition Program, to include announcing ceremony times and locations.

1.5.2. Recommending the editor publish winners in the “*Airscoop*.”

1.5.3. Congratulating award winners via the base marquee and social media when feasible following public release.

1.5.4. Assisting recipients with hometown news releases.

**1.6. 71 OG/CC is responsible for overseeing the Instructor Pilot (IP), First Assignment Instructor Pilot (FAIP), Reserve Instructor Pilot, and Simulator Instructor Pilot (Sim IP) Recognition Programs.**

**1.7. 71 OG/CCE is responsible for forwarding the IP, FAIP, Reserve IP, and Sim IP nominee list in order of merit to the 71 FTW/CCCE.**

**1.8. Commanders/equivalents and the Honor Guard Program Manager are responsible for:**

1.8.1. Ensuring all nominees meet all Air Force standards and are not under investigation for Uniform Code of Military Justice (UCMJ) offenses.

1.8.2. Establishing an aggressive, equitable program within their units.

1.8.3. Furnishing board members and/or administrative assistants to support the recognition program by the suspense date.

1.8.4. Processing Civilian Time-Off Award (Attachment 5) for squadron and group-level award winners.

**1.9. 71 FSS/FSMC is responsible for processing time-off awards (Attachment 5) through the Defense Civilian Personnel Data System within 5 days of receipt.**

## Chapter 2

### QUARTERLY RECOGNITION PROGRAM

**2.1. Nominee Criteria/Eligibility:** Wing quarterly award winners are not eligible to compete during subsequent quarters of the same calendar year (i.e., a group winner who does not win at wing level may be selected as the group's nominee again for the subsequent quarter). The recognition program is administered on a calendar-year basis. There are no minimum time-on-station requirements to be eligible for quarterly or annual programs.

2.1.1. Accomplishments must have occurred during the period of the award (Jan-Mar, Apr-Jun, Jul-Sep or Oct-Dec).

2.1.2. Quarterly nominees will be nominated and compete in the category of the rank or grade they possessed for the majority of the quarter (minimum 46 days). Personnel with a promotion sequence number will compete with their respective peers in the rank they currently possess at the time of the nomination.

2.1.3. Military nominees must not be on, nor ever have been on, a control roster during the award period; not be at the unsatisfactory fitness level currently or anytime during the award period; not currently under investigation during the award period and must not have had an open/active unfavorable information file (UIF) or Article 15 during the award period.

2.1.4. Each group/wing staff agencies may submit one nomination in each category to be considered by the wing quarterly recognition board. Nomination packages are due to 71 FTW/CCCE no later than the set suspense time and date. Packages will be submitted electronically.

2.1.5. Volunteer Eligibility: Federal civilians, family members, community members, active duty members and federal retirees who perform outstanding volunteer service in the military family community of a sustained and direct nature may be eligible. The volunteer service must be significant in character, produce tangible results and reflect favorably on the Air Force.

**2.2. Enlisted Quarterly Awards.** Enlisted personnel shall be considered in one of the following categories: Airman (AMN), Noncommissioned Officer (NCO), or Senior Noncommissioned Officer (SNCO).

2.2.1. The 71 FTW/CCC or an appointed representative serves as the board president for each enlisted board (nonvoting unless a tie).

2.2.2. Board members will consist of the following:

2.2.2.1. SNCO Board: Each group/wing staff agencies superintendent (or appointed representative if absent) will act as board members. Minimum grade of SMSgt.

2.2.2.2. NCO Board: One master sergeant from each group/wing staff agencies.

2.2.2.3. AMN Board: One technical or staff sergeant from each group/wing staff agencies.

2.2.3. Submit nomination packages on the current AF Form 1206 using bullet format (see attachment 2). Limit to 13 single-spaced lines (including the headings listed below). The

headings are mandatory. No deviations from major headings listed in this instruction are authorized. No additional information is authorized on the heading lines. Acronym lists will not be used on enlisted quarterly awards.

- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (6 bullets)
- SIGNIFICANT SELF-IMPROVEMENT: (2 bullets)
- BASE OR COMMUNITY INVOLVEMENT: (2 bullets)

2.2.4. Selection is based on the scoring of the AF Form 1206 and board appearance (if face-to-face board is held). This score will be used by the individual board members to provide an order of merit, 1 through 4 to the board president. The board president's scores will only be factored in the event of a tie in the overall scores.

