

**BY ORDER OF THE COMMANDER
TWENTIETH AIR FORCE**

20 AIR FORCE INSTRUCTION 36-2805

23 JUNE 2020



Personnel

**AWARDS AND
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction extends the guidance from AFD 36-28, *Awards and Decorations Programs* and AFMAN 36-2806, *Awards and Memorialization Program*. This instruction governs and prescribes the procedures required for implementation of quarterly and annual award/recognition programs for Twentieth Air Force (20 AF) and the Headquarters Twentieth Air Force (HQ 20 AF) staff. This instruction applies to all military and DOD civilian personnel assigned to HQ 20 AF staff and attached or assigned units. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; 265, policies and regulations; **Chapter 857**, Decorations and Awards; as implemented by AFI 36-2608, *Military Personnel Records System*; and E.O. 9397 (SSN) as amended. The applicable Privacy Act System of Record Notices (SORN(s)) are: F036 AFPC C, Military Personnel Records System; F036 AFPC Q, Personnel Data System (PDS); and F036 AFPC V, Awards and Decorations, applies and are available at <http://dpclo.defense.gov/privacy/SORNs/component/airforce/index.html>. Ensure that all records created as a result of processes prescribed in this publication are maintained and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Comply with AFI 33-332, *Air Force Privacy and Civil Liberties Program*, for documents containing privacy act information. Comply with AFI 16-1404, *Air Force Information Security Program* for documents containing For Official Use Only information. Refer recommended changes and questions about this instruction to 20 AF/CCC, 6610 Hap Arnold Drive, F. E. Warren AFB WY 82005-3943 using AF Form 847, *Recommendation for Change of Publication*. This publication may be supplemented at any level, but all direct Supplements must be routed to the office of primary responsibility (OPR) of this publication for coordination prior to certification and approval. Requests for waivers must

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed.

Chapter 1

HEADQUARTERS TWENTIETH AIR FORCE RECOGNITION PROGRAM

1.1. Purpose: Establish quarterly and annual award procedures and guidelines for Headquarters Twentieth Air Force (HQ 20 AF). HQ 20 AF includes the 20 AF Staff, the 582d Helicopter Group (582 HG), and the 576th Flight Test Squadron (576 FLTS). The intent of this program is to recognize superior performance and outstanding achievement of personnel assigned to HQ 20 AF. These guidelines apply to officer, enlisted, and civilian personnel.

1.2. Nominating Procedures: Commanders and Directors will actively advertise the nomination procedures for trophies and awards. Additionally, Commanders and Directors verify achievements and nominate those qualified for appropriate awards.

1.2.1. Each Geographically Separated Unit (GSU) and directorate may submit one nomination per category unless otherwise approved by the award criteria or tasking order.

1.3. HQ 20 AF Awards Program Responsibilities:

1.3.1. Commander (20 AF/CC)

1.3.1.1. Approves all HQ 20 AF recognition programs and established awards.

1.3.1.2. Provides the resources and funding to support formal recognition program.

1.3.1.3. Provides management guidance and direction for all formal and informal recognition programs.

1.3.1.4. Approves all category selections of quarterly and annual award winners.

1.3.2. Vice Commander (20 AF/CV)

1.3.2.1. Chairs or appoints a chair for the quarterly and annual Company Grade Officer (CGO) and Field Grade Officer (FGO) selection boards.

1.3.2.2. Approves the selections for these awards.

1.3.2.3. Ensures compliance with the instructions.

1.3.3. Director of Staff (20 AF/DS)

1.3.3.1. Oversees and manages the civilian recognition process.

1.3.3.2. Acts as a liaison with the union to preserve the approved guidelines for the civilian recognition program.

1.3.3.3. Chairs the quarterly and annual civilian selection boards.

1.3.3.4. Approves the selections for these awards.

1.3.4. Commander's Action Group (20 AF/CCX)

1.3.4.1. Oversees and manages the professional team recognition process.

1.3.4.2. Acts as a liaison with the union to preserve the approved guidelines for the professional team recognition program.

