

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE BASE**

**WRIGHT-PATTERSON AIR FORCE BASE
INSTRUCTION 36-2800**



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Personnel

**WPAFB QUARTERLY AND ANNUAL
RECOGNITION PROGRAMS**

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This instruction complies with AFI 36-1001, Managing the Civilian Performance Program, AFI 36-1004, The Air Force Civilian Recognition Program, and AFI 36-2805, Special Trophies and Awards. This publication establishes responsibilities and procedures for implementing and administering the Wright-Patterson Air Force Base Instruction 36-2800, quarterly and annual awards for Airman (Amn), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), Field Grade Officer (FGO), Civilian, Category I, II, III, Innovation Team, First Sergeant of the Year, Honor Guard Member of the Year, Squadron of the Year, Spouse of the Year, and the Youth of the Year awards. This also outlines procedures for the ABW Large and Small Team of the Quarter Awards. The omission of a specific requirement to meet quarterly and annual awards does not automatically guarantee eligibility. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. Chapter 857, Decorations and Awards, Executive Order 9397, SSN. System of records notice F036 AF PC V, Awards and Decorations, applies. This publication does not apply to the Air National Guard or the Air Force Reserve Center (ANG/AFRC) units. Using the AF Form 847, Recommendation for Change of Publication, refer changes and conflicts to 88 ABW/CCCE, 5135 Pearson Rd, Wright-Patterson AFB OH 45433. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This version incorporates the following changes; new 88 ABW annual awards; spouse of the year (para 5.13.); squadron of the year (para 5.12.), and youth of the year (para 5.14.).

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Chapter 1

88TH AIR BASE WING (ABW) RESPONSIBILITIES

1.1. 88 ABW Commander (88 ABW/CC).

- 1.1.1. Receive all board results and is the final approval for all award results.
- 1.1.2. Promote active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.
- 1.1.3. Approve the appropriate selection of mementos for personnel recognition.
- 1.1.4. Recognize all award winners at an appropriate, quarterly/annual awards ceremony.

1.2. 88 ABW Vice Commander (88 ABW/CV).

- 1.2.1. Ensure officer board members are selected and fair and accurate processes are used.
- 1.2.2. Oversee, review and resolve all splits, and monitor the officer recognition board process.
- 1.2.3. Ensure eligible officer award recipient packages are forwarded for competition to higher headquarters awards programs.

1.3. 88 Command Chief (88 ABW/CCC).

- 1.3.1. Oversee the wing awards program.
- 1.3.2. Approve the quarterly and annual board dates.
- 1.3.3. Monitor enlisted recognition board selection criteria and procedures.
- 1.3.4. Ensure eligible enlisted award recipient packages are forwarded for competition to higher headquarters award programs.
- 1.3.5. Act as the coordinating agency to arrange 88 ABW annual awards ceremony. This ceremony is usually a dinner held in late February of each year.
- 1.3.6. Verify board scores in conjunction with each board president.
- 1.3.7. Announce boards and award ceremonies as required and prepare necessary communications to notify nominees, organizations and sponsors.
- 1.3.8. Make arrangements with the appropriate agencies in preparation of the formal awards ceremony.
- 1.3.9. Coordinate invitations of sponsors and distinguished visitors.
- 1.3.10. Purchase approved mementos, ensure required engraving is accomplished for recipients, coordinate completion of plaques and ensure distribution of all donations and gifts from the sponsors to the award recipients.
- 1.3.11. Coordinate a 1-day (quarter) or 3-day (annual) pass from the 88 ABW/CC for military members who win quarterly and annual awards.
- 1.3.12. Coordinate 8-hour Time-Off Award from 88 ABW/CC for CAT 1-3 winners.

1.4. 88 ABW Command Chief Executive Assistant (88 ABW/CCCE).

1.4.1. Oversee and monitor the recognition board processes, scoring and nomination procedures, etc.

1.4.2. Ensure board members are selected and fair/consistent processes are used. Assist 88 ABW/CC and 88 ABW/CCC with scheduling, appointment, notification and administration of selection boards.

1.4.3. Suspense each group/directorate via email (Workflow) for award nomination packages.

1.4.4. Collect group/directorate nomination packages and prepare a folder for each board member for each category. Board package will be electronic as specified in wing processes.

1.4.5. 88 ABW/CCCE will specify in the suspense which format is required.

1.4.5.1. Required information will be AF IMT Form 1206, Nomination for Award (must use current version) and for civilians there must be a Privacy Act Form (See Attachments 4-6).

1.4.6. Ensure eligible 88 ABW award recipient packages are forwarded for competition to higher headquarters award programs as applicable.

1.4.7. Coordinate with designated First Sergeants to conduct Team Wright-Patt awards ceremony.

1.5. 88 ABW Commander's Action Group Section (88 ABW/CCEA).

1.5.1. Assist 88 ABW/CC, 88 ABW/CCC, and 88 ABW/CCCE with Workflow tasking.

1.6. 88 ABW Public Affairs (88 ABW/PA).

1.6.1. Arrange for photographer, publicity and provide names to SkyWrighter.

1.7. First Sergeants (Quarterly).

1.7.1. Act as the coordinating agency on behalf of the 88 ABW/CCC to arrange 88 ABW quarterly awards function.

1.7.2. **(Team Wright-Patt/Annual Awards only)** : Coordinate and arrange the seating, put on place cards, menu selection, pro-rata sheets, arrange stage displays, coordinate with the Visitor Center to escort all off-base sponsors to the quarterly awards ceremony and work script/emcee issues in conjunction with the 88 ABW Protocol.

Chapter 2

ELIGIBILITY

2.1. Only members assigned to the 88 ABW can: Compete in 88 ABW annual/quarterly awards.

2.2. Nominees are: Representative of a quality force and therefore must be able to stand the test of “whole-person” scrutiny. The program pertains to all units assigned to 88 ABW. Award recipients selected are eligible for higher headquarters award programs as applicable.

2.3. Commanders and CCFs will: Ensure nominees meet fitness standards. Personnel not meeting standards will not be considered. Personnel who have reported negative quality indicators during any portion of the award period such as a UIF, failed fitness test, disciplinary action such as court martial conviction or punishment under Article 15 Uniform Code of Military Justice (UCMJ), Article 15, during the award period are ineligible for award competition during that award period.

2.4. Personnel will: Be nominated for the grade category they served in the majority of the award period for quarterly and annual awards unless stated otherwise. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member will compete in the Airman of the Quarter category.

Chapter 3

88 ABW AWARD CATEGORIES

- 3.1. Airman (Amn) Category:** Airman Basic thru Senior Airman or equivalent (E-1 thru E-4).
- 3.2. Noncommissioned Officer (NCO) Category:** Staff Sergeant thru Technical Sergeant or equivalent (E-5 thru E-6).
- 3.3. Senior Noncommissioned Officer (SNCO) Category:** Master Sergeant thru Senior Master Sergeant or equivalent (E-7 thru E-8).
- 3.4. Company Grade Officer (CGO) Category:** Second Lieutenant thru Captain or equivalent (O-1 thru O-3). Note: Major (O-4) selects are excluded unless member has been selected as the wing nominee prior to the AFPC promotion list release.
- 3.5. Field Grad Officer (FGO) Category (annual only):** Major thru Lieutenant Colonel or equivalent (O-4 thru O-5). Squadron Commanders are not eligible for FGO awards.
- 3.6. Civilian Category I: GS 1 thru GS 8 or equivalent.**
- 3.7. Civilian Category II: GS 9 thru GS 12 or equivalent.**
- 3.8. Civilian Category III: GS 13 and above or equivalent.**
- 3.9. Large Team (quarterly award only):** A team consists of 16 or more members which may consist of military or civilian (to exclude contractors) or a combination working on a common project. Standing teams or teams assembled for a specific task may be considered.
- 3.10. Small Team (quarterly award only):** A team consists of 15 or less members who may consist of military or civilian (to exclude contractors) or a combination working on a common project. Standing teams or teams assembled for a specific task may be considered.
- 3.11. Innovation Team (quarterly award only):** Commanders/Directors of 88 ABW organizations may nominate one individual/team per quarter, who has demonstrated excellence in the area of innovation. Commanders/Directors will establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their organizations.
- 3.12. First Sergeant (CCF) of the Year (annual award only):** Master Sergeant through Senior Master Sergeant (E-7 through E-8). Nominees must serve in the CCF AFSC and have held the 8F000 SDI for at least 6 months of the award period in order to be eligible. Each unit with an authorized position may submit one nomination to the wing through their group/directorate. Tenant units will submit all nominations via their parent organization processes and will not compete in the 88 ABW program. Specific guidance will be sent out each year in message format from 88 ABW/CCC. Suspense will be aligned with the combined 88 ABW annual awards and 12 OAY programs. Questions should be directed to the 88 ABW/CCC.
- 3.13. Squadron of the Year (annual award only):** Squadrons are commander-nominated and must be assigned to the 88 ABW.
- 3.14. Spouse of the Year (annual award only):** Nominees will be a civilian spouse of an assigned 88 ABW member.