2.2.5. Scoring algorithm coincides with annual award requirements and emphasizes the whole person concept.

- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (70%)
- SIGNIFICANT SELF-IMPROVEMENT: (15%)
- BASE OR COMMUNITY INVOLVEMENT: (15%)

2.2.6. Board president will annotate board members' order of merit and calculate totals. Lowest aggregate score wins.

2.2.7. When a face-to-face board appearance is used in conjunction with a paper 1206 package, the scoring algorithm emphasizes the whole person concept.

- PAPER PACKAGE (1206): 75%
- FACE-TO-FACE BOARD: 25%

**2.3. Officer Quarterly Awards.** Officer categories include but are not limited to: Field Grade Officer (FGO), Flight Commander (Flt/CC), Company Grade Officer (CGO), Instructor Pilot (IP), Reserve Instructor Pilot, and First Assignment Instructor Pilot (FAIP).

2.3.1. 71 FTW/CV or designated group commander will act as board president for the officer categories with the exception of the IP, Reserve IP, Sim IP, and FAIP categories; refer to para. 1.6.

2.3.2. Board members shall consist of group commanders and the director of staff who may appoint a deputy group commander in their absence.

2.3.3. Submit nomination packages on the current AF Form 1206 using bullet format (see attachment 2). Limit to 13 single-spaced lines (including the headings listed below). The headings are mandatory. No deviations from major headings listed in this instruction are authorized. No additional information is authorized on the heading lines.

- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (6 bullets)
- SIGNIFICANT SELF-IMPROVEMENT: (2 bullets)
- BASE OR COMMUNITY INVOLVEMENT: (2 bullets)

2.3.4. Selection is based on the scoring of the AF Form 1206. This score will be used by the individual board members to provide an order of merit, 1 through 4 to the board president. The board president's score will only be factored in the event of a tie in the overall score.

2.3.5. Scoring algorithm coincides with annual award requirements and emphasizes the whole person concept.

-LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (70%)

-SIGNIFICANT SELF-IMPROVEMENT: (15%)

-BASE OR COMMUNITY INVOLVEMENT: (15%)

**2.4. Civilian Quarterly Awards.** Civilian Categories include but are not limited to: Civilian Category I (CAT I) and Civilian Category II (CAT II).

2.4.1. CAT I consists of the following ranks/grades: GS-1 through GS-8, WG-1 through WG-10, WL-1 through WL-5, NF I & II.

2.4.2. CAT II consists of the following ranks/grades: GS-9 through GS-14, WL-6 through WL-12, WS-1 through WS-8, NF III-V.

2.4.3. 71 FTW/CV or designated representative will act as board president for the civilian categories.

2.4.4. Board members shall consist of group commanders and the director of staff who may appoint a deputy group commander or equivalent in their absence.

2.4.5. Submit nomination packages on the current AF Form 1206 using bullet format (see attachment 3). Limit to 12 single-spaced lines (including the headings listed below). The headings are mandatory. No deviations from major headings listed in this instruction are authorized. No additional information is authorized on the heading lines.

- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (8 bullets)

- OTHER ACCOMPLISHMENTS: (2 bullets) (These can include self-improvements etc., attachment 3)

2.4.6. Scoring algorithm coincides with annual award requirements and emphasizes the whole person concept.

-LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (80%)

-OTHER ACCOMPLISHMENTS: (20%)

2.4.7. Selection is based on the scoring of the AF Form 1206. This score will be used by the individual board members to provide an order of merit, 1 through 4 to the board president. The board president's scores will only be factored in the event of a tie in the overall score.

2.4.8. Scoring algorithm coincides with annual award requirements and emphasizes the whole person concept.

2.4.9. Board president will annotate board members' order of merit and calculate totals. Lowest aggregate score wins.

2.4.10. Time-off awards will be granted to eligible civilian quarterly award winners. Squadron-level winners will receive an 8-hour time-off award; group-level winners will receive an 8-hour time-off award; and wing-level winners will receive an 8-hour time-off award. Twenty-four hours is the maximum cumulative award a civilian may receive for all three levels. (Those winners with nontraditional work weeks will receive the equivalent based on the number of hours worked per week.)

**2.5. Volunteer Quarterly Awards.** Active duty (enlisted or officer), federal civilians, family members, community members, and federal retirees are eligible for the volunteer quarterly award. Nominations should clearly articulate the nominee performed outstanding volunteer service within the military family community in a sustained and direct nature. The volunteer service must be significant in impact, produce tangible results, and reflect favorably on the Air Force.

