BY ORDER OF THE COMMANDER HEADQUARTERS SECOND AIR FORCE (AETC) SECOND AIR FORCE INSTRUCTION 36-2801

18 MARCH 2019

Personnel

QUARTERLY AND ANNUAL MILITARY AND CIVILIAN AWARDS PROGRAM



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(Col Todd J. Weyerstrass)

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This instruction implements AFPD 36-28, Awards and Decorations Programs, and establishes procedures, policies, and responsibilities for the Second Air Force (2 AF) Military and Civilian Quarterly and Annual Awards Program. This does not apply to the Air Force Reserve Command or the Air National Guard. The purpose of this program is to recognize 2 AF enlisted, officer, and civilian members for outstanding duty performance and accomplishments quarterly and annually. It also serves as a venue to improve morale and enhance esprit de corps for members assigned to 2 AF. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. Attachment 1 is a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision of 2 AFI 36-2801 adds the Field Grade Officer (FGO) category.

1. Award Categories. The Headquarters Second Air Force "HQ 2 AF" category term applies to immediate members of 2 AF staff. The "Second Air Force" category term applies to the entire Numbered Air Force (NAF) enterprise for Outstanding Airmen of the Year (OAY) awards.

- 1.1. Company Grade Officer (CGO) of the Quarter/Year: Second Lieutenant (O-1), First Lieutenant (O-2), and Captain (O-3).
- 1.2. **Field Grade Officer (FGO) of the Quarter/Year:** Major (O-4) and Lieutenant Colonel (O-5).
- 1.3. **Senior Noncommissioned Officer (SNCO) of the Quarter/Year:** Master Sergeant (E-7), and Senior Master Sergeant (E-8).
- 1.4. **Noncommissioned Officer (NCO) of the Quarter/Year:** Staff Sergeant (E-5) and Technical Sergeant (E-6).
- 1.5. **Airman of the Quarter/Year:** Airman Basic (E-1), Airman (E-2), Airman First Class (E-3), and Senior Airman (E-4).
- 1.6. **Civilian Non-Supervisory, Category I of the Quarter/Year:** GS-1 through GS-6; WG-1 through WG-7; WS-1 through WS-11; GG-1 through GG-10; WL-1 through WL-5; CY-1 through CY-2; NA-1 through NA-10; NF-1 through NF-2; NL-1 through NL-5; NS-1 through NS-7.
- 1.7. Civilian Non-Supervisory, Category II of the Quarter/Year: GS-7 through GS-10; WG-8 through WG-15; WS-12 through WS-13; WL-6 through WL-10; NF-3; NL-7; NS-8 through NS-10.
- 1.8. Civilian Non-Supervisory, Category III of the Quarter/Year: GS-11 and above; WS-14 and above; GP-12 through GP-15; GG-11 through GG-13; WL-11 and above; NF-4 and above.
- 1.9. **Civilian Supervisory, Category I of the Quarter/Year:** GS-1 through GS-6; WG-1 through WG-7; WS-1 through WS-11; GG-1 through GG-10 WL-1 through WL-5; CY-1 through CY-2; NA-1 through NA-10; NF-1 through NF-2; NL-1 through NL-5; NS-1 through NS-7.
- 1.10. Civilian Supervisory, Category II of the Quarter/Year: GS-7 through GS-10; WG-8 through WG-15; WS-12 through WS-13; WL-6 through WL-10; NF-3; NL-7; NS-8 through NS-10.
- 1.11. Civilian Supervisory, Category III of the Quarter/Year: GS-11 and above; WS-14 and above; GP-12 through GP-15; GG-11 through GG-13; WL-11 and above; NF-4 and above.
- 1.12. **First Sergeant of the Year:** Master Sergeant through Chief Master Sergeant with CAFSC 8F000.
- 1.13. **Honor Guard Annual Award:** Honor Guard Member and Honor Guard Program Manager
- 1.14. **Military Training Leader of the Year:** Staff Sergeant through Chief Master Sergeant with CAFSC 8B100.
- 1.15. **Military Training Instructor of the Year:** Staff Sergeant through Chief Master Sergeant with CAFSC 8B000.

2. Award Periods.

- 2.1. First Quarter: 1 January 31 March. Packages due NLT first Friday in April/COB.
- 2.2. Second Quarter: 1 April 30 June. Packages due NLT first Friday in July/COB.
- 2.3. Third Quarter: 1 July 30 September. Packages due NLT first Friday in October/COB.
- 2.4. Fourth Quarter: 1 October 31 December. Packages due NLT first Friday in January/COB.
- 2.5. Annual: 1 January 31 December. Package due dates will occur based on suspense timelines levied from AETC.

