

Administrative Changes to 448SCMWI36-102, *Awards and Recognition Program*

OPR: 448 SCMW/OMM

References throughout of 'GS' pay scales will now include the Acquisition Demonstration 'AcqDemo' pay scale equivalencies.

Acquisition Demonstration 'AcqDemo' pay scale equivalencies have been added to sections 6.4.6, 6.4.7, 6.4.8, 6.5.1, 6.5.2 & 6.5.3.

1 July 2025



**4 NOVEMBER 2020**

**Personnel**

**AWARDS AND  
RECOGNITION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Department of Defense (DoD) Instruction 1400.25v451\_AFI 36-1004, *The Civilian Recognition*. It provides the 448 Supply Chain Management Wing (448 SCMW) process guidance for recognizing outstanding achievement and leadership in the performance of duties and/or outstanding contributions to the mission of 448 SCMW. The 448 SCMW/OMM office administers this program for 448 SCMW. It applies to all assigned active duty Air Force, Air Force Reserve (AFRES), Air National Guard (ANG) members, to include IMA assigned to the Wing, and civilian employees paid through appropriated funds. Contractors are eligible as part of the team award competition only. This Instruction is affected by the Privacy Act of 1974 and all personal data collected, maintained or disseminated as a result of this instruction must be safeguarded in accordance with Department of Defense (DoD) Directive 5105.53. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. This publication may not be waived. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-332, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System Records Disposition Schedule. 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.

**SUMMARY OF CHANGES**

This publication has been substantially revised and needs to be completely reviewed. Major changes include: **Paragraph 5.2**: Inserting information on *Excellence in Inventory Management Award*. **Paragraph 5.9.2 and 5.9.3**: Inserting information on *Staff Coins* and *Group Coins*. Removed (previously **subparagraphs 5.7.1.4.1 – 5.7.1.4.6**): Covered specific requirements for the AFMC Annual Awards (Civilian, Officers and Enlisted). These requirements can change from year to year and will be spelled out in the Award Call (tracking system) each year. Removed Tiers from Award Categories per guidance **AFSC/DP e-Advisory 20-130: Revision to AFMC Civilian Award Categories – Removal of AcqDemo Tiers**. **Paragraphs 6.4.7, 6.4.8, 6.5.2 and 6.5.3**

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**1. Scope.** This guidance applies to all personnel within the 448th Supply Chain Management Wing. This instruction applies to all military and civilian non-contracted employees assigned to the 448 SCMW, including those assigned to geographically separated operating locations.

**2. Policy and Program Administration.**

2.1. The 448 SCMW Management Operations (448 SCMW/OM) will administer the overall program within the Wing. All employees, supervisors in particular, are encouraged to submit individuals and groups for outstanding achievements or special acts and services rendered whenever possible and appropriate.

2.2. All award processes, with the exception of anytime awards, will be conducted electronically to provide visibility of the program and ensure awards are appropriately staffed.

2.3. All awards must be focused on mission accomplishment and competitive in order to use appropriated funds.

2.4. 448 SCMW/OMM will conduct electronic selection boards to determine the overall 448 SCMW winner if more than one nominee in a category exists using at least a three member board. All Groups and Staff Offices with nominees will be asked to provide a board member to represent them on the board. Members of the board will be at least one rank/pay grade above the highest ranking nominee in any category possible and appropriate.

**3. Roles and Responsibilities**

3.1. 448 SCMW and HQ AFMC are the award authorities for the Quarterly and Annual awards, respectively.

3.2. 448 SCMW/OMM functions as Office of Primary Responsibility (OPR) for the Quarterly/Annual awards program. 448 SCMW/OMM will do the following:

3.2.1. Widely publicize the Quarterly/Annual awards program to each 448 SCMW unit.

3.2.2. Solicit nominations via email suspenses and compile nomination packages for the Quarterly/Annual awards.

3.2.3. Convene 448 SCMW boards for Quarterly/Annual awards.

3.2.4. Maintain records of 448 SCMW voting for the Quarterly/Annual boards.

3.2.5. Obtain and forward the Quarterly/Annual awards to Wing via eSSS for approval. Prepare an announcement via Ready to Send (RTS) from 448 SCMW CL/DV for distribution to all 448 SCMW personnel.

3.2.6. Forward approved Annual award packages to AFSC, as directed, for competition.

3.3. Servicing local AMs will:

3.3.1. Develop procedures for selection and nomination of candidates, consistent with established criteria at each host-base and with this OI.