1.3.4.3. Chairs the quarterly and annual professional team selection boards.

1.3.4.4. Approves the selections for these awards.

1.3.5. **Command Chief Master Sergeant (20 AF/CCC)**

1.3.5.1. Provides management oversight and acts as an advisor for the HQ 20 AF recognition process.

1.3.5.2. Provides governing guidance and direction on all recognition program requirements.

1.3.5.3. Approves quarterly and annual awards program suspense dates upon receipt of all higher headquarters (HHQ) suspenses. This will include: award program announcements, package suspense dates, board dates, ceremony dates, and any other suspense dates deemed necessary.

1.3.5.4. Oversees all enlisted quarterly and annual awards selections.

1.3.5.5. Establishes the board criteria for the enlisted quarterly and Outstanding Airmen of the Year (OAY) boards.

1.3.5.6. Reviews enlisted board results.

1.3.6. **Executive Assistant to the Command Chief Master Sergeant (20 AF/CCCE)**

1.3.6.1. Administers the HQ 20 AF Recognition Program, with direct support from the chairs and the CCC.

1.3.6.2. Informs 20 AF/CCC of any changes affecting the HQ 20 AF Recognition Program.

1.3.6.3. Establishes and notifies HQ 20 AF and staff of nomination suspense dates for the quarterly and annual awards program. This includes: awards program announcements, package suspense dates, board dates, ceremony dates, and any other suspense dates deemed necessary.

1.3.6.4. Collects/distributes nomination packages for scoring. Establishes procedures for each board. This includes soliciting personnel for the boards and preparing score sheets and nomination packages for board members.

1.3.6.5. Collects board scores and prepares/forwards board president packages to designated chair or CCC for final approval.

1.3.6.6. Prepares memorandum announcing winners for 20 AF/CC or designated authority signature and release.

1.3.6.7. Prepares letters of congratulations for 20 AF/CC signature for award winners.

1.3.6.8. Orders mementos for winners in each category.

1.4. **Quarterly and Annual Awards Program:**

1.4.1. Policy: All nomination packages will include the following unless otherwise designated. **(EXCEPTION: Civilian packages contain only 1206).**

1.4.1.1. AF Form 1206, *Nomination for Award* bullets will address events that occurred during the award period only.

1.4.1.2. Fitness Report from AFFMS II (pdf) (including most recent and all historical scores), redact SSAN, Age, DOB, Gender.

1.4.1.3. Current SURF (pdf), redact SSAN, Sex/Race/Eth, and DOB

1.4.2. Common acronyms are authorized and will be listed alphabetically at the bottom of the front page. An additional list of acronyms can be found at <https://cs2.eis.af.mil/sites/11620/Admin/SitePages/Home.aspx>

1.4.3. Competition Periods and Suspense Dates will be established and sent out by email each calendar year and updated in Task Management Tool (TMT) accordingly.

1.4.4. Packages are due by 1600 (MST) on the suspense date indicated. Late packages will not be accepted without prior approval via the 20 AF/CCC after consultation with the applicable category OPR.

1.4.5. Eligibility requirements:

1.4.5.1. Nominate individuals in a category by the military rank or civilian grade they held for the majority of the award period. (i.e. - SrA for 4 months of the nomination period and SSgt for 8 months - member will compete as a SSgt).

1.4.5.2. The following table explains who is eligible for each category:

Table 1.1. Eligibility Categories.

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Chief Master Sergeant
CGO Category	Second Lieutenant - Captain
FGO Category	Major - Lieutenant Colonel
Professional Team	A team is defined as two or more Air Force (active duty, guard and/or reserve) members, Civilians, or any combination, composed for a specific purpose, task, or operation (i.e., Tiger Team, missile crew, security forces contingent, etc.). Entire GSU's/directorates cannot be submitted for consideration.
Non-Supervisory Civilian Category I	GS-1 through GS-8
Non-Supervisory Civilian Category II	GS-9 through GS-13
Civilian Supervisory Category I	GS-1 through GS-8
Civilian Supervisory Category II	GS-9 through GS-13

1.4.6. Non-eligibility criteria:

1.4.6.1. Individuals who have been subject to judicial or non-judicial punishment, unfavorable information file, control roster action, or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period. The 20 AF/CC is the waiver authority for any exceptions.

