

**BY ORDER OF THE COMMANDER  
21ST SPACE WING**

**21ST SPACE WING INSTRUCTION  
36-2805**



**13 DECEMBER 2018**

**Personnel**

**SPECIAL TROPHIES AND AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*, and implements AFI 36-2805, *Special Trophies and Awards*. It establishes procedures and assigns responsibilities for selecting the 21st Wing (21 SW) Quarterly and Annual Award winners, 21 SW Gold Knight Award and the 21 SW Command Chief's Airman of the Month. This instruction applies to all personnel assigned to the 21 SW. Commanders and supervisors are responsible for ensuring personnel are familiar and comply with the provisions of this supplement. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. Route AF Form 847 from the field, through the appropriate chain of command before sending to OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Forces Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

### **SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: Consolidation and clarification of eligibility requirements, package scoring, updates to Civilian Award categories, removal of Honor Guard Awards, inclusion of the Volunteer Excellence Award, Key Spouse Award, Gold Knight Award and CCC Airman of the Month Award. Additionally, attachments and tables have been added/modified to reflect changes to board scoring points and package compilation.

	1.	General Information.....	3
	2.	Responsibilities.....	3
	3.	Categories Explained.....	5
Table	1.	Civilian Award Categories.....	6
	4.	Eligibility Criteria.....	6
	5.	Nomination Procedures.....	6
Table	2.	Amn/NCO/SNCO/CGO Quarterly Board Scoring.....	7
Table	3.	Amn/NCO/SNCO/CGO/FGO/First Sergeant Annual Board Scoring.....	7
Table	4.	Military Award Nominee Board Interview Scoring (Optional).....	8
Table	5.	Civ Cat I/II/III/Sup IV/Sup V Quarterly Board Scoring.....	8
Table	6.	Civ Cat I/II/III/Sup IV/Sup V Annual Board Scoring.....	8
Table	7.	Key Spouse of the Year Board Scoring.....	9
	6.	Selection Boards.....	10
	7.	Recognition Ceremonies.....	11
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>			<b>13</b>
<b>Attachment 2— BOARD MEMBER SCORE SHEET</b>			<b>15</b>
<b>Attachment 3— SAMPLE AF FORM 1206, NOMINATION FOR AWARD</b>			<b>16</b>
<b>Attachment 4— SAMPLE VOLUNTEER EXCELLENCE AWARD COVERSHEET</b>			<b>21</b>

## 1. General Information

1.1. **Program Objectives.** The purpose of the 21 SW Awards Program is to recognize superior performance. These programs are **NOT** a substitute for other Air Force awards. They are primarily incentive programs to recognize outstanding performers, thus contributing to the morale of the wing and the community. The awards program includes categories for Airman, (Amn), Noncommissioned Officers (NCOs), Senior Noncommissioned Officers (SNCOs), Company Grade Officers (CGOs), Field Grade Officers (FGOs), Civilian Categories (CIV CAT) I, II, III, Supervisory (SUP) IV, V, along with First Sergeant of the year, Volunteer Excellence and Key Spouse of the Year. Program objectives are as follows:

1.1.1. Recognize outstanding achievement and performance for 21 SW personnel, complementing unit recognition programs.

1.1.2. Identify personnel who strive for greater responsibility.

1.2. **Quarterly Awards.** Cover the following periods:

1.2.1. First Quarter - January through March (1 Jan - 31 Mar)

1.2.2. Second Quarter - April through June (1 Apr - 30 Jun)

1.2.3. Third Quarter - July through September (1 Jul - 30 Sep)

1.2.4. Fourth Quarter - October through December (1 Oct - 31 Dec)

1.3. **Annual Awards.** Cover the following period:

1.3.1. Annual - January through December (1 Jan - 31 Dec)

1.4. All nomination packages are due to the 21 SW Awards Program org box at the following email address: 21 SW Award Programs [21sw.awards.programs@us.af.mil](mailto:21sw.awards.programs@us.af.mil) no later than the specified date and time outlined in the Quarterly/Annual Awards Schedule. Packages will be titled with the group, last name, first initial, year and award period. **Example:** 21MDG\_StonerA\_2018\_Q1 or ANNUAL

## 2. Responsibilities

2.1. **Program Responsibilities.** The 21 SW Commander retains overall responsibility for the 21 SW Awards Program. Group/Squadron commanders will organize and manage Group and Unit/Staff Agency level award programs to support the 21 SW Awards Program. Organizations will be responsible for developing their own internal process for selecting a winner in each respective category. The following offices have specific responsibilities to support and administer the 21 SW Awards Program.