3.3.2. Ensure individuals nominated for Quarterly/Annual awards meet the following requirements:

- 3.3.2.1. Held the grade of the nomination category for more than half of the nomination period.
- 3.3.2.2. Meets Air Force fitness standards (military only).
- 3.3.2.3. Individual is free from any quality force action which resulted in administrative action or judicial punishment during the nomination period.
- 3.3.2.4. Quarterly nominees do not have to win a local award program (e.g. employee of the month) before competing for a Quarterly award.
- 3.3.2.5. Annual nominees do not have to be a Quarterly award winner during that year.
- 3.3.2.6. Previous Quarterly/Annual winners are ineligible for competition in the same category the following quarter or year respectively.
- 3.3.2.7. Members must be at home station for 50% of the award period to be eligible for nomination. EXCEPTION: "Deployed Warrior" category. This includes, but is not limited to, individuals that deployed or went TDY. If a member is on man-days and serving in an active status, he/she may compete for either the Quarterly or Annual awards.
- 3.3.3. Ensure individuals located at geographically separated operating locations are included in the Quarterly/Annual awards programs.
- 3.3.4. Develop mechanism to select Quarterly/Annual winners.
- 3.3.5. Procure and present mementos/certificates for Quarterly/Annual award winners.
- 3.4. 448 SCMW-level Selection Boards.
  - 3.4.1. Quarterly/Annual selection boards will be comprised as follows:
    - 3.4.1.1. All category boards will consist of at least three members. Units with nominees will always have the option to be represented on the board.
    - 3.4.1.2. Members of the board will be at least one rank/pay grade above the highest ranking nominee in any category.
    - 3.4.1.3. Board members will review and score the packages using the score sheet provided by the AM.
  - 3.4.2. All winning selections must be approved by Wing CL/DV; therefore, board members will not discuss board proceedings until after formal notifications of selections are made.

**4. Civilian Service Certificates.** A list of all individuals receiving service certificates will be pulled and sent out by the servicing Award Manager (AM), at each 448 SCMW/OM office location, on a quarterly basis (January, April, July and October).

- 4.1. The 10 Year Service Group certificates will be printed by servicing AM, who will be responsible for obtaining Group leader signature on the certificates. The Staff Offices 10 Year Service certificates will be printed by Tinker AM, who will be responsible for obtaining Wing leader signature and mailing to appropriate operating location's AM.

4.2. The 20 Year Service Group certificates will be printed by servicing AM, who will be responsible for obtaining Group leader signature on the certificates. The Staff Offices 20 Year Service certificates will be printed by Tinker AM, who will be responsible for obtaining Wing leader signature and mailing to appropriate operating location's AM.

4.3. The 30 Year Service certificates will be printed by the Tinker AM, who will be responsible for obtaining Wing leader signature on the certificates and forwarding them to the other location's AM.

4.4. The 40 Year (and over) Service certificates will be printed/processed/distributed by AFSC/DP Awards Manager and mailed to appropriate operating location's AM.

4.5. The 10 and 20 Year Service certificates will be presented at Squadron or Group Commander/Director's Call at the employee's discretion.

4.6. The 30 and 40 Year (and over) Service certificates will be presented at Wing Commander/Director's Call at the employee's discretion.

## 5. Awards Unique to 448 Supply Chain Management Wing.

5.1. **Peer-ific Award.** May be awarded at any time throughout the calendar year for continual performance with excellence, integrity and service before self that results in contributions to the efficiency, economy or other improvement of government operations.

5.1.1. Contact the servicing location AM to submit an anytime award. All Wing employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units.

5.1.2. Co-workers may nominate employees for this award by completing the Peer-ific nomination worksheet (**Attachment 2**), found on the 448 SCMW Wing Awards SharePoint Site. Nominators will describe in detail, the act the nominee performed. Nomination worksheets will be given to the nominee's local servicing AM for processing. There is no limit on the number of times an employee may be nominated; although, a nominee will only be awarded one-time at each level of recognition for a total of three times. For the first nomination, nominee will receive a water bottle; for the second nomination, nominee will receive a mouse pad; and for the third nomination, nominee will receive a certificate/plaque. If nominated more than three times while working in the same organization, the nominee will only receive a certificate for subsequent nominations. See **Attachment 2**.

5.2. **Excellence in Inventory Management Award.** May be awarded at any time throughout the calendar year for continual performance with excellence or single acts that contribute significantly to accuracy of inventory, efficiency or effectiveness of inventory management processes, or health of item(s) managed by or indentured in Air Force managed items.

5.2.1. All Wing employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units.

5.2.2. Co-workers, leads, or supervisors, may nominate employees for this award by notifying their Group Commander/Directors or Deputies of the continual performance with excellence or single significant act for consideration. Submissions will be made via standard eSSS providing rationale for the nomination and must be coordinated through first and second level supervision with approval residing at the Group Commander/Director or Deputy level. The Excellence in Inventory Management Coin will be awarded at the Group or Wing level. Coins will be issued to each Group Commander/Director to be managed and accounted as Group coins are managed and accounted. All organizational coin regulations and limitations apply. Group Commanders/Directors should contact their servicing location AM when additional coins are needed.