1.4.7. Quarterly Award Nomination Package Bullet Breakdown:

1.4.7.1. AF Form 1206: Only **9** lines of justification are authorized (**Except for Team Award = 7**). Headings are to be ALL CAPS and DO count toward the 9 lines.

1.4.7.2. If more than 9 lines of justification are provided the package will be rendered invalid and removed from consideration.

1.4.7.2.1. AMN/NCO: Job Performance in Primary Duty: Four bullets; Leadership and Followership: One bullet; and Whole Airman Concept: One bullet.

1.4.7.2.2. SNCO: Leadership and Followership: Five bullets; Whole Airman Concept: Two bullets.

1.4.7.2.3. FGO/CGO: Job Performance in Primary Duty: Four bullets; Leadership and Followership: One bullet; and Whole Airman Concept: One bullet.

1.4.7.2.4. Civilian (Non-Supervisory): Contributions to Improve Work Center Operations/Special Acts: Four bullets; Participations in Community Activities: One bullet; and Self-Development: One bullet.

1.4.7.2.5. Civilian (Supervisory): Contributions to Improve Work Center Operations/Special Acts: Four bullets; Participations in Community Activities: One bullet; and Self-Development: One bullet.

1.4.7.2.6. Professional Team: Team Accomplishments: Six Bullets.

1.4.8. Annual Award Nomination Package Bullet Breakdown: (Unless otherwise directed or indicated by specific award criteria)

1.4.8.1. AF Form 1206: Only **18** lines of justification are authorized (**Except for Team Award = 13**). Headings are to be ALL CAPS and DO count toward the 18 lines. Use bullet format and single-spaced. Nominations will include and be scored on the categories listed below.

1.4.8.1.1. If more than 18 lines of justification are provided the package will be rendered invalid and removed from consideration.

1.4.8.1.2. AMN-FGO: Two Headings, Leadership and Job Performance in Primary Duty, and Whole Airman Concept. 18 total is all, including headings.

1.4.8.1.3. Civilian (Non-Supervisory): Contributions to Improve Work Center Operations/Special Acts: Nine bullets; Participation in Community Activities: Three bullets; and Self-Development: Three bullets.

1.4.8.1.4. Civilian (Supervisory): Contributions to Improve Work Center Operations/Special Acts: Nine bullets; Participation in Community Activities: Three bullets; and Self-Development: Three bullets.

- 1.4.8.1.5. Professional Team: Team Accomplishments: Twelve bullets.
- 1.4.9. Announcement of Winners: Winners will be announced by the 20 AF/CC after approval.
 - 1.4.9.1. Presentation of Awards: Quarterly and annual awards are normally presented at Commander's Call following the announcement of winners.

Chapter 2

WING ANNUAL RECOGNITION PROGRAM

2.1. Purpose: Foster a supportive environment in unit operations, stimulate individual efforts to better the unit, develop esprit de corps, and recognize outstanding enlisted, officer, and civilian members assigned to 20 AF units (90 MW, 91 MW, 341 MW, 377 ABW.)

2.2. Nominating Procedures: Wing Commanders and equivalents will actively advertise the nomination procedures for awards. Additionally, Commanders at all levels will verify achievements, and nominate those qualified for appropriate awards. Each wing and wing equivalent may submit one nomination per category unless otherwise instructed per TMT guidance.

2.3. Annual Awards Program:

2.3.1. General Policy: Entries on the AF Form 1206, *Nomination for Award*, will address events that occurred during the award period only.

2.3.2. Award Period and Suspense Date:

2.3.2.1. The award period is the calendar year, 1 Jan - 31 Dec. The suspense date will be set in TMT after guidance from AFGSC or HHQ. Packages are due by 1600 (MST) on the suspense date.

2.3.2.2. Late packages will not be accepted without prior approval via the 20 AF/CCC after consultation with the applicable category OPR.

2.3.3. Eligibility requirements:

2.3.3.1. Nominate individuals in a category by the military rank or civilian grade they held for 184 days of the award period.

2.3.3.2. Personnel must have been assigned to 20 AF at any time during the award period.

2.3.3.3. The following table explains who is eligible for each category:

Table 2.1. Eligibility Categories.