2.1.1. The 21 SW Command Chief (21 SW/CCC) will:

2.1.1.1. Manage the 21 SW Awards Program and serve as the overall point of contact.

2.1.1.2. Set suspense dates for package submissions as specified in the Quarterly/Annual Awards Schedule.

2.1.1.3. Disseminate award criteria as outlined in this instruction to wing agencies.

2.1.1.4. Coordinate with 21 SW/CCCA to organize the Quarterly and Annual Award Ceremonies.

- 2.1.1.5. Coordinate with 21 SW/CCCA to solicit, select and approve board president and board members for each respective award board. The 21 SW Annual Awards Committee will be responsible for coordinating and conducting banquet arrangements to recognize the nominees and winners of annual awards.
- 2.1.2. Executive Assistant to the Command Chief (21 SW/CCCA) will:
- 2.1.2.1. Be responsible for solicitation of nominations for respective award categories. Award submissions received later than the suspense outlined in the Quarterly/Annual Awards Schedule will **NOT** be included in the scheduled board and returned to the appropriate group.
  - 2.1.2.2. Collect nomination packages from the Groups and Staff Agencies to distribute to board presidents/members.
  - 2.1.2.3. Coordinate and schedule dates and times for boards which will be held electronically.
  - 2.1.2.4. Maintain board results (President and board member score sheets) in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the RDS.
  - 2.1.2.5. Act as the focal point for the 21 SW Quarterly and Annual Awards Ceremonies and procure all required hardware.
  - 2.1.2.6. Coordinate scripts with ceremony Points of Contact (POCs).
  - 2.1.2.7. Publicize quarterly and annual award winners along with the ceremonies in all appropriate mediums.
  - 2.1.2.8. Maintain 21 SW quarterly and annual award board with photographs of respective winners, located in the 21 SW Headquarters.
- 2.1.3. Group Commanders/Superintendents:
- 2.1.3.1. May nominate one individual in each category for quarterly and annual award programs.
  - 2.1.3.2. Will provide a board member to represent their organization for quarterly and annual award program boards in each category they submit a nominee.
- 2.1.4. Squadron Commanders/Superintendents, Directors, Supervisors:
- 2.1.4.1. Will ensure each nominee meets performance standards and criteria outlined in **paragraphs 4.1** - 4.3, as applicable. Supervisory involvement is the cornerstone of this program.
- 2.1.5. The Board President:
- 2.1.5.1. Will contact each board member to confirm date and time in which the board score sheets are due to them for consolidation. Ensure score sheets are used correctly to evaluate members meeting the board.

2.1.5.2. Will ensure nominees are evaluated fairly and confidentially utilizing board score sheets, see **Attachment 2**. Ensure board members understand the scoring system and have all packages calculated/scored. Once package scores have been submitted to the board president, board members may not change their scores without approval of the board president.

2.1.5.3. Review and reconcile all score sheets. Consolidate board member score sheets on the board president score sheet and forward to the 21 SW/CCCA via the 21 SW Award Programs org box.

2.1.5.4. Advise board members not to reveal information pertaining to the board proceedings, to include the names of nominees recommended for selection as award winners.

2.1.5.5. Review each nomination package and rank nominees. Ensure board members break their ties prior to releasing results to the board president. The board president's rankings are not included in the total rankings. In the event of a tie, the board president will grade the packages and will break the tie.

### **3. Categories Explained**

3.1. **FGO.** Individuals serving in the grade of Major or Lieutenant Colonel.

3.2. **CGO.** Individuals serving in the grade of Second Lieutenant through Captain.

3.3. **SNCO.** Individuals serving in the grade of Master Sergeant through Senior Master Sergeant. **NOTE:** First Sergeants are ineligible for SNCO quarterly or annual awards.

3.4. **NCO.** Individuals serving in the grade of Staff Sergeant or Technical Sergeant.

