

**BY ORDER OF THE COMMANDER  
354TH FIGHTER WING (PACAF)**

**354TH FIGHTER WING INSTRUCTION  
36-2801**



**16 DECEMBER 2016**

*Incorporating Change 1, 20 JUNE 2017*

**Personnel**

**QUARTERLY/ANNUAL AWARDS  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading or ordering on the e-Publishing web site at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil)

**RELEASABILITY:** There are no releasability restrictions on this publication

---

OPR: 354 FW/CCC

Certified by: 354 FW/CV  
(Col Todd A. Robbins)

Supersedes: 354FWI 36-2802,  
8 June 2016

Pages: 28

---

This instruction implements AFI 36-2803, *The Air Force Military Awards and Decorations Program* and applies to the Eielson Air Force Base quarterly and wing annual awards program. This instruction does not apply to Air Force Reserve, Air National Guard, tenant units, or Civil Air Patrol members. The program's purpose is to recognize outstanding Military and Civilian personnel assigned to the 354th Fighter Wing (354 FW) and associate units, as appropriate. The program provides commanders the opportunity to select and nominate eligible personnel for recognition as outstanding military and civilian members who demonstrate exceptional duty performance, public service, personal character, integrity, initiative and effort to improve themselves and/or enhance their unit's efficiency and effectiveness. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by 10 U.S.C. **Chapter 857**. System of Records Notice F036 AFPC V, Awards and Decorations, applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. 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 the Air Force Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

## ***SUMMARY OF CHANGES***

This interim change revises 354FWI 36-2801 by (1) expanding the eligibility for Civilian of the Quarter and Civilian of the Year categories to include WG-5 through WG-8 in Category 1, and WG-9 in Category 2. A margin bar (|) indicates newly revised material.

<b>Chapter 1— PROGRAM OVERVIEW</b>	<b>4</b>
1.1. Objective.....	4
1.2. Award Categories. ....	4
1.3. Eligibility Requirements. ....	5
1.4. Recognition Periods.....	5
1.5. Group Composition.....	6
<b>Chapter 2— PROGRAM ROLES RESPONSIBILITIES</b>	<b>7</b>
2.1. The Commander (354 FW/CC). ....	7
2.2. The Vice Commander (354 FW/CV).....	7
2.3. The Command Chief Master Sergeant (354 FW/CCC). ....	7
2.4. The Command Chief Executive Assistant (354 FW/CCCE). ....	7
2.5. Honor Guard Leadership (354 FSS/FSOX). ....	8
2.6. Wing Protocol (354 FW/CCP).....	8
2.7. The First Sergeants' Council. ....	8
2.8. The Wing Annual Awards Committee. ....	9
2.9. Public Affairs (354 FW/PA). ....	9
<b>Chapter 3— NOMINATION PROCESS AND PROCEDURES</b>	<b>10</b>
3.1. Nomination Procedures.....	10
3.2. Administrative Procedures for Submission of Nominations.....	10
<b>Chapter 4— WING BOARDS</b>	<b>14</b>
4.1. Wing Quarterly and Annual Boards. ....	14
4.2. Nominee Evaluation Process. ....	15
4.3. Uniform Requirements for In-Person Boards and Quarterly/Annual Award Ceremonies. ....	16
4.4. Nominee Availability and Meeting the Boards.....	16

<b>Chapter 5— WINNER RECOGNITION</b>	<b>18</b>
5.1.    Wing Annual Award Winners. ....	18
5.2.    Wing Quarterly Award Winners. ....	18
<b>Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>19</b>
<b>Attachment 2— QUARTERLY ENLISTED AF FORM 1206 TEMPLATE</b>	<b>20</b>
<b>Attachment 3— QUARTERLY OFFICER AF FORM 1206 TEMPLATES</b>	<b>21</b>
<b>Attachment 4— ANNUAL ENLISTED, CGO, FSOY AF FORM 1206 TEMPLATE</b>	<b>22</b>
<b>Attachment 5— ALL OTHER MILITARY ANNUAL AF FORM 1206 TEMPLATE</b>	<b>23</b>
<b>Attachment 6— QUARTERLY CIVILIAN AF FORM 1206 TEMPLATE</b>	<b>24</b>
<b>Attachment 7— ANNUAL CIVILIAN AF FORM 1206 TEMPLATE</b>	<b>25</b>
<b>Attachment 8— QUARTERLY HONOR GUARD AF FORM 1206 TEMPLATE</b>	<b>26</b>
<b>Attachment 9— ANNUAL HONOR GUARD AF FORM 1206 TEMPLATE</b>	<b>27</b>
<b>Attachment 10— SAMPLE BOARD SCORE SHEET</b>	<b>28</b>

## Chapter 1

### PROGRAM OVERVIEW

#### 1.1. Objective.

- 1.1.1. Recognizing superior performance and outstanding achievements of personnel assigned to the 354 FW.
- 1.1.2. Contribute to the overall unit morale by recognizing outstanding performers.
- 1.1.3. Participation in this program is strictly voluntary.