5.3. **Warrior Award.** This is a Quarterly award. All Wing non-supervisory employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units. The purpose is to recognize exemplary non-supervisory civilian/military personnel on a quarterly basis. Supervisors are encouraged to forward award nominations to their servicing AM. The employee's overall performance must not contain any disciplinary or adverse action information or action that reflects unfavorably on the exemplary performance deserving recognition. Nominees must be highly recommended. One nominee per Group and Staff Offices combined, per quarter, will be selected and forwarded to the servicing AM. A three-person board will be held to rate each nominee and the nominee with the best combined rating will be the 448 SCMW Warrior for that respective quarter. Employees are eligible to win the award one time every two years. Wing leadership will present a trophy to the winner. Recognition will take place at an appropriate ceremony that ensures visibility throughout the organization. See [Attachment 3](#).

5.4. **Team of the Quarter/Year.** Any team comprised of at least two individuals that made significant contributions to warfighter support, improving supply chain management, or internal process improvement is eligible for this award. (When nominating a large number of employees, supervisors must remain cognizant of the cost for time off awards and presentation items.) All Wing employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units. Contractors are eligible as part of the team award competition only. Teams will be formed at levels below squadron/division level and may include individuals from other organizations. However, the majority of team members must be assigned to the nominating organization. One nominee per Group and Staff Offices combined, per quarter, will be selected and forwarded to the servicing AM.

5.4.1. Teams may have formed at any time, but to be eligible for recognition, the team's actions (e.g. helped improve aircraft availability) must have occurred during the nomination period. Nomination periods will coincide with normal quarterly/annual awards program timelines.

5.4.2. AF Form 1206 will be a maximum of 12 lines (to include category headings) for the Quarterly award submission and a maximum of 15 lines (to include category headings) for the Annual award submission. "Scope of Charter" category is limited to 6 lines (including category heading) for both quarterly and annual submissions. Acronym list allowed. Wing leadership will present a trophy to the winner. Recognition will take place at an appropriate ceremony that ensures visibility throughout the organization. See [Attachment 4](#).

5.5. **Rookie of the Year.** All Wing employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units at any grade level, series, or position with less than two years assigned as an employee within the DOD (military or civilian). AF Form 1206 will be a maximum of 12 lines demonstrating work related and/or educational success over the past year. Acronym list allowed and no headers required. Wing leadership will present a trophy to the winner. Recognition will take place at an appropriate ceremony that ensures visibility throughout the organization. See [Attachment 5](#).

5.6. **Family of the Year.** This award honors the significant contributions of our families. Eligibility extends to married couples with or without children and single parents whose contributions to their unit, Air Force, and the local community best exemplify the highest ideals and positive image of the Air Force. All Wing employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units. The period for the award is 1 January-31 December.

5.6.1. Nominations must include specific facts and examples identifying the nominees as exceptional leaders and spokespersons for the Air Force. The write-up should focus on what the nominees did as a team and the results of their accomplishments. Ensure the write-up focuses on the contributions of the entire family to include member, spouse and/or children.

5.6.2. Limit write-up to one, double-spaced, narrative typewritten page. Wing leadership will present a trophy to the winner. Recognition will take place at an appropriate ceremony that ensures visibility throughout the organization. See [Attachment 6](#).

5.7. **Unsung Hero.** This informal Annual award recognizes individuals who perform their duties exceptionally well but have not been formally recognized with Quarterly/Annual awards. All Wing employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units. Each Group is allowed to select one Unsung Hero to represent their organization. The Staff Offices combined are allowed to select one Unsung Hero. Group/Staff Office leadership will present a memento to the winner. Recognition will take place at an appropriate ceremony that ensures visibility throughout the organization. See [Attachment 7](#).

**5.8. Deployed Warrior.** This informal Annual award recognizes individuals who deployed (military or civilian) during the award period (Jan - Dec) and made significant contributions to their unit and mission while deployed. All Wing employees are eligible for this competitive mission accomplishment award. This includes military members, appropriated and non-appropriated civilian employees of participating units. Each Group and Staff Offices combined is allowed to select one Deployed Warrior to represent their organization. Group/Staff Office leadership will present a momento to the winner. Recognition will take place at an appropriate ceremony that ensures visibility throughout the organization. See [Attachment 8](#).

**5.9. Coins.** Unit funds are authorized to fund the purchase of Wing Staff Office coins. Coins may not be personalized and must be used as part of an award/recognition program. Coin management will be assigned in writing to a representative of each of the organizations listed above. Coins must be inventoried and tracked. Tracking data must include name, organization, date of presentation, and reason for the recognition for each coin presented. The purpose of this coin presentation is to recognize exemplary civilian/military personnel for sustained superior service or recognition for a single act or service that went above and beyond expectation and resulted in exceptional completion of assigned duty or special assignment and reflected great credit on the individual and the organization as a whole. The employee's overall performance must not contain any disciplinary or adverse action information or action that reflects unfavorably on the exemplary performance deserving recognition.

5.9.1. Wing coins will be presented by 448 SCMW/CL at Wing Director's Calls, at each location, to 448 SCMW Quarterly and Annual award winners and employees achieving 30 and 40 (and above) years of service. Wing coins will also be presented by 448 SCMW/CL to Outstanding Performers at quarterly Wing Director's Calls at each location.