3.5. **Amn.** Individuals serving in the grade of Airman Basic through Senior Airman.

3.6. **First Sergeant.** Individuals serving in the grade of Master Sergeant through Senior Master Sergeant and holding the Air Force Specialty Code (AFSC) 8F000 (Annual Award Only).

3.7. **Civilian Employee.**

3.7.1. Civilian employee categories

**Table 1. Civilian Award Categories.**

CIV CAT I	GS/GG- 1 through GS/GG-8, WG/WL-1 though WG/WL-8 and NF-I though NF-II
CIV CAT II	GS/GG- 9 through GS/GG-12, WG/WL-9 though WG/WL-10 and NF-1 though NF-III
CIV CAT III	GS/GG- 13 through GS/GG-15, WG/WL-11 though WG/WL-15 and NF-IV though NF-V
CIV CAT SUP IV	GS/GG- 1 through GS/GG-10, WS-1 though WS-10 and NF-II
CIV CAT SUP V	GS/GG- 11 through GS/GG-15, WS-11 though WS-16 and NF-III through NF-IV

3.8. **Volunteer Excellence Award.** Federal civilians, family members, military retirees and federal retirees (**military members are NOT eligible**).

3.9. **Key Spouse of the Year.** All 21 SW key spouse volunteers are eligible (**key spouse mentors are NOT eligible**).

#### 4. Eligibility Criteria

4.1. Nominees may only compete for one quarterly award during a specific period (e.g. may compete at either home station or deployed duty station, but **NOT** both). Additionally, nominees may only compete at home station if they have been at home station for at least half the time the award covers. In instances where the deployed duty location does not afford an opportunity to compete for recognition, nominees may be considered to compete for an award at home station given all other 21 SW award eligibility criteria is met. Nominees are eligible for annual award consideration as long as they have been assigned to the 21 SW for at least half of the year.

4.2. **Military Members.** The nominee, whether a quarterly or annual award submission, must **NOT** have a Unfavorable Information File (UIF) or have any incidents of a discreditable nature during the period of time the award covers. Nominees must meet Air Force Quality Force Standards to include meeting current Air Force Fitness standards during the award period to be eligible to compete. The nominee must be serving in the applicable grade category for which submitted for at least half the period of time the award covers. If an ineligible individual is nominated, the packages will be returned to the submitting group and the nominee will **NOT** meet the board.

4.3. **Civilian Employees.** The nominee must not have any disciplinary action, unsatisfactory performance appraisals, or incidents of a discreditable nature during the award period.

#### 5. Nomination Procedures

5.1. Each Unit in the 21 SW selects their nominees to move forward for the next appropriate level of competition.

5.1.1. The levels of competition are Squadron, Group, Wing, and NAF (quarterly awards do not compete past the Wing).

5.1.2. Units authorized to submit nominees for quarterly awards may submit nominees for annual awards. Annual award nominees do not have to be quarterly award nominees/winners.

5.1.3. Information provided in the nomination is limited to events occurring during the award period for which the nomination is made and should include specific facts, achievements and examples showing that individuals are exceptional and distinguish themselves from their peers.

## 5.2. Quarterly/Annual:

### 5.2.1. Military:

5.2.1.1. Amn, NCO, SNCO and CGO assigned to the 21 SW are eligible to compete in the wing quarterly and annual award categories. FGO and First Sergeant are only eligible for annual awards.

5.2.1.2. Submit nominations packages on the most current AF Form 1206, *Nomination for Award*, using bullet format. Nominations should include specific facts and examples demonstrating the individuals performed in an exceptional manner in all areas. This recognition is vital to deserving individuals at all levels of leadership, unit/individual morale, and in career progression.

5.2.1.3. For quarterly packages, an acronym listing is permitted (entries will be made in alphabetical order). For annual packages, common acronyms may be used as long as the meaning is clear (TDY, AF USAFE, SFS, etc.) otherwise acronyms will **NOT** be used. The use of an acronym list is **NOT** permitted on annual award nominations.

5.2.1.4. Annual award packages may require additional documentation and will be pushed out as a tasker from the 21 SW/CCCA.