#### 1.2. Award Categories.

- 1.2.1. Airman (AMN) of the Quarter/Year. Enlisted in the grades of E-1 through E-4.
- 1.2.2. Noncommissioned Officer (NCO) of the Quarter/Year. Enlisted in the grades of E-5 through E-6.
- 1.2.3. Senior Noncommissioned Officer (SNCO) of the Quarter/Year. Enlisted in the grades of E-7 through E-8.
- 1.2.4. Base Honor Guard Member of the Quarter/Year. Members of the Eielson AFB Honor Guard program.
- 1.2.5. First Sergeant of the Year (FSOY). Enlisted members who possess the 8F000 Air Force Specialty Code.
- 1.2.6. Company Grade Officer (CGO) of the Quarter/Year. Officers in the grades of O-1 through O-3.
- 1.2.7. Field Grade Officer (FGO) of the Quarter/Year. Officers in the grades of O-4 through O-5.
- 1.2.8. Outstanding Civilian of the Quarter/Year.
  - 1.2.8.1. Category 1. The nominees must be a GS-1 through GS-6, NF-1, NF-2, CY-01 through CY-03, NA-1 through NA-11, or WG-5 through WG-8. Duties do not normally require advance technical or mechanical skills.
  - 1.2.8.2. Category 2. The nominees must be a GS-7 through GS-12, WG-9 and above, IA-3, NF-3, CY-04, or NA-12 or above. Duty routinely requires advance technical or mechanical skills.
  - 1.2.8.3. Category 3. The nominees must be a GS-7 through GS-12, WL/WS-01 through 14, NF-4 and above, CY-04, CY-05, NL, or NS. Duty encompasses role as “supervisor” or “team lead.”
  - 1.2.8.4. Category 4. The nominees must be a GS-12 and above, WS-14 and above or NF-4. Applies to any person in the grades specified who manage major programs across the wing, manage flights or squadrons.
- 1.2.9. Dormitory of the Quarter/Year.

### **1.3. Eligibility Requirements.**

#### **1.3.1. Military Awards.**

1.3.1.1. Nominations must be in the grade category held by the nominee on the accountability date listed in paragraph 1.4.

1.3.1.2. Nominees must be assigned to the unit on the accountability date listed in paragraph 1.4. to be considered for the annual awards. Additionally, deployed members assigned to the unit as of the accountability date are authorized to participate in the annual awards program.

1.3.1.3. Members deployed during the quarter must be at home station over half of the award period to qualify. However, if the deployed location doesn't have a recognition program, members are authorized to participate in the local quarterly awards program.

1.3.1.4. Nominees must not have an Unfavorable Information File or have any incidents of a discreditable nature during the award period.

1.3.1.5. Nominees must have a current passing fitness assessment score throughout the entire award period.

1.3.1.6. First Sergeant of the Year nominees must have been awarded the Special Duty Identifier (SDI) 8F000 and must be currently serving in a first sergeant position for at least six months.

#### **1.3.2. Civilian Awards.**

1.3.2.1. Commanders are responsible for verifying that nominees are submitted for the appropriate award category by comparing job descriptions and personal knowledge of employees' organizational roles to category definitions.

1.3.2.2. Nominations must be in the category held by the nominee on the accountability date listed in paragraph 1.4.

1.3.2.3. Nominees must be assigned to the unit on the accountability date listed in paragraph 1.4. to be considered.

1.3.2.4. Must not have disciplinary action(s) pending or taken during the award period.

### **1.4. Recognition Periods.**

1.4.1. First Quarter. 1 January through 31 March.

1.4.1.1. Accountability Date. 15 February.

1.4.2. Second Quarter. 1 April through 30 June.

1.4.2.1. Accountability Date. 15 May.

1.4.3. Third Quarter. 1 July through 30 September.

1.4.3.1. Accountability Date. 15 August.

1.4.4. Fourth Quarter. 1 October through 31 December.

1.4.4.1. Accountability Date. 15 November.

1.4.5. Annual. 1 January through 31 December.

1.4.5.1. Accountability Date. 2 July.

### **1.5. Group Composition.**

1.5.1. 354th Mission Support Group (MSG). 354 CS, 354 CONS, 354 LRS, 354 CES, 354 SFS, 354 FSS and 354 MSG Staff.

1.5.2. 354th Maintenance Group (MXG). 354 MXS, 354 AMXS and 354 MXG Staff.

1.5.3. 354th Operations Group (OG). 18 AGRS, 354 OSS, 353 CTS, Det 1 and 354 OG Staff.

1.5.4. 354th Medical Group (MDG). 354 MDOS, 354 MDSS and 354 MDG Staff.

1.5.5. 1st Air Support Operations Group (ASOG). 1 WS, 3 ASOS, 5 ASOS, 25 ASOS and ASOG Staff.

1.5.6. Wing Staff Agencies (WSA). 354 CPTS and Wing Staff (WS).

1.5.7. Tenant Units. Tenant Units will compete through their parent organizations' quarterly/annual awards programs.

## Chapter 2

### PROGRAM ROLES RESPONSIBILITIES

#### 2.1. The Commander (354 FW/CC).

- 2.1.1. Is the authority for the 354 FW Awards program for military and civilian personnel
- 2.1.2. Promotes active involvement at all levels to ensure an effective, viable and equitable nomination and selection process.
- 2.1.3. Approves quarterly and annual board recommendations prior to the release of any final award selection.

#### 2.2. The Vice Commander (354 FW/CV).

- 2.2.1. Administers the officer and civilian awards program.
- 2.2.2. Monitors officer and civilian recognition board selection criteria and procedures.
- 2.2.3. Chairs the quarterly and annual officer and civilian boards. In absence of the FW/CV, the FW/CC will select a Group Commander to chair the boards.
- 2.2.4. Conducts a pre-briefing for board members prior to the board, ensuring board members understand the procedures and importance of the recognition program.