2.5.1. 71 FTW/CCC or designated representative will serve as board president. The board president will remain a non-voting member except in the event of a tie.

2.5.2. Board members will consist of a representative from each group/wing staff agencies.

2.5.3. Volunteer packages: Any base-affiliated organization may submit one nomination each quarter.

2.5.4. Submit nominations on plain bond paper, double-spaced, using 12-point Times New Roman font and 1-inch margins. Nominations are up to and may not exceed one page (See attachment 4). Nominations will consist of a narrative describing the nominee's volunteer community service. It should emphasize the benefits realized by the volunteer service and include qualifying factors.

2.5.5. Award winners shall be selected based on the scoring of the submissions to determine an order of merit for each nominee. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score will determine the winner. The board president's scores will only be factored in the event of a tie in the overall score.

**2.6. Honor Guard (HG) Quarterly Awards.** 71 MSG/CC is the OPR for HG Quarterly Awards and has named 71 FSS/FSOH (Honor Guard Program Manager) the office of coordinating responsibility.

2.6.1. 71 FSS/FSOH will determine nominees and select the winner.

2.6.2. 71 FSS/FSOH will send the HG award winner's name and list of nominees in order of merit to 71 FTW/CCCE.

**2.7. Cost Conscious Culture (C3) Quarterly Awards.** Active duty (officer and enlisted), Reserve or National Guard military members, DoD Civilians, and NAF employees are eligible for C3 Awards.

2.7.1. 71 FTW/CCC or designated representative will serve as the board president. The board president will remain a non-voting member, except in the event of a tie.

2.7.2. Board members will consist of a representative from each group/wing staff agencies.

2.7.3. Submit nomination packages on the current AF Form 1206 using bullet format. Limit to 8 single-spaced lines (including headings). Headings are mandatory, no deviations authorized. Approved headings and associated algorithms are:

2.7.3.1. C3 LEADERSHIP: This heading will be supported by 3 bullets and determines 50% of the total AF Form 1206 score.

2.7.3.2. C3 IN ACTION: This heading will be supported by 3 bullets and determines 50% of the total AF Form 1206 score.

2.7.4. Award winners shall be selected based on the scoring of the AF Form 1206. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score will determine the winner. The board president's scorecard will be factored in the event of a tie in the overall scores.

**2.8. Simulator Instructor Pilot (Sim IP).** The 71 OG/CC, or designated representative, will act as board president for the Simulator Instructor Pilot category. The 71 OG/CCE will ensure the Sim IP category award winner's name and list of nominees in order of merit are sent to 71 FTW/CCCE. Sim IP nominees cannot simultaneously compete in the following categories: CGO of the Quarter, Flight Commander of the Quarter, Field Grade Officer of the Quarter, Cat I Civilian of the Quarter, or Cat II Civilian of the Quarter.

## Chapter 3

### ANNUAL RECOGNITION PROGRAM

**3.1. Nominee Criteria/Eligibility:** The Annual Recognition Program is administered on a calendar-year basis. There are no minimum time-on-station requirements to be eligible for the Annual Recognition Program. Wing annual award winners are not eligible to compete for consecutive years (i.e. group award winners who do not win at the wing-level may compete again for the same award the subsequent year, but wing award winners may not compete the following year).

3.1.1. Accomplishments must have occurred during the period of the award (1 January - 31 December).

3.1.2. Annual nominees will be nominated and compete in the category of the rank or grade they possessed for the majority of the year (minimum 6 months and 1 day). First Sergeant of the Year nominees should be nominated by the unit/organization where they spent the majority of the nomination period.

3.1.3. Military nominees must not be on, nor ever have been on, a control roster during the award period; not have an unsatisfactory fitness level currently or anytime during the award period; not currently under investigation during the award period and must not have had an open/active unfavorable information file (UIF) or Article 15 during the award period.

3.1.4. Each group may submit one nomination in each category to be considered by the wing recognition board. There is no requirement that annual nominees be previous quarterly winners. Wing annual nominees must have been selected as their respective group's annual award winner. Nomination packages are due to 71 FTW/CCCE no later than the set suspense time and date. Packages will be submitted electronically.

3.1.5. Wing suspense dates and package requirements will comply with higher headquarters guidance for the 12 Outstanding Airmen of the Year (12 OAY) Award as outlined in AFI 36-2805, *Special Trophies and Awards*, and applicable message traffic from HQ AETC.