**Table 2. Amn/NCO/SNCO/CGO Quarterly Board Scoring.**

<b>Headers</b>	<b>Entire Package: Maximum of 10 points</b>
Leadership and Job Performance in Primary Duty	8 bullets, 1 point each
Whole Airman Concept	2 bullets, 1 point each
<b>Note:</b> 10 bullets + 2 headers = 12 Lines	

**Table 3. Amn/NCO/SNCO/CGO/FGO/First Sergeant Annual Board Scoring.**

<b>Headers</b>	<b>Entire Package: Maximum of 16 points</b>
Leadership and Job Performance in Primary Duty	12 bullets, 1 point each
Whole Airman Concept	4 bullets, 1 point each
<b>Note:</b> 16 bullets + 2 headers = 18 Lines	

**Table 4. Military Award Nominee Board Interview Scoring (Optional).**

<b>Military Image and Bearing</b>	<b>Presentation: Maximum of 12 points</b>
Dress and Appearance (posture, uniform, hair, rings, watches, makeup, tattoos, etc.)	4 points max
Communication Skills (reporting statement, articulate, answered questions, etc.)	4 points max
Attitude (positive, confident, team player, exhibits leadership, etc.)	4 points max

## 5.2.2. Civilian:

5.2.2.1. Submit nominations packages on the most current AF Form 1206, *Nomination for Award*, using bullet format. Nominations should include specific facts and examples demonstrating the individuals performed in an exceptional manner in all areas. This recognition is vital to deserving individuals at all levels of leadership, unit/individual morale, and in career progression.

5.2.2.2. For quarterly packages, an acronym listing is permitted (entries will be made in alphabetical order). For annual packages, common acronyms may be used as long as the meaning is clear (TDY, AF USAFE, SFS, etc.) otherwise acronyms will **NOT** be used. The use of an acronym list is **NOT** permitted on annual award nominations.

5.2.2.3. Annual award packages may require additional documentation and will be pushed out as a tasker from the 21 SW/CCCA.

**Table 5. Civ Cat I/II/III/Sup IV/Sup V Quarterly Board Scoring.**

<b>Headers</b>	<b>Entire Package: Maximum of 10 points</b>
Job Achievement, Leadership and Innovation	8 bullets, 1 point each
Communication, Teamwork and Development	2 bullets, 1 point each
<b>Note:</b> 10 bullets + 2 headers = 12 Lines	

**Table 6. Civ Cat I/II/III/Sup IV/Sup V Annual Board Scoring.**

<b>Headers</b>	<b>Entire Package: Maximum of 16 points</b>
Job Achievement, Leadership and Innovation	12 bullets, 1 point each
Communication, Teamwork and Development	4 bullets, 1 point each
<b>Note:</b> 16 bullets + 2 headers = 18 Lines	



### 5.2.3. Key Spouse of the Year:

5.2.3.1. Each nominee submitted must have served within a unit through at least half the award period (1 January - 31 December) and be a current Key Spouse volunteer. Nominees must be engaged in activities which address issues that support unit families and their unit's ability to support the mission. Key Spouse Mentors are **NOT** eligible for this award.

5.2.3.2. Submit nominations packages on the most current AF Form 1206, *Nomination for Award* (front side only), and using bullet format. Do not exceed a total of 30 lines (including headers); however, the job description category is **NOT** included in these 30 lines. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below. An acronym listing may be used and aligned along the bottom of the AF Form 1206 that explains unique acronyms that are not commonly known throughout the Air Force.

5.2.3.3. Award packages may require additional documentation and will be pushed out as a tasker from the 21 SW/CCCA.

**Table 7. Key Spouse of the Year Board Scoring.**

Headers	Entire Package: Maximum of 28 points
Key Accomplishments	1 point each
Other Accomplishments/Community Efforts	1 point each
<b>Note:</b> 28 bullets + 2 headers = 30 Lines	

### 5.2.4. Volunteer Excellence Award:

5.2.4.1. Federal civilians, family members, military retirees and federal retirees who perform outstanding volunteer service in the military family community of a sustained and direct nature may be eligible (**military members are NOT eligible**). The volunteer service must be significant in character, produce tangible results and reflect favorably on the United States Air Force.