#### 2.3. The Command Chief Master Sergeant (354 FW/CCC).

- 2.3.1. Administers the enlisted awards program.
- 2.3.2. Monitors enlisted recognition board selection criteria and procedures.
- 2.3.3. Conducts a pre-briefing for board members prior to the board, ensuring board members understand the procedures and importance of the recognition program.
- 2.3.4. Directs the First Sergeants' Council to set up the wing quarterly awards ceremony.
- 2.3.5. Establishes a committee to plan and execute the wing annual awards banquet.
- 2.3.6. Chairs the quarterly and annual SNCO and First Sergeant of the Year boards.
- 2.3.7. Selects board presidents for the AMN and NCO boards.
- 2.3.8. Appoints the president of enlisted boards to conduct the pre-briefing, if unable to do so in person due to schedule conflicts.
- 2.3.9. Coordinates with enlisted board president on problems attaining final board results.
- 2.3.10. Sends all received gifts to receive an ethics review by the 354 FW/JA before distribution.

#### 2.4. The Command Chief Executive Assistant (354 FW/CCCE).

- 2.4.1. Coordinates with the 354 FW/CCC and publishes the 354 FW Annual Schedule every January.
- 2.4.2. Collects and distributes military award packages to the board presidents. Package folders will contain:

2.4.2.1. A copy of each nominee's AF Form 1206, *Nomination for Award*.

2.4.2.2. Current fitness results and SURF (for military nominees only).

2.4.2.3. Board member score sheet.

2.4.2.4. Consolidated score sheet (board president only).

2.4.3. Advertises the wing suspense for all award packages in each category.

2.4.4. Ensures all nomination packages and score sheets are made available to all board members.

2.4.5. Notifies board members of the names, date, time, and place for the board to be held.

2.4.6. Notifies all members of their respective boards and informs them of the date, time, and place for the board.

2.4.7. Receives all score sheets after board completion and consolidates packages for files. Coordinates board results with 354 FW/CC/CV/CCC as appropriate for approval.

2.4.8. Requests and picks up plaques/engraving for all Wing Staff Agencies, and 354 FW quarterly and annual award winners.

2.4.9. Requests photos from base multimedia center for all quarterly/annual award winners to be displayed in the lobby of Amber Hall.

## **2.5. Honor Guard Leadership (354 FSS/FSOX).**

2.5.1. Executes the Honor Guard awards program and boards.

2.5.2. Provides the nomination packages (AF Form 1206, PT score, SURF) of the Honor Guard quarterly and annual nominees and the president's score sheet to 354 FW/CCCE no later than the wing suspense for quarterly and annual award winners.

## **2.6. Wing Protocol (354 FW/CCP).**

2.6.1. Invites all community supporters and distinguished visitors (DV) to the award ceremonies.

2.6.2. Provides community supporters with the name and rank of the award recipients.

2.6.3. Provides a list of all community supporters to the First Sergeants' Council.

2.6.4. Schedules a meet-and-greet between community supporters and the Wing Commander, Vice Commander and Command Chief.

## **2.7. The First Sergeants' Council.**

2.7.1. Organizes and executes all quarterly awards ceremonies.

2.7.2. Coordinates all dates and times for the ceremonies with the installation commander's secretary (354 FW/CCS) and 354 FW/CCCE for 354 FW/CC/CV/CCC calendars.

2.7.2.1. Changes to the year's schedule will be coordinated with 354 FW/CCS and 354 FW/CCCE prior to publicizing changes.

2.7.3. Schedules the base theater to conduct the quarterly awards ceremony.



**2.8. The Wing Annual Awards Committee.**

2.8.1. Organizes and executes the annual awards ceremony.

2.8.2. Coordinates date and time with 354 FW/CCS and 354 FW/CCCE for 354 FW/CC/CV/CCC calendars.

2.8.2.1. Changes to the year's schedule must be coordinated with 354 FW/CCS and 354 FW/CCCE prior to publicizing changes.

**2.9. Public Affairs (354 FW/PA).**

2.9.1. Takes official photos of award winners.

2.9.2. Ensures appropriate publicity is accomplished.

2.9.3. Includes photos of winners in the appropriate media outlets.

2.9.4. Displays annual award winner's names and units on base marquee for a week starting the duty day after the annual awards ceremony.

2.9.5. Arranges for hometown news release as requested.

## Chapter 3

### NOMINATION PROCESS AND PROCEDURES

#### 3.1. Nomination Procedures.

3.1.1. Each group may nominate one individual per category to be considered for the Wing boards.

3.1.2. The Superintendent, Airmen Dorm Leadership will nominate no more than 4 dorms to be considered for the Wing boards and provide to the 354FW/CCCE no later than 1200 (noon) on the submission due date.

3.1.3. Nominations must be submitted to the 354 FW/CCCE no later than 1200 (noon) on the submission due date.

3.1.4. Packages will be submitted electronically in PDF format.

3.1.4.1. All military nominations must include their AF Form 1206, current fitness assessment score sheet and SURF in a consolidated PDF.

