

**BY ORDER OF THE COMMANDER  
437TH AIRLIFT WING**

**437th AIRLIFT WING INSTRUCTION  
36-2805**



**4 MAY 2020**

**Personnel**

**WING RECOGNITION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 437AW/CCCE

Certified by: 437AW/CC  
(Col Clinton R. ZumBrunnen)

Supersedes: 437AWI36-2805,  
23 December 2014

Pages: 26

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This publication implements policy and procedures for nomination, selection and award for the 437th Airlift Wing (437 AW) Recognition Program; applies to all personnel assigned or attached to the 437th Wing Staff Agency (WSA), 437th Maintenance Group (MXG), and 437th Operations Group (OG). The overall objective is to recognize outstanding performers and individual achievements on a continuing basis. This publication may not be supplemented or further implemented/extended. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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 IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) Table 36-33, *Personnel - Honors and Awards*.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include: Consolidation and clarification of responsibilities, package scoring, and updates to Military, Civilian, and Key Spouse award categories. Additionally, attachments and tables have been added/modified to reflect changes to board scoring points and package compilation.

## Chapter 1

### 437 AW RECOGNITION PROGRAM

#### 1.1. Responsibilities:

- 1.1.1. The 437 AW Commander (CC) is responsible for:
  - 1.1.1.1. The 437 AW Recognition Program and approval of nominations and award recipients.
  - 1.1.1.2. Approval of purchases for quarterly and annual recognition mementos.
  - 1.1.1.3. Determining method of award recipient recognition.
- 1.1.2. The 437 AW Vice Commander (CV) is responsible for:
  - 1.1.2.1. Overseeing the Company Grade Officer (CGO), Field Grade Officer (FGO), Key Spouse, and Civilian category (CAT) I & II award categories.
  - 1.1.2.2. Acting as Board President or ensuring a designated representative is available to act as board president.
- 1.1.3. The 437 AW Command Chief (CCC) is responsible for:
  - 1.1.3.1. Overseeing enlisted recognition programs.
  - 1.1.3.2. Modifying the board procedures/composition due to unique circumstances.
  - 1.1.3.3. Briefing Board Presidents on procedures as appropriate.
  - 1.1.3.4. Ensuring board members have equal OG/MXG representation for the Airman (AMN), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), and First Sergeant Boards.
  - 1.1.3.5. Acting as a board member when a WSA member is nominated for the SNCO category.
- 1.1.4. The 437 AW Command Chief Executive Assistant (CCCE) is responsible for:
  - 1.1.4.1. Administration and execution of the recognition program.
  - 1.1.4.2. Publishing a quarterly and annual awards schedule with suspense dates for nomination package submission as well as outlining when the boards will convene.
  - 1.1.4.3. Requesting board members and compiling names.
  - 1.1.4.4. Maintaining a list of nominees and packages on the award recipients for two years from the board date.
  - 1.1.4.5. Preparing and distributing the 437 AW nomination packages to the board members no later than two duty days prior to the board date.
  - 1.1.4.6. Sending out board dates and times to the representative board members for each category.
  - 1.1.4.7. Collecting RSVPs from representative board members.
  - 1.1.4.8. Ensuring appropriate award elements are prepared (i.e., plaques, mementos, etc.).

1.1.4.9. Ensuring WSA provides a board member for categories it nominates a member for.

1.1.4.10. Submitting the 437 AW nominations to Headquarters (HQ) 18 AF for the 12 Outstanding Airmen of the Year Award.

1.1.5. The 628th Air Base Wing Public Affairs is responsible for:

1.1.5.1. Publishing award recipients' names following the ceremony.

1.1.5.2. Assisting recipients with hometown news releases.

1.1.5.3. Providing other publicity as appropriate.

1.1.6. Board President is responsible for:

1.1.6.1. Convening their appropriate board IAW this instruction.

1.1.6.2. Briefing board members on their duties and responsibilities.

1.1.6.3. Ensuring board members understand how to effectively score award packages.

1.1.6.4. Reviewing and scoring the AF Form 1206, *Nomination for Award* (latest version), prior to the board and being prepared to act as a scoring member in the event of a tie.