5.2.4.2. The Airman and Family Readiness Center will accept nominations through 30 December of each year. Each group, volunteer agency and approved base private organization may submit no more than one nominee.

5.2.4.3. Package will consist of a coversheet and a one page (front only) narrative. Do **NOT** use the nominee's name in the actual write-up, use specified gender. Direct, fact-filled results-oriented nominations are preferred. The nomination will emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary. The nomination narrative should define in detail how involvement supported base/unit mission and morale. Include hours served, money raised, community awards received etc. Additional considerations are scope of

responsibility, innovative and creative ideas, community involvement, initiative and reliability and leadership and management.

### 5.3. Monthly Recognition Programs:

#### 5.3.1. Gold Knight Award:

5.3.1.1. Teams of military members and/or federal civilians that typically consist of 10 or less individuals assigned to the 21st SW may compete for this award. Group commanders and the 21 SW Director of Staff (DS) will nominate **NO MORE THAN** one team per month.

5.3.1.2. Award submissions will be submitted on an AF Form 1206, and consist of eight bullets highlighting specific accomplishments that have resulted in significant positive impact to the 21 SW, the United States Air Force, the Department of Defense, or the Nation. Classified packages may be submitted via Secure Internet Protocol (SIPR). Deployed teams may be submitted.

5.3.1.3. Nominations will be provided **NO LATER THAN** the third duty day of each month, following the nomination period. Nominations will be submitted per the instructions from the 21 SW/CCCA tasking.

5.3.1.4. The 21 SW/CC, CV and CCC will select the “Gold Knight” winner based on the team’s accomplishments. This recognition will occur at a wing stand-up briefing or other applicable venue.

#### 5.3.2. Command Chief’s Airman of the Month:

5.3.2.1. Airman (E1-E4) may compete for this award. Group commanders and the 21 SW DS will nominate **NO MORE THAN** one member per month.

5.3.2.2. Award submissions will be submitted on an AF Form 1206 and will consist of five bullets specifically highlighting the member’s leadership, innovation and distinction above peers. These bullets must be work related only.

5.3.2.3. Nominations will be provided no later than the third duty day of each month, following the nomination period. Nominations will be submitted per the instructions from the 21 SW/CCCA tasking.

5.3.2.4. The 21 SW/CCC will select the Airman of the Month award based on the member’s accomplishments. This recognition will occur at the Airman’s place of duty or other applicable venue. The 21 SW/CCC will recognize these individuals with a coin and a certificate.

## 6. Selection Boards

6.1. To the maximum extent possible, board member composition should broadly represent the diversity of the 21 SW. (e.g. units, demographics, specialties, etc.).

6.2. Each nominee will be rated on a point system. See [Attachment 2](#) for example score sheets and point scales. Board members will be provided AF Form 1206s for each nominee and score sheets. AF Form 1206s are to be scored separately.

### 6.3. The 21 SW Selection Board Composition.

6.3.1. The SNCO board for both the quarterly and annual awards will be chaired by the 21 SW/CCC. The board will be comprised of the Group and WSA Superintendents or approved fill-ins.

6.3.2. The NCO board for both the quarterly and annual awards will be chaired by a CMSgt. The board will be comprised of a SNCO from each group and the WSA.

6.3.3. The Amn board for both the quarterly and annual awards will be chaired by a SNCO. The board will be comprised of a NCO from each group and the WSA.

6.3.4. The FSOY board will be chaired by the 21 SW/CCC. The board will be comprised of the Group and WSA Superintendents or approved fill-ins.

6.3.5. The FGO board for the annual award will be chaired by the 21 SW/CV and will consist of board members chosen by the 21 SW/CV.

6.3.6. The CGO board for both the quarterly and annual awards will be chaired by the 21 SW/CV and have a minimum of four board members in the grades of Maj or Lt Col.

6.3.7. The Civilian boards for both the quarterly and annual awards will be chaired by the 21 SW/DS and will consist of civilians in category higher than the category they are grading.

6.4. All board presidents will preside over sessions of the respective boards and provide guidance to board members regarding selection criteria, scoring methods and other relevant issues, in accordance with this instruction to include [paragraph 2.1.5.3](#).