3.15. Youth of the Year (annual award only): Nominees will be a civilian youth of an assigned 88 ABW member. Youth nominees must be between the ages of 13-18. Nominations will include specific accomplishments that clearly state the youth's service to their school, community and Air Force.

Chapter 4

CONSIDERATION PERIODS FOR AWARDS

4.1. Quarterly.

- 4.1.1. First Quarter from January thru March.
- 4.1.2. Second Quarter from April thru June.
- 4.1.3. Third Quarter from July thru September.
- 4.1.4. Fourth Quarter from October thru December.

4.2. Annual: Inclusively from 1 January thru 31 December.

Chapter 5

NOMINATION PROCESS

5.1. Each group/directorate will: Establish nomination procedures to ensure eligible individuals are considered for recognition and can submit one nomination for each award category for quarterly and annual awards program.

5.2. Recognized 88 ABW groups/directorate are: 88 Wing Staff Agencies (WSA), 88 CG, 88 MSG, 88 MDG and 88 CEG. Members will compete amongst each other to determine the WSA nominee to compete at the 88 ABW recognition board. Senior leadership will be responsible for submission within established timelines.

5.3. Quarterly and Annual Award packages are due: To the 88 ABW/CCCE by the wing-established suspense date.

5.4. Quarterly nomination packages will be turned in electronically via Sharepoint.

5.4.1. The face-to-face board (FFB) will be conducted NLT 7 duty days after due date of nomination package. The announcement ceremony will be conducted NLT 14 duty days after FFBs are concluded.

5.4.2. Annual Nomination packages will be turned in electronically via SharePoint. The FFB will be conducted NLT 14 duty days after due date of nomination package. Quality check (QC) of annual nomination packages will be conducted immediately after the FFBs within 5 duty days. The announcement ceremony will be conducted NLT the third week of February after QCs are concluded.

5.4.3. Quarterly and annual award submissions are for the preceding period and may not include accomplishments outside the timeframe specified. For example, to include an accomplishment from March (first quarter) in the nomination package for April-June (second quarter) award period is not permitted.

5.5. Military Quarterly Award Nomination Packages will include:

5.5.1. AF IMT Form 1206, Nomination for Award (must use current version).

5.5.1.1. Prepare the AF IMT Form 1206 in an action/impact/result-oriented, factual, yet precise format. Do not use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.5.1.2. AF IMT Form 1206 File Name: nomination for award and titled as time period, category, group/directorate and member's name:

5.5.1.2.1. (2Qtr15_SNCO_88 MSG_Doe, John) .

5.5.1.2.2. (3Qtr15_CAT I_88 MDG_Johnson, Mike) .

5.5.1.3. Nominations will be fifteen lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.5.1.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (maximum of eight lines): 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, to include awards received.

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

5.5.1.3.3. BASE OR COMMUNITY INVOLVEMENT (maximum of two lines): define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

5.6. Civilian Quarterly Award Nomination Packages will include:

5.6.1. AF IMT Form 1206, Nomination for Award (must use current version), Statement of Release (see Attachment 5), and Privacy Act Statement (see Attachment 6).

5.6.1.1. Prepare the AF IMT Form 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.6.1.2. AF IMT Form 1206 File Name: nomination for award and titled as time period, category, group/directorate and member's name:

5.6.1.2.1. (2Qtr15_SNCO_88 MSG_Doe, John) .

5.6.1.2.2. (3Qtr15_CAT I_88 MDG_Johnson, Mike) .

5.6.1.3. Nominations will be fifteen lines long including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.6.1.4. Civilian Nomination Headings:

5.6.1.4.1. JOB ACCOMPLISHMENTS (maximum of 10 lines): describe significant 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 Technician of the Month, Maintenance Professional of the Month and so forth.

5.6.1.4.2. OTHER ACCOMPLISHMENTS (maximum of three lines): accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale boosting activities and so forth.

5.7. Team Quarterly Award Nomination Packages will include:

5.7.1. TEAM CHARTER (maximum of three total lines): describe the team's mission and scope during the nomination period.

5.7.2. ACCOMPLISHMENTS (maximum of ten total lines): describe significant team accomplishments/impact/results and how well the team performed chartered duties.

5.7.3. Restrict comments in quarterly nominations to events/achievements that occurred within the current quarter.

5.7.4. For team awards, include team lead and team member names at the bottom of AF IMT Form 1206.

5.7.5. Team Categories:

5.7.5.1. Large Teams: Sixteen members or more; which may consist of military or civilian (to exclude contractors) (any combination, any rank/grade).

5.7.5.2. Small Teams: Fifteen members or less; which may consist of military or civilian (to exclude contractors) (any combination, any rank/grade).

5.8. Innovation Award Package will include:

5.8.1. (**Maximum of three lines**) : Describe the individual or team's contribution and demonstration of innovation or innovative processes.

5.8.2. For team awards, include team lead and team member names at the bottom of AF IMT Form 1206.

5.9. Annual Awards: The 88 ABW Annual Awards program is specifically designed to recognize military and civilian wing members to determine nominees for higher echelon awards such as, the AF Twelve Outstanding Airmen of the Year (12 OAY), First Sergeant of the Year, and the AFMC Outstanding Officer of the Year. This program also recognizes the Squadron of the Year, Spouse of the Year as well as the Youth of the Year.

5.10. Military (Amn, NCO, SNCO, First Sergeant, Honor Guard, CGO, and FGO) Annual Award Nomination Packages will include:

5.10.1. AF IMT Form 1206, Nomination for Award (must use current version).

5.10.1.1. Prepare the AF IMT Form 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.10.1.2. AF IMT Form 1206 File Name: nomination for award and titled as time period, category, group/directorate and member's name:

5.10.1.2.1. (Annual15_SNCO_88 MSG_Doe, John) .

5.10.1.2.2. (Annual15_CGO_88 MDG_Johnson, Mike) .

5.10.1.3. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.10.1.3.1. Military Nomination Headings:

5.10.1.3.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (maximum of 20 lines): 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, to include awards received.

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

5.10.1.3.1.3. BASE OR COMMUNITY INVOLVEMENT (maximum of three lines): Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

5.11. Civilian Annual Award Nomination Packages will include:

5.11.1. AF IMT Form 1206, Nomination for Award (must use current version), Statement of Release (see Attachment 5), and Privacy Act Statement (see Attachment 6).

5.11.1.1. Prepare the AF IMT Form 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.11.1.2. AF IMT Form 1206 File Name: nomination for award and titled as time period, category, group/directorate and member's name:

5.11.1.2.1. (Annual15_CAT I_88 MSG_Doe, John) .

5.11.1.2.2. (Annual15_CAT II_88 MDG_Johnson, Mike) .