3.1.6. Field Grade Officer, Flight Commander, Instructor Pilot, First Assignment Instructor Pilot, Simulator Instructor Pilot, and Reserve Instructor Pilot of the Year will not compete above the wing level recognition program.

3.1.7. Volunteer Eligibility: Active duty (enlisted or officer), federal civilians, family members, community members and federal retirees who perform outstanding volunteer service in the military family community of a sustained and direct nature may be eligible. The volunteer service must be significant in character, produce tangible results, and reflect favorably on the Air Force.

**3.2. Enlisted Annual Awards.** Enlisted personnel shall be considered in one of the following categories: Airman (AMN), Noncommissioned Officer (NCO), or Senior Noncommissioned Officer (SNCO).

3.2.1. 71 FTW/CCC or designated representative serves as the board president for each enlisted board. The board president shall remain a non-voting member, except in the event of a tie.

3.2.2. Board members will consist of the following:

3.2.2.1. SNCO Board: Each group/wing staff agencies superintendent.

3.2.2.2. NCO Board: One master sergeant from each group/wing staff agencies.

3.2.2.3. AMN Board: One technical or staff sergeant from each group/wing staff agencies.

3.2.3. Submit nomination packages on the current AF Form 1206 using bullet format (Attachment 2). Limit to 30 single-spaced lines (including headings). Acronym lists will not be used on enlisted annual awards. Headings are mandatory, no deviations authorized. Approved headings and associated algorithms are:

3.2.3.1. "LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:" This heading shall be supported by 19 bullets and determines 70% of the total AF Form 1206 score.

3.2.3.2. "SIGNIFICANT SELF-IMPROVEMENT:" This heading shall be supported by 4 bullets and determines 15% of the total AF Form 1206 score.

3.2.3.3. "BASE OR COMMUNITY INVOLVEMENT:" This heading shall be supported by 4 bullets and determines 15% of the total AF Form 1206 score.

3.2.4. Award winners shall be selected based on the scoring of the AF Form 1206. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score shall determine the winner. The board president's scorecard shall only be factored in the event of a tie in the overall scores.

**3.3. First Sergeant of the Year Award (FSOY).** This award, established by the Air Force, recognizes the important contributions and leadership qualities exhibited by Air Force members in the First Sergeant Career Field, Special Duty Identifier (SDI) 8F000. The period of service for the award is 1 January - 31 December. The 71 FTW/CCC is the office of primary responsibility for the FSOY Award.

3.3.1. The board will consist of a group commander, 71 FTW/CCC, and two superintendents.

3.3.2. Nominees must serve in the position of First Sergeant and have held SDI 8F000 for at least six months of the award period in order to be eligible.

3.3.3. Nominations must include the following headers and cite examples that occurred during the award period. Approved headings and associated algorithms are:

3.3.3.1. "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. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received, such as NCO of the Quarter, Maintenance Professional of the Year, and so forth. (70%)

3.3.3.2. "SIGNIFICANT SELF-IMPROVEMENT:" Show how the member developed or improved skills related to primary duties such as, formal training, Career Development Course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any PME as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties, such as class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. (15%)

3.3.3.3. "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, such as President of Top 3, enlisted dining-out committee, member of Air Force Sergeant's Association, Sunday school teacher, and so forth. (15%)

**3.4. Honor Guard (HG) Annual Awards.** The 71 MSG/CC is the OPR for HG Annual Awards and has named 71 FSS/FSOH (Honor Guard Manager) the office of coordinating responsibility.

3.4.1. 71 FSS/FSOH will send HG nominee package(s) to 71 FTW/CCCE electronically.

3.4.2. If a board is required, the 71 FTW/CCC, or designated representative, serves as the board president for each board. The board president shall remain a non-voting member, except in the event of a tie. Board members will consist of each group/wing staff agencies superintendent or representative.

3.4.3. Submit nomination packages on the current AF Form 1206 using bullet format. Limit to 30 single-spaced lines (including headings). Acronym lists will not be used on HG annual awards. Headings are mandatory, no deviations authorized. Approved headings and associated algorithms are:

3.4.3.1. "LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES:" This heading will consist of 20 bullets and determines 70% of the total AF Form 1206 score.

3.4.3.2. "SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS:" This heading will consist of 8 bullets and determines 30% of the total AF Form 1206 score.