3. Program Responsibilities.

- 3.1. The Second Air Force Command Chief Master Sergeant (2 AF/CCC) is the OPR for the awards program and fulfills the following additional responsibilities:
 - 3.1.1. Chairperson of the selection board for the enlisted boards.
 - 3.1.2. Appoints board members to the selection board.
 - 3.1.3. Compiles nomination packages for board members.
 - 3.1.4. Requests congratulatory letters to award winners from the Second Air Force Commander (2 AF/CC).
 - 3.1.5. Provides instructions to award winners and request official photos for display on the Second AF Recognition Board.
 - 3.1.6. Coordinates with winners for award presentation at commander's call (2 AF Staff only).
- 3.2. Wing Command Chief Master Sergeants/group superintendents are the Office of Primary Responsibility (OPRs) for wing/group nominations, and will forward nomination packages to 2 AF/CCC as outlined in **paragraph 2**.

4. Military Eligibility Requirements.

- 4.1. Must not be serving punishment under conviction by court-martial or Article 15 during the award period.
- 4.2. Must not have an Unfavorable Information File or referral Enlisted Performance Report (EPR)/Officer Performance Report (OPR) for any part of the award period.
- 4.3. Must be in compliance with Air Force personal appearance and fitness program standards during the award period.
- 4.4. The grade the nominee held for the majority of the award period will determine the category in which the individual competes.
- 4.5. For annual awards, nominees must meet all eligibility requirements contained in AFI 36-2805, *Special Trophies and Awards*, **paragraph 1.2.1**.
- **5. Civilian Eligibility Requirements.** All civilian nominees must be currently employed under parent-base organization and serving on a permanent or term employment basis.
- **6. Nomination Officials.** Wings (to Second Air Force)/HQ 2 AF staff agency chiefs are nomination officials.

7. Nomination Procedures.

- 7.1. Second Air Force divisions/groups listed below submitting for HQ 2 AF may submit one quarterly or one annual package per category:
 - 7.1.1. A1.
 - 7.1.2. FM.
 - 7.1.3. A5/8/9.
 - 7.1.4. A3/6 (includes 2 AF/TTOC Det 1).
- 7.2. Second Air Force subordinate wings listed below may submit one package per category for annual awards:
 - 7.2.1. 17th Training Wing, Goodfellow AFB TX.
 - 7.2.2. 37th Training Wing, JBSA-Lackland TX.
 - 7.2.3. 81st Training Wing, Keesler AFB MS.
 - 7.2.4. 82d Training Wing, Sheppard AFB TX.
 - 7.2.5. 381st Training Group, Vandenberg AFB CA.
 - 7.2.6. Special Warfare Training Wing, JBSA-Lackland TX.

8. Quarterly Awards.

- 8.1. Submit quarterly nominations for all categories on the most current AF Form 1206, *Nomination for Award*, (Attachment 2, Active Duty) and (Attachment 3, Civilian) in proper bullet format. Do not use local acronyms or abbreviations. **Note:** Use only Air Force standard acronyms and abbreviations (e.g., AF, USAFE, ACC, CC, TDY, etc.). Do not include an acronym list on the nomination. AF Form 1206s with discrepancies will be returned without action.
 - 8.1.1. All Active Duty Leadership and Job Performance in Primary Duty: Five (5) type written lines (to include header line). Describe significant accomplishments and how well the member performed assigned primary duties. Define the scope, level of responsibilities, and the impact on the mission and unit. Include new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, Major Command (MAJCOM), and NAF level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. Consider development of quality Air Force management principles, new techniques, and contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.
 - 8.1.2. All Active Duty Whole Airman Concept: Three (3) type written lines (to include header line) for Amn SNCO/CGO FGO), describe the individual's 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, enlisted dining out committee

member, member of the Air Force Sergeants Association, Sunday school teacher, and so forth.

- 8.1.3. **All Civilians Job Accomplishments:** Five (5) type written lines (to include header line). Describe significant accomplishments and how well the member performed assigned primary duties. Define the scope, level of responsibilities, and the impact on the mission and unit. Include new initiatives or techniques developed by the member that positively impact the unit and/or mission. Include results of Air Force, Major Command (MAJCOM), and NAF level inspections and/or evaluations. Include awards received. Consider development of quality Air Force management principles, new techniques, and contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.
- 8.1.4. **All Civilians Other Accomplishments:** Three (3) type written lines (to include header line). Describe the individual's involvement in the community. Include leadership, membership or participation in unit advisory councils, professional organizations, associations, and events.