3.1.4.2. All civilian nominations must include their AF Form 1206.

3.1.4.3. All nomination documents must be saved under the following naming convention: Group - Award Category of the Quarter/Year - Last Name (Quarter/Year) i.e. ASOG-FGOQ-Smith - 1Q, OG - AOY - Johnson - '16

3.1.4.4. All annual civilian nominations must include their Exemplary Civilian Service Award citation.

3.1.5. Late and incomplete submissions will not be considered unless they are previously coordinated with the 354 FW/CCCE and approved by either the 354 FW/CV (for officer and civilian nominations) or the 354 FW/CCC (for enlisted nominations).

3.1.6. With the exception of the Honor Guard nominees, annual nominations are not limited to prior wing quarterly award winners/nominees. Additional selection criteria and procedures beyond what is contained within this and higher headquarters' guidance are left up to the individual squadrons/groups.

#### 3.2. Administrative Procedures for Submission of Nominations.

3.2.1. Quarterly award nomination package will be submitted in accordance with (IAW) the applicable attachments in this instruction using an AF Form 1206.

3.2.2. Dorm of the quarter and year do not require packages. The board will score each nominated dorm in 5 categories: Appearance of exterior, interior, common areas and 2 rooms selected by representatives of the nominated dorm.

3.2.3. Enlisted quarterly nominations will be submitted IAW Attachment 2 and consist of eight lines: two mandatory headings and six bullets. Nominations will include and be scored on the categories below.

3.2.3.1. Heading for Quarterly Enlisted Categories.

- 3.2.3.1.1. Performance in Primary Duties (minimum four, maximum five lines). Describe scope of responsibility, significant leadership accomplishments and how well the member performed assigned primary and additional duties.
- 3.2.3.1.2. Whole Airman Concept (minimum one, maximum 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 and off-duty education related to primary duties. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.
- 3.2.4. Officer quarterly nominations will be submitted IAW Attachment 3 and consist of eight lines: two mandatory headings and six bullets. Nominations will include and be scored on the categories below.
- 3.2.4.1. Heading for Quarterly Officer Categories.
- 3.2.4.1.1. Performance in Primary Duties (five lines). Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.
- 3.2.4.1.2. Whole Airman Concept (one line). Show how the member developed or improved skills related to primary duties; e.g., formal training, certifications and off-duty education related to primary duties. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.
- 3.2.5. Civilian quarterly nominations will be submitted IAW Attachment 6 and consist of seven lines, including one mandatory heading.
- 3.2.5.1. Headings for Quarterly Civilian Categories.
- 3.2.5.1.1. Performance in Primary Duties (six bullets). Example justifications for this heading are outstanding performance by exceeding established goals (duty, squadron, MAJCOM, etc.) or reducing resource (time, money, manpower, etc.) requirements.
- 3.2.6. Honor Guard quarterly nominations will be submitted IAW Attachment 8 and consist of five lines including header outlining their practice/detail hours and impact on military/local community. The top four members with the most practice and detail hours will be nominated, rather than nominations by each group. Header for nomination packages is Significant Accomplishments.
- 3.2.7. Annual award nomination package will be submitted IAW the applicable attachments in this instruction using an AF Form 1206 and Air Force requirements as directed from higher headquarters (HHQ).
- 3.2.8. All annual enlisted, CGO and FSOY submissions will be submitted IAW Attachment 4 and consist of 30 lines including three mandatory headings or in accordance with HHQ requirements.
- 3.2.8.1. The annual enlisted, CGO and FSOY nominations are not permitted an acronym listing. However, packages in these categories can use common acronyms (i.e. TDY, SFS, PCS, etc.) unless directed otherwise by HHQ.

### 3.2.8.2. Headings for Annual Enlisted, CGO and FSOY Categories.

3.2.8.2.1. Leadership and Job Performance in Primary Duty (minimum seventeen, maximum twenty-one 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, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year.

3.2.8.2.2. Significant Self Improvement (minimum three, maximum five 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, and off-duty education related to primary duties. Include completion of any Professional Military Education (PME) 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.

3.2.8.2.3. Base and Community Involvement (minimum three, maximum five lines). Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Sunday school teacher.

3.2.9. All annual FGO award nominations will be submitted IAW Attachment 5 and consist of 12 lines including two mandatory headings.

#### 3.2.9.1. Heading for Annual Awards for FGO Category.

3.2.9.1.1. Leadership and Job Performance in Primary Duty (8 lines). Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.

3.2.9.1.2. Whole Airman Concept (2 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, and off-duty education related to primary duties. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.

3.2.10. Civilian annual nominations will be submitted IAW Attachment 7 and consist of 11 lines, including one mandatory heading.

#### 3.2.10.1.1. Headings for Annual Civilian Categories.

3.2.10.1.2. Primary Duties and Superior Performance (10 lines). This is a mandatory heading. Example justifications for this heading are outstanding performance by exceeding established goals (duty, squadron, MAJCOM, etc.) or reducing resource (time, money, manpower, etc.) requirements.

3.2.11. All Honor Guard annual nominations will be submitted IAW Attachment 9 and consist of 19 lines, including two mandatory headings.

3.2.11.1. The Honor guard nominations are not permitted an acronym listing; however, can use common acronyms (i.e. TDY, SFS, PSC, etc.)

3.2.11.2. Headings for Annual Honor Guard Categories.

3.2.11.2.1. Leadership and Job Performance in Honor Guard Duties (12 lines).

3.2.11.2.2. Significant Self-Improvement to Military Funeral Honors and Operations (5 lines).

3.2.12. With the exception of the annual enlisted, CGO, Honor Guard and FSOY nominations, acronyms/abbreviations are authorized and if used must be listed on the front page of the AF Form 1206 in alphabetical order.