3.4.4. Award winners shall be selected based on the scoring of the AF Form 1206. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score shall determine the winner. The board president's scorecard shall only be factored in the event of a tie in the overall scores.

**3.5. Officer Annual Awards.** Officers will be considered in one of the following categories: FGO, CGO, Flt/CC, IP, Reserve IP, Sim IP, and FAIP.

3.5.1. 71 FTW/CV or designated group commander will act as board president. Exception: 71 OG/CC, or designated representative, will act as the board president for the IP, Reserve IP, Sim IP, and FAIP categories. See paragraph 1.6.

3.5.2. Board members shall consist of group commanders and the director of staff who may appoint a deputy group commander or equivalent in their absence.

3.5.3. Submit nomination packages on the current AF Form 1206 using bullet format (Attachment 2). Limit to 30 single-spaced lines (including headings). Acronym lists may be used. Headings are mandatory, no deviations authorized. Approved headings and associated algorithms are:

3.5.3.1. "LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:" This heading shall be supported by 19 bullets and determines 70% of the total AF Form 1206 score.

3.5.3.2. "SIGNIFICANT SELF-IMPROVEMENT:" This heading shall be supported by 4 bullets and determines 15% of the total AF Form 1206 score.

3.5.3.3. "BASE OR COMMUNITY INVOLVEMENT:" This heading shall be supported by 4 bullets and determines 15% of the total AF Form 1206 score.

3.5.4. Award winners shall be selected based on the scoring of the AF Form 1206. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score shall determine the winner. The board president's scorecard shall only be factored in the event of a tie in the overall scores.

3.5.5. The 71 OG/CC or designated representative will act as board president for the IP and FAIP categories. The board president will ensure the IP category award winner's name and list of nominees in order of merit is sent to 71 FTW/CCCE.

**3.6. Civilian Annual Awards.** Civilians will be considered in one of the following categories: Civilian Category I (CAT I) and Civilian Category II (CAT II).

3.6.1. CAT I consists of the following ranks/grades: GS-1 through GS-8, WG-1 through WG-10, WL-1 through WL-5, NF1, and NF2.

3.6.2. CAT II consists of the following ranks/grades: GS-9 through GS-14, WL-6 through WL-12, WS-1 through WS-8, NF3 through NF5.

3.6.3. 71 FTW/CV or designated group commander will act as board president.

3.6.4. Board members shall consist of group commanders and the director of staff who may appoint a deputy group commander or equivalent in their absence.

3.6.5. Submit nomination packages on the current AF Form 1206 using bullet format (Attachment 3). Limit to 30 single-spaced lines (including headings). Acronym lists may be used. Headings are mandatory, no deviations authorized. Approved headings and associated algorithms are:

3.6.5.1. "LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:" This heading shall be supported by 20 bullets and determines 70% of the total AF Form 1206 score.

3.6.5.2. "OTHER ACCOMPLISHMENTS:" This heading shall be supported by 8 bullets and determines 30% of the total AF Form 1206 score.

3.6.6. Award winners shall be selected based on the scoring of the AF Form 1206. The board president will annotate board members' order of merit for each nominee and calculate

totals. The lowest aggregate score shall determine the winner. The board president's scorecard shall only be factored in the event of a tie in the overall scores.

3.6.7. Time-off awards shall be granted to eligible civilian annual award winners. Squadron-level winners will receive an 8-hour time-off award; group-level winners will receive an 8-hour time-off award; and wing-level winners will receive an 8-hour time-off award. Civilian award winners with non-traditional work weeks will receive the equivalent based on average hours worked per week.

**3.7. Volunteer Annual Awards.** Active duty (enlisted or officer), federal civilians, family members, community partners, and federal retirees are eligible for Volunteer Quarterly Awards. Nominations should clearly articulate the nominee performed outstanding volunteer service within the military family community in a sustained and direct nature. The volunteer service must be significant in impact, produce tangible results, and reflect favorably on the Air Force.

3.7.1. 71 FTW/CCC or designated representative serves as the board president. The board president shall remain a non-voting member, except in the event of a tie.

3.7.2. Board members will consist of each group/wing staff agencies superintendent.

3.7.3. Volunteer packages: Any base-affiliated organization may submit one nomination each for annual competition.

3.7.4. Submit nominations on plain bond paper, double-spaced, using 12-point, and Times New Roman font. Nominations will not exceed one page with 1-inch margins (Attachment 4).

3.7.5. Nominations will consist of a nomination narrative describing the nominee's volunteer community service. It should emphasize the benefits realized by the volunteer service and include qualifying factors.