5.9.2. Staff Coins. The 448th Supply Chain Management Wing has implemented a Staff Coin recognition program that includes EN/FM/IG/QA/LS/OM. The Group/Staff Office Leadership may present coins on the spot at their discretion. Additionally, nominees from Squadron and Flight levels should be recommended (via eSSS) to the respective Group/Staff Office Leadership for approval. Once approved, they may be presented by Squadron/Flight leadership.

5.9.3. Group Coins. The 638 SCMG, 748 SCMG, 848 SCMG and 948 SCMG are each authorized to utilize unit funds to purchase Group coins. The Group Leadership may present coins on the spot at their discretion. Additionally, nominees from Squadron/Flight levels should be recommended (via eSSS) to the respective Group Commander/Director for approval. Once approved, they may be presented by Squadron/Flight Leadership.

## **6. Quarterly and Annual Awards Program.**

### **6.1. Policy.**

6.1.1. Quarterly award winners (categories below) will compete at Wing-level.

6.1.2. Annual award winners (categories below) will compete against Staff Office winners to determine who will compete at the next level. Enlisted awards will also compete for USAF 12 Outstanding Airmen of the Year Award.

6.2. **Objectives.** Recognize outstanding personnel assigned to 448 SCMW units and contribute to morale.

6.3. **Award Periods.**

6.3.1. First Quarter: 1 January - 31 March

6.3.2. Second Quarter: 1 April - 30 June

6.3.3. Third Quarter: 1 July - 30 September

6.3.4. Fourth Quarter: 1 October - 31 December

6.3.5. Annual: 1 January - 31 December

6.4. **Group Individual Award Categories.**

6.4.1. Field Grade Officer (FGO) of the Quarter/Year: Major (O-4) and Lieutenant Colonel (O-5).

6.4.2. Company Grade Officer (CGO) of the Quarter/Year: Second Lieutenant (O- 1), First Lieutenant (O-2), and Captain (O-3).

6.4.3. Senior Noncommissioned Officer (SNCO) of the Quarter/Year: Master Sergeant (E-7) and Senior Master Sergeant (E-8).

6.4.4. Noncommissioned Officer (NCO) of the Quarter/Year: Staff Sergeant (E-5) and Technical Sergeant (E-6).

6.4.5. Airmen (AMN) of the Quarter/Year: Senior Airman (E-4) through Airman Basic (E-1).

6.4.6. Civilian Category I: GS-01 through 08.

6.4.7. Civilian Category II: GS-09 through 12, NH02

6.4.8. Civilian Category III: GS-13 and above, NH03 and NH04; consideration for NH-04 employees will be limited to employees with an Expected Overall Contribution Score (EOCS) of 91 or less.

6.5. **Staff Office Individual Award Categories.**

6.5.1. Civilian Category I: GS-01 through 08.

6.5.2. Civilian Category II: GS-09 through 12, NH02

6.5.3. Civilian Category III: GS-13 and above, NH03 and NH04; consideration for NH-04 employees will be limited to employees with an Expected Overall Contribution Score (EOCS) of 91 or less.

6.6. **Quarterly/Annual Award Submission Requirements.**

6.6.1. Submission Requirements. Submit only one person, or one team, in each category for Quarterly/Annual awards at each level of competition. Prepare the nomination on the most current AF Form 1206. Packages forwarded for consideration will be sent electronically to the 448 SCMW Awards Cell mailbox using the following criteria.

6.6.1.1. Military and civilian quarterly award packages will contain a maximum of 15 lines (including category headings). There is no minimum or maximum number of lines per category. Acronym list allowed. No other documents required. See [Attachment 9](#).

6.6.1.1.1. Leadership and Job Performance in Primary Duty. 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/mission. Include results, Higher Headquarter inspections and/or evaluations. Include awards received; i.e. Airman/Civilian of the Quarter, Professional Performer of the Year, and so forth.

6.6.1.1.2. Significant Self-Improvement. Show how the member developed or improved skills related to primary duties; i.e. 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; i.e. class, course, 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.

6.6.1.1.3. 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; i.e. President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, or Air Force Association, Sunday school teacher, and so forth.

6.6.1.2. Civilian of the Year Award. Civilian annual packages will be prepared using the guidance in the AFMC Award Call (tracking system). Nominees must have been assigned to AFMC units for the entire period of award and should have served in their current duty assignments for majority of the period to be eligible. These packages will go forward to compete for the AFMC Annual Excellence Awards. See [Attachment 10](#).

6.6.1.3. CGO/FGO of the Year Award. Military annual packages will be prepared using guidance in the AFMC Award Call (tracking system). Nominees must have been assigned to AFMC units for the entire period of award and should have served in their current duty assignments for majority of the period to be eligible. These packages will go forward to compete for the AFMC Annual Excellence Awards. See [Attachment 11](#).