9. Annual Awards.

- 9.1. Nomination packages for ALL Active Duty (**Attachment 4**) and civilian packages (**Attachment 5**) must adhere to and include information contained in AFI 36-2805, *Special Trophies and Awards*, **paragraphs 1.2.1** and **1.2.2**. Do not use local acronyms or abbreviations. **Note:** Use only Air Force standard acronyms and abbreviations (e.g., AF, USAFE, ACC, CC, TDY, etc.). Do not include an acronym list on the nomination. AF Form 1206s with discrepancies will be returned without action. All packages are limited to 18 type written lines (to include header line), 12 type written lines for Leadership and Job Performance, and four (4) type written lines for Whole Airman Concept. No extra text after the headings and no blank spaces between headers and first line. All accomplishments of all category nominees must have occurred during the award period (*ex*: 1 Jan 2018 31 Dec 2018). 12 OAY award criteria is subject to change based upon AETC guidance.
- 9.2. Submit nomination packages for Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year on an AF Form 1206 (Attachment 6), limited to 19 type written lines (to include header line); The headings will be, "Leadership and Job Performance in Honor Guard Duties," with 13 type written lines (to include header line) and "Significant Self- Improvement to Military Funeral Honors and Operations," with six (6) type written lines (to include header line). 12 OAY award criteria is subject to change based upon AETC guidance.

10. Selection Procedures and Announcement of Winners.

- 10.1. 2 AF/CCC will serve as chairperson for the enlisted boards for the identified award categories listed in **paragraph 1** and appoint board members to score nomination packages on a 6-10 point scoring scale (**Attachment 7**), based on the whole-person concept and forward selections to the 2 AF/CC for consideration/approval.
- 10.2. 2 AF/CV will serve as chairperson for the CGO, FGO, and civilians boards and appoint board members to score nomination packages on a 6-10 point scoring scale, based on the whole- person concept and forward selections to the 2 AF/CC for consideration/approval.

- 10.3. 2 AF/CC will send a letter or email the wing commanders/staff agency chiefs, announcing the quarterly and annual award winners. Award trophies will be ordered and picked up by the designated GPC holder at each wing/direct reporting group for the Annual Awards Program. Annual awards will be presented by the 2 AF/CC at an appropriate ceremony following their selection.
- 10.4. Civilian winners are eligible for time off awards (TOAs) based on the HIGHEST/LAST level at which they won a quarterly/annual award.
 - 10.4.1. Quarterly Awards: Wing Level (4 hrs); NAF Level (9 hrs).
 - 10.4.2. Annual Awards: Wing Level (9 hrs); NAF Level (18 hrs).
 - 10.4.3. TOAs are awarded based on the HIGHEST/LAST level at which a person was declared the winner. For example, division-level quarterly winners who do not win at the next level receive a single TOA for 4 hours; NAF-level quarterly winners receive a single TOA for 9 hours. Therefore, the civilian quarterly award winner should receive no more than 12 cumulative hours including all lesser unit awards. The annual award winner should receive no more than 18 cumulative hours, including all lesser unit awards. 2 AF/A1 is responsible for initiating and processing all TOAs for HQ 2 AF and Det 1 personnel using electronic Standard Form 52, *Request for Personnel Action* and submitted in accordance to IAW AFI 36-1004, *The Air Force Civilian Recognition Program*.
 - 10.4.4. Due to other types of award recognition given, and to comply with directives precluding dual recognition for the same act or period of service, civilians are not authorized to receive Notable Achievement Awards (NAAs) under this program. NAAs continue to be authorized when submitted for other periods of achievement or unrelated achievements.