5.11.1.3. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.11.1.4. Civilian Nomination Headings:

5.11.1.4.1. **JOB ACCOMPLISHMENTS** (maximum of 21 lines): Describe significant 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 Technician of the Month, Maintenance Professional of the Month and so forth.

5.11.1.4.2. **OTHER ACCOMPLISHMENTS** (maximum of seven lines): Accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale-boosting activities and so forth.

5.12. Squadron of the Year Award Nomination Packages will include:

5.12.1. AF IMT Form 1206, Nomination for Award (must use current version).

5.12.2. Prepare the AF IMT Form 1206 in an action/impact/result-oriented, factual, yet precise format. Do not use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.12.3. AF IMT Form 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.12.3.1. (**Annual15_CS_88 CG**) .

5.12.3.2. (**Annual15_MDOS_88 MDG**) .

5.12.4. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.12.4.1. Squadron of the Year Headings:

5.12.4.1.1. **JOB ACCOMPLISHMENTS** (maximum of 21 lines): Describe significant accomplishments and how well the squadron 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 squadron that positively impacted the unit, Group, Wing or base as well as the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Technician of the Month, Maintenance Professional of the Month and so forth.

5.12.4.1.2. **VOLUNTEER ACCOMPLISHMENTS** (maximum of seven lines): Define the scope and impact of the unit's professional leadership, image and involvement in both the military and civilian community. Include leadership,

membership or participation in unit advisory councils, professional military organizations, associations and events. This can be individual and unit accomplishments.

5.13. Spouse of the Year Award Nomination Packages will include:

5.13.1. AF IMT Form 1206, Nomination for Award (must use current version).

5.13.2. Prepare the AF IMT Form 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.13.3. AF IMT Form 1206 File Name: Nomination for Award and titled as time period, category, group/directorate and member's name:

5.13.3.1. (Annual15_JONES_SPOY_88 CG) .

5.13.3.2. (Annual15_JONES_SPOY_88 MDG) .

5.13.4. Nominations will be a maximum of 30 lines including headers. Headers are required and must be capitalized. Do not place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.13.4.1. Spouse of the Year Headings:

5.13.4.1.1. PARTICIPATION IN BASE AND/OR COMMUNITY ACTIVITIES (maximum of 21 lines): Define the scope and impact of the spouse's professional/personal leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation on councils, professional military organizations, associations and events.

5.13.4.1.2. SELF-IMPROVEMENT EFFORTS (maximum of seven lines): Show how the spouse developed or improved skills: certifications, education, and so forth. Include any off-duty education; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the spouse's value as a military citizen.

5.14. Youth of the Year Annual Award Nomination Packages will include:

5.14.1. Prepare the AF IMT Form 1206 in an action/impact/result-oriented, factual, yet precise format. Do not use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.14.2. AF IMT Form 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.14.2.1. (Annual15_SMITH_YOY_88 CG) .

5.14.2.2. (Annual15_SMITH_YOY_88 MDG) .

5.14.3. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.14.3.1. Youth of the Year Headings:

5.14.3.1.1. ACADEMIC ACCOMPLISHMENTS (maximum of 19 lines): Show how the youth accomplished education, certifications, and so forth. Include any class achievements, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the youth's value as a military citizen.

5.14.3.1.2. PARTICIPATION/CONTRIBUTION IN BASE AND/OR COMMUNITY ACTIVITIES (maximum of five lines): Define the scope and impact of the youth's professional/personal leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation on councils, professional military organizations, associations and events.

5.14.3.1.3. DEMONSTRATED LEADERSHIP OR LEADERSHIP POTENTIAL (maximum of three lines): Describe significant leadership accomplishments in and out of school. Define the scope and level of responsibilities and the impact. Include any new initiatives or developed by the youth achieved that had lasting, positive impacts and include awards received.

Chapter 6

BOARD COMPOSITION

6.1. 88 ABW Awards Boards: each group/directorate will provide board members as prescribed in this guidance and as requested by appropriate agencies. Nominee packages will be prepared for all board members for scoring purposes. After packages are tallied, score sheets will be returned to 88 ABW/CCCE for 88 ABW CC/CCC's approval.

6.1.1. Records Review Board: All Civilian of the Quarter/Year, Team of the Quarter, Innovation Team of the Quarter, FGO of the Year, Squadron of the Year, Spouse of the Year, and Youth of the Year nominees will have their packages reviewed by a board comprised of a Board President and board members. These award categories will not meet a FFB. Resulting scores are based off of the AF IMT Form 1206.

6.1.2. FFB: In addition to the Records Review board, quarterly and annual military nominees will meet a FFB. Resulting scores are based on the AF IMT Form 1206 and board presentations.

6.1.3. SNCO Board: Will be comprised of the 88 ABW/CCC as the Board President and all 88 ABW Group Chiefs as board members.

6.1.4. NCO Board: Will be comprised of a CMSgt as a Board President and three SNCOs.

6.1.5. Amn Board: Will be comprised of a SMSgt or MSgt as a Board President and three NCOs.

6.1.6. First Sergeant of the Year Board (annual award only): Will be comprised of the 88 ABW/CCC as Board President and all 88 ABW Group Chiefs.

6.1.7. CGO of the Quarter/Year Boards: Will be comprised of the 88 ABW/CV as Board President and will convene all wing-level selection boards. The 88 ABW/CV will ensure the 88 WSA, MDG, MSG and CG each provide one Major, Lieutenant Colonel, or Colonel from their respective group/directorate to serve as a member of the CGO awards board.

6.1.7.1. FGO of the Year Award (annual award only): Will be comprised of the 88 ABW/CV as Board President and all Group Commanders.

6.1.8. Civilian of the Quarter/Year Boards: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Each group/directorate must provide a representative to serve as a member on the civilian awards board. Each group/directorate may submit one nomination per award category.

6.1.9. Team Awards: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Each group/directorate must provide a representative to serve as a member on the civilian awards board. Each group/directorate may submit one nomination per award category.

6.1.10. Innovation Award: Will be comprised of the 88 ABW/CC and 88 ABW/CCC.

6.1.11. Squadron of the Year Award: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). It

will be comprised of all Group Commanders. The President of the Board will rotate amongst Group Commanders with all remaining Commanders as members of the board.

6.1.12. Spouse of the Year Award: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Will be comprised of one CMSgt (Board President), one NCO, and two GS 9-12 civilian board members. Each group/directorate may submit one nomination per award category.

6.1.13. Youth of the Year Award: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Will be comprised of one SMSgt (Board President), one NCO, and two GS 9-12 civilian board members. Each group/directorate may submit one nomination per award category.

Chapter 7

88 ABW BOARD PROCEDURES AND SCORING

7.1. 88 ABW/CCCE responsibilities:

7.1.1. Ensure the AF IMT 1206 is limited to fifteen lines for quarterly or thirty lines for annual. Category headings are required to be included in the body.

7.1.2. Board results and nomination packages are retained by 88 ABW/CCC in accordance with Air Force Records Disposition Schedule, Table 36-33, Rule 3.

7.2. Board Members responsibilities:

7.2.1. Remember this is a “whole-person” program and the focus should be selecting who will best represent the organization using the scoring criteria.

7.2.2. Rankings of board members will be added and the package with the highest overall ranking (lowest total number) will be the winner for that category. All significant differences as determined by the board will be discussed. Board members must maintain the confidentiality of the meetings.

7.2.3. FFB: The primary purpose of the FFB is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are three areas evaluated during the interview: (1) Military Image, (2) Military Bearing and (3) Communication Skills. Each board member will prepare one opinionated question for the nominee and will score the member based on the nominee’s answer to their question. The question will be from the following four categories (1) Military and Civilian Current Events, (2) Standards of Conduct (chapter 6 of Professional Development Guide), (3) Dress and Appearance (AFI 36-2903), and (4) Customs and Courtesies (chapter 8 of Professional Development Guide). All opinionated questions will be based on the AFPAM 36-2241, Professional Development Guide, AFI 36-2618, The Enlisted Force Structure, and current media such as local and base newspaper, Air Force Times, Airman Magazine, etc. All board results will be provided to the 88 ABW/CCC.

