

**BY ORDER OF THE COMMANDER
419TH FIGHTER WING**

**419TH FIGHTER WING INSTRUCTION
36-2801**



7 MAY 2026

Personnel

WING RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no restrictions for the release of this publication

OPR: 419FW/CCC

Certified by: 419FW/CCE

Pages: 12

This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards and Decorations Programs*. It provides guidance for the nomination, selection and recognition of unit Airmen (AMN), Noncommissioned Officers (NCO), Senior Noncommissioned Officers (SNCO), First Sergeants (1SG), Company Grade Officers (CGO), Field Grade Officers (FGO), Teams, Volunteers and Civilians for quarterly and annual awards in conjunction with Department of the Air Force Manual (DAFMAN) 36-2806, *Awards and Memorialization Program*, Department of Defense Instruction (DoDI) 1400.25V451, Department of the Air Force Instruction (DAFI) 36-1004, *Civilian Recognition Program* and DAFI 65-601, Vol 1, *Budget Guidance and Procedures*. This instruction applies to all units assigned to 419th Fighter Wing (419 FW) staff agencies and work-centers. Refer recommended changes and questions about this publication to the 419th Fighter Wing Executive Officer (419 FW/CCE) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. Route DAF Form 847s through the appropriate chain of command. Ensure all records created as 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 the Air Force Records Disposition Schedule (RDS) <https://afrims.cce.af.mil/>.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be reviewed in its entirety.

Chapter 1

RESPONSIBILITIES

1.1. Organization Recognition Program:

1.1.1. Purpose: The 419 FW Awards Program serves a vital role in fostering a culture of excellence and recognizing outstanding contributions to our mission. It aims to:

1.1.1.1. Reward Superior Performance: Acknowledge and reward individuals and teams who consistently exceed expectations and demonstrate exceptional performance in their primary duties and additional responsibilities.

1.1.1.2. Incentivize Innovation and Initiative: Encourage proactive problem-solving, process improvement, and the development of innovative solutions that enhance mission effectiveness.

1.1.1.3. Promote Professional Development: Highlight individuals who demonstrate a commitment to continuous learning, skill development, and leadership growth.

1.1.1.4. Boost Morale and Esprit de Corps: Celebrate achievements and foster a sense of pride and camaraderie within the wing.

1.1.1.5. Recognize Contributions to the Community: Acknowledge members who actively engage in community service and enhance the relationship between the 419 FW and the surrounding community.

1.1.1.6. Administration: Each organization under the 419 FW will administer the Quarterly and Annual Awards programs in accordance with this guidance. These programs are designed to recognize the superior performance and outstanding achievements of assigned personnel, highlighting those contributing significantly to the overall wing mission and community relations.

1.2. The 419th Fighter Wing Commander (419 FW/CC) is responsible for:

1.2.1. The Wing Recognition Program and certifying the board results.

1.2.2. Approving the funding for Quarterly and Annual recognition awards.

1.3. The 419th Fighter Wing Command Chief (419 FW/CCC) is responsible for:

1.3.1. Overseeing the Wing Recognition Program.

1.3.2. Serving as the Board President for all award categories.

1.3.3. Forwarding the Board recommendation package to the 419 FW/CC for certification.

1.4. The 419 Fighter Wing Group Commanders and Equivalent are responsible for:

1.4.1. Ensuring nominees meet eligibility requirements for the wing awards.

1.4.2. Providing members for the FW Quarterly and Annual Boards.

1.5. The 419th Fighter Wing Executive Officer (419 FW/CCE) is responsible for:

1.5.1. Completing the requests and purchasing of wing awards and scheduling presentations.

Chapter 2

AWARDS PROCESS

2.1. Wing Awards Structure. Each Group and recognized Group equivalent assigned to the 419 FW may submit one nominee in each category for consideration for Wing Quarterly and Annual Awards.

2.1.1. For purposes of the Wing Recognition Program, the 419th Fighter Wing Director of Staff (419 FW/DS) is recognized as a Group Commander equivalent with reciprocal organizations. Each of these positions will establish procedures for their subordinate organizations for selecting nominees and submitting nominations for Wing level awards.