1.1.6.5. Ensuring president's master score sheet (signed and dated), board members final ranking score sheets, and 1206s are provided to the CCCE following completion of board member meeting.

1.1.7. Organizations are responsible for:

1.1.7.1. Establishing procedures for selection and nomination of candidates consistent with criteria within this instruction, and ensuring units are knowledgeable of the process.

1.1.7.2. Ensuring nominees are free from any quality force action which resulted in administrative action or judicial punishment during the nomination period.

1.1.7.3. Each organization is eligible to submit one package per category to compete at 437 AW level boards. For this purpose, the organizations will be recognized as:

1.1.7.3.1. 437th Maintenance Group

1.1.7.3.2. 437th Operations Group

1.1.7.3.3. 437th Wing Staff Agency

## 1.2. General Guidelines:

1.2.1. The recognition program is administered on a calendar year basis. Individuals will compete in the grade they held for the majority of the award period. If deployed during targeted quarter or year, decision for nomination will be made at the squadron commander level. Grade category criteria are as follows:

1.2.1.1. AMN E-1 through E-4

1.2.1.2. NCO E-5 through E-6

1.2.1.3. SNCO E-7 through E-8

1.2.1.4. Civilian Category I (see 3.1. for grades)

- 1.2.1.5. Civilian Category II (see 3.1. for grades)
- 1.2.1.6. CGO O-1 through O-3
- 1.2.1.7. FGO O-4 through O-5 (Squadron CC and Director of Operations are ineligible)
- 1.2.1.8. Key Spouse
- 1.2.2. All 437 AW award nominations will be documented on AF IMT 1206 (latest version).
- 1.2.3. Use bullet statements under each heading (headings will stand alone from bullets and count toward the total number of lines).
- 1.2.4. List only those accomplishments that occurred during the period of the award.
  - 1.2.4.1. Quarterly awards: January-March, April-June, July-September, and October-December.
  - 1.2.4.2. Annual awards: 1 January-31 December
- 1.2.5. Board President/Member Selection Criteria:
  - 1.2.5.1. The 437 AW/CCCE will request names based on the rotational board schedule outlined in [Attachment 11](#) to each participating organization. Those organizations will in-turn solicit for volunteers to serve as board members and return the selections to 437 AW/CCCE by the established suspense date.
  - 1.2.5.2. Squadron and group leadership will select potential board member candidates for deliberate development.
  - 1.2.5.3. The 437 AW boards will consist of two panel members and a president. On the occasion that a WSA member has a package in any specific category, 437 AW/CCCE will assure that a WSA board member is present bringing the total to three panel members and a president.

## Chapter 2

### MILITARY RECOGNITION PROGRAM

#### 2.1. Military Quarterly Award Nominations Procedures:

2.1.1. Each organization may submit no more than one nominee in each category (as defined in [paragraph 1.2.1](#)) to the 437 AW quarterly recognition boards.

2.1.2. The 437 AW quarterly award recipients are eligible to compete during concurrent (back to back) quarters of the same calendar year.

2.1.3. Nominations for AMN, NCO, SNCO, CGO, & FGO are restricted to 9 single lines (including headings) using the following headers:

2.1.3.1. **JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant 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. 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, and so forth; include results of Air Force, Major Command (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; 6 lines, including Header.

2.1.3.2. **WHOLE AIRMAN CONCEPT:** 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, off-duty education related to primary duties, and so forth. 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, enrollment/completion and grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

2.1.4. Use bullet statements under each subtitle heading (headers will stand alone from bullets).

2.1.5. Electronic copies of all nomination packages will be submitted through 437 AW/CCCE by the established suspense date, which will be no earlier than the 15th of the month following the quarter close-out.

2.1.6. When determined by the Wing/CC that there will be a Quarterly Awards Ceremony, every odd quarter (1st, 3rd) the OG will be responsible for providing a point of contact (POC) and emcee for that ceremony.