3.7.6. Award winners shall be selected based on the scoring of the submissions. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score shall determine the winner. The board president's scorecard shall only be factored in the event of a tie in the overall scores.

**3.8. Cost Conscious Culture (C3) Annual Awards.** Active duty (officer and enlisted), Reserve or National Guard military members, DoD Civilians, and NAF employees are eligible for C3 Awards.

3.8.1. 71 FTW/CCC or designated representative serves as the board president. The board president shall remain a non-voting member, except in the event of a tie.

3.8.2. Normally, board members will consist of each group/wing staff agencies superintendent.

3.8.3. Submit nomination packages on the current AF Form 1206 using bullet format. Limit to 14 single-spaced lines (including headings). Acronym lists are not authorized. Headings are mandatory, no deviations authorized. Approved headings and associated algorithms are:

3.8.3.1. "C3 LEADERSHIP:" This heading shall be supported by 6 bullets and determines 50% of the total AF Form 1206 score.

3.8.3.2. "C3 IN ACTION:" This heading shall be supported by 6 bullets and determines 50% of the total AF Form 1206 score.

3.8.4. Award winners shall be selected based on the scoring of the AF Form 1206. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score shall determine the winner. The board president's scorecard shall only be factored in the event of a tie in the overall scores.

**3.9. Key Spouse of the Year Award.** 71 MSG/CC is the office of primary responsibility for Key Spouse Annual Award and has named 71 FSS/FSF the office of coordinating responsibility. AETC/A1K solicits nominations for Key Spouse of the Year Award annually. Please refer to AETC's call message forwarded to Wings typically in January and suspended for mid-February. Specific requirements will be listed in the call message.

3.9.1. The purpose of this award is to recognize the critical role Key Spouses play in the wing/unit/organization's mission success; enhance command Key Spouses visibility and accomplishments; encourage units to recognize Key spouses' outstanding accomplishments and contributions to overall mission accomplishment; and motivate Key Spouses to strive for meaningful connections within communities.

3.9.2. Each nominee must have served in a 71 FTW unit throughout the entire award period (1 January - 31 December); be a current Key Spouse volunteer; and be engaged in activities that support unit families and the unit's ability to support the mission. Be sure to include volunteer awards, certificates of appreciation, training, etc., obtained as recognition for personal services rendered or contributions made having a direct impact on quality of life.

3.9.3. This award is NOT designed to recognize a Key Spouse for a single act NOR is it designed to recognize Key Spouse Mentors.

**3.10. Simulator Instructor Pilot.** The 71 OG/CC, or designated representative, will act as board president for the Simulator Instructor Pilot category. The 71 OG/CCE will ensure the Sim IP category award winner's name and list of nominees in order of merit is sent to 71 FTW/CCCE. Sim IP nominees cannot simultaneously compete in the following categories: CGO of the Year, Flight Commander of the Year, Field Grade Officer of the Year, Cat I Civilian of the Year, or Cat II Civilian of the Year.

**3.11. Contracting Officer's Representative (COR) of the Year.** Applicable to all enlisted, officers, and DoD civilian employees. COR nominees cannot simultaneously compete in the following categories: Airman of the Year, NCO of the Year, SNCO of the Year, CGO of the Year, Flight Commander of the Year, Field Grade Officer of the Year, Cat I Civilian of the Year, or Cat II Civilian of the Year.

3.11.1. 71 FTW/CCC or designated representative serves as the board president for each enlisted board. The board president shall remain a non-voting member, except in the event of a tie.

3.11.2. Board members will consist of a master sergeant or above from each group/wing staff agencies.

3.11.3. Submit nomination packages on the current AF Form 1206 using bullet format (refer to Attachment 2). Limit to 30 single-spaced lines (including headings). Acronym lists are

authorized. Headings are mandatory, no deviations authorized. Approved headings and associated algorithms are:

3.11.3.1. "LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:" This heading shall be supported by 19 bullets and determines 70% of the total AF Form 1206 score.

3.11.3.2. "SIGNIFICANT SELF-IMPROVEMENT:" This heading shall be supported by 4 bullets and determines 15% of the total AF Form 1206 score.

3.11.3.3. "BASE OR COMMUNITY INVOLVEMENT:" This heading shall be supported by 4 bullets and determines 15% of the total AF Form 1206 score.