TODD J. WEYERSTRASS, Colonel, USAF Vice Commander, Second Air Force

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-1004, The Air Force Civilian Recognition Program 29 August 2016

AFI 36-2805, Special Trophies and Awards, 21 June 2018

AFPD 36-28, Awards and Decorations Programs, 27 June 2018

Adopted Forms

SF Form 52, Request for Personnel Action

AF Form 1206, Nomination for Award

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

12 OAY—12 Outstanding Airmen of the Year

2 AF—Second Air Force

AETC—Air Education and Training Command

AFMAN—Air Force Manual

AFSC—Air Force Specialty Code

CC—Commander

CCC—Command Chief Master Sergeant

CDC—Career Development Course

CGO—Company Grade Officer

COB—Close of Business

DCPDS—Defense Civilian Personnel Data System

EPR—Enlisted Performance Report

FGO—Field Grade Officer

GS—General Schedule

HQ—Headquarters

IG—Inspector General

MAJCOM—Major Command

NAA—Notable Achievement Awards

NAF—Numbered Air Force

NF—Non-appropriated Fund Position (Pay Band)

NCO—Noncommissioned Office

OAY—Outstanding Airman of the Year

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

OPR—Officer Performance Report

PME—Professional Military Education

RDS—Record Disposition Schedule

SNCO—Senior Noncommissioned Officer

TOA—Time Off Award

WG—Wage Grade

WL—Working Leader

WS—Working Supervisor

AF FORM 1206, ACTIVE DUTY INDIVIDUAL CATEGORY QUARTERLY AWARD, EXAMPLE

Figure A2.1. Active Duty Individual Category Quarterly Award, Example.

NOMINATION	FOR AWARD
AWARD (RANK) of the Quarter	Applicable Category DD Mmm YY - DD Mmm YY
RANK/NAME OF NOMINEE (First, Mode Initial, Last) Rank/John E. Doe (DOR: 13 Nov 17)	AETC
DAFSCIDUTY TITLE NOM	INEE'S TELEPHONE (DSN & Commercial) N: 597-2222 & Commercial (228) 222-2222
UNIT/OFFICE SYMBOUSTREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS/1234 Houston Street, Suite 1/Base/State XX/Zip (
RANKMAME OF UNIT COMMANDER (First, Middle Intial, Last)/COMMANDER'S TELEPH Colonel/Jane E. Doe/DSN: 222-2222/DSN: 597-1300 & Co	HONE (DSN & Commercial)
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMAR	
-	1 5011.
-	
WHOLE AIRMAN CONCEPT:	
D	
Reminders: Quarterly Awards (Amn - SNCO, CGO - FGO):	
8 typewritten lines ONLY, including headers. Headers	
-LEADERSHIP AND JOB PERFORMANCE IN -WHOLE AIRMAN CONCEPT: 3 lines, including	
•	
- Ensure top portion of the 1206 is correct (use the example	above)
- Use the headers provided above	
- Headers should always be capitalized - Bullets need to begin directly below headers	
- Check spacing within bullets and at the beginning of the b	pullet
- Blank lines are not to be inserted between headers - Be consistent with abbreviations throughout 1206	
- Acronym legend/listing IS NOT AUTHORIZED	
- No gender specific verbiage. Use "Airmen" vs "Male or I	Female"

AF FORM 1206, CIVILIAN INDIVIDUAL CATEGORY QUARTERLY AWARD, **EXAMPLE**

Figure A3.1. Civilian Individual Category Quarterly Award, Example.

	ATION FOR AWARD	Luurengene
AWARD Civilian of the Quarter	Applicable Category	DD Mmm YY - DD Mmm YY
RANKINAME OF NOMINEE (First, Mode Initial, Last) GS-XX/Mr./Mrs./Ms/John E. Doe (DOR: 13 Nov 17)	MAJCOM, FOA, OR AETC	1000
DAFSODUTY TITLE Self Explanatory	DSN: 597-2222 & Comme	mercial) rcial (228) 222-2222
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE	-	
123 FSS/1234 Houston Street, Suite 1/Base/State XX RANKINAME OF UNIT COMMANDER (First, Mode Initial, Last)/COMMANDER'S	TELEPHONE (DSN & Commercial)	
Colonel/Jane E. Doe/DSN: 222-2222/DSN: 597-1300 SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)	& Commercial: (402) 222-2	222
JOB ACCOMPLISHMENTS:		
-		
OTHER ACCOMPLISHMENTS:		
-		
-		
Reminders:		
Quarterly Awards (Civilians ONLY):	4 9 90 9	62 EG
8 typewritten lines ONLY, including headers. He -JOB ACCOMPLISHMENTS: 5 lines, including		the bullets.
-OTHER ACCOMPLISHMENTS: 3 lines, inch		
- Ensure top portion of the 1206 is correct (use the exa	ample above)	
- Use the headers provided above		
- Headers should always be capitalized		
 Bullets need to begin directly below headers Check spacing within bullets and at the beginning of 	F the bullet	
- Blank lines are not to be inserted between headers	tine ouner	
- Be consistent with abbreviations throughout 1206		
 Acronym legend/listing IS NOT AUTHORIZED No gender specific verbiage. Use "Airmen" vs "Mal 	le or Female"	
- No gender specific verbiage. Ose Alimen vs. Mai	ie of Pemale	

AF FORM 1206, ACTIVE DUTY INDIVIDUAL CATEGORY ANNUAL AWARD, **EXAMPLE**

Figure A4.1. Active Duty Individual Category Annual Award, Example.