- 6.6.1.4. Enlisted annual awards, in all categories, must meet additional requirements for submission for the 12 Outstanding Airmen of the Year Award IAW AFI 36-2805, Special Trophies and Awards. Guidance will come in the AFMC Award Call (tracking system). See [Attachment 12](#).
- 6.6.2. At their discretion, 448 SCMW, Group and Staff Office leaders should ensure personnel assigned to units throughout the Wing are included in their respective host-base awards programs, if applicable.
- 6.6.2.1. Selectees should be submitted as their unit's nominee for their respective host-base Quarterly/Annual awards program (e.g., Team Hill, Team Robins, etc.).
- 6.6.2.2. Ensure personnel at detachments or operating locations are included in their assigned host-base(s) Quarterly/Annual awards program.
- 6.6.3. Submission Timeframe. Leaders at all levels (division, squadron, group and wing) must be aware of their specific host-base submission timeframes.

## 6.7. Recognition.

- 6.7.1. Recognition of Quarterly/Annual award winners takes place at appropriate ceremonies that ensure visibility throughout the unit of assignment.
- 6.7.2. Quarterly/Annual award winners will receive a single memento for winning at the highest level of competition only IAW AFI 36-1004, The Air Force Civilian Recognition Program.
- 6.7.3. Quarterly/Annual award winners (excluding Family of the Year, Unsung Hero and Deployed Warrior Award winners) at Group level and above are authorized Time- Off Awards (TOA). TOAs are not authorized for Squadron-level nominees. Squadron-level nominees may be presented a certificate. See [Attachment 13](#). Military passes at all levels are subject to the commander's or director's discretion. See [Attachment 14](#). No monetary awards are authorized. NOTE: Number of hours awarded will be based on an individual's typical daily work schedule (e.g., 1/2 day TOA for an employee working a compressed or alternate work schedule will equate to 4.5 hours).
- 6.7.3.1. Quarterly Individual TOA. Group/Staff Office winners are allowed one half (1/2) day and Wing winners are allowed one (1) day.
- 6.7.3.2. Quarterly Team TOA. Group/Staff Office winners are allowed one half (1/2) day and Wing winners are allowed one (1) day.
- 6.7.3.3. Annual Individual TOA. Group/Staff Office winners are allowed one (1) day and Wing winners are allowed two (2) days.
- 6.7.3.4. Annual Team TOA. Group/Staff Office winners are allowed one (1) day and Wing winners are allowed two (2) days.
- 6.7.3.5. TOA will be granted and only one Request for Personnel Action (RPA) will be processed for the TOA at highest level (Group level and above) won upon completion of competition. NOTE: CCs/CLs may not grant monetary awards to winners of quarterly/annual winners.

6.7.4. Unsung Heroes and Deployed Warriors will receive a memento from the Wing to be presented by Group/Staff leadership. No TOA or monetary awards will be authorized.

**7. External Sponsored Awards.** Only winners at the highest level will receive an award, as outlined in the special trophies and awards governing regulation for each award. TOAs for Wing, Group and Squadron-level nominees are not authorized.

**8. Contact Information and Links.**

8.1. Servicing Wing AMs can be reached using the 448 SCMW Awards Cell mailbox at [448scmw.awardscell@us.af.mil](mailto:448scmw.awardscell@us.af.mil).

8.2. 448 SCMW SharePoint Awards website will be maintained by the servicing AM. <https://org2.eis.af.mil/sites/21661/awards/default.aspx>

JEROME McLIN, Colonel, USAF  
Director

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

DODI 1400.25v451\_AFI 36-1004, *The Civilian Recognition Program*, 26 April 2019

AFMAN 33-322, *Communication & Information, Records Management & Information Governance Program*, 23 March 2020

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFPC**—Air Force Personnel Center

**AFRES**—Air Force Reserve

**AM**—Award Manager

**ANG**—Air National Guard

**CC/CL**—Commander/Civilian Leader

**DoD**—Department of Defense

**DPSIDR**—Directorate of Personnel Services Office

**GS**—General Schedule

**IAW**—In Accordance With

**OM**—Management Operations Staff Office

**OMM**—Manpower and Personnel Staff Office

**OPR**—Office of Primary Responsibility

**PME**—Professional Military Education

**RDS**—Records Disposition Schedule

**RTS**—Ready to Send

**SCMW**—Supply Chain Management Wing

**TDY**—Temporary Duty

**TOA**—Time Off Award

**WG**—Wage Grade



**Attachment 3****WARRIOR AWARD SAMPLE****Figure A3.1. Warrior Award Sample.**

448 SCMW Warrior Award Nominee (Quarter) Mr. John Wayne

GS-343-12

448 SCMW/OMM

I highly recommend Mr. John Wayne for the 448 SCMW Warrior Award. Mr. Wayne has performed his duties as 448 SCMW Action Officer since January 2005. During this time he has flawlessly interacted with the 448 SCMW Director, Vice-Director, Executive Director, Director of Staff and senior leaders. His interpersonal skills are exceptional in a position that requires him to work with all levels of management. Mr. Wayne is a team player and freely shares his expertise with the rest of the organization. On a daily basis he is required to constantly move from task to task and is able to accomplish this with little effort. His wingman attitude and genuine enthusiasm for each process he takes on is always evidenced by his final product. His exceptional leadership skills enhance the internal communication between Wings, directorate staffs and the command section. Mr. Wayne's dedication, expertise and desire to give 150 percent are all traits which continue to support the successes of our center

A3.2. Nomination written in narrative format. Up to 2 pages in length, written in Times New Roman, font size 12.

