

**BY ORDER OF THE COMMANDER
377TH AIR BASE WING**

**377TH AIR BASE WING INSTRUCTION
36-2801**



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Personnel

AWARDS PROGRAM

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(Col David J. Wyrick)

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This instruction implements Department of the Air Force Manual (DAFMAN) 36-2806, *Military Awards Criteria and Procedures*. This instruction establishes the responsibilities and procedures for nominating and selecting the 377th Air Base Wing (ABW) quarterly and annual award winners. In addition, this instruction establishes procedures for the 12 Outstanding Airman of the Year (OAY) and the First Sergeant of the Year Programs. It applies to all personnel assigned to the 377 ABW, Kirtland Air Force Base, New Mexico. This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with 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 DAF Form 847, *Recommendation for Change of Publication*; route the DAF Form 847 from the field through the appropriate functional chain of command. Compliance with **attachment 1** in this publication is not mandatory. 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. Requests for waivers must be submitted to the OPR listed above for consideration and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Objective. Establish quarterly and annual award procedures and guidelines for 377 ABW and participating associate units. This program is to recognize superior performance and outstanding achievement. These guidelines apply to officer, enlisted, and DAF civilian personnel.

2. Responsibilities.

2.1. The 377ABW Commander (CC).

2.1.1. Is the authority for 377 ABW Awards Program; maintains final selection approval authority or designates representatives as appropriate.

2.1.2. Provides management guidance and direction for wing formal and informal recognition programs.

2.1.3. Provides the resources and funding to support formal wing recognition programs.

2.1.4. Reviews and approves all board recommendations for quarterly and annual award winners.

2.1.5. Serves as the official host for all wing recognition ceremonies.

2.2. The 377 ABW Deputy Commander (CD).

2.2.1. Act as the Quarterly and Annual Company Grade Officer (CGO), Field Grade Officer (FGO), and Civilian Board President as described in Section 7.

2.2.2. Provides all CGO, FGO, and Civilian board recommendations to 377 ABW/CC.

2.2.3. Ensures all Quarterly and Annual Award ceremonies are included on the wing calendar.

2.2.4. Assumes 377 ABW/CC responsibilities, as appropriate, in their absence and/or as requested (i.e., Board President).

2.3. The 377 ABW Command Chief Master Sergeant (CCC).

2.3.1. Provides Management oversight and acts as advisor for wing recognition programs.

2.3.2. Acts as the Quarterly and Annual Airman (Amn), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Team, First Sergeant, and Honor Guard Member Board President as described in Section 7.

2.3.3. Provides all enlisted and volunteer board results with recommendations to 377 ABW/CC.

2.4. The 377 ABW Executive Administration (CCEA).

2.4.1. Establishes all quarterly and annual awards suspense dates for the 377 ABW. Specific dates are to be publicized by 377 ABW/CCC no later than 31 January of each new year.

2.4.2. Determines board composition for wing quarterly and annual enlisted, officer, team, volunteer, and civilian categories and provides award packages to assigned board members.

2.4.3. Coordinates with 377 ABW Staff Agency Resource Advisor (377 WSA/RA) to procure award plaques using wing Operation and Maintenance (O&M) funds.

2.4.4. Coordinates with 377 ABW Protocol (CCP) for the quarterly/annual ceremony or banquet.

2.4.5. Maintains awareness of program to discuss program status with 377 ABW/CCC, as required.

2.4.6. Creates Task Management Tool (TMT) tasker requesting board members for the following categories: Amn, NCO, SNCO, CGO, FGO, Honor Guard Member, Team, and Civilian. TMT tasker should specify what ranks are required for each board IAW Section 7 as well as specify to send names of board members to 377 ABW/CCEA.

2.5. The 377ABW Public Affairs (PA).

2.5.1. Publicizes the quarterly awards ceremony and the annual awards banquet.

2.5.2. Ensure awards program and the winners of each category receive the widest publicity coverage through all media available (i.e., Social Media Platforms, and E-mail)

2.6. The 377ABW Protocol (CCP).

2.6.1. Prepares and sends invitations and receive Please Respond (RSVP)s for all general officers, colonels, command chiefs, group senior enlisted leaders (SEL) and distinguished visitors (DV) for each award event.