6.5. The 21 SW winners will be announced at the corresponding ceremony or banquet. Board results and feedback will **NOT** be released prior to announcements mentioned above.

## **7. Recognition Ceremonies**

7.1. Quarterly and annual winners will receive a wing award and possible recognition/gifts from various base private organizations and community sponsors in accordance with AFI 51-601, *Gifts to the Department of the Air Force*, and/or AFMAN 34-201, *Use of Nonappropriated Funds*.

7.2. Specific dates and times of each ceremony are identified in the 21 SW Quarterly/Annual Awards Schedule.

### **7.3. Quarterly Recognition Ceremonies:**

7.3.1. Military nominees will wear uniform of the day unless otherwise directed. Civilian nominees will wear smart business attire unless otherwise directed.

### **7.4. Annual Recognition Ceremony:**

7.4.1. Military nominees will wear mess dress or semi-formal unless otherwise directed. Civilian nominees will wear formal attire or business suit unless otherwise directed.

7.5. The 21 SW quarterly and annual award recipients' official photographs will be displayed in the 21 SW Headquarters.

TODD R. MOORE, Colonel, USAF  
Commander

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

14AFI36-2801, *Fourteenth Air Force Awards Recognition Program*, 28 Mar 13  
AFI36-2805\_AFSPCSUP, *Special Trophies and Awards*, 25 Jan 17  
AFI 33-360, *Publication and Forms Management*, 1 Dec 2015  
AFI 36-1004, *The Air Force Civilian Recognition Program*, 29 Aug 2016 AFI 36-2805, *Special Trophies and Awards*, 21 Jun 2018  
AFI 36-3009, *Airmen and Family Readiness Centers*, 30 Aug 2018  
AFI 51-601, *Gifts to the Department of the Air Force*, 26 Nov 2003  
AFMAN 33-363, *Management of Records*, 30 May 2018  
AFMAN 34-201, *Use of Nonappropriated Funds*, 28 Sep 2018  
AFPD 36-28, *Awards and Decorations Program*, 27 Jun 2018

***Prescribed Forms***

None

***Adopted Forms***

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

***Abbreviations and Acronyms***

**AF**—Air Force  
**AFDPO**—Air Force Departmental Publishing Office  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AFSC**—Air Force Specialty Code  
**AMN**—Airman  
**CGO**—Company Grade Officer  
**CIV CAT**—Civilian Category  
**DOD**—Department of Defense  
**DS**—Director of Staff  
**FGO**—Field Grade Officer

**NAF**—Non Appropriated Fund

**NCO**—Noncommissioned Officer

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**SIPR**—Secure Internet Protocol

**SNCO**—Senior Noncommissioned Officer

**SUP**—Supervisory

**SW**—Space Wing

**UIF**—Unfavorable Information File

Attachment 2

BOARD MEMBER SCORE SHEET

Figure A2.1. Board Member Score Sheet.

21 SW QUARTERLY AWARD SCORE SHEET QUARTER (YEAR)  CATEGORY
---

Board President:  
Board Members:

AMN	GROUP	SCORE	RANK
	821 ABG		
	21 MDG		
	WSA		
	721 MSG		
	21 MSG		
	21 OG		

Board Member Signature: \_\_\_\_\_

Board Member Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

POINT	DEFINITION
10.0	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

## Attachment 3

SAMPLE AF FORM 1206, *NOMINATION FOR AWARD*Figure A3.1. Sample AF Form 1206, *Nomination for Award (Military)*.