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Chief Master Sergeant
CGO Category	Second Lieutenant – Captain
FGO Category	Major and Lieutenant Colonels
Professional Team	A team is defined as two or more Air Force (active duty, guard and/or reserve) members, Civilians, or any combination, composed for a specific purpose, task, or operation (i.e., Tiger Team, missile crew, security forces contingent, etc.). Entire squadrons/directorates cannot be submitted for consideration.
Non-Supervisory Civilian Category I	GS-1 through GS-8, WG, NF, CC, NA, NL, NS-1 through NS -8
Non-Supervisory Civilian Category II	GS-9 through GS-13, WG, NF, CC, NA, NL, NS -9 through NS -13
Civilian Supervisory Category I	GS-1 through GS-8, WL, WS, NF, CC, NA, NL, NS -1 through NS -8
Civilian Supervisory Category II	GS-9 through GS-13, WL, WS, NF, CC, NA, NL, NS -9 through NS -13

2.3.4. Non-eligibility criteria:

2.3.4.1. FGOs who are on Commander/G-series orders are ineligible for FGO category consideration.

2.3.4.2. Individuals who have been subject to judicial or non-judicial punishment, unfavorable information file, control roster action, or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period. The 20 AF/CC is the waiver authority for any exceptions.

2.3.5. Annual Award Nomination Package Contents: **(EXCEPTION: Civilian packages contain only 1206).**

2.3.5.1. Fitness Report from AFFMS II (.pdf) (including most recent and all historical scores), redact SSAN, Age, Date of Birth, Gender.

2.3.5.2. Current SURF (.pdf), redact SSAN, Sex/Race/Eth, and DOB.

2.3.5.3. AF Form 1206: Only **18** lines of justification authorized. Headings are to be bolded and capitalized and DO count toward the 18 lines. **Refer to 1.4.8.1 for headings.**

2.3.5.3.1. If more than 18 lines of justification are provided the package will be rendered invalid and removed from consideration.

2.3.6. Submission Method: Submit packages IAW 20 AF/CCCE TMT message.

2.3.6.1. AF Form 1206: Submit form separate from supporting documentation.

2.3.6.2. Supporting documentation

2.3.6.2.1. Submit Fitness Report and SURF as one single redacted .pdf portfolio.

2.3.6.2.2. Redact SSAN, Sex/Race/Eth, and DOB from SURF.

2.3.6.2.2.1. Redact SSAN, Age, Date of Birth, Gender from Fitness Report.

2.3.6.3. Common acronyms are authorized and will be listed alphabetically at the bottom of the front page. An additional list of acronyms can be found at <https://cs2.eis.af.mil/sites/11620/Admin/SitePages/Home.aspx>

2.3.7. Announcement of Winners: Winners will be announced by the 20 AF/CC after approval. Mementos will be mailed to the Wing/CC.

2.4. OPR/EPR/1206 Authorized Designation: Individuals who win their respective annual award will be designated the Twentieth Air Force Field/Company Grade Officer/Senior NCO/NCO/Airman/Civilian of the Year.

Chapter 3

HIGHER HEADQUARTERS (MAJCOM OR HAF) FUNCTIONAL AND SPECIAL TROPHIES (NON-OAY)

3.1. Purpose: Provide information to help units proactively complete HHQ award packages. The intent of this chapter is to facilitate completion of HHQ award packages in a timely manner, given constricted processing times for lower echelon units that prepare these packages.

3.2. SharePoint: 20 AF maintains a SharePoint site (<https://cs2.eis.af.mil/sites/11620/Admin/STandA/layouts/15/start.aspx#/SitePages/Home.aspx>) that will assist you with templates and a link to AFPC recognition site, the AFPC site is an estimate of when all awards will close out. Units should reference this listing throughout the year, but especially in the fall, to project suspense dates up to the chain of command (e.g., group, wing, NAF, and MAJCOM) to meet the originator's suspense.

3.2.1. To ensure adequate time to complete submission criteria for a HHQ award, units should start building award packages as soon as they decide to submit an Airman for the award. Do not wait for the formal TMT tasker as the compressed timeline created by suspense's up the chain of command can leave the unit with only days to complete the package. See **Table 3.1** for example of a compressed timeline.