2.1.1.1. **The 419th Mission Support Group Commander (419 MSG/CC) is responsible for the:** 419th Mission Support Group, 419th Logistics Readiness Squadron, 419th Civil Engineer Squadron, 67th Aerial Port Squadron, 419th Security Forces Squadron and the 419th Force Support Squadron.

2.1.1.2. **The 419th Maintenance Group Commander (419 MXG/CC) is responsible for the:** 419th Maintenance Group, 419th Maintenance Squadron, 419th Aircraft Maintenance Squadron.

2.1.1.3. **The 419th Operations Group Commander (419 OG/CC) is responsible for the:** 419th Operations Group, 466th Fighter Squadron and the 419th Operations Support Squadron.

2.1.1.4. **The 419th Medical Squadron Commander (419 MDS/CC) is responsible for the:** 419th Medical Squadron.

2.1.1.5. **The 419FW/DS is responsible for:** All Wing Staff Agencies.

2.2. Award Categories. The 419 FW will recognize superior performers on a quarterly and annual basis, by category. The award categories include:

2.2.1. AMN, NCO, SNCO, 1SG, CGO, FGO, Team, Volunteer, Key Support Liaison (KSL), Honor Guard, and Civilian Categories 1, 2, and 3.

2.2.1.1. Civilian Category 1: Includes employees holding the following grades: GG 01-08, GS 01-08, WG 01-08, WL 01-05, WS 01-07.

2.2.1.2. Civilian Category 2: Includes employees holding the following grades: GG 09-11, GS 09-11, WG 09-11, WL 06-14, WS 08-11.

2.2.1.3. Civilian Category 3: Includes employees holding the following grades: GG 12-15, GS 12-15, WG 12-15, WL 15, WS 12-19.

2.2.2. Wing Annual Award Winners in the AMN, NCO, SNCO and 1SG categories *may* be selected as the 419 FW nominees for the 12 Outstanding Airmen of the Year (OAY) and USAF First Sergeant of the Year (FSOY) respectively.

2.2.3. Air Reserve Technicians will compete for quarterly and annual awards based on either military rank or civilian grade. The same nominee may only compete in one category per quarter/year, and all bullets must be within the “status” they are competing in.

2.3. Award Submission Requirements (*Records Management and Information Governance Program*).

2.3.1. Submit nominations on the current version of the DAF Form 1206. Nominations will be submitted electronically to the 419 FW, Wing Awards SharePoint site (<https://usaf.dps.mil/sites/419FW/Awards>.) Site access is available to all 419th members though uploaded packages are restricted and viewable only to the member that submitted the package, this mitigates any privacy concerns. In the event that SharePoint is unavailable please submit nominations to the 419FW.FW.FrontOffice@us.af.mil email inbox and/or designated awards Point of Contact (POC) as directed. Refer to **Chapter 3** and **Chapter 4** for DAF Form 1206 bullet requirements in each category.

2.3.2. All nominees in these categories will require additional items to be submitted IAW MyFSS guidance (<https://myfss.us.af.mil/USAFCommunity/>) when submitted as nominees for the Wing Annual Awards. Additional items are subject to change according to MyFSS guidance but normally include a military biography, 8x10 head and shoulders official photo, 5x7 full length photo, vMPF ribbons listing, citation (First Sergeant category only), statement of intent, statement of release and recommendation letter. All 1206s in these categories should be submitted following the MyFSS guidance for 12 OAY or FSOY. Acronyms are restricted to commonly used and known acronyms (such as TDY, AF, USAFE, SFS, etc.), and acronym lists are *not* permitted on 12 OAY or FSOY nominations. Therefore, commanders may need to prepare an additional 1206 that meets OAY criteria in the event that their member is nominated. Recommendation letters will be completed before submission to 10 AF, if selected.

2.3.3. Awards will be submitted no later than 1600 MST/MDT on the date schedule listed below. In the event that there is no FW Unit Training Assembly (UTA) on the listed due date the awards packages will be due Saturday at 1600 of the following UTA. For example, if there is no July UTA, the second quarter awards packages will be due the August UTA.

2.3.3.1. 1st Quarter (Jan-Mar) suspense: Saturday of the April UTA.

2.3.3.2. 2nd Quarter (Apr-Jun) suspense: Saturday of July UTA.

2.3.3.3. 3rd Quarter (Jul-Sept) suspense: Saturday of the Oct UTA.