7.3. Scoring:

7.3.1. Selection will be based on a combination of the AF IMT 1206 and FFB using the Quarterly/Annual Awards Score Sheet.

7.3.2. For military awards, the AF IMT 1206 is worth a total of 45 points for quarterly/annual awards, with up to 25 points for Leadership/Job Performance, up to 10 points for Significant Self-Improvement and up to 10 points for Base/Community Involvement. For civilian awards, the AF IMT 1206 is worth 35 points for quarterly/annual awards, with up to 25 points for Job Accomplishments and up to 10 points for Other Accomplishments. For Squadron of the Year, the AF IMT 1206 is worth a total of 35 points, with up to 25 points for Job Accomplishments and up to 10 points for Volunteer Accomplishments. For Spouse of the Year, the AF IMT 1206 is worth a total of 35 points, with up to 25 points for Participation in Base and/or Community Activities and up to 10 points for Self-Improvement Efforts. For Youth of the Year, the AF IMT 1206 is worth a total of 35 points, with up to 25 points for Participation in Base and/or Community Activities

and up to 10 points for Demonstrated Leadership or Leadership Potential. Board members will evaluate each nominee's AF IMT 1206 and score them using the "Quarter/Year Score Sheet" (Attachment 7). After each nominee's AF IMT 1206 has been scored board members should rank nominees by merit order one through X (number of packages) and ensuring there are no ties. After ranking the nominees, board members should record the rank only on the "Quarterly/Annual Awards Final Score Sheet" (Attachment 8).

7.3.3. FFB is worth a total of 20 points for quarterly/annual, up to 10 points for Military Image/Bearing and up to 10 points for Communication Skills. Board members will evaluate each nominee and score them using the "Quarter/Year Score Sheet. Nominees are required to physically appear before the FFB. Individual exceptions will be granted for deployments, TDYs, emergency leave, or similar circumstances. The request must be coordinated through the respective Group Chief to be excused by the Wing Command Chief. If excused, nominees will receive an "average" of all other nominees' interview scores for their interview score. Nominees that are not excused will receive zero points for interview score. Board members will evaluate each nominee during the interview. After all nominees have met the board, each board member will rank nominees by merit order one through X (number of packages) ensuring there are no ties. After ranking the nominees, board members should record the rank only on the "Quarterly/Annual Awards Score Sheet."

7.4. Recording Process:

7.4.1. For military awards, board members will consolidate scores from the AF IMT 1206 and FFB into the "Quarterly/Annual Awards Score Sheet." For civilian awards, board members will consolidate scores from the AF IMT 1206 only. Final scores will be given to the board president and/or recorder when all records have been scored. The board president and/or recorder computes the total score of each eligible by adding the ranking order of all the voting members (i.e. a candidate ranked by the board as #1, #2, #1, #1 will receive a total score of 5). After computing the total scores they will determine an order-of-merit by ranking the lowest score first and the highest score last on the "Quarterly/Annual Awards Final Score Sheet." In the event two or more members have the same overall score, the board president's score will be used to break the tie. Additionally, all nominees will be completely ranked in order of merit in case a selectee becomes disqualified.

7.5. 88 ABW Quarterly/Annual Awards Ceremony and Memento Procurement: An appropriate ceremony will be organized to recognize and present award recipients with mementos on a quarterly and annual basis.

7.5.1. Appropriate mementos will be purchased and presented with approval of the 88 ABW/CCC

7.6. Approval Authority: The 88 ABW/CC or designated representative is the final approving authority for all board results and will make the public release.

Chapter 8

AWARD RECOGNITION

8.1. Winners will be announced at the 88 ABW Quarterly/Annual Recognition Ceremony. The POC for these events will be Installation Command Chief or designee.

8.2. The 88 ABW Public Affairs Office will: Ensure award winners are given maximum publicity through Wright-Patterson Public Website and the SkyWrighter.

Chapter 9

TEAM WRIGHT-PATTERSON (TWP) GENERAL INFORMATION

9.1. Overview. The 88 ABW will simultaneously administer the TWP Quarterly and Annual Recognition Program.

9.2. TWP Quarterly and Annual Recognition Program: As the host wing, 88 ABW will be the primary administrator of the TWP Awards Program. Assistance will be requested of all participating units to ensure proper recognition of installation personnel. Assistance will range from providing nomination submissions, appropriate funding for recognition mementos, board members, ceremony participants, and planners. All personnel assigned and physically located at WPAFB and associated 88 ABW units are eligible to compete in the TWP Awards program.

NOTE: 88 ABW competes both as Host Wing and through AFLCMC for Annuals.

9.2.1. TWP Awards Eligibility: Military and civilian personnel assigned to WPAFB, units directly associated with the 88 ABW and are physically co-located at WPAFB are eligible for nomination in the appropriate category.

9.2.2. TWP Awards Categories: Award winners will be determined for the same categories as described in this instruction. TWP will also have an Honor Guard Member of the Quarter/Year category. Each tenant unit should establish their own selection criteria within their unit to select a nominee and may submit one nominee per category to the board. All nominations must be accomplished IAW this instruction.

9.2.3. Information on Annual Awards requirements is received each year from HQ AF via message and will be sent out by 88 ABW/CCC as a tasker (normally sent out in December of each year).

Chapter 10

RESPONSIBILITIES

10.1. Installation Commander (88 ABW/CC).

- 10.1.1. Receive all board results and is the final approval for all selections.
- 10.1.2. Promote active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.
- 10.1.3. Approve the appropriate selection of mementos for personnel recognition.
- 10.1.4. Recognize all award winners at an appropriate, quarterly/annual awards ceremony.

10.2. Installation Vice Commander (88 ABW/CV).

- 10.2.1. Ensure officer board members are selected and fair and accurate processes are used.
- 10.2.2. Oversee, review and resolve all splits, and monitor the officer recognition board process.
- 10.2.3. Ensure eligible officer award recipient packages are forwarded for competition to higher headquarters awards programs.

10.3. Installation Command Chief (88 ABW/CCC).

- 10.3.1. Oversee the wing awards program.
- 10.3.2. Approve the quarterly and annual board dates.
- 10.3.3. Monitor enlisted recognition board selection criteria and procedures.
- 10.3.4. Ensure eligible enlisted award recipient packages are forwarded for competition to higher headquarters award programs.
- 10.3.5. Act as the coordinating agency to arrange TWP Annual Awards ceremony. This ceremony is usually a dinner held in late February of each year.
- 10.3.6. Verify board scores in conjunction with each Board President.
- 10.3.7. Announce boards and award ceremonies as required and prepare necessary communications to notify nominees, organizations and sponsors.
- 10.3.8. Make arrangements with the appropriate agencies in preparation of the formal awards ceremony.
- 10.3.9. Coordinate invitations of sponsors and distinguished visitors.
- 10.3.10. Purchase approved mementos, ensure required engraving is accomplished for recipients, coordinate completion of plaques and ensure distribution of all donations and gifts from the sponsors to the award recipients.
- 10.3.11. Coordinate military members of the quarter/annual award winners a 1 to 3-day pass from the 88 ABW/CC.
- 10.3.12. Coordinate 8-Hour Time-Off Award from 88 ABW/CC for CAT 1-3 winners.

10.4. 88 ABW Command Chief Executive Assistant (88 ABW/CCCE).

10.4.1. Set the timeline for package due dates, board dates and TWP Awards Ceremony date.

10.4.2. Assist 88 FSS/FSM with taskings as needed.

10.5. 88 ABW FSS/FSM will:

10.5.1. Oversee and monitor the civilian and military recognition board processes, scoring and nomination procedures, etc.