2.6.2. Coordinates reservations and seating for all general officers, colonels, command chiefs, group SELs and DVs for all award events.

2.6.3. Reviews scripts for wing award ceremonies for conformity with proper customs, courtesies, and protocol.

2.7. Group/CCs/ SELs/Executives.

2.7.1. Manage their group/Wing Staff Agencies (WSA) level quarterly, and annual awards programs.

2.7.2. E-mail group winners' DAF Form 1206s, *Nomination for Award*, to the 377 ABW/CCEA organizational box.

2.7.3. Notify 377 ABW/CCEA via TMT tasker the names of the chosen board representatives.

3. Eligibility- Nominees must meet the following criteria.

3.1. Nominate individuals in a category by the rank they held for majority of the award period (> 45 days for quarterly awards, > 180 days for annual awards).

3.1.1. Must be assigned or attached to the 377 ABW for administrative purposes and be selected by their respective group CCs. There is no time on station requirements to be eligible for annual and quarterly awards, but members must only be nominated by one unit. Specific achievements and accomplishments must have occurred during the quarter/year in which the nomination is submitted.

3.1.2. Military members must not have had any quality force issues that would bring discredit to the award.

3.1.3. Military members must meet fitness standards per DAFMAN 36-2905, *Air Force Physical Fitness Readiness Program*, at the time of submission and must not have had a failure or been non-compliant at any time during the award period.

3.1.4. Enlisted members must possess an Air Force Specialty Code (AFSC) skill level commensurate with grade or have demonstrated outstanding performance in an approved retraining program during the award period.

3.1.5. First Sergeants must have held the 8F000 AFSC for a minimum of 6 months during the award period for annual awards.

3.1.6. Civilians must have no disciplinary action, unsatisfactory performance appraisals, or incidents of discreditable nature during the award period.

3.2. **Military.**

3.2.1. Amn of the Quarter and Amn of the Year; Enlisted in the grades of E-1 through E-4.

3.2.2. NCO of the Quarter and NCO of the Year; Enlisted in the grades of E-5 through E-6.

3.2.3. SNCO of the Quarter and SNCO of the Year; Enlisted in the grades of E-7 through E-8.

3.2.4. CGO of the Quarter and CGO of the Year; officers in the grades of O-1 through O-3.

3.2.5. FGO of the Quarter and FGO of the Year; officers in the grades of O-4 through O-5. (excluding Squadron CCs).

3.2.6. First Sergeant of the Year (must possess the 8F000 AFSC)

3.2.7. Honor Guard Member of the Quarter and Year.

3.2.8. Additional categories as deemed by the 377 ABW/CC, may be added.

3.3. **Civilian.**

3.3.1. Category I Non-Supervisory of the Quarter and Year: GS/GG-1 through GS/GG-6, NF/NA/WG/WS/WL-I through II, or NH/NJ/NK-I.

3.3.2. Category I Supervisory of the Quarter and Year: GS/GG-1 through GS/GG-6, NF/NA/WG/WS/WL-I through II, or NH/NJ/NK-I.

3.3.3. Category II Non-Supervisory of the Quarter and Year: GS/GG-7 through GS/GG-10, NF/NA/WG/WS/WL-III, or NH/NJ/NK-II.

3.3.4. Category II Supervisory of the Quarter and Year: GS/GG-7 through GS/GG-10, NF/NA/WG/WS/WL-III, or NH/NJ/NK-II.

3.3.5. Category III Non-Supervisory of the Quarter and Year: GS/GG-11 through GS/GG-14, NF/NA/WG/WS/WL-IV, or NH/NJ/NK-III through or NH/NJ/NK-IV

3.3.6. Category III Supervisory of the Quarter and Year: GS/GG-11 through GS/GG-14, NF/NA/WG/WS/WL-IV, or NH/NJ/NK-III through or NH/NJ/NK-IV

3.4. Military or Civilian.

3.4.1. **Team of the Quarter and Year.** Military or Department of War (DoW) civilian teams must consist of a minimum of three eligible members in any rank and status. This category recognizes collective achievement of personnel.