2.1.7. Every even quarter (2nd, 4th) the MXG will be responsible to provide a POC and emcee.

2.1.8. The requirement to provide board members will be on a rotational process. The requirement for each board is shown in [Attachment 11](#). Additionally the Board President will change for each category between MXG and OG depending on the quarter (1st and 3rd Quarter AMN and SNCO board president will be provided by OG, and NCO board president will be

from the MXG. The 2nd and 4th Quarter AMN and SNCO board president will be provided by MXG, and NCO board president will be from the OG.

## **2.2. Military Annual Award Nominations Procedures:**

2.2.1. Each organization may submit one nomination in each category to the 437 AW Annual Recognition Boards.

2.2.2. The categories are: AMN, NCO, SNCO, First Sergeant, CGO, and FGO.

2.2.3. The annual nominee does not have to be a quarterly recipient during the year of the annual award nomination.

2.2.4. Squadron Superintendent or equivalent will provide all supporting documents electronically within 48 hours of notification that their nominee has been selected.

2.2.5. For 437 AW annual award nominations, only use commonly recognized and approved Air Force abbreviations and acronyms. Acronym lists are not approved. Career field acronyms and abbreviations are not approved for use.

2.2.5.1. All award categories will follow the guidance provided from AF & Higher HQ which will be solicited from 18 AF/CCCE.

## Chapter 3

### CIVILIAN RECOGNITION PROGRAM

#### 3.1. Award Categories:

3.1.1. The program includes three individual category awards. Individuals will be nominated in the category that corresponds to the grade/position, if applicable, that they held for the majority of the award period.

3.1.2. Category I includes all employees in grades GS-/GG-01 through 08, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08, CC-01 through 05, and NF-I and II.

3.1.3. Category II includes all employees in grades GS-/GG-09 through GS-12, WG-/WL-09 and above, WS-01 through 12, NA-09 and above, NL-/NS-09 through 12, and NF-III and IV.

3.1.4. Key Spouse

#### 3.2. Civilian Quarterly Award Nominations:

3.2.1. Each organization may submit no more than one nominee in each category to 437 AW.

3.2.2. Nominations will consist of the following header and line count:

3.2.2.1. Leadership and Job Performance, 6 lines, including Header. Other Significant Accomplishments/ Community Efforts, 3 lines, including Header.

#### 3.3. Key Spouse Semi-Annual Award Nominations:

3.3.1. This will take place the 2nd and 4th Quarter of each year.

3.3.2. The packages will be narrative based with up to 6 lines, no bullet format.

#### 3.4. Civilian Annual Award Nominations:

3.4.1. Each organization may submit no more than one nominee in each category to 437 AW.

3.4.2. The Civilian Category will follow the same guidance as directed in [paragraph 2.2.5.1](#).

#### 3.5. Key Spouse Annual Award Nominations:

3.5.1. Each group may submit one nominee to 437 AW.

3.5.1.1. The Key Spouse Category will follow the same guidance as directed in [paragraph 2.2.5.1](#).

## Chapter 4

### BULLET COMPOSITION

#### 4.1. Scoring of Packages:

4.1.1. Board members will assign a score based on “Whole Airman” factors. For all award packages, each board member scores each package using a consistent scoring method across all packages. Based on these scores, each board member rank orders their score sheet from first to last and assigns a ranking (1st, 2nd, 3rd, etc.) to each nominee, then turns in their score sheet to the board president. The board president reviews the score sheets and totals the rankings (1st, 2nd, 3rd, etc.) for each nominee.

4.1.2. Bullets exceeding the mandatory line amount for the respective header categories will not be scored.

4.1.3. Failure to generate the required number of bullets in a header will negatively impact the score for the member. The maximum points any header can receive cannot exceed the maximum allowable lines for that respective header as determined by the panel grading each package.

4.1.4. Voting: All board members are voting members. However, the president’s vote is only counted in the event of a tie.