10.5.2. Ensure board members are selected and fair/consistent processes are used.

10.6. First Sergeants (Quarterly).

10.6.1. Act as the coordinating agency on behalf of the 88 ABW/CCC to arrange TWP Quarterly Awards function.

10.6.2. Coordinate and arrange the seating, put on place cards, menu selection, pro-rata sheets, arrange stage displays, coordinate with the Visitor Center to escort all off-base sponsors to the quarterly awards ceremony and work script/emcee issues in conjunction with the 88 ABW/CCCE and 88 FSS.

Chapter 11

ELIGIBILITY

11.1. All members physically co-located at WPAFB, to include mission partners, DoD, NAF, non-US APF and APF civilians are eligible. Air Expeditionary Force (AEF) deployments do not count as time assigned to WPAFB. Individuals deployed downrange are eligible for award consideration only if the unit commander verifies or validates in writing that no suitable awards program exists at the deployed location.

11.2. Nominees are: Representative of a quality force and therefore must be able to stand the test of “whole-person” scrutiny. The program pertains to all tenant units at Wright-Patterson AFB.

11.3. Commanders and CCFs will ensure: Nominees meet fitness standards. Personnel not meeting standards will not be considered. Personnel who have reported negative quality indicators during any portion of the award period such as a UIF, failed fitness test, disciplinary action or convicted by a court-martial or punished pursuant to Uniform Code of Military Justice (UCMJ), Article 15, during the year proceeding the award period are ineligible for award competition for the award period.

11.4. Air Force Reserve members assigned to TWP may: Compete in the military categories. Units are highly encouraged to consider Air Force Reserve members especially when activated or performing annual tours.

11.5. Personnel will be: Nominated for the grade category they served in the majority of the award period for quarterly and annual awards unless stated otherwise. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member will compete in the Airman of the Quarter category.

Chapter 12

TWP AWARD CATEGORIES

12.1. Airman (Amn) Category: Airman Basic thru Senior Airman or equivalent (E-1 thru E-4).

12.2. Noncommissioned Officer (NCO) Category: Staff Sergeant thru Technical Sergeant or equivalent (E-5 thru E-6).

12.3. Senior Noncommissioned Officer (SNCO) Category: Master Sergeant thru Senior Master Sergeant or equivalent (E-7 thru E-8).

12.4. Company Grade Officer (CGO) Category: Second Lieutenant thru Captain or equivalent (O-1 thru O-3). Note: Major (O-4) selects are excluded unless member has been selected as the wing nominee prior to the AFPC promotion list release.

12.5. Civilian Category I: GS 1 thru GS 8 or equivalent.

12.6. Civilian Category II: GS 9 thru GS 12 or equivalent.

12.7. Civilian Category III: GS 13 and above or equivalent.

12.8. Honor Guard (HG) of the Quarter/Year: HG Program Manager oversees this award and the process in coordination with the 88 ABW/CCC. Refer to SVSI 34-29 for specific program requirements. The annual HG awards aid in deriving nominations for Chief Master Sergeant of the Air Force HG Awards.

12.9. Dorm of the Quarter: All dormitories are eligible for nominations.

12.10. Dorm Room of the Quarter: Any dormitory resident that qualifies under Chapter 3 may be nominated.

12.11. First Sergeant (CCF) of the Year (annual award only): Master Sergeant through Chief Master Sergeant (E-7 through E-9). Nominees must serve in the CCF AFSC and have held the 8F000 SDI for at least 6 months of the award period in order to be eligible. Each unit with an authorized position may submit one nomination to the wing through their group/directorate. Mission partners will submit all nominations via their parent organization processes and will not compete in the 88 ABW Program. Specific guidance will be sent out each year in message format from 88 ABW/CCC. Suspense will be aligned with the combined 88 ABW Annual Awards and 12 OAY programs. Questions should be directed to the 88 ABW/CCC.

Chapter 13

CONSIDERATION PERIODS FOR AWARDS

13.1. Quarterly.

13.1.1. First Quarter from January thru March.

13.1.2. Second Quarter from April thru June.

13.1.3. Third Quarter from July thru September.

13.1.4. Fourth Quarter from October thru December.

13.2. Annual: inclusively from 1 January thru 31 December.

Chapter 14

NOMINATION PROCESS

14.1. All mission partners residing physically on WPAFB are: Eligible to participate in the TWP Awards Program.

14.2. Each group/directorate will: Establish nomination procedures to ensure eligible individuals are considered for recognition and can submit one nomination for each award category for quarterly and annual awards program.

14.3. Quarterly and Annual Award packages are due: To the 88 FSS/FSM by the wing-established suspense date.

14.3.1. The FFB will be conducted NLT 7 duty days after due date of nomination package. The announcement ceremony will be conducted NLT 14 duty days after FFBs are concluded.

14.3.2. Annual Awards guidance will be driven from AFMC. Annual nomination packages will be turned in electronically via SharePoint. Annual nomination packages are due on the wing established suspense date. The FFB will be conducted NLT 14 duty days after due date of nomination package. QC of annual nomination packages will be conducted immediately after the FFB s within 5 duty days. The announcement ceremony will be conducted NLT the third week of March after QCs are concluded.

14.3.3. Quarterly and annual award submissions are for the preceding period and may not include accomplishments outside the timeframe specified. For example, to include an accomplishment from March (first quarter) in the nomination package for April-June (second quarter) award period is not permitted.

14.4. Military (Amn, NCO, SNCO, CGO)/HG Quarterly/Annual Award Nomination Packages will include:

14.4.1. AF Form 1206, Nomination for Award (must use current version).

14.4.1.1. Prepare the AF Form 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

14.4.1.2. AF Form 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

14.4.1.2.1. (2Qtr15_SNCO_88 MSG_Doe, John) .

14.4.1.2.2. (3Qtr15_CAT I_88 MDG_Johnson, Mike) .

14.4.1.3. Nominations will be 15 lines including headers for quarterly awards and 30 lines including headers for annual awards. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

14.4.1.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (maximum of 8 lines for quarterly awards and maximum of 20 lines for annual awards): 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, to include awards received.

14.4.1.3.2. **SIGNIFICANT SELF-IMPROVEMENT** (maximum of 2 lines for quarterly awards and 4 lines for annual awards): Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, on-the-job training, certifications, education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

14.4.1.3.3. **BASE/COMMUNITY INVOLVEMENT** (maximum of 2 lines for quarterly awards and three lines for annual awards): Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

14.5. Civilian Quarterly/Annual Award Nomination Packages will include:

14.5.1. AF Form 1206, Nomination for Award (must use current version), Statement of Release (see Attachment 5), and Privacy Act Statement (see Attachment 6)

14.5.1.1. Prepare the AF Form 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

14.5.1.2. AF Form 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

14.5.1.2.1. **(2Qtr15_SNCO_88 MSG_Doe, John) .**

14.5.1.2.2. **(3Qtr15_CAT I_88 MDG_Johnson, Mike) .**

14.5.1.3. For quarterly awards, nominations will be 15 lines long including headers, fifteen total lines. For annual awards, nominations will be 30 lines long, including headers. Headers are required and must be capitalized. Do not place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

14.5.1.4. Civilian Nomination Headings:

14.5.1.4.1. **JOB ACCOMPLISHMENTS** (maximum of 10 lines for quarterly awards and a maximum of 21 lines for annual awards): Describe significant 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 Technician of the Month, Maintenance Professional of the Month and so forth.

14.5.1.4.2. OTHER ACCOMPLISHMENTS (maximum of 3 lines for quarterly awards and a maximum of 7 lines for annual awards): Accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale boosting activities and so forth.

14.6. Dorm Room of the Quarter: Specifically designed to recognize any outstanding dorm room. Any First Sergeant and/or Airman Dorm Leader may nominate an Airman for Dorm Room of the Quarter.

14.7. Dorm of the Quarter: Specifically designed to recognize outstanding dormitories. Any First Sergeant and/or Airman Dorm Leader may nominate a dorm for Dorm of the Quarter.