## Attachment 4

## TEAM AWARD AF FORM 1206 EXAMPLE

Figure A4.1. Team Award AF Form 1206 Example.

NOMINATION FOR AWARD		
AWARD 448 SCMW Quarterly/Annual Recognition Program	CATEGORY (If Applicable) Team	AWARD PERIOD Quarterly or Annual Date
RANK/NAME OF NOMINEE (First, Middle Initial, Last) IPT Team	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 884-0123 and Commercial: (405) 734-0123	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 448 SCMW/938 SCMG/451 SCMS/6009 Wardleigh Road/Hill AFB/UT/84056		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/James R. Goodie/DSN: 777-7171/Commercial: (801) 777-7171		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>SCOPE OF TEAM CHARTER:</b> This team is comprised of key subject matter experts within the 748 SCMG. The IPT provides management, engineering, and technical expertise for fielded components for UMTE and TRTG Range Threat Legacy Systems. Since 2004, UMTE has undergone several system upgrades that lacked sufficient spares or technical data, resulting in MICAP surges that required total team coordination and commitment. This IPT has been in the "red" for the last 2 years in all four metric areas--now "blue" in all key performance metrics.</p> <p><b>ACTION AND RESULT:</b> - Pioneered time-critical analysis tool; provided actionable daily BO plan to IPTs--slashed backorders by 85% - Brilliantly negotiated price for new IR Camera--reduced cost by 47%--savings to program: \$511K in FY11 - Identified reusable UMTE components post UUP; initiated shipment to supply--total AF cost avoidance, \$1.5M - Innovative leaders! Developed BO validation flowchart--eliminated 100% of invalid BOs--saved \$1.7M - Forward Thinking! Initiated three IDIQ contracts; 100% strategic/DMISA workload--80% ALT reduction *** (Team Annual add 3 additional bullets under this section.)***</p> <p><b>INTEGRATED PRODUCT TEAM MEMBERS:</b> Col Jerry Jones (451 SCMS) Mrs. Jane Goodall (451 SCMS) Mr. Mike Myers (451 SCMS) Mr. James Brown (451 SCMS) Mr. Flash Gordon (451 SCMS)</p> <p>Acronym Listing: ALT - Administrative Lead Time BO - Back Order DMISA - Depot Maintenance Interservice Agreement IDIQ - Indefinite Quantity Indefinite Delivery IPT - Integrated Product Team IR - Infrared MICAP - Mission Impaired Capability Awaiting Parts TRTG - Tactical Range Threat Generator UMTE - Unmanned Threat Emitter UUP - UMTE Upgrade Program</p> <p>***QUARTERLY - 6 LINES MAXIMUM FOR SCOPE OF TEAM CHARTER AND 6 LINES MAXIMUM FOR ACTION AND RESULT INCLUDING HEADINGS***</p> <p>***ANNUAL - 6 LINES MAXIMUM FOR SCOPE OF TEAM CHARTER AND 9 LINES MAXIMUM FOR ACTION AND RESULT INCLUDING HEADINGS***</p>		
AF FORM 1206, 20120926		
PREVIOUS EDITIONS ARE OBSOLETE		
FOR OFFICIAL USE ONLY (When filled in)		

Attachment 5

ROOKIE OF THE YEAR AF FORM 1206 EXAMPLE

Figure A5.1. Rookie of the Year AF Form 1206 Example.