NOMINATION FOR AWARD		
AWARD (See Note 1)	CATEGORY (if Applicable) (See Note 2) Military	AWARD PERIOD (See Note 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt/John D. Doe	MAJCOM, FGA, OR DRU AFSPC	
DAFSC/DUTY TITLE IC671/Section Chief, Space Control Training	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 834-2107 & Comm (719) 556-2107	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 21 SW/CCCA/775 Loring Avenue/Peterson AFB/CO/80914		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Mary C. Samsonite/DSN 834-2100 & Comm (719) 556-2100		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND PERFORMANCE IN PRIMARY DUTY:</b> (Do NOT start text on this line)</p> <p>Consider the member's ability to lead and produce timely, high quality/quantity, mission-oriented results. Consider how effectively the member leads their team to utilize their resources to accomplish the mission. Consider the amount of innovation, initiative and motivation displayed by the member and their subordinates. Consider how well the member knows their subordinates, accepts personal responsibility for them and is accountable for their professional development. Describe how well the member communicates in various mediums, translates superior's direction into specific tasks and responsibilities, fosters an environment for open dialogue, and enhances communication skills of subordinates. Consider personal adherence and how the member fosters an environment where everyone enforces fitness standards, dress and personal appearance, customs and courtesies and professional conduct. Consider how well the member establishes and maintains caring, respectful and dignified environments while valuing diversity, to include promoting a healthy organizational climate. Describe how well the member and their team complies with upgrade training, duty position and certification requirement. The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to mission effectiveness during the award period.</p> <p><b>WHOLE AIRMAN CONCEPT:</b> (Do NOT start text on this line)</p> <p>Consider how well the member adopts, internalizes and demonstrates our AF Core Values. Consider effort the member devoted to improve their subordinates, their work center/unit and themselves. Consider how well the member promotes camaraderie, enhances esprit de corps and develops AF ambassadors. The member must display positive leadership and involvement in both military and civilian community during the award period.</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Enter "21 SW Quarterly Awards" or "21 SW Annual Awards" as appropriate. (Use "Year" First Sergeant of the Year as applicable)</li> <li>2. Enter "Amn/NCO/SNCO/CGO/FGO" as appropriate (Use N/A for First Sergeant category)</li> <li>3. Enter Time frame as applicable in paragraph 1.2-1.3.</li> </ol> <p>***USE THE ABOVE HEADINGS FOR BOTH QUARTERLY AND ANNUAL AWARDS***</p> <p>Quarterly nominations are limited to 12 lines including (2) headings (8/2). Annual nominations are limited to 18 lines including (2) headings (12/4)</p>		



Figure A3.2. Sample AF Form 1206, *Nomination for Award (Civilian)*.

NOMINATION FOR AWARD		
AWARD (See Note 1)	CATEGORY (if Applicable) (See Note 2) Civilian	AWARD PERIOD (See Note 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mrs./Jane D. Doe		MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 0303/Unit Program Coordinator (UPC)	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 834-2107 & Comm (719) 556-2107	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 21 SW/CCS/775 Loring Avenue/Peterson AFB/CO/80914		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Mary C. Samsonite/DSN 834-2100 & Comm (719) 556-2100		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>JOB ACHIEVEMENT, LEADERSHIP AND INNOVATION:</b> (Do NOT start text on this line) Describe significant accomplishments and how well the employee performed assigned duties. Include leadership and/or innovation demonstrated by the employee resulting in a positive impact to others, the unit and/or the mission.</p> <p><b>COMMUNICATION, TEAMWORK AND DEVELOPMENT:</b> (Do NOT start text on this line) Describe examples of outstanding communication and/or teamwork demonstrated by the employee and the resulting impact to others, the unit and/or the mission; and/or how the employee contributed to the development of others and explain the resulting impact. Examples can include how the employee improved their or others education, training, certifications, work assignments, participation in working groups, etc.</p> <p>Notes: 1. Enter "21 SW Quarterly Awards" or "21 SW Annual Awards" as appropriate. 2. Enter "CIV CAT I/CIV CAT II/CIV CAT III/CIV SUP CAT IV/CIV SUP CAT V" as appropriate. 3. Enter Time frame as applicable in paragraph 1.2-1.3.</p> <p>***USE THE ABOVE HEADINGS FOR BOTH QUARTERLY AND ANNUAL AWARDS*** Quarterly nominations are limited to 12 lines including (2) headings (8/2). Annual nominations are limited to 18 lines including (2) headings (12/4)</p>		

Figure A3.3. Sample AF Form 1206, *Nomination for Award (Key Spouse of the Year)*.