3.11.4. Award winners shall be selected based on the scoring of the AF Form 1206. The board president will annotate board members' order of merit for each nominee and calculate totals. The lowest aggregate score shall determine the winner. The board president's scorecard shall only be factored in the event of a tie in the overall scores.

CLARK J. QUINN  
Colonel, USAF Commander

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

AFMAN 33-363, *Management of Records*, 01 March 2008

AFI 36-2803, *The Air Force Military Awards and Decorations Program*, 18 Dec 2013 and AFI 33-324, *The Air Force Information Collections and Reports Management Program*, 06 March 2013

AFPD 36-28, *Awards and Decorations Program*, 9 May 2014

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

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

AFPAM 10-100, *Airman's Manual*, 1 March 2009

AFMAN 36-2125, *Volume 3, Mechanized Personnel Procedures*, 1 January 1992

AFI 36-2608, *Military Personnel Records System*, 30 August 2006

AFPAM 36-2241, *Volume I, Professional Development Guide*, 1 October 2013

AFI 36-3106, *Retiree Activities Program*, 30 June 2014

***Abbreviations and Acronyms***

**AMN**—Airman (grades E-1 – E-4)

**C3**—Cost Conscious Culture

**CIV I**—Civilian Category I

**CIV II**—Civilian Category II

**CGO**—Company Grade Officer (grades O-1 through O-3)

**COR**—Contracting Officer's Representative

**DOD**—Department of Defense

**FAIP**—First Assignment Instructor Pilot

**FGO**—Field Grade Officer (grades O-4 through O-5)

**FSOY**—First Sergeant of the Year

**HG**—Honor Guard

**IP**—Instructor Pilot

**NAF**—Numbered Air Force

**NCO**—Noncommissioned Officer (grades E-5 through E-6)

**OAY**—Outstanding Airmen of the Year

**OIC**—Officer in Charge

**Sim IP**—Simulator Instructor Pilot

**SNCO**—Senior Noncommissioned Officer (grades E-7 through E-9)

**UIF**—Unfavorable Information File

**VOL**—Volunteer

## Attachment 2

## AF FORM 1206, NOMINATION FOR AWARD (OFFICER &amp; ENLISTED)

NOMINATION FOR AWARD		
AWARD Quarterly/Annual Recognition Program	CATEGORY (If Applicable) Officer/Enlisted	AWARD PERIOD 1 Jan – 31 Mar 14
RANK/NAME OF NOMINEE (First Middle Initial, Last) SrA/John E. Doe	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE 4A151/Medical Materiel Specialist	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 448-1234 & Comm: (580) 213-	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 71 MDSS/201 Independence Drive/Vance AFB/OK/73705		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Major/Auburn A. Altus/DSN: 742-4321 & Commercial: (662) 434-4321		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments</li> <li>- Detail how efficiently and effectively member performed primary/additional duties</li> <li>- Define scope/level of responsibilities</li> <li>- Describe positive impacts on the mission/unit</li> <li>- Detail willingness to accept tasks outside routine duties</li> <li>- Include initiatives and techniques developed and their impact on mission/unit</li> <li>- Include results of AF, MAJCOM, Numbered AF-level inspections and/or evaluations (highlight specific contributions)</li> <li>- Include any awards won or higher headquarters nominated</li> <li>- Relate positive comments</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Show how member developed/improved skills related to primary duties (formal training, OJT, CDC enrollment/completion, certifications, off-duty education, etc.).</li> <li>- Include PME and awards earned</li> <li>- Include education not related to primary duties (i.e., class, course, degree enrollment and/or completion and GPA)</li> <li>- Include other training that significantly enhanced value as a military citizen</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Define the scope/impact of the member's positive leadership</li> <li>- Define involvement in both military and civilian community.</li> <li>- Include leadership, membership, or participation in unit advisory councils, professional military organizations and associations</li> <li>- Detail participation in base events (i.e., appreciation day, "Go Fourth", etc.)</li> <li>- Demonstrate how involvement had positive effect and contributed to a positive Air Force image</li> </ul>		

Attachment 3

AF FORM 1206, NOMINATION FOR AWARD (CIVILIAN)