NOMINATION FOR AWARD		
AWARD 448 SCMW Annual Recognition Program	CATEGORY (If Applicable) Rookie of the Year	AWARD PERIOD 1 Jan - 31 Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-09/John D. Doe	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 0346/Logistics Analyst	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 884-0123 and Commercial: (405) 734-0123	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 448 SCMW/938 SCMG/456 SCMS/3001 Staff Drive/Tinker AFB/OK/73145		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) GS-15/John B. Wayne/DSN: 886-3336/Commercial: (405) 736-3336		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<ul style="list-style-type: none"> <li>- Stellar intern! Top pick of 48 interns--performance produced outstanding results and reflects "best of the best"</li> <li>- Dedicated to improvement; built 3 continuity books for multiple orgs--standardized processes, eased workload</li> <li>- Site Coordinator for OC-ALC/GK Directorate's e-VPP Tool--ensured compliance and safer workplace for all</li> <li>- Savvy analyst; compiled/briefed B-52 DLA supportability to leadership--direct impact on AF supply chain ops</li> <li>- Goes beyond expected; key role in OC-ALC/GK's VPP reinvigoration effort--postured directorate for success</li> <li>- Recognized leader; integrated DLA, AFSC, MX on vital GAP process--achieved F100 highest WRE ever</li> <li>- Entrusted by leaders; expertly facilitated the A-3 8-Step Model--resulted in Rapid Improvement Event success</li> <li>- Self-improvement seeker; completed Green Belt trng--knowledge used to develop E-3 PDM Execution brief</li> <li>- Over achiever! Pursuing Master of Science in Business Administration, 3.75 GPA--will graduated Dec 2014</li> <li>- Dedicated to making a difference; CFC representative, efforts ensured Group achieved goal--\$85K raised</li> <li>- Passion for involvement; organized birthday luncheons and golf tourneys--infused enthusiasm &amp; esprit de corps</li> <li>- Tinker advocate; captain and player for civilian volleyball team that competes in the base intramural league</li> </ul>		
<p>Acronym Listing:                      CFC - Combined Federal Campaign                      GAP - Government Approved Purchased                      PDM - Programmed Depot Maintenance                      VPP - Voluntary Protection Program                      WRE - War Readiness Engines</p>		
***12 LINES MAXIMUM***		

**Attachment 6****FAMILY OF THE YEAR AWARD EXAMPLE****Figure A6.1. Family of the Year Award Example.**

<p>Family of the Year</p> <p>1 January – 31 December</p> <p>20XX The Doe Family (Members: John and Jane Doe; Children Joe and Julie)</p> <p>The Doe family reached out to the local school programs to support both military and civilian children. Sarah took on responsibility of Treasurer for the Booster Club and is involved in every activity and fundraiser. When the school band was in desperate of transportation to carry their instruments, other than the school bus, the Doe family purchased a cargo trailer. John dedicated every football Friday to haul the trailer to games. During band camp, Jane and Julie helped prepare and serve lunch for the entire band.</p> <p>Exemplify high levels of excellence; both children are on the honor roll. Joe placed 1<sup>st</sup> in the state for National History Day competition and Julie won first place in the State Technology Fair. Joe also was one of a few students chosen for the school Civic Studies Program which emphasizes community service. For the 4<sup>th</sup> year, Jane has chaperoned a 5-day field trip to give middle schoolers a unique learning experience.</p> <p>The Doe family is active in their church community. John is a core team member and Jane is a volunteer for the middle school program leading more than 60 youths. Jane also sponsors a candidate each year for Confirmation. Joe plays saxophone and Julie guitar in the choir ensemble every Sunday.</p> <p>Whether it is helping with the Special Olympics, instituting a recycling program in their home, saving pop tabs to donate to the Ronald McDonald House, or collecting yarn for Project Linus to make blankets for seriously ill children, serving the community has become an everyday part of the Doe family lives.</p> <p>A6.2 Nomination is written in narrative format. Up to 1 page in length, written in Times New Roman, font size 12.</p>
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**Attachment 7****UNsung HERO EXAMPLE****Figure A7.1. Unsung Hero Example.**

Nominee Name: John Wayne

Organization: 448 SCMW/### SCMG/### SCMS/GUMC, 3001 Staff Dr., Tinker AFB,

OK Position Title: Action Officer

I highly recommend Mr. John Wayne for the 448 SCMW Warrior Award. Mr. Wayne has performed his duties as 448 SCMW Action Officer since January 2005. During this time he has flawlessly interacted with the 448 SCMW Director, Vice-Director, Executive Director, Director of Staff and senior leaders. His interpersonal skills are exceptional in a position that requires him to work with all levels of management. Mr. Wayne is a team player and freely shares his expertise with the rest of the organization. On a daily basis he is required to constantly move from task to task and is able to accomplish this with little effort. His wingman attitude and genuine enthusiasm for each process he takes on is always evidenced by the final product. His exceptional leadership skills enhance the internal communication between wings, directorate staffs and the command section. Mr. Wayne's dedication, expertise and desire to give 150 percent are all traits which continue to support the successes of our center.

Nomination written in narrative format with acronym list at the end (if needed). Up to 1 page in length, written in Times Roman, font size 12.