3.4.2. **Spouse of the Year.** This award recognizes the significant contributions made by spouses of Airmen and Guardians. The nominee's husband or wife must be serving in the Department of the Air Force (Active Duty, Guard, or Reserve).

3.4.3. Additional categories as deemed by the 377 ABW/CC, may be added.

4. Recognition Periods.

4.1. **1st Quarter:** 1 January through 31 March

4.2. **2nd Quarter:** 1 April through 30 June

4.3. **3rd Quarter:** 1 July through 30 September

4.4. **4th Quarter:** 1 October through 31 December

4.5. **Annual:** 1 January through 31 December

5. Award Nominations.

5.1. For quarterly and annual awards, each group and WSA may submit no more than one nominee for each category.

5.2. **Format for Nominations.** Document nominations on the most current version of DAF Form 1206. Write nominations using performance statements in 12-point font on the front side of the form only. Nominations are limited to the headers and number of lines outlined in **Table 1.**, *Required Nomination Headings and lines (Quarterly and Annual)*. Additionally, First Sergeant of the Year nominations are written IAW DAFMAN 36-2806. Headers do not count towards the total number of lines. **NOTE:** For enlisted and spouse annual awards, the 377 ABW will follow formatting guidance provided by Air Force Global Strike Command (AFGSC) headquarters when it is released through the OAY and Joan Orr Air Force Spouse award TMT tasker. If the tasker has not been released, utilize previous years guidance.

5.3. **Acronyms and Abbreviations.** Refer to the following website for a list of approved acronyms and abbreviations: <https://www.afpc.af.mil/Career-Management/Acronyms/>. **NOTE:** For enlisted annual awards, the 377 ABW will follow formatting guidance provided by Air Force Global Strike Command (AFGSC) headquarters when it is released through the OAY award TMT tasker.

6. Package Submission.

6.1. All packages will be submitted to 377 ABW/CCEA according to the wing suspense. Any packages not submitted by suspense will not be considered.

6.2. Honor Guard packages will be nominated within the Honor Guard and submitted to 377 ABW/CCEA by the Honor Guard Program Manager or 377th Force Support Squadron (377 FSS) SEL.

6.3. The nomination packages will include the following:

6.3.1. Completed DAF Form 1206.

6.3.1.1. Heading descriptions:

6.3.1.1.1. Executing the Mission, Managing Resources, Leading People, Improving the Unit, and Whole Airman Concept will follow descriptions as outlined in AFI 36-2406, *Officer and Enlisted Evaluations Systems*.

Table 1. Required Nomination Headings and lines (Quarterly and Annual).

Categories and Headings	Statements	Lines
Quarterly: AMN, NCO, SNCO, CGO, FGO, CAT I, II, & III		
Executing the Mission	2	4
Managing Resources	2	4
Leading People	1	2
Improving the Unit	1	2
Quarterly Team		
Team Accomplishments	6	12
Annual: AMN, NCO, SNCO, CGO, FGO, CAT I, II, & III		
Leadership and Job Performance in Primary Duty	9	18
Whole Airman Concept	3	6
Annual Team		
Team Accomplishments	9	18
Annual First Sergeant		
Impact on Unit Mission Readiness and Execution	4-6	12
Fostering Resilience in Teams & Community	2-3	6
Developing Self and Others	2-3	6
Annual Honor Guard		
Leadership and Job Performance in Honor Guard Duties	4-6	12
Significant Self-Improvement to Military Funeral Honors & Operations	2	5

7. Evaluation Boards.

7.1. Evaluation boards will be conducted electronically. The board president will determine if an in-person board will take place to discuss nominations. All board members will be coordinated through 377 ABW/CCEA. Board membership will be comprised of one member from each group:

- 7.1.1. AMN: Various NCOs and 377 ABW/CCC as board president.
- 7.1.2. NCO: Various SNCOs and 377 ABW/CCC as board president.
- 7.1.3. SNCO: Group/SELs and 377 ABW/CCC as board president.
- 7.1.4. CGO: Various FGOs and 377 ABW/CD as board president.
- 7.1.5. FGO: Group/CCs and 377 ABW/CD as board president.
- 7.1.6. CIV CAT I, II, & III: Various SNCOs and above and 377 ABW/CD as board president.
- 7.1.7. Team: Group/SELs and 377 ABW/CCC as board president.
- 7.1.8. First Sergeant (annual only): Group/SELs and 377 ABW/CCC as board president.