**Figure 4.1. Scoring Example Recommendation/Suggestion.**

	Score every bullet from “0” to “2” points	
<b>Leadership-level</b>	2 Points	(best)
<b>Management-level</b>	1 ½ Points	(better)
<b>Supervisory-level</b>	1 Point	(good)
<b>Membership-level</b>	½ Point	(average)
<b>Fluff</b>	0 Point	(weak)
<b>Leadership-level</b>		
Effort is operational/strategic in nature, performance normally expected from a leader		
<b>Leadership and Job Performance:</b> organize, direct, plan, supervise broad/vast personnel, etc.; command/AF level recognition, command functional annual awards, etc. (Supervised large team/teams, extraordinary war impact, etc.)		
<b>Whole Airman Concept:</b>		
<u>Self-Improvement:</u> finish higher level education; long in-residence Air Force courses, PME (John Levitow, Academic Achievement, Commandant Awards, Master’s Degree, etc.)		
<u>Base/Community Involvement:</u> elected leader, organize, direct, plan, supervise vast personnel, etc.; (Directed numerous sub-committees; organized base event for Wing CC, etc.)		
<b>Management-level</b>		
Effort is operational in nature, performance normally considered a SNCO-level contribution		
<b>Leadership and Job Performance:</b> organize, direct, plan, supervise greater scope, etc.; high level recognition, group annual/wing quarterly awards, wing functional awards, HHQ coins, etc. (Supervise/lead large team/multiple teams, manage large programs, war impact, etc.)		
<b>Whole Airman Concept:</b>		
<u>Self-Improvement:</u> completed significant educational, training goal; long in-residence Air Force courses, PME Distinguished Graduate, BA Degree, etc.)		
<u>Base/Community Involvement:</u> organize, direct, plan, supervise greater scope. (Led several sub-committees; POC Wing event, coordinate multiple teams, etc.)		
<b>Supervisory-level</b>		
Effort is tactical/operational in nature, performance normally considered a NCO-		

level contribution

**Leadership and Job Performance:** supervise, lead, take charge, etc.; mid-level recognition, squadron annual/group quarterly awards, HQ coins, etc. (Supervised small team, managed small programs, improved task level procedures, etc.)

**Whole Airman Concept:**

Self-Improvement: educational/training opportunity, milestone towards larger accomplishment. (Long college classes, longer Air Force course, short in residence Air Force courses, CCAF Degree, etc.)

Base/Community Involvement: supervise, lead, take charge, etc.; performed honor guard detail. (Supervised small sub-committee; organized fundraiser, car wash, etc.)

**Membership-level**

Effort is tactical in nature, performance normally considered an Airman-level contribution

**Leadership and Job Performance:** help, assist, participate, support; lower level recognition, squadron-level awards, coins, etc. (Performed maintenance, task level efforts, data input/processing, etc.)

**Whole Airman Concept:**

Self-Improvement: short educational/training opportunity, building block of larger accomplishment. (College class, short Air Force course, CLEP, etc.)

Base/Community Involvement: help, assist, participate, support, participated in military ceremony, etc. (Set up tables at banquet, ran booth/washed cars)

**Figure 4.2. Scoring Example Recommendation/Suggestion Continued.**

Note: For the purpose of scoring the AF Form 1206, a zero point bullet is the minimum valued

point assessed to that specific bullet...do not confuse a zero point bullet as meaning the bullet is worthless. 0, ½, 1, 1 ½, and 2 point valued bullets (weak, average, good, better, best) are for scoring purposes only. Bullets should reflect “above and beyond” performance and not simply state what the member does in daily duties. Consider the rank of the nominee when assessing points to the accomplishments...a zero point bullet for a MSgt may very well be a 1 point bullet for an NCO or a 2 point bullet for an Airman.

Zero point bullet elements are generic statements and/or “fluff” that do not add value to the bullet. Examples: Community leader; education driven; bolstered community ties; A star of stars! The information should be value added to the action, impact or result.

0 - ½ point bullet

- Volunteered 2 hours with AADD over 4th of July weekend; assisted with dispatching of drivers-zero DUIs

This bullet shows minimal involvement. The action of dispatching drivers and the impact is questionable. The action may have occurred/been prevented by a different dispatcher. The result is exaggerated considering the member only volunteered for 2 hours.

½ - 1 ½ point bullet

- Vol'd 12 hours over 4th of July; led AADD dispatch center—ensured safe arrival of 28 Airmen/zero DUIs

This bullet shows a deeper commitment and a broader personal sacrifice over an extended period. The accomplishment shows more of a leadership role. The impact is quantified and not exaggerated and is realistic to the accomplishment.