3.2.13. The Superintendent, Airmen Dorm Leader will submit dorms to be considered to the 354 FW/CCCE no later than 1200 (noon) on the submission due date.

## Chapter 4

### WING BOARDS

#### 4.1. Wing Quarterly and Annual Boards.

4.1.1. Wing enlisted boards will be comprised of a representative from each group including the Wing Staff Agencies (when possible), for a total of 6 board members.

4.1.2. Officer and civilian boards will be comprised of a representative from each group for a total of five board members.

4.1.3. Quarterly boards are package only boards. Individual Annual boards with the exception of the civilian categories and FGO will be comprised of a package and a personal interview for each nominee.

4.1.4. The term “board” is used universally from hereon in reference to both quarter and annual boards.

4.1.5. Groups will provide 354 FW/CCCE names of board members no later than 10 workdays prior to the scheduled board date unless otherwise directed by the 354 FW/CCCE. 354 FW/CCCE will communicate final board composition to the 354 FW/CV and the 354 FW/CCC.

4.1.6. The board president is responsible for explaining the board procedures to the board members.

4.1.7. Each board president is not a voting member unless needed to break a tie.

4.1.8. Board members will provide scores in accordance with this instruction, guidance from their respective board president and ensure no ties are submitted.

4.1.9. Enlisted Boards.

4.1.9.1. Each enlisted board will have a CMSgt or designated representative serve as the board president, as appointed IAW paragraph 4.1.9.4. below.

4.1.9.2. Selection of the respective enlisted board presidents will be made by 354 FW/CCC.

4.1.9.3. SNCO Boards. The 354 FW/CCC or his/her representative will preside as the board president for all SNCO boards.

4.1.9.3.1. The SNCO board will be comprised of Group Superintendents to include the WSA Superintendent. If they are not available another Chief Master Sergeant or the next higher ranking SNCO may fill the role.

4.1.9.4. Airman and NCO Boards. The 354 FW/CCC will appoint a Chief Master Sergeant or designated representative board president for each board. The board will be comprised of superintendents from each group and the WSA.

4.1.9.5. FSOY Award Board. The 354 FW/CCC will preside over the FSOY Board. Group Superintendents, WSA superintendent and the senior First Sergeant, if not nominated for the award, will serve as board members.

- 4.1.10. Officer Boards. The 354 FW/CV has the overall responsibility for the officer boards.
- 4.1.10.1. The 354 FW/CV will preside over the officer boards.
  - 4.1.10.2. CGO boards will be comprised of Squadron Commanders.
  - 4.1.10.3. FGO board will be comprised of Group Commanders. If a Group Commander is unavailable, the respective Deputy Group Commander will take their place.
- 4.1.11. Civilian Boards. The 354 FW/CV has the overall responsibility for the civilian boards.
- 4.1.11.1. The 354 FW/CV will preside over the civilian boards.
  - 4.1.11.2. Civilian boards will be comprised of Group Commanders. If unavailable, the Deputy Group Commander will take their place.
- 4.1.12. Honor Guard Board. Quarterly board for the Honor Guard will consist of one First Sergeant (appointed by the First Sergeant President), Honor Guard NCOIC, Honor Guard Operations NCOIC, the lead training and the Honor Guard OIC or Superintendent will be the president.
- 4.1.12.1. Board scheduling and notification for board members and nominees is the responsibility of the Honor Guard OIC, Superintendent and NCOIC.
- 4.1.13. The Annual Honor Guard board will consist of one CMSgt, First Sergeant and the Honor Guard OIC or Superintendent.
- 4.1.14. The Annual and Quarterly Dormitory boards will consist of one CMSgt, two First Sergeants and the Superintendent, Airmen Dorm Leader.

## **4.2. Nominee Evaluation Process.**

- 4.2.1. The board will evaluate each nominee's package and in-person interview (when applicable) and provide a final score for each.
- 4.2.1.1. Each board member will evaluate and score all nominee packages using the board score sheet for the board assigned (see Attachment 10 for example).
  - 4.2.1.2. Board members will assign a point value to each performance line on the AF Form 1206 nomination package using the 6.0 to 10.0 in half point increment scoring methodology. Once all lines are scored, board members will total all points for each nominee, complete the board members score sheet and provide to the board president.
  - 4.2.1.3. After collecting all the scored packages, the president will calculate the nominees total score. The nominee with the largest value will be merit ranked number 1; the second largest will be merit ranked number 2, and so on until all nominees have received a merit rank order within their respective category.
- 4.2.2. Results are not final until the 354 FW/CC approves the recommendations from each board. Once approved, results for all boards will be passed to the 354 FW/CCCE.
- 4.2.3. Resolution of ties and score sheet differences will be documented by the board president. All board member score sheets and related documentation will be returned to the 354 FW/CCCE as part of the final package.

4.2.4. The 354 FW/CCCE will schedule the Quarterly and Annual dormitory visits for the selected board members. Board members will assign a point value, using the 6.0 to 10.0 in half point increment scoring methodology, for each of the 5 categories (Appearance of exterior, interior, common areas and 2 rooms).

### **4.3. Uniform Requirements for In-Person Boards and Quarterly/Annual Award Ceremonies.**

4.3.1. The uniform for board members and nominee's for the in-person annual boards will be service dress. If an in-person board is not convened, the uniform for board members will be the uniform of the day. The annual awards banquet uniform for all military members will be Mess Dress, semi-formal uniform, or the established dress as approved by 354FW/CC. Civilians will wear equivalent civilian attire.