7.1.9. Honor Guard Member (annual only): Group/SELs and 377 ABW/CCC as board president. **NOTE:** If a Group SEL is absent, another Chief or SNCO within the group may fill in with 377 ABW/CCC concurrence. Additionally, if a Group/CC is absent, another FGO within the group may fill in with 377 ABW/CD concurrence.

8. Procedures for Selecting a Board Recommendation.

8.1. Only when deemed necessary by the 377 ABW Command Chief, board members will review each package together in-person, virtually, or electronically and score each section based solely on the information on the members DAF Form 1206. Each nominee's total score will be calculated to determine relative ranking with the other nominees. Board members will annotate their rankings on their score sheet, sign, and return it to the board president and 377 ABW/CCEA. Board members are encouraged to discuss the points/rankings and attempt to resolve any ties. Board members are allowed to score on their own group. If a tie cannot be broken by the voting members, the board president will break the tie. 8.2. The board president's rankings will only be used in the event of a tie. The board president will review each package and score accordingly. The board president will use the Board President Score Sheet. The board president may only use the ranking the board members have assigned to the nominees. The rankings will be totaled, and the recommendations forwarded to 377 ABW/CC for final selection. **NOTE:** 377 ABW/CC is the authority for 377 ABW Awards Program and maintains final selection approval authority or designates a representative as appropriate.

9. Recognition.

9.1. All group and wing staff winners will be recognized at a quarterly/annual recognition ceremony.

9.2. The 377 ABW military annual winners will automatically represent the wing as our nominees for the 12 OAY Award Program and will compete at the next level.

9.3. **Recognition Program Funding.** The purchase of awards, coins and medallions may be purchased using operations and maintenance funds IAW DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*.

10. Ceremonial Venues. All 377 ABW quarterly and annual award ceremonies are official functions and are hosted by the 377 ABW/CC and coordinated by the groups on a rotating basis.

JUSTIN D. SECREST, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 36-2406, *Officer and Enlisted Evaluations Systems*, 22 August 2025

DAFMAN 36-2806, *Military Awards Criteria And Procedures*, 27 October 2022

DAFMAN 36-2905, *Air Force Physical Fitness Readiness Program*, 24 March 2026

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, 15 August 2025

Prescribed Forms

None

Adopted Forms

DAF Form 1206, *Nomination for Award*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

377 ABW/CA—377th Air Base Wing Executive Director

377 ABW/CC—377th Air Base Wing Commander

377 ABW/CCC—377th Air Base Wing Command Chief Master Sergeant

377 ABW/CCEA—377th Air Base Wing Executive Administration

377 ABW/CCP—377th Air Base Wing Protocol

377 ABW/CD—377th Air Base Wing Deputy Commander

377 ABW/PA—377th Air Base Wing Public Affairs

377 WSA/RA—377th Air Base Wing Staff Agency Resource Advisor

ABW—Air Base Wing

AFGSC—Air Force Global Strike Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

AMN—Airman

ANG—Air National Guard

CC—Commander

CGO—Company Grade Officer

DAFMAN—Department of the Air Force Manual

DoW—Department of War

FGO—Field Grade Officer

GS—General Service

IAW—In Accordance With

NCO—Noncommissioned Officer

OAY—Outstanding Airman of the Year

OPR—Office of Primary Responsibility/Officer Performance Report

RDS—Records Disposition Schedule

RSVP—Please Respond

SEL—Senior Enlisted Leader

SM+W—Special Morale and Welfare

SNCO—Senior Noncommissioned Officer

TMT—Task Management Tool