1 ½ - 2 point bullet

- Led 3rd Quarter AADD efforts; filled 300 vol positions w/60 drivers—156 safe rides & reduced DUIs 98%

This bullet shows the level of involvement and a leadership position over an extended period. The action required significant coordination and involvement. The result shows a correlation to the action and a significant impact to the larger organization.

CLINTON R. ZUMBRUNNEN, Colonel, USAF  
Commander, 437th Airlift Wing

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

AFI 33-360, *Publications and Forms Management*, 1 December 2015

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

5 U.S.C.552A, Title 5, United States Code (U.S.C.) Section 552a, as amended, *The Privacy Act of 1974*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System

**AMC**—Air Mobility Command

**AMN**—Airman

**AW**—Airlift Wing

**CAT**—Category

**CC**—Commander

**CCC**—Command Chief

**CCCE**—Command Chief's Executive Assistant

**CGO**—Company Grade Officer

**CV**—Vice Commander

**FGO**—Field Grade Officer

**HQ**—Headquarters

**IAW**—In Accordance With

**MXG**—Maintenance Group

**NCO**—Noncommissioned Officer

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**PME**—Professional Military Education

**POC**—Point of Contact

**RDS**—Records Disposition Schedule

**SNCO**—Senior Noncommissioned Officer

**WSA**—Wing Staff Agency

**Attachment 2**

**437 AW AMN-FGO AWARDS QUARTERLY BOARD MEMBER SCORE SHEET**

**Figure A2.1. 437 AW AMN-FGO Awards Quarterly Board Member Score Sheet.**

<b>NOMINEE</b> Last, First MI	<b>Job Performance in Primary Duty</b>	<b>Whole Airman Concept</b>	<b>Total Point Score</b>	<b>RANKING</b>

**(AMN) - (NCO) - (SNCO) - (CGO) - (FGO)**

Circle Applicable Board

\_\_\_\_\_  
Board Member Rank / Name

\_\_\_\_\_  
Board Member Signature / Date

**Attachment 3**

**437 AIRLIFT WING CIVILIAN AWARDS QUARTERLY BOARD MEMBER SCORE SHEET**

**Figure A3.1. 437 Airlift Wing Civilian Awards Quarterly Board Member Score Sheet.**

<b>NOMINEE</b> Last, First MI	<b>Leadership and Job Performance</b>	<b>Other Significant Accomplishments/Community Efforts</b>	<b>Total Point Score</b>	<b>RANKING</b>

**(CAT I) - (CAT II)**

Circle Applicable Board

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Board Member Rank / Name

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Board Member Signature / Date

**Attachment 4**

**437 AIRLIFT WING KEY SPOUSE SEMI-ANNUAL AWARDS BOARD MEMBER  
SCORE SHEET**

**Figure A4.1. 437 Airlift Wing Key Spouse Semi-Annual Awards Board Member Score Sheet.**

<b>NOMINEE</b> Last, First MI	<b>Point Value</b>	<b>RANKING</b>

\_\_\_\_\_  
Board Member Rank / Name

\_\_\_\_\_  
Board Member Signature /  
Date

Attachment 5

437 AIRLIFT WING QUARTERLY AWARDS BOARD PRESIDENT MASTER SCORE SHEET

Figure A5.1. 437 Airlift Wing Quarterly Awards Board President Master Score Sheet.

<b>NOMINEE</b> Last, First MI	<b>OG Board Member Rank Order</b>	<b>MXG Board Member Rank Order</b>	<b>WSA Board Member Rank Order (If applicable)</b>	<b>Key Spouse (If available for Key Spouse <u>Awd</u> only)</b>	<b>Board President Rank Order (Only in event of a tie)</b>	<b>RANKING Total (Lowest # is winner)</b>

(AMN) - (NCO) - (SNCO) - (CGO) - (FGO) - (CIV CAT I) - (CIV CAT II) - (KEY SPOUSE)