### **4.4. Nominee Availability and Meeting the Boards.**

4.4.1. Annual nominees are responsible for knowing the in-person board date as publicized.

4.4.2. Nominees will be notified of board time no later than five days prior to board time.

4.4.3. If a nominee is unable to meet the board in person, the absent nominee will receive the mean score of the nominees that met the board.

4.4.3.1. The face-to-face board may be canceled if more than 50 percent of nominees are unable to attend or military requirements dictate as determined by the 354 FW/CC.

4.4.3.2. The board will primarily score on professional military bearing, dress and appearance and ability to communicate. It is the nominee's responsibility to prepare for the board.

4.4.3.3. Officer and Enlisted category questions. Each board member will submit two opinion-based questions which will be reviewed and approved by the President of the board in advance. Below are some basic principles or topics that can be used to develop questions to use on the board.

4.4.3.3.1. Mission. The primary task of a military organization is to perform its mission. This is paramount, and everything else must be subordinate to this objective. As an Airman, your primary responsibility is to lead people to carry out the unit's mission successfully.

4.4.3.3.2. Leadership. Effective leadership is essential to mission success. Increased proficiency in core skills, knowing the mission of the Air Force, Command and Wing and knowing the proper way to wear the uniform are examples that will help improve Airmanship.

4.4.3.3.3. Leading by Example. You must set the example for others to follow. People will observe your positive or negative characteristics and often times emulate them. Airmen of all ranks want to follow leaders who don't consider themselves above certain tasks, duties or supporting Wing events.

4.4.3.3.4. Core Values. Central to every Airman are the Air Force Core Values of living by Integrity First, Service Before Self and Excellence in All We Do.



4.4.3.3.5. Current Events. Staying abreast of current events completes the "whole person" concept.

4.4.3.4. Honor Guard Category Questions. Each board member will submit two or more opinion-based questions which will be reviewed and approved by the President of the board in advance. The following topics will be used to develop questions to use on the board.

4.4.3.4.1. Military Bearing.

4.4.3.4.2. Drill and Ceremony.

4.4.3.4.3. Dress and Appearance.

## Chapter 5

### WINNER RECOGNITION

**5.1. Wing Annual Award Winners.** The 354 FW/CCCE will ensure winning packages are prepared for approval by the Wing Commander and will coordinate purchase of awards. The Wing Commander will determine presentation format.

5.1.1. Annual Award winners may receive a gift from local donors. All gifts will receive an ethics legal review, prior to distribution, by 354 FW/JA. 354 FW/CCP will coordinate distribution of gifts with the award winner's First Sergeant or if not available the 354 FW/CCCE. Award winners will receive their gifts after they have coordinated their official photo with 354 FW/PA. The 354 FW/CCCE is responsible for mailing awards and any gifts to award winners not present at Eielson AFB.

5.1.2. Civilian annual winners will receive the Exemplary Civilian Service Award Medal.

5.1.2.1. Each unit will draft the citation as a part of the nomination package. Reference AFI 36-1004, *The Air Force Civilian Recognition Program*, for additional award documentation and filing instructions.

5.1.2.2. The award of a civilian medal is documented in the Defense Civilian Personnel Data System (DCPDS), by way of MyBiz. After being presented the award the employee will access their MyBiz account and upload a scanned version of the citation.

5.1.2.3. Annual winners will also receive a Time Off Award (TOA) equal to 8 hours. 354 FW/CCCE will record the wing winners on a staff summary sheet and forward it to CPS electronically on behalf of the 354 FW/CC. The SSS will serve as the source document for loading the TOA into DCPDS.

**5.2. Wing Quarterly Award Winners.** The 354 FW/CCCE will ensure winning packages are prepared then approved by the Wing Commander. The Wing Commander will determine presentation format.

5.2.1. Quarterly Award winners may receive a gift from local donors. All gifts will receive an ethics legal review, prior to dissemination, by 354 FW/JA. 354 FW/CCP will coordinate distribution of gifts with the award winners. Award winners will receive their gifts after they have coordinated their official photo with 354 FW/PA. The 354 FW/CCCE is responsible for mailing awards and any gifts to award winners not present at Eielson AFB.

5.2.1.1. Civilian quarterly winners will receive a TOA equal to 8 hours. 354 FW/CCCE will record the wing winners on a staff summary sheet and forward it to CPS electronically on behalf of the 354 FW/CC. The SSS will serve as the source document for loading the TOA into DCPDS.

DAVID A. MINEAU, Colonel, USAF  
Commander

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

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

AFPD 36-28, *Awards and Decoration Program*, 26 April 2016

AFMAN 33-363, *Management of Records*, 1 March 2008

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

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**ASOG**—Air Support Operations Group