Table 3.1. Estimated Compression Timeline.

Start Date	Action	Suspense Date
1 December	AFGSC solicits final suspense date to NAF	15 February
3 December	NAF solicits suspense date to wings	1 February
6 December	Wing solicits suspense date to group	15 January
12 December	Group solicits suspense date to squadrons	3 January

Chapter 4

BOARD AND SCORING PROCEDURES

4.1. Purpose: Standardize board and scoring procedures for all awards packages that are boarded at HQ 20 AF.

4.2. Board demographic:

4.2.1. Board Presidents will be determined by guidance from [paragraph 1.3](#)

4.2.2. Annual and quarterly boards will have a minimum of 2 board members with 1 board president. If possible, board members will be chosen from directorate separate from nominees.

4.2.3. Board members will not be junior in rank compared to award category. (i.e. NCO will not board SNCO category).

4.2.4. Board Presidents can add additional board members if deemed necessary.

4.3. Board scoring (for additional guidance see att. 2)

4.3.1. All packages will be scored individually.

4.3.2. The board president and each board member may utilize [table 4.1](#) to assign a numerical value to the strength of each package.

4.3.2.1. Each board member will then rank order the packages from #1 to N and submit to board president.

4.3.2.2. The board president will combine the scores for each package to determine the winner for that board.

4.3.2.3. Board Presidents will break cumulative ties and determine a winner.

4.3.3. The board president will place packages in #1 to N rank order and turn in score sheet to 20 AF/CCCE or designated representative.

Table 4.1. Score/Rank Range.

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

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Vice Commander

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

AFPD 36-28, *Awards and Decorations Program*, 27 June 2018

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFFMS—Air Force Fitness Management System

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

APM—Awards Program Manager

CCC—Command Chief

CCCE—Command Chief's Executive

CGO—Company Grade Officer

DoD—Department of Defense

DS—Director of Staff

FGO—Field Grade Officer

FLTS—Flight Test Squadron

GS—General Schedule

GSU—Geographically Separated Unit

HG—Helicopter Group

HHQ—Higher Headquarters

HQ—Headquarters

IAW—In Accordance With

LOA—Letter of Admonishment

LOC—Letter of Counseling

LOR—Letter of Reprimand

MAJCOM—Major Command

MST—Mountain Standard Time

NAF—Numbered Air Force

NCO—Non-Commissioned Officer

OAY—Outstanding Airmen of the Year

OPR—Office of Primary Responsibility

POC—Point of Contact

SNCO—Senior Non-Commissioned Officer

SORN—System of Record Notices

SSN—Social Security Number

SURF—Single Unit Retrieval Format

TMT—Task Management Tool

Terms

Office of Primary Responsibility (OPR)—The POC for a publication is assigned to office of primary responsibility. The OPR is not a person, but an office.

Point of Contact (POC)—A person assigned to the OPR responsible for maintaining a publication.

Record Set—An historical file containing required documents and actions taken when developing/revising/rescinding a publication.

Attachment 2**BOARD MEMBER'S GUIDANCE****Figure A2.1. Board Member's Guidance.**

You are under Oath to perform the duties imposed upon you without prejudice or partiality, considering both the performance of each nominee and their effectiveness in the United States Air Force. The contents within this package and the board proceedings will not be discussed/disclosed outside the board.

1. Packages contain varying information depending on category. Use this information to evaluate the packages based upon the nominees' important contributions and leadership qualities exhibited by exceptional Air Force members.
2. Each board member will use the score sheet to evaluate each package. Place the nominees in rank order for presentation to the board president.
3. If you believe any statements are incorrectly categorized on the AF Form 1206, do not penalize the nominee. Evaluate each nominee in a fair and equitable manner. Give credit according to their accomplishments, leadership, scope of responsibility, significant contributions, and the impact they have made.
4. The nominees with the highest score will be the winners, large differences in score between members may be discussed. In the event of a tie, the board president will contact other board members to discuss the nominations and determine the winner.
5. Board members will not discuss or disclose results of the board to anyone not on the board until after the recognition ceremony/announcements have been made.