Chapter 15

BOARD COMPOSITION

15.1. TWP Awards Boards: The 88 FSS/FSMPS will convene all base-level selection boards. Civilian board members will meet in person at the designated time and place set by the 88 FSS/FSMPS (See Attachment 2). Each group or mission partner may submit one nomination per award category.

15.1.1. Records Review Board: Military Quarterly and Annual boards will be FFB. Scores are based on the AF Form 1206 and board presentations.

15.1.2. SNCO Boards: Will be comprised of a CMSgt as a Board President and two CMSgts as board members.

15.1.3. NCO Board: Will be comprised of a CMSgt as a Board President and two SNCOs.

15.1.4. Amn Board: Will be comprised of a SMSgt as a Board President and two NCOs.

15.1.5. First Sergeant of the Year: Will be comprised of the CCM as Board President and three CMSgts.

15.1.6. CGO of the Quarter/Year Boards: The 88 FSS/FSMPS will convene all base-level selection boards and ensure the tenant units to serve as board members. The 88 FSS/FSMPS will designate one member of the board as the presiding officer.

15.1.7. Civilian of the Quarter/Year Boards: The 88 FSS/FSMPS will convene all base-level selection boards. Civilian board members will meet in person at the designated time and place set by the 88 FSS/FSMPS. Each group/directorate must provide a representative to serve as a member on the civilian awards board. Each group/directorate may submit one nomination per award category.

15.1.8. Dorm and Dorm Room of the Quarter: Will be comprised of 88 ABW/CC and 88 ABW/CCC.

15.1.9. HG Board: HG Program Manager oversees this award and the process in coordination with the 88 ABW/CCC. Refer to SVSI 34-29 for specific program requirements.

Chapter 16

TWP BOARD PROCEDURES AND SCORING

16.1. 88 FSS/FSMPS will:

16.1.1. For military awards, the 88 FSS/FSMPS will ensure the AF Form 1206 is limited to fifteen lines for quarterly or thirty lines for annual. Category headings are required to be included in the body. The following three categories will be used: (1) Leadership and Job Performance in Primary Duty, (2) Significant Self Improvement, (3) Base or Community Involvement. For civilian awards, the 88 FSS/FSMPS will ensure the AF Form 1206 is limited to fifteen lines for quarterly or thirty lines for annual. Category headings are required to be included in the body. The following two categories will be used: (1) Job Accomplishments and (2) Other Accomplishments.

16.1.2. Board results and nomination packages are retained by 88 FSS/FSMPS in accordance with Air Force Records Disposition Schedule, Table 36-33, Rule 3.

16.2. Board Members will:

16.2.1. Remember this is a “whole-person” program and the focus should be selecting who will best represent the organization using the scoring criteria.

16.2.2. Add rankings and the package with the highest overall ranking (lowest total number) will be the winner for that category. All significant differences as determined by the board will be discussed. Board members must maintain the confidentiality of the meetings.

16.2.3. FFB: The primary purpose of the FFB board is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are three areas evaluated during the interview: (1) Military Image, (2) Military Bearing and (3) Communication Skills. Each board member will prepare two questions for the nominee and will score the member based on the nominee’s answer to their questions. The questions will be from the following four categories (1) Current Events, (2) Standards of Conduct, (3) Dress and Appearance and (4) Customs and Courtesies. All opinionated questions will be based on the AFPAM 36-2241, Professional Development Guide, AFI 36-2618, The Enlisted Force Structure, and current media such as local and base newspaper, Air Force Times, Airman Magazine, etc. All board results will be provided to the 88 ABW/CCC.

16.3. Scoring:

16.3.1. Selection will be based on a combination of the AF Form 1206 and FFB using the Quarterly/Annual Awards Score Sheet.

16.3.2. For military awards, the AF Form 1206 is worth a total of 45 points for quarterly/annual, up to 25 points for Leadership/Job Performance, up to ten points for Significant Self Improvement and a total of ten points for Base/Community Involvement. Board Members will evaluate each nominee’s AF Form 1206 and score them using the “Quarter/Year Score Sheet” (Attachment 7). For civilian awards, the AF Form 1206 is worth a total of 35 points for quarterly/annual, up to 25 points for Job Accomplishments, and up to 10 points for Other Accomplishments. Board Members will evaluate each nominee’s AF Form 1206 and score them using the “Civilian Quarter/Year Score Sheet” (Attachment 9).

After each nominee's AF Form 1206 has been scored board members should rank nominees by merit order one through X (number of packages) ensuring you break all ties. After ranking the military nominees, board presidents should record the rank only on the "Quarterly/Annual Awards Final Score Sheet" (Attachment 8). After ranking the civilian nominees, board presidents should record the rank only on the "Civilian Quarterly/Annual Awards Final Score Sheet" (Attachment 10).

16.3.3. FFB is worth a total of 20 points for quarterly/annual. Board Members will evaluate each nominee and score them using the (Quarter/Year Score Sheet). Nominees are required to physically appear before the FFB. Individual exceptions will be granted for deployments, TDYs, emergency leave, or similar circumstances. The request must be coordinated through the respective Group Chief to be excused by the Wing Command Chief. If excused, nominees will receive an "average" of all other nominees' interview scores for their interview score. Nominees that are not excused will receive zero points for interview score. Board Members will evaluate each nominee during the interview. After all nominees have met the board, each board member will rank nominees by merit order one through X (number of packages) ensuring you break all ties. After ranking the nominees, board members should record the rank only on the "Quarterly/Annual Awards Score Sheet."

16.4. Recording Process:

16.4.1. Board members will consolidate scores from the AF Form 1206 and FFB into the "Quarterly/Annual Awards Score Sheet." Final scores will be given to the Board President and/or recorder when all records have been scored. The board president and/or recorder computes the total score of each eligible by adding the ranking order of all the voting members (i.e., a candidate ranked by the board as #1, #2, #1, #1 will receive a total score of 5). After computing the total scores they will determine an order-of-merit by ranking the lowest score first and the highest score last on the "Quarterly/Annual Awards Final Score Sheet." In the event, two or more members have the same overall score; the board president's score will be used to break the tie. Additionally, all nominees will be completely ranked in order of merit in case an elected becomes disqualified.

16.5. TWP Quarterly/Annual Awards Ceremony and Memento Procurement: An appropriate ceremony will be organized to recognize and present award recipients with mementos on a quarterly and annual basis.

16.5.1. Appropriate mementos will be purchased and presented with approval of the 88 ABW/CCC.

16.6. Approval Authority: The 88 ABW/CC or designated representative is the final approving authority for all board results and will make the public release.

Chapter 17

AWARD RECOGNITION

17.1. Winners will be announced at the TWP Quarterly/Annual Recognition Ceremony. The POC for these events will be Installation Command Chief or designee.

17.2. The 88 ABW Public Affairs Office will: Ensure award winners are given maximum publicity through Wright-Patterson Public Website and the SkyWrighter.