Circle Applicable Board

\_\_\_\_\_  
Board President Rank / Name

\_\_\_\_\_  
Board President Signature / Date

**Attachment 6**

**437 AIRLIFT WING AMN FGO ANNUAL AWARDS BOARD MEMBER SCORE SHEET**

**Figure A6.1. 437 Airlift Wing AMN FGO Annual Awards Board Member Score Sheet.**

<b>NOMINEE</b> Last, First MI	<b>Job Performance in Primary Duty</b>	<b>Whole Airman Concept</b>	<b>Total Point Score</b>	<b>RANKING</b>

**(AMN) - (NCO) - (SNCO) - (CGO) - (FGO)**

Circle Applicable Board

---

Board Member Rank / Name

---

Board Member Signature / Date

**Attachment 7**

**437 AIRLIFT WING CIVILIAN ANNUAL AWARDS BOARD MEMBER SCORE SHEET**

**Figure A7.1. 437 Airlift Wing Civilian Annual Awards Board Member Score Sheet.**

<b>NOMINEE Last, First MI</b>	<b>Leadership and Job Performance</b>	<b>Other Significant Accomplishments/Community Efforts</b>	<b>Total Point Score</b>	<b>RANKING</b>

**(CAT I) - (CAT II)**

Circle Applicable Board

\_\_\_\_\_  
Board Member Rank / Name

\_\_\_\_\_  
Board Member Signature / Date

**Attachment 8**

**437 AIRLIFT WING KEY SPOUSE ANNUAL AWARDS BOARD MEMBER SCORE SHEET**

**Figure A8.1. 437 Airlift Wing Key Spouse Annual Awards Board Member Score Sheet.**

<b>NOMINEE</b> Last, First MI	<b>Key Accomplishments</b>	<b>Other Accomplishments/Community Efforts</b>	<b>Total Point Score</b>	<b>RANKING</b>

\_\_\_\_\_  
 Board Member Rank / Name

\_\_\_\_\_  
 Board Member Signature / Date

**Attachment 9**

**437 AIRLIFT WING FIRST SERGEANT ANNUAL AWARDS BOARD MEMBER SCORE SHEET**

**Figure A9.1. 437 Airlift Wing First Sergeant Annual Awards Board Member Score Sheet.**

<b>NOMINEE</b> <small>Last, First MI</small>	<b>Impact on Unit Mission and Execution</b>	<b>Fostering Resilience in Teams &amp; Community</b>	<b>Developing Self &amp; Others</b>	<b>Total Point Score</b>	<b>RANKING</b>

\_\_\_\_\_  
 Board Member Rank / Name

\_\_\_\_\_  
 Board Member Signature / Date

Attachment 10

437 AIRLIFT WING ANNUAL AWARDS BOARD PRESIDENT MASTER SCORE SHEET

Figure A10.1. 437 Airlift Wing Annual Awards Board President Master Score Sheet.

<b>NOMINEE</b> Last, First MI	<b>OG Board Member Rank Order</b>	<b>MXG Board Member Rank Order</b>	<b>WSA Board Member Rank Order (If applicable)</b>	<b>Key Spouse (If available for Key Spouse Awd only)</b>	<b>Board President Rank Order (Only in event of a tie)</b>	<b>RANKING Total (Lowest # is winner)</b>

(AMN) - (NCO) - (SNCO) - (1ST SGT) - (CGO) - (FGO) - (CIV CAT I) - (CIV CAT II) - (KEY SPOUSE)

Circle Applicable Board

\_\_\_\_\_  
Board President Rank / Name

\_\_\_\_\_  
Board President Signature / Date

## Attachment 11

## 437 AIRLIFT WING QUARTERLY AWARDS SCHEDULE

Figure A11.1. 437 Airlift Wing Quarterly Awards Schedule.