	MINATION FOR A		
AWARD 20XX HQ 2 AF Staff (Airman/Officer) of the Yea	ar Appli	cable Category	DD Mmm YY - DD Mmm YY
RANK/NAME OF NOMINEE (First, Mode Initial, Last) Rank/John E. Doe (DOR: 13 Nov 17)		AETC OR	DRU
DAFSCOUTY TITLE Self Explanatory	DSN: 507	LEPHONE (DSN & COM	mercia) rcial (228) 222-2222
UNIT/OFFICE SYMBOUSTREET ADDRESS/BASE/STATE/ZIP CODE			
123 FSS/1234 Houston Street, Suite 1/Base/State RANKNAME OF UNIT COMMANDER (First, Modele Initial, Lasty/COMMAND	DER'S TELEPHONE (DS	N & Commercial)	
Colonel/Jane E. Doe/DSN: 222-2222/DSN: 597-1 SPECIFIC ACCOMPUSHMENTS (Use single-spaced, builet format)	300 & Commer	cial: (402) 222-2	222
LEADERSHIP AND JOB PERFORMANCE IN I	PRIMARY DUT	Y:	
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WHOLE AIRMAN CONCEPT:			
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Reminders:			
18 typewritten lines ONLY, including heade	ers.		
-LEADERSHIP AND JOB PERFORMA			lines, including header
-WHOLE AIRMAN CONCEPT: 5 lines	s, including head	ler	
- Headers are to stand alone from bullets			
- Ensure top portion of the 1206 is correct (use the	e example above)	
- Use the headers provided above - Headers should always be capitalized			
- Bullets need to begin directly below headers			
 Check spacing within bullets and at the beginnin 			
- Blank lines are not to be inserted between header			
 Be consistent with abbreviations throughout 120 Acronym legend/listing IS NOT AUTHORIZED 			
- No gender specific verbiage. Use "Airmen" vs "			
AF FORM 1206, 20170802 PREV	NOUS EDITIONS ARE O	BSOLETE	FOR OFFICIAL USE ONLY (When filled in)

AF FORM 1206, CIVILIAN INDIVIDUAL CATEGORY ANNUAL AWARD, EXAMPLE

Figure A5.1. Civilian Individual Category Annual Award, Example.

AWARD NO	MINATION FOR AWAR		AWARD PERIOD
20XX HQ 2 AF Staff Civilian of the Year	Applicable	e Category	DD Mmm YY - DD Mmm YY
PANK/NAME OF NOMINEE (First, Middle Initial, Last)	M	AJCOM, FOA, OR	
GS-XX/John E. Doe (DOR: 13 Nov 17)	NOMINEE'S TELEPHO	ETC	enertali
Self Explanatory			ercial (228) 222-2222
INIT/OFFICE SYMBOUSTREET ADDRESS/BASE/STATE/ZIP CODE		acumumus sc	
23 FSS/1234 Houston Street, Suite 1/Base/State			nom's unit, office symbol, etc)
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last/COMMAND Colonel/Jane E. Doe/DSN: 222-2222/DSN: 597-1			2222
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)	ove commercial.	(102) 222 2	
OB ACCOMPLISHMENTS:			
OTHER ACCOMPLISHMENTS:			
THER ACCOMPLISHMENTS.			
Reminders:			
18 typewritten lines ONLY, including header	rs.		
-JOB ACCOMPLISHMENTS: 13 lines,	including header		
-OTHER ACCOMPLISHMENTS: 5 lin	es, including header		
Headers are to stand alone from bullets			
Ensure top portion of the 1206 is correct (use the	example above)		
Use the headers provided above			
Headers should always be capitalized			
Bullets need to begin directly below headers			
Check spacing within bullets and at the beginning			
Blank lines are not to be inserted between header			
Be consistent with abbreviations throughout 1200			
Acronym legend/listing IS NOT AUTHORIZED			
No gender specific verbiage. Use "Airmen" vs "	Male or Female"		
AF FORM 1206, 20170802 PREV	OUS EDITIONS ARE OBSOLE	***	FOR OFFICIAL USE ONLY (When filled in

AF FORM 1206, HONOR GUARD MEMBER/PROGRAM MANAGER ANNUAL AWARD, EXAMPLE

Figure A6.1. Honor Guard Member/Program Manager Annual Award, Example.