JOHN M. DEVILLIER, Colonel, USAF
Commander

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

AFI 33-332, Air Force Privacy and Civil Liberties Program, 12 January 2015
AFI 36-1001, Managing the Civilian Performance Program, 1 July 1999
AFI 36-1004, The Air Force Civilian Recognition Program, 3 December 2009
AFI 36-2618, The Enlisted Force Structure, 27 February 2009
AFI 36-2805, Special Trophies and Awards, 14 March 2013
AFMAN 33-363, Management of Records, 1 March 2008
AFPAM 36-2241, Professional Development Guide, 1 October 2013

Adopted Forms

AF Form 1206, Nomination for Award
AF Form 847, Recommendation for Change of Publication

Acronyms and Abbreviations

ABW—Air Base Wing
AFLCMC—Air Force Life Cycle Management Center
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AFRDS—Air Force Records Dispositions
AMS—Air Mobility Squadron
APF—Appropriated Fund
CC—Commander
CV—Vice Commander
CCC—Command Chief
CG—Communications Group
CGO—Company Grade Officer
FGO—Field Grade Officer
IAW—In Accordance With
MDG—Medical Group
MSG—Mission Support Group
NAF—Numbered Air Force

NCO—Noncommissioned Officer

FFB—Face-to-Face Board

POC—Point of Contact

SNCO—Senior Noncommissioned Officer

TWP—Team Wright Patterson

WSA—Wing Staff Agencies

Attachment 2

TWP MILITARY BOARD SCHEDULE

Figure A2.1. TWP Military Board Schedule

Nomination period/Board Composition	Board President	Board Member	Board Member
1 January to 31 March – 1st			
CGO Board (FGOs)	AFRL	LCMC	88 ABW
SNCO Board (CMSgts)	88 ABW	NASIC	AFIT
NCO Board (CMSgt, 2 SNCO)	AFIT	AFRL	AFMC
Airman(CMSgt, 2 SNCO/NCO)	NASIC	AFMC	LCMC
Honor Guard Boards	HG	HG	HG
1 April to 30 June – 2nd Qtr			
CGO Board (FGOs)	AFRL	88 ABW	AFRL
SNCO Board (CMSgts)	88 ABW	AFIT	NASIC
NCO Board (CMSgt, 2 SNCO)	AFMC	LCMC	AFIT
Airman(CMSgt, 2 SNCO/NCO)	NASIC	AFMC	LCMC
Honor Guard Boards	HG	HG	HG
1 July to 30 Sep – 3rd Qtr			
CGO Board (FGOs)	AFRL	88 ABW	LCMC
SNCO Board (CMSgts)	NASIC	LCMC	88 ABW
NCO Board (CMSgt, 2 SNCO)	AFMC	AFIT	AFRL
Airman(CMSgt, 2 SNCO/NCO)	AFIT	NASIC	AFMC
Honor Guard Boards	HG	HG	HG
1 Oct to 31 Dec – 4th Qtr			
CGO Board (FGOs)	88 ABW	AFRL	AFMC
SNCO Board (CMSgts)	NASIC	AFIT	88 ABW
NCO Board (CMSgt, 2 SNCO)	AFRL	LCMC	AFIT
Airman(CMSgt, 2 SNCO/NCO)	AFMC	NASIC	LCMC
Honor Guard Boards	HG	HG	HG

Attachment 3

SAMPLE MILITARY AF FORM 1206 NOMINATION FOR AWARD

Figure A3.1. Sample Military AF Form 1206 Nomination for Award

NOMINATION FOR AWARD		
AWARD 88 ABW Quarterly Award	CATEGORY (If Applicable) Airman	AWARD PERIOD 1 Oct - 31 Dec 12
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA Bag O. Donuts	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 9Q051/Duty Title Analyst	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 672-0000 COMM: (937) 522-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 88 DDD/MMM, 11111 Street Dr., WPAFB, OH 45433		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col John J. Rambo DSN: 672-000 COMM: (937) 522-000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: SIGNIFICANT SELF-IMPROVEMENT: BASE/COMMUNITY INVOLVEMENT:		

AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE FOR OFFICIAL USE ONLY (When filled in)

Attachment 4

SAMPLE CIVILIAN AF FORM 1206 NOMINATION FOR AWARD

Figure A4.1. Sample Civilian AF Form 1206 Nomination for Award

NOMINATION FOR AWARD		
AWARD 88th Air Base Wing Civilian of the Quarter	CATEGORY (If Applicable) Civilian Category I	AWARD PERIOD 1 Oct -30 Dec 2012
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mr. Dare I. Say	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE Paid to Do	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 672-0000/ (937)522-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 88 WWW/ZZZZ/11111 Street Dr., WPAFB, OH 45433		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col John J. Rambo DSN: 672-000 COMM: (937) 522-000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: OTHER ACCOMPLISHMENTS:		
AF FORM 1206, 20120926		
PREVIOUS EDITIONS ARE OBSOLETE		
FOR OFFICIAL USE ONLY (When filled in)		

Attachment 5

SAMPLE OF STATEMENT OF RELEASE QUARTERLY/ANNUAL AWARDS

Figure A5.1. Sample of Statement of Release Quarterly/Annual Awards

(Printed on Unit Letterhead)

DD Month YYYY

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: 88 MDOS/SGOCP

SUBJECT: Statement of Release

I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act Information or Personally Identifying Information (PII) found in AFI 33-332, The Air Force Privacy and Civil Liberties Program, Chapter six, Disclosing Records to Third Parties. I understand those transmitting personal information via email will exercise caution and adequately safeguard it IAW AFI 33-332, paragraphs 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment.

Disclosure Statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from award's competition.

[Start signature block on fifth line]

(wet signature required)

JASON A. WILLIAMS, SrA, USAF

Aerospace Medical Technician, SGOCP

Attachment 6

INDIVIDUAL PRIVACY ACT STATEMENT

Figure A6.1. Individual Privacy Act Statement

PRIVACY ACT STATEMENT

AUTHORITY: Solicitation of personal information by HQ USAF-endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in title 5, United States Codes (U.S.C.), Section 552a and published in title 32, Code of Federal Regulations (C.F.R.), Section 806B), and is authorized by Federal Statutes (5 U.S.C. 301 and 10 U.S.C. 8012).

PURPOSE: The principal purpose for the information's use is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program.

ROUTINE USES: Routine uses may be made of the information by commanders and award selection board members at any level of command, by officials of private organizations sponsoring awards programs described by information officials representing the military and/or civilian news media.

DISCLOSURE IS VOLUNTARY: Furnishing the information is voluntary. Any request for information to be withheld should be annotated on this form. Failure to provide all requested information may result in ending this consideration for recognition.

I HAVE READ THE ABOVE STATEMENT, AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION FOR THE TEAM WRIGHT-PATTERSON AIR FORCE CIVILIAN AWARDS PROGRAM.

Printed Full Name of Nominee

Signature of Nominee

Date

Attachment 7

SAMPLE MILITARY BOARD SCORE SHEET

Figure A7.1. Sample Military Board Score Sheet

CGO OF THE QUARTER/YEAR SCORE SHEET							
NOMINATION EVALUATION							
NAME	Leadership/ Job Performance 10 - 25 pts	Significant Self Improvement 1 - 10 pts	Base / Community Involvement 1 - 10 pts	Military Image/ Bearing 1 - 10	Communication Skills 1 - 10	Total Score	Rank Order
1.							
2.							
3.							
4.							

SCORE FOR LEADERSHIP/JOB PERFORMANCE

25 absolutely superior

24

23 outstanding package

22

21 few could be better

20

19 strong package/board

18

17 slightly above average

16

15 average

14

13 slightly below average

12

11

10 potential

ALL OTHERS

10 absolutely superior

9.0 outstanding package/board

8.0 few could be better

7.0 strong package/board

6.0 slightly above average

5.0 average

4.0 slightly below average

3.0 well below average

2.0 potential

1.0 lowest in potential

Question 1: _____

Question 2: _____

BOARD MEMBER: _____
(SIGNATURE & DATE)

Attachment 8

SAMPLE MILITARY BOARD MEMBER PRESIDENT SCORE SHEET

Figure A8.1. Sample Military Board Member President Score Sheet

88th Air Base Wing AMN/NCO/SNCO/CGO OF THE QUARTER/YEAR FINAL SCORESHEET						
NAME	BOARD MEMBER #1 SCORES/RANK ORDER	BOARD MEMBER #2 SCORES/RANK ORDER	BOARD MEMBER #3 SCORES/RANK ORDER	BOARD MEMBER #4 SCORES/ RANK ORDER	TOTAL SCORE (SUM RANK ORDER 1)	FINAL RANK ORDER
1.	/	/	/	/		
2.	/	/	/	/		
3.	/	/	/	/		
4.	/	/	/	/		
5.	/	/	/	/		

President _____ (Signature & Date)
Board Member #1 Signature: _____ (Signature & Date)
Board Member #2 Signature: _____ (Signature & Date)
Board Member #3 Signature: _____ (Signature & Date)
Board Member #4 Signature _____ (Signature & Date)
 (SNCO Board Only)

Attachment 9

SAMPLE CIVILIAN BOARD SCORE SHEET

Figure A9.1. Sample Civilian Board Score Sheet

CAT II OF THE QUARTER/YEAR SCORE SHEET				
NOMINATION EVALUATION				
NAME	Job Accomplishments 10 - 25 pts	Other Accomplishments 1 - 10 pts	Total Score	Rank Order
1.				
2.				
3.				
4.				
5.				