NOMINATION FOR AWARD		
AWARD 21 SW Key Spouse of the Year	CATEGORY (if Applicable) N/A	AWARD PERIOD (See Note 1)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mrs./Jane D. Doe	MAJCOM, FOA, OR DRU AFSPC	
DAFSC/DUTY TITLE Key Spouse/21st Operations Support Squadron	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 834-2107 & Comm (719) 556-2107	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 21 SW/CCS/775 Loring Avenue/Peterson AFB/CO/80914		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Mary C. Samsonite/DSN 834-2100 & Comm (719) 556-2100		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>KEY ACCOMPLISHMENTS: (Do NOT start text on this line)</b>                      Characterize the nominee's contributions as evidenced by character, conduct and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. Describe how well the nominee improved unit family cohesion; explain any other outstanding services the Key Spouse provided that benefited the unit's mission. All accomplishments must have occurred during the nomination period.</p> <p><b>OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS: (Do NOT start text on this line)</b>                      Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and/or civic functions.</p> <p>Notes:                      1. Enter Time frame as applicable in paragraph 1.2-1.3.</p> <p>Annual nominations are limited to 30 lines including (2) headings (no bullet requirement per section, 28 total bullets)</p>		

Figure A3.4. Sample AF Form 1206, *Nomination for Award (Gold Knight Award)*.

NOMINATION FOR AWARD		
AWARD Month Gold Knight	CATEGORY (if Applicable) N/A	AWARD PERIOD (See Note 1)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team Name	MAJCOM, FGA, OR DRU AFSPC	
DAFSC/DUTY TITLE Unit	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 834-2107 & Comm (719) 556-2107	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 21 SW/CCS/775 Loring Avenue Peterson AFB CO/80914		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Mary C. Samsonite/DSN 834-2100 & Comm (719) 556-2100		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) PROJECT/ACHIEVEMENT: (Do NOT start text on this line) Brief narrative of accomplishment with no more than 4 lines, in paragraph format.  BULLETS TO SUPPORT NOMINATION: (Do NOT start text on this line) No more than 8 bullets  TEAM MEMBERS: (Do NOT start text on this line) List rank (if applicable), first name and last name of team members. Teams of military members and/or federal civilians that consist of no more than ten individuals assigned to the 21st SW.  Notes: 1. First day of the month to the last day of the month.		

**Figure A3.5. Sample AF Form 1206, *Nomination for Award* (CCC Amn of the Month).**

NOMINATION FOR AWARD		
AWARD CCC Airman of the Month	CATEGORY (if Applicable) N/A	AWARD PERIOD (See Note 1)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/John R. Doe	MAJCOM, FOA, OR DRU AFSPC	
DAFSC/DUTY TITLE 3P051/Response Force Member	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 834-2107 & Comm (719) 556-2107	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 21 SW/CCS/775 Loring Avenue/Peterson AFB/CO/80914		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Mary C. Samsonite/DSN 834-2100 & Comm (719) 556-2100		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <b>BULLETS TO SUPPORT NOMINATION: (Do NOT start text on this line)</b> No more than 5 bullets should be written. Bullets will be work related only and highlight the Airman's leadership, innovation and distinction above peers.		
Notes: 1. First day of the month to the last day of the month.		

Attachment 4

SAMPLE VOLUNTEER EXCELLENCE AWARD COVERSHEET

Figure A4.1. Sample Volunteer Excellence Award Coversheet.

**NOMINATION FOR THE VOLUNTEER EXCELLENCE AWARD**  
**Lifetime Achievement:** \_\_\_\_\_  
**Federal Civilians – Family Members – Military Retirees – Federal Retirees**

**CANDIDATE INFORMATION**

NAME: \_\_\_\_\_  
 Last First MI Nickname (if used)

Eligibility Status: Federal Civilian Family Member Military/Federal Retiree

Years of Volunteer Service: \_\_\_\_\_ years

Organization of Volunteer: \_\_\_\_\_

Complete Address of Volunteer Organization:  
 Please provide the complete mailing address, to include a street address and zip code.

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**NOMINATOR INFORMATION**

NAME: \_\_\_\_\_  
 Last First MI

Title: Mr. Mrs. Ms. If Active Duty, Rank: \_\_\_\_\_

Unit Assigned: \_\_\_\_\_ Office Symbol: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
 Please provide the complete mailing address, to include a unit/street address and zip code.

Are you the nominee's supervisor? Yes No

If no, are you a member of the agency in which the volunteer serves?  
 Yes No

**REMINDER: Please type and DO NOT use the nominee's name in the write-up**