2.3.3.4. 4th Quarter (Oct-Dec) suspense: Saturday of the Jan UTA.

2.3.3.5. Annual Awards (Jan-Dec) suspense: Saturday of the Jan UTA.

2.3.3.6. LATE SUBMISSIONS MUST BE APPROVED BY 419 FW/CC.

Chapter 3

MILITARY AWARDS

3.1. Eligibility. To be nominated for a 419 FW Annual Award, the member must have won at the group level during the award period. Nominees will compete in the grade held for a majority of the award period (First Sergeant of the Year nominees must have held the SDI 8F000 and wear the Diamond for at least 6 months of the award period).

3.1.1. Military members who have failed a fitness assessment during the award period or do not have a current fitness assessment on file, have an UIF, or are on a control roster are not eligible during that award period.

3.2. Quarterly Awards.

Table 3.1. Awards Categories and Requirements.

Category	Grade or Duty Requirements	Performance Statements		Nomination Package
Airman	E-1 – E-4	Max 12 Lines/5 Performance Statements (Including 2 Headers)	(3) JOB PERFORMANCE IN PRIMARY DUTY	1206/ PT rip
NCO	E-5 – E-6		(2) WHOLE AIRMAN CONCEPT	
SNCO	E-7 – E-8		(3) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (2) WHOLE AIRMAN CONCEPT	
CGO	O-1 – O-3		(3) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (2) INNOVATION	1206/PT rip
FGO	O-4 – O-5			
Civilian Category I	GG 01-08, GS 01-08, WG 01-08, WL 01-05, WS 01-07, NA 01-15, NF 01-02, NH 01, NK 01-02			1206
Civilian Category II	GG 09-11, GS 09-11, WG 09-11, WL 06-14, WS 08-11, NF 03-04, NH 02-03, NJ 03-04, NK 03			
Civilian Category III	GG 12-15, GS 12-15, WG 12-15, WL 15, WS 12-19, NF-05, NH 04			

1st Sergeant	Any 8F000	Max 11 Lines/4 Performance Statements	(2) IMPACT ON UNIT MISSION READINESS AND EXECUTION (1) FOSTERING RESILIENCE IN TEAMS AND COMMUNITY (1) DEVELOPING SELF AND OTHERS	1206
Volunteer	Any Civ or Mil member	Max 9 Lines/4 Performance Statements	(4) BASE OR COMMUNITY INVOLVEMENT	1206/PT if Mil
Honor Guard	Member of Honor Guard team	Max 10 Lines/4 Performance Statements	(2) BASE OR COMMUNITY INVOLVEMENT (2) WHOLE AIRMAN CONCEPT	
Team	Group of 2-10 employees (military, civilian or combination) assembled for a specific task or working on a common project	Max 11 Lines/5 Performance Statements (Including Headers)	(5) SIGNIFICANT TEAM ACCOMPLISHMENTS	1206/ PT for all Mil listed
Key Support Liaison (KSL)	KSL Member	Max 9 Lines/4 Performance Statements	(4) BASE OR COMMUNITY INVOLVEMENT	1206

3.2.1. Annual Awards.

Table 3.2. Awards Categories and Requirements. Disclaimer: Amn, NCO, SNCO, 1st Sergeant guidance based on prior year HAF guidance, check MyFSS for possible changes.