SCORE FOR LEADERSHIP/JOB PERFORMANCE

25 absolutely superior

24

23 outstanding package

22

21 few could be better

20

19 strong package/board

18

17 slightly above average

16

15 average

14

13 slightly below average

12

11

10 potential

ALL OTHERS

10 absolutely superior

9.0 outstanding package/board

8.0 few could be better

7.0 strong package/board

6.0 slightly above average

5.0 average

4.0 slightly below average

3.0 well below average

2.0 potential

1.0 lowest in potential

Question 1: _____

Question 2: _____

BOARD MEMBER: _____
(SIGNATURE & DATE)

Attachment 10

SAMPLE CIVILIAN QUARTERLY/ANNUAL FINAL SCORE SHEET

Figure A10.1. Sample Civilian Quarterly/Annual Final Score Sheet

88th Air Base Wing CGO OF THE QUARTER/YEAR FINAL SCORESHEET					
NAME	BOARD MEMBER #2 SCORES/RANK ORDER	BOARD MEMBER #3 SCORES/RANK ORDER	BOARD MEMBER #4 SCORES/RANK ORDER	TOTAL SCORE (SUM RANK ORDER)	FINAL RANK ORDER
1.	/	/	/		
2.	/	/	/		
3.	/	/	/		
4.	/	/	/		
5.	/	/	/		

Board Member #1 (President) _____ (Signature & Date)
Board Member #2 Signature: _____ (Signature & Date)
Board Member #3 Signature: _____ (Signature & Date)
Board Member #4 Signature: _____ (Signature & Date)

Attachment 11

SAMPLE SQUADRON OF THE YEAR SCORE SHEET

Figure A11.1. Sample Squadron of the Year Score Sheet

SQUADRON OF THE YEAR SCORE SHEET				
NOMINATION EVALUATION				
NAME	Job Accomplishments 10 - 25 pts	Volunteer Accomplishments 1 - 10 pts	Total Score	Rank Order
1.				
2.				
3.				
4.				

SCORE FOR LEADERSHIP/JOB PERFORMANCE

25 absolutely superior

24

23 outstanding package

22

21 few could be better

20

19 strong package/board

18

17 slightly above average

16

15 average

14

13 slightly below average

12

11

10 potential

ALL OTHERS

10 absolutely superior

9.0 outstanding package/board

8.0 few could be better

7.0 strong package/board

6.0 slightly above average

5.0 average

4.0 slightly below average

3.0 well below average

2.0 potential

1.0 lowest in potential

BOARD MEMBER: _____
 (SIGNATURE & DATE)

Attachment 12

SAME SQUADRON OF THE YEAR FINAL SCORE SHEET

Figure A12.1. Same Squadron of the Year Final Score Sheet

88th Air Base Wing					
SQUADRON OF THE YEAR FINAL SCORESHEET					
NAME	BOARD MEMBER #1 SCORES/RANK ORDER	BOARD MEMBER #2 SCORES/RANK ORDER	BOARD MEMBER #3 SCORES/RANK ORDER	TOTAL SCORE (Sum Rank Orders)	FINAL RANK ORDER
1.	/	/	/		
2.	/	/	/		
3.	/	/	/		
4.	/	/	/		

Board President: _____
(Signature & Date)

Board Member #2 Signature: _____
(Signature & Date)

Board Member #3 Signature: _____
(Signature & Date)

Board Member #4 Signature: _____
(Signature & Date)

Attachment 13

SAMPLE SPOUSE OF THE YEAR SCORE SHEET

Figure A13.1. Sample Spouse of the Year Score Sheet

SPOUSE OF THE YEAR SCORE SHEET				
NOMINATION EVALUATION				
NAME	Participation in Base and/or Community Activities 10 - 25 pts	Self-Improvement Efforts 1 - 10 pts	Total Score	Rank Order
1.				
2.				
3.				
4.				

SCORE FOR LEADERSHIP/JOB PERFORMANCE

25 absolutely superior
24
23 outstanding package
22
21 few could be better
20
19 strong package/board
18
17 slightly above average
16
15 average
14
13 slightly below average
12
11
10 potential

ALL OTHERS

10 absolutely superior
9.0 outstanding package/board
8.0 few could be better
7.0 strong package/board
6.0 slightly above average
5.0 average
4.0 slightly below average
3.0 well below average
2.0 potential
1.0 lowest in potential

BOARD MEMBER: _____

(SIGNATURE & DATE)

Attachment 14

SAMPLE SPOUSE OF THE YEAR FINAL SCORE SHEET

Figure A14.1. Sample Spouse of the Year Final Score Sheet

88th Air Base Wing SPOUSE OF THE YEAR FINAL SCORESHEET					
NAME	BOARD MEMBER #1 SCORES/RANK ORDER	BOARD MEMBER #2 SCORES/RANK ORDER	BOARD MEMBER #3 SCORES/RANK ORDER	TOTAL SCORE (Sum Rank Orders)	FINAL RANK ORDER
1.	/	/	/		
2.	/	/	/		
3.	/	/	/		
4.	/	/	/		

Board President: _____
(Signature & Date)

Board Member #2 Signature: _____
(Signature & Date)

Board Member #3 Signature: _____
(Signature & Date)

Board Member #4 Signature: _____
(Signature & Date)

Attachment 15

SAMPLE YOUTH OF THE YEAR SCORE SHEET

Figure A15.1. Sample Youth of the Year Score Sheet

YOUTH OF THE YEAR SCORE SHEET					
NOMINATION EVALUATION					
NAME	Academic Accomplishments 10 - 25 pts	Participation in Base and/or Community Activities 1 - 10 pts	Demonstrated Leadership or Leadership Potential 1-10 pts	Total Score	Rank Order
1.					
2.					
3.					
4.					

SCORE FOR LEADERSHIP/JOB PERFORMANCE

25 absolutely superior
24
23 outstanding package
22
21 few could be better
20
19 strong package/board
18
17 slightly above average
16
15 average
14
13 slightly below average
12
11
10 potential

ALL OTHERS

10 absolutely superior
9.0 outstanding package/board
8.0 few could be better
7.0 strong package/board
6.0 slightly above average
5.0 average
4.0 slightly below average
3.0 well below average
2.0 potential
1.0 lowest in potential

BOARD MEMBER: _____
(SIGNATURE & DATE)

Attachment 16

SAMPLE YOUTH OF THE YEAR FINAL SCORE SHEET

Figure A16.1. Sample Youth of the Year Final Score Sheet

88th Air Base Wing YOUTH OF THE YEAR FINAL SCORESHEET					
NAME	BOARD MEMBER #1 SCORES/RANK ORDER	BOARD MEMBER #2 SCORES/RANK ORDER	BOARD MEMBER #3 SCORES/RANK ORDER	TOTAL SCORE (Sum Rank Orders)	FINAL RANK ORDER
1.	/	/	/		
2.	/	/	/		
3.	/	/	/		
4.	/	/	/		

Board President: _____
(Signature & Date)

Board Member #2 Signature: _____
(Signature & Date)

Board Member #3 Signature: _____
(Signature & Date)

Board Member #4 Signature: _____
(Signature & Date)