**CGO**—Company Grade Officer

**EES**—Enlisted Evaluation System

**FGO**—Field Grade Officer

**HHQ**—Higher Headquarters

**MDG**—Medical Group

**MSG**—Mission Support Group

**MXG**—Maintenance Group

**NCO**—Non-Commissioned Officer

**OG**—Operations Group

**SDI**—Special Duty Identifier

**SNCO**—Senior Non-Commissioned Officer

**SURF**—Single Unit Retrieval Format

**VTC**—Video Teleconference

**WS**—Wing Staff

**WSA**—Wing Staff Agency

Attachment 2

QUARTERLY ENLISTED AF FORM 1206 TEMPLATE

Figure A2.1. Quarterly Enlisted AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 354 FW Quarterly Awards	CATEGORY (if Applicable) Airman	AWARD PERIOD 1 Jul - 30 Sep 16
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C / John E. Doe		MAJCOM, FCA, OR DRU PACAF
DAFSC/DUTY TITLE 2F0X1 / Fuels Laboratory Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (315) 377-9999 & COMM: (907) 377-9999	
UNIT/OFFICE SYMBOL/STREET ADDRESS/MAILING ADDRESS/STATE/ZIP CODE 354 LRS/LGRFIL, 999 Broadway St Rm 999/Eielson AFB/AK/99702		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col / Jane E. Commander / DSN: (315) 377-9999 & COMM: (907) 377-9999		
SPECIFIC ACCOMPLISHMENTS (Use whole-award, bullet format) <b>PERFORMANCE IN PRIMARY DUTIES:</b> - Line 1 - Line 2 - Line 3 - Line 4 - Line 5 (This bullet can be used here for work, or flexed to the Whole Airman Concept section as a 2nd bullet if desired).		
<b>WHOLE AIRMAN CONCEPT:</b> - Line 1		
<b>ACRONYMS:</b> AF - Air Force		

Attachment 3

QUARTERLY OFFICER AF FORM 1206 TEMPLATES

Figure A3.1. Quarterly Officer AF Form 1206 Templates.

NOMINATION FOR AWARD		
AWARD 354 FW Quarterly Awards	CATEGORY (If Applicable) FGO	AWARD PERIOD 1 Jul - 30 Sep 16
RANK/RATE OF NOMINEE (First Middle Initial Last) Maj / John E. Doe		MAJCOM, FPA, OR DRU PACAF
DAFSCULTY TITLE 32E51 / Engineer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (315) 377-9999 & COMM: (907) 377-9999	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 354 CES/CEX, 999 Broadway St Rm 999/Eielson AFB/AK/99702		
RANK/RATE OF UNIT COMMANDER (First Middle Initial Last /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col / Jane E. Commander / DSN: (315) 377-9999 & COMM: (907) 377-9999		
SPECIFIC ACCOMPLISHMENTS (Use a single- spaced, 80/w/10/line)		
<p>PERFORMANCE IN PRIMARY DUTIES:</p> <ul style="list-style-type: none"> <li>- Line 1</li> <li>- Line 2</li> <li>- Line 3</li> <li>- Line 4</li> <li>- Line 5</li> </ul> <p>WHOLE AIRMEN CONCEPT:</p> <ul style="list-style-type: none"> <li>- Line 1</li> </ul> <p>ACRONYMS:</p> <p>AF - Air Force</p>		

Attachment 4

ANNUAL ENLISTED, CGO, FSOY AF FORM 1206 TEMPLATE

Figure A4.1. Annual Enlisted, CGO, FSOY AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 354 FW Annual Awards	CATEGORY (If Applicable) Airman	AWARD PERIOD 1 Jan 16 - 31 Dec 16
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C / John E. Doe		MAJCOM, FCA, OR DRU PACAF
DAFSC/DUTY TITLE 2F0X1 / Fuels Distribution Operator	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (315) 377-9999 & COMM: (907) 377-9999	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 354 LRS/LGRFOD, 999 Broadway St Rm 999/Eielson AFB/AK/99702		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) Lt Col / Jane E. Commander / DSN: (315) 377-9999 & COMM: (907) 377-9999		COMMANDER'S TELEPHONE (DSN & Commercial)
SPECIFIC ACCOMPLISHMENTS (Use above-attached bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
- Line 6		
- Line 7		
- Line 8 (Minimum of 17 bullets, maximum of 21 bullets in this section).		
- Line 9		
- Line 10		
- Line 11		
- Line 12		
- Line 13		
- Line 14		
- Line 15		
- Line 16		
- Line 17		
SIGNIFICANT SELF IMPROVEMENT:		
- Line 1		
- Line 2		
- Line 3 (Minimum of 3 bullets, maximum of 5 bullets in this section).		
- Line 4		
- Line 5		
BASE AND COMMUNITY INVOLVEMENT:		
- Line 1		
- Line 2		
- Line 3 (Minimum of 3 bullets, maximum of 5 bullets in this section).		
- Line 4		
- Line 5		

Attachment 5

ALL OTHER MILITARY ANNUAL AF FORM 1206 TEMPLATE

Figure A5.1. All Other Military Annual AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
354 FW Annual Awards	FGO	1 Jan 15 - 31 Dec 16
RANK/NAME OF NOMINEE (First Middle Initial Last)		MAJCOM, FGA, DR, DRU
Maj / John E. Doe		PACAF
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
32E51 / Engineer	DSN: (315) 377-9999 & COMM: (907) 377-9999	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
354 CES/CEX, 999 Broadway St Rm 999/Eielson AFB/AK/99702		
RANK/NAME OF UNIT COMMANDER (First Middle Initial Last)		COMMANDER'S TELEPHONE (DSN & Commercial)
Lt Col / Jane E. Commander		DSN: (315) 377-9999 & COMM: (907) 377-9999
SPECIFIC ACCOMPLISHMENTS (Use angle-bracketed bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
- Line 6		
- Line 7		
- Line 8		
WHOLE AIRMAN CONCEPT:		
- Line 1		
- Line 2		
ACRONYMS: (on back)		
AF - Air Force		