Category	Grade or Duty Requirements	Performance Statements		Nomination Package
Airman	E-1 – E-4	Max 26 Lines/12 Performance Statements (Including 2 Headers)	(No more than (9) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (No more than (6) WHOLE AIRMAN CONCEPT	1206, fitness report, military biography, 8x10 head and shoulders official photo, 5x7 full length official photo, vMPF ribbons listing, SOI, SOR, recommend letter
NCO	E-5 – E-6			
SNCO	E-7 – E-8			
CGO	O-1 – O-3	Max 20 Lines/18 Performance Statements (Including 2 Headers)	(6) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (3) INNOVATION	1206/PT rip 8x10 head/shoulders photo
FGO	O-4 – O-5			
Civilian Category I	GG 01-08, GS 01-08, WG 01-08, WL 01-05, WS 01-07, NA 01-15, NF 01-02, NH 01, NK 01-02			1206 8x10 head/shoulders photo
Civilian Category II	GG 09-11, GS 09-11, WG 09-11, WL 06-14, WS 08-11, NF 03-04, NH 02-03, NJ 03-04, NK 03			
Civilian Category III	GG 12-15, GS 12-15, WG 12-15, WL 15, WS 12-19, NF-05, NH 04			
1st Sergeant	Any 8F000 that has held SDI for at least 6 months in award period	Max 27 Lines/12 Performance Statements	(No more than (12) IMPACT ON UNIT MISSION READINESS AND EXECUTION (No more than (6) FOSTERING RESILIENCE IN TEAMS AND COMMUNITY (No more than (6) DEVELOPING SELF AND OTHERS	1206, fitness report, military biography, 8x10 head and shoulders official photo, 5x7 full length official photo, vMPF ribbons listing, and citation, SOI, SOR, recommend letter
Volunteer	Any Civ or Mil member	Max 13 Lines/12 Performance Statements	(6) BASE OR COMMUNITY INVOLVEMENT	1206/PT if Mil 8x10 head/shoulders photo
Honor Guard	Member of Honor Guard team	Max 14 Lines/12 Performance Statements	(4) BASE OR COMMUNITY INVOLVEMENT (2) WHOLE AIRMAN CONCEPT	8x10 head/shoulders photo

3.2.1.1. Acronyms should not be used on annual awards in AMN, NCO, SNCO and FSOY nominations IAW 12 OAY nominations requirements. However, if acronyms are used the commander must prepare a 1206 that meets OAY criteria in case member is an annual award winner (see [Paragraph 2.3.](#)).

3.3. Heading Definitions.

3.3.1. Heading requirements are outlined in [Table 3.1](#) and [Table 3.2](#) and will be typed in all capitalized letters. Do not place additional information on the header lines. Minimum performance statements required for each header are listed below. Each performance statement will begin on a new line beginning with a dash followed by a single space (“- “).

3.3.2. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant accomplishments and how well the members perform 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. Show how the members developed or improved skills related to primary duties, e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received, e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. Note: To promote innovation in our ever-evolving Air Force it is encouraged to include innovation type bullets within the 1206. Demonstrate how the members showed creativity in developing a new product, process or service to meet new/current mission requirements or customer needs. The innovation directly resulted in tangible mission impact such as cost savings/avoidance, improved readiness or mission effectiveness, and/or reduced workload, as examples.

3.3.3. WHOLE AIRMAN CONCEPT: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including 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. Include any off- duty education or other personal development, e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

3.3.4. INNOVATION: Demonstrate how the members showed creativity in developing a new product, process or service to meet new/current mission requirements or customer needs. The innovation directly resulted in tangible mission impact such as cost savings/avoidance, improved readiness or mission effectiveness, and/or reduced workload, as examples.

3.3.5. BASE OR COMMUNITY INVOLVEMENT: 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, dining-out committee, member of Air Force Sergeants Association, Boy Scout Troop leader, and so forth.

3.3.6. SIGNIFICANT TEAM ACCOMPLISHMENTS: Describe the team's accomplishments and the impact on the mission.

3.3.7. IMPACT ON UNIT READINESS AND EXECUTION: Describe significant leadership and people centered initiatives that support the mission and/or ensure a mission-ready force. Define the scope and level of responsibilities and the impact, in addition to new initiatives or innovative techniques and projects that improved the unit's ability to accomplish the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received.

3.3.8. FOSTERING RESILIENCE IN TEAMS AND COMMUNITY: Show development or improvement of resilience and/or quality of life on the installation, unit, and community. Provide examples such as resilience education, events, training, or community service events in the local area.

3.3.9. DEVELOPING SELF AND OTHERS: Define the scope and impact of positive leadership and involvement in both the military and civilian community. Include initiatives that fostered leadership, professional, and personal development initiatives. Further show how those initiatives serve to improve mission impact, development and the team/Airmen, or improvement in community.

3.3.10. Further information on special awards is available at the following links: <https://access.afpc.af.mil/Trophies/> and <https://myfss.us.af.mil/USAFCommunity>.