NOMINATION FOR AWARD		
AWARD Quarterly Recognition Program	CATEGORY <i>(If Applicable)</i> Civilian Category I/II	AWARD PERIOD 1 Jan – 31 Mar 14
RANK/NAME OF NOMINEE <i>(First Middle Initial, Last)</i> GS-05/John E. Doe	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE GS-05/Administrative Assistant	NOMINEE'S TELEPHONE <i>(DSN &amp; Commercial)</i> DSN: 742-1234 & Comm: (662) 434-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 71 MDSS / 201 Independence Drive / Vance AFB / OK/73705		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN &amp; Commercial)</i> Major/Auburn A. Altus/DSN: 742-4321 & Commercial: (662) 434-4321		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i>		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- Describe significant leadership accomplishments</li> <li>- Detail how efficiently and effectively member performed primary/additional duties</li> <li>- Define scope/level of responsibilities</li> <li>- Describe positive impacts on the mission/unit</li> <li>- Include initiatives and techniques developed and their impact on mission/unit</li> <li>- Include results of AF, MAJCOM, Numbered AF-level inspections and/or evaluations (highlight specific contributions)</li> <li>- Include any awards won or higher headquarters nominated</li> <li>- Relate positive comments</li> </ul> <p><b>OTHER ACCOMPLISHMENTS:</b></p> <ul style="list-style-type: none"> <li>- Show how member developed/improved skills related to primary duties (formal training, OJT, certifications, off-duty education, etc.)</li> <li>- Include education not related to primary duties (i.e., class, course, degree enrollment and/or completion and GPA)</li> <li>- Include other training that significantly enhanced value as a military citizen</li> <li>- Detail achievements in professional or cultural societies or associations, development of creative abilities, etc.</li> <li>- Detail willingness to accept tasks outside routine duties</li> <li>- Define involvement in both military and civilian community</li> <li>- Include leadership, membership, or participation in unit advisory councils, professional military organizations and associations</li> <li>- Detail participation in base events (i.e., appreciation day, "Go 4th", etc.)</li> <li>- Demonstrate how involvement had positive effect and contributed to a positive Air Force image</li> </ul>		

**Attachment 4****SAMPLE VOLUNTEER NOMINATION NARRATIVE****VOLUNTEER OF THE YEAR**

Jane L. Doe is a family member of an active duty technical sergeant in the 71st Communications Squadron. Jane has been a sterling performer, exemplifying all that is excellent in an Air Force volunteer. She has been volunteering with the enlisted spouses group (ESG) for over two years and was selected vice president during the last election. She has been active in every ESG function this year. In fact, during the Chiefs' Induction Ceremony, Mrs. Doe single-handedly decorated The Vance Club and after the scheduled singer cancelled, she volunteered to sing the National Anthem. Her contributions were called "truly outstanding" by the AETC/CC. She is always eager to support the base's recognition program. Jane's annual "Taste of Vance" cook-off and the resulting Airscoop Cookbook have become a local festive event generating over \$30,000 for the ESG. Her idea and tireless work has enabled the ESG to award family trips to Florida for each annual award winner!

A true self-starter, Jane organized the youth center's first-ever female lacrosse team. True to her usual form, "Coach" Jane received an honorable mention by Lacrosse Monthly and was featured in an Air Force Times article on "Unbelievable Volunteers." Always the Air Force ambassador, she continues to promote the Air Force as a viable option whenever she is asked to speak at local school career days.

Without a doubt, Mrs. Doe has been one of the single-most influential volunteers Vance has ever seen!

Her dedication to the base and Air Force is evident by her recent selection as the Air Force Times

Woman of the Year!

**Attachment 5  
TIME-OFF AWARD**



"FOR OFFICIAL USE ONLY"  
**DEPARTMENT OF THE AIR FORCE**  
71ST FLYING TRAINING WING  
VANCE AIR FORCE BASE OKLAHOMA

11 September 2014

MEMORANDUM FOR 71 FSS/FSMC

FROM: 71 OG/CC

SUBJECT: Time-Off Incentive Award

1. The following employee is awarded a time-off award for being selected as the 71st Operations Group Civilian Category II for the third quarter, July – September 2014.

<u>Name</u>	<u>SSN (last 4)</u>	<u>Time-Off Award</u>
Mr. John Doe (GS-09)	0000	8 hours

2. I have fully considered the wage costs and productivity loss in granting this time-off award. The amount of time-off granted is commensurate with each individual's contribution or accomplishment. I also considered the squadron's workload and employee's leave projections and certify that the employees can schedule the time-off award in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of the time-off award.

GUY B. GOODE, Colonel, USAF  
Commander, 71st Operations Group

*Develop, Deliver, Deploy...To Fly, Fight, and Win!*

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