AWARDS BOARD	BOARD PRESIDENT	OG BOARD MEMBER	MXG BOARD MEMBER	WSA BOARD MEMBER *
1ST QTR AMN	OG - MSgt	SSgt - TSgt	SSgt - TSgt	SSgt - TSgt
1ST QTR NCO	MXG - SMSgt	MSgt	MSgt	MSgt
1ST QTR SNCO	OG - CMSgt	SMSgt	SMSgt	SMSgt
1ST QTR CGO	CV	Deputy	Deputy	
1ST QTR FGO	CV	Deputy	Deputy	
1ST QTR CIV CAT I	CV	Deputy	Deputy	
1ST QTR CIV CAT II	CV	Deputy	Deputy	
2ND QTR AMN	MXG - MSgt	SSgt - TSgt	SSgt - TSgt	SSgt - TSgt
2ND QTR NCO	OG - SMSgt	MSgt	MSgt	MSgt
2ND QTR SNCO	MXG - CMSgt	SMSgt-CMSgt	SMSgt-CMSgt	SMSgt-CMSgt
2ND QTR CGO	CV	Deputy	Deputy	
2ND QTR FGO	CV	Deputy	Deputy	
2ND QTR CIV CAT I	CV	Deputy	Deputy	
2ND QTR CIV CAT II	CV	Deputy	Deputy	
SEMI-ANNUAL SPOUSE	CV	Deputy	Deputy	
3RD QTR AMN	OG - MSgt	SSgt - TSgt	SSgt - TSgt	SSgt - TSgt
3RD QTR NCO	MXG - SMSgt	MSgt	MSgt	MSgt
3RD QTR SNCO	OG - CMSgt	SMSgt-CMSgt	SMSgt-CMSgt	SMSgt-CMSgt
3RD QTR CGO	CV	Deputy	Deputy	
3RD QTR FGO	CV	Deputy	Deputy	

3RD QTR CIV CAT I	CV	Deputy	Deputy	
3RD QTR CIV CAT II	CV	Deputy	Deputy	
4TH QTR AMN	MXG - MSgt	SSgt - TSgt	SSgt - TSgt	SSgt - TSgt
4TH QTR NCO	OG - SMSgt	MSgt	MSgt	MSgt
4TH QTR SNCO	MXG - CMSgt	SMSgt-CMSgt	SMSgt-CMSgt	SMSgt-CMSgt
4TH QTR CGO	CV	Deputy	Deputy	
4TH QTR FGO	CV	Deputy	Deputy	
4TH QTR CIV CAT I	CV	Deputy	Deputy	
4TH QTR CIV CAT II	CV	Deputy	Deputy	
SEMI-ANNUAL SPOUSE	CV	Deputy	Deputy	

\* Board members only provided if WSA nominated a member in that category.

#### ANNUAL AWARDS SCHEDULE (EVEN YEARS)

AWARDS BOARD	BOARD PRESIDENT	BOARD MEMBER	BOARD MEMBER	BOARD MEMBER
ANNUAL AMN	OG - MSgt	SSgt-TSgt	SSgt-TSgt	SSgt-TSgt
ANNUAL NCO	MXG - SMSgt	MSgt	MSgt	MSgt
ANNUAL SNCO	CCC	OG- CMSgt	MXG- CMSgt	
ANNUAL 1ST SGT				
ANNUAL CGO	CV	Deputy	Deputy	Director of Staff
ANNUAL FGO	CV	Deputy	Deputy	Director of Staff
ANNUAL CIV CAT I	CV	Deputy	Deputy	Director of Staff
ANNUAL CIV CAT II	CV	Deputy	Deputy	Director of Staff
ANNUAL SPOUSE	CV	Deputy	Deputy	Director of Staff

#### ANNUAL AWARDS SCHEDULE (ODD YEARS)

<b>AWARDS BOARD</b>	<b>BOARD PRESIDENT</b>	<b>BOARD MEMBER</b>	<b>BOARD MEMBER</b>	<b>BOARD MEMBER</b>
ANNUAL AMN	MXG - MSgt	SSgt-TSgt	SSgt-TSgt	SSgt-TSgt
ANNUAL NCO	OG - SMSgt	MSgt	MSgt	MSgt
ANNUAL SNCO	CCC	OG-CMSgt	MXG-CMSgt	
ANNUAL 1ST SGT				
ANNUAL CGO	CV	Deputy	Deputy	Director of Staff
ANNUAL FGO	CV	Deputy	Deputy	Director of Staff
ANNUAL CIV CAT I	CV	Deputy	Deputy	Director of Staff
ANNUAL CIV CAT II	CV	Deputy	Deputy	Director of Staff
ANNUAL SPOUSE	CV	Deputy	Deputy	Director of Staff