Attachment 6

QUARTERLY CIVILIAN AF FORM 1206 TEMPLATE

Figure A6.1. Quarterly Civilian AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 354 FW Quarterly Awards	CATEGORY (If Applicable) Civ Cat IV	AWARD PERIOD 1 Jul - 30 Sep 16
RANK/RATE OF NOMINEE (First Middle Initial Last) Civ / Mr. John E. Doe		MAJCOM, FDA, OR DRU PACAF
DAFSCOLTY TITLE GS-12 / Ops Flight Chief	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (315) 377-9999 & COMM: (907) 377-9999	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 354 CES/CEX, 999 Broadway St Rm 999/Eielson AFB/AK/99702		
RANK/RATE OF UNIT COMMANDER (First Middle Initial Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col / Jane E. Commander / DSN: (315) 377-9999 & COMM: (907) 377-9999		
SPECIFIC ACCOMPLISHMENTS (Use multiple award box(es) if/when)		
<p>PERFORMANCE IN PRIMARY DUTIES:</p> <ul style="list-style-type: none"> <li>- Line 1</li> <li>- Line 2</li> <li>- Line 3</li> <li>- Line 4</li> <li>- Line 5</li> <li>- Line 6</li> </ul>		
<p>ACRONYMS: AF - Air Force</p>		



Attachment 7

ANNUAL CIVILIAN AF FORM 1206 TEMPLATE

Figure A7.1. Annual Civilian AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 354 FW Annual Awards	CATEGORY (if Applicable) Civ Cat IV	AWARD PERIOD 1 Jan 16 - 31 Dec 16
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Civ / Mr. John E. Doe	MAJCOM, FCA, OR DRU PACAF	
DAF/CDUTY TITLE GS-12 / Ops Flight Chief	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (315) 377-9999 & COMM: (907) 377-9999	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 354 CES/CEX, 999 Broadway St Rm 999/Eielson AFB/AK/99702		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col / Jane E. Commander / DSN: (315) 377-9999 & COMM: (907) 377-9999		
SPECIFIC ACCOMPLISHMENTS (Use single spaced, 12pt format) PRIMARY DUTIES AND SUPERIOR PERFORMANCE: - Line 1 - Line 2 - Line 3 - Line 4 - Line 5 - Line 6 - Line 7 - Line 8 - Line 9 - Line 10		
ACRONYMS (on back) AF - Air Force		

Attachment 8

QUARTERLY HONOR GUARD AF FORM 1206 TEMPLATE

Figure A8.1. Quarterly Honor Guard AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD <b>354 FW Quarterly Awards</b>	CATEGORY (If Applicable) <b>Honor Guard</b>	AWARD PERIOD <b>1 Jul - 30 Sep 16</b>
RA/RT/NAME OF NOMINEE (Print Name Incls. Last)		MAILING P.O. OR DRU
<b>SSgt / John E. Doe</b>		<b>PACAF</b>
DA/SC/CLTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
<b>3E975 / Emergency Manager</b>	<b>DSN: (315) 377-9999 &amp; COMM: (907) 377-9999</b>	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
<b>354 CES/CEX, 999 Broadway St Rm 999/Eielson AFB/AK/99702</b>		
RA/RT/NAME OF UNIT COMMANDER (Print Name Incls. Last)		COMMANDER'S TELEPHONE (DSN & Commercial)
<b>Lt Col / Jane E. Commander</b>		<b>DSN: 315-456-0760 &amp; COMM: 808-656-0760</b>
SPECIFIC ACCOMPLISHMENTS (Use angle-braced bulw/frames)		
SIGNIFICANT ACCOMPLISHMENTS:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
ACRONYMS:		
AF - Air Force		

Attachment 9

ANNUAL HONOR GUARD AF FORM 1206 TEMPLATE


Figure A9.1. Annual Honor Guard AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 354 FW Annual Awards	CATEGORY (If Applicable) Honor Guard	AWARD PERIOD 1 Jan 15 - 31 Dec 16
RANK/NAME OF NOMINEE (First Middle Initial Last) SSgt / John E. Doe		MAJCOM, FDA, OR DRU PACAF
RANK/SCITY TITLE 3E975 / Emergency Manager		NOMINEE'S TELEPHONE (DSN & Commercial) DSN: (315) 377-9999 & COMM: (907) 377-9999
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 354 CES/CEX, 999 Broadway St Rm 999/Eielson AFB/AK/99702		
RANK/NAME OF UNIT COMMANDER (First Middle Initial Last) Lt Col / Jane E. Commander		COMMANDER'S TELEPHONE (DSN & Commercial) DSN: 315-456-0760 & COMM: 808-656-0760
SPECIFIC ACCOMPLISHMENTS (Use separate sheets, if warranted)		
LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
- Line 6		
- Line 7		
- Line 8		
- Line 9		
- Line 10		
- Line 11		
- Line 12		
SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPERATIONS:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		

Attachment 10

SAMPLE BOARD SCORE SHEET

Figure A10.1. Sample Board Score Sheet.

QUARTERLY AWARDS BOARD MEMBER SCORE SHEET						
Category:	Airman	Quarter:				
		Performance in Primary Duties	Whole Airman Concept	Total Score	Order Merit	
Nominee Name						36-60 Possible Points
OG						
MXG						
MSG						
MDG						
ASOG						
WSA						
Winner:						
Board Member:						
Signature:						