Chapter 4

CIVILIAN AWARDS

4.1. Eligibility: Nominees will compete in the grade held for a majority of time during the award period. Nominees competing for annual awards must be assigned to the 419 FW for at least 6 months of the award period. To be nominated for a 419 FW Annual Award, the member must have won at the group level during the award period. Additionally, civilians whose records contain any disciplinary or adverse action information or any action pending that reflects unfavorably on the exemplary performance deserving recognition during the rating period are not eligible for award submission.

4.2. Quarterly Awards: Will be in narrative format, single-spaced on front side of the DAF1206 only, 10 lines not including headings, with the following headings and format:

4.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (3 performance statements)

4.2.2. INNOVATION (2 performance statements)

4.3. Annual Awards: Will be narrative format, single-spaced on front side of the DAF1206 only, 18 lines not including headings, with the following headings and format:

4.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (12 lines)

4.3.2. INNOVATION (6 lines)

4.4. Heading Definitions:

4.4.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe how the employee's job performance in primary duty has exceeded position requirements, including the development of new techniques, and contributions that increased mission effectiveness during the award period. Describe how the employee contributed to achieving good customer focus and satisfaction and has actively sought to understand customers' desires and adjusted services and programs to meet their needs during the award period.

4.4.2. INNOVATION: Demonstrate how the members showed creativity in developing a new product, process or service to meet new/current mission requirements or customer needs. The innovation directly resulted in tangible mission impact such as cost savings/avoidance, improved readiness or mission effectiveness, and/or reduced workload, as examples.

Chapter 5

WING BOARD PROCESS

5.1. Board Composition. There will be two boards convened for each award period. The Enlisted Board will evaluate enlisted award categories, civilian, volunteer, honor guard, KSL, and team categories. The Officer Board will then evaluate the officer categories (FGO, CGO) Each board will consist of a Board President (419 FW/CCC and 419 FW/CC respectively), four voting members (one from each Group or recognized Group Equivalent). Board members may bring one observer for professional development, but that observer cannot participate in, influence or disrupt the process. For the enlisted board, members will be in the grade of E-8 or above and for the officer board, members will be in the grade of O-5 or above. Each Group or recognized Group Equivalent are responsible for providing their board members' names at the time nominees are submitted to the wing. The FW/CCC will provide the tie breaking vote for enlisted and FW/CC for officers as required.

5.2. Conducting Awards Boards. The Annual and Quarterly awards boards will be conducted either in-person/teleconference or via email, as determined by the Board President. All board members and the board president will receive a score sheet and electronic copies of nominations. If conducted via email, the board members will have one week to review and score the nominations and return their score sheet to the named awards POC and/or the 419 FW Front Office organizational account (419FW.FW.FrontOffice@us.af.mil) in the event an awards POC is unavailable, as directed by the Board President. **NOTE:** The Board President reserves the right to hold a formal in-person annual military board where candidates report in service dress and are interviewed by the board members. This will be decided no less than 30 days prior to the UTA to ensure proper notification.

5.3. Result Certification and Documentation. Following the completion of all boards, the Board President or administrative assistant will compile the board recommendations in the form of a selection memorandum signed by the Board President, certified by the 419 FW/CC.

5.4. Award Presentation. Following certification of the board results by the 419 FW/CC, arrangements will be made by the 419 FW/CCE to have Wing leadership announce the results via email and present awards when practical. If mission requirements prohibit Wing leadership from presenting the award to the winner, 419 FW/CCE will make appropriate arrangements to send awards to the winner's unit commander for presentation.

BRADLEY K. KLEMESRUD, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 26 June 2025

DoDI1400.25V451_AFI36-1004, *Civilian Recognition Program*, 18 December 2023

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

AFI 65-601V1, *Budget Guidance and Procedures*, 22 June 2022

DAFPD 36-28, *Awards and Decorations Program*, 2 June 2023

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AMXS—Aircraft Maintenance Squadron

APS—Aerial Port Squadron

CES—Civil Engineering Squadron

FS—Fighter Squadron

FSOY—First Sergeant of the Year

FSS—Force Support Squadron

LRS—Logistics Readiness Squadron

MDS—Medical Squadron

MXG—Maintenance Group

MXS—Maintenance Squadron

OAY—Outstanding Airmen of the Year

OG—Operations Group

OSS—Operations Support Squadron

POC—Point of Contact

SFS—Security Forces Squadron

TDY—Temporary Duty

USAFE—United States Air Forces Europe

UTA—Unit Training Assembly