NOMINATIO	ON FOR AWARD	
AWAND	CATEGORY (If Applicable)	AWARD PERIOD
20XX CMSAF Honor Guard Awards	See Note Below	1 Jan YY - 31 Dec YY
RANK/NAME OF NOMINEE (First, Mode Initial, Last) Rank/John E. Doe	AETC	N DRU
	OMNEE'S TELEPHONE (DSN & Co.	mmercial)
	SN: 597-2222 & Comm	ercial (228) 222-2222
UNITIOFFICE SYMBOUSTREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS/1234 Houston Street, Suite 1/Base/State XX/Zip	00000 0000 (This is the	a namis unit office combal ata)
RANKNAME OF UNIT COMMANDER (First, Mode Initial, Last)/COMMANDER'S TELE		e nom's umt, office symbol, etc)
Colonel/Jane E. Doe/DSN: 222-2222/DSN: 597-1300 &	Commercial: (402) 222-	2222
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN HONOR	R GUARD DUTIES:	
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Figure constant and the second		
SIGNIFICANT SELF-IMPROVEMENT TO MILITARY	FUNERAL HONOR &	& OPS:
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and the second s		
Reminders:		
**CATEGORY will have either: Base HG Mbr or Base I	IG Prgm Mgr	
19 typewritten lines ONLY, including headers.		
-LEADERSHIP AND JOB PERFORMANCE	IN HONOR GUARD DI	UTIES: 13 lines, including header
-SIGNIFICANT SELF-IMPROVEMENT TO I	MILITARY FUNERAL	HONOR & OPS: 6 lines, including
header		
- Headers are to stand alone from bullets		
 Ensure top portion of the 1206 is correct (use the examp 	le above)	
- Use the headers provided above		
- Headers should always be capitalized		
- Bullets need to begin directly below headers		
 Check spacing within bullets and at the beginning of the 	bullet	
- Blank lines are not to be inserted between headers		
- Be consistent with abbreviations throughout 1206		
- Acronym legend/listing IS NOT AUTHORIZED		
 No gender specific verbiage. Use "Airmen" vs "Male or 	r Female"	
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SCORING CONSIDERATION STANDARDS

Figure A7.1. Scoring Consideration Standards.

Please weigh each package based on the suggested descriptions of reflective performance below

Absolutely Superior	10	Outstanding
Outstanding Package	9.5	Outstanding

Outstanding packages reflect:

- Significant work towards/completion of career-related degree/certification w/clear AF impact
- Significantly leads in their area of responsibility with outstanding, clearly noticed results
- 3. Significantly involved in unit or higher level efforts outside their area of responsibility
- 4. Leads in base or community functions
- 5. Without exception, the leader of peer group

Few Could Be Better	9	Above Average
Strong Package	8.5	Above Average
Slightly Above Average	8	Above Average

Above average packages reflect:

- 1. Completed courses or classes towards education/career enhancement
- Performed mission-level impact work with quantifiable results
- Heavily involved in base or community functions
- 4. A leader in their peer group

Average 7.5 Average			
	Average	7.5	Average

Average package should/could contain:

- 1. Enrolled in a class or certification towards higher education/career enhancement
- Performed job well with measurable results
- 3. Involved in base or community functions

Slightly Below Average	7	Below Average
Well Below Average	6.5	Below Average
Lowest in Potential	6	Below Average

Below Average package should/could contain:

Did job, no real specific results

2 AF SCORE SHEET, SAMPLE.

Figure A8.1. 2AF Score Sheet, Sample.

Second Air Force Monthly/Quarterly/Annual Award Score Sheet



NOMINEE'S NAME	6.0	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10	COMMENTS/RANKING
Rank Full Name										
					9 0	10				5
0 - 9.5 OUTSTANDING	3 90	- 8 0 4	BOVE	AVE	RAGE	80.	70 A	VERA	CHF '	7.0 - 6.0 BELOW AVERAGE

RANK ALL NOMINEES 1 THRU ETC... WITH 1 BEING THE BEST

NOTE: ETC (Refers to the number of submissions)

BOARD MEMBER PRINTED RANK/NAME_	
BOARD MEMBER SIGNATURE	