**Attachment 8**  
**DEPLOYED WARRIOR**

**Figure A8.1. Deployed Warrior.**

<p>Deployed Warrior</p> <p>1 January – 31 December 20##</p> <p><i>Good M. Ployee</i></p> <p>448 SCMW/### SCMG/### Supply Chain Management Squadron/DL 6009 Wardleigh Rd/Hill AFB Utah 84056 DSN: ###-#### and Commercial: 801-###-####</p> <p>Good M. Ployee (MSgt, USAFR) deployed to Joint Base Balad, Iraq in support of Operation Iraqi Freedom from January 5, 2010 to May 30, 2010</p> <ul style="list-style-type: none"><li>- While deployed, Sergeant Ployee served as the First Sergeant to 222nd Logistic Readiness Squadron – Iraq’s largest LRS made up of nearly 400 Airmen and 3 geographically separated detachments</li><li>- Sergeant Ployee was a crucial asset who always put Airmen first! He proactively revamped the Squadron’s in-processing program, personally briefing more than 100 Airmen on critical ROEs in the AOR</li><li>- Worked diligently with Airmen Red Cross to ensure 10 deployed Airmen were able to witness the birth of their children via the Internet</li></ul> <p>Acronym List: AOR – Area of Responsibility LRS – Logistics Readiness Squadron ROE – Rules of Engagement</p> <p>Nomination written in bullet format with acronym list at the end (if needed). Up to 1 page in length, written in Times Roman, font size 12.</p>
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Attachment 9

QUARTERLY (ALL CATEGORIES) AF FORM 1206 EXAMPLE

Figure A9.1. Quarterly (All Categories) AF Form 1206 Example.

NOMINATION FOR AWARD		
AWARD 448 SCMW Quarterly Recognition Program	CATEGORY (If Applicable) Enter Correct Category	AWARD PERIOD 1 Jan - 31 Mar 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SMSgt/Sally Mander	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 2S091/Flight Superintendent, Stock Control	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 779-8473 and Commercial: 618-229-8473	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 448 SCMW/948 SCMG/436 SCOS/GWM/109 Ward Avenue/Scott AFB IL/62225		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/John Wayne/DSN: 779-8910 and Commercial: 618-229-8910		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- Directed support for 1.2K aircraft; drove 91% avg Stockage Effectiveness for 98 bases--crushed AF 85% goal</li> <li>- Resolved ongoing 2-yr SAV finding; audited stk lvls for 70 global accts--reconciled \$154M--LCAT compliant</li> <li>- Piloted JSTAR sustainment; developed stock replenishment pgm--attained 3.6% TNMCS rate--beat AF 8% std</li> <li>- Eliminated 101 ARW mission degradation/halt; negotiated urgent release/30K lbs de-icing fluid--0 sorties lost</li> <li>- Fortified MICAP prevention; distributed 10K spares globally--enabled 54K tactical airlift/CSAR flying hours</li> <li>- Keenly led 51 mil/civ; bred 5 of 6 squadron award winners, 3 x Group &amp; 1 x Central Base Brd BTZ recipient</li> </ul> <p><b>SIGNIFICANT SELF IMPROVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Embraced AFMC Yr of CCAF challenge--awarded Professional Mgr Certification w/in 1st month of eligibility</li> <li>- Top IV Pro Development POC; organized &amp; taught "how to meet a board"--honed self &amp; shaped 150 Airmen</li> <li>- Masters in hand; pursued Stanford Univ Project Mgt Cert--completed "Converting Strategy Into Action" course</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b></p> <ul style="list-style-type: none"> <li>- President, base AFSA Chapter/led 1.7K; recruited 110 in 1st 90 days--sponsored/presented base ALS DG awd</li> <li>- Church youth leader; dedicated 30 hours teaching sportsmanship &amp; spiritual wellness--personally mentored 70</li> <li>- Inter-Service Enl Dining Out Co-chair, retirement emcee, sentry duty, Scott Pro-Org Council--devoted 90+ hrs</li> </ul> <p>Acronym Listing:                      AFMC - Air Force Material Command                      AFSA - Air Force Sergeants Association                      ALS DG - Airman Leadership School Distinguished Graduate                      BTZ - Below the Zone                      CCAF - Community College of the Air Force                      CSAR - Combat Search and Rescue                      LCAT - Logistics Compliance Assistance Team                      MICAP - Mission Impaired Capability Awaiting Parts                      POC - Point of Contact                      SAV - Staff Assistance Visit                      TNMCS - Total Non Mission Capable Supply</p> <p>***15 LINES MAXIMUM INCLUDING HEADINGS***</p>		

## Attachment 10

## CIVILIAN OF THE YEAR AF FORM 1206 EXAMPLE

Figure A10.1. Civilian of the Year AF Form 1206 Example.

NOMINATION FOR AWARD		
AWARD 448 SCMW Annual Recognition Program	CATEGORY (If Applicable) Enter Correct Category	AWARD PERIOD 1 Jan - 31 Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-14/Sunny Joy	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 2003/Deputy Director, 735 SCOG	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 575-0777/COMM: (757) 225-0777	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 448 SCMW/948 SCMG/735 SCOG/DD/445 Weyland Road Suite 2/Joint Base Langley-Eustis/VA/23665		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Linda S. Hurry/DSN: 575-0777/COMM: (757) 225-0777		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- Temp promoted to Div Chief 6 mo--led tm of 120 supt'ing 22 wpn sys/1,124 tails/\$4.8B in Supt Equip/68 loes</li> <li>- Crushed AF stds--equip variances 99.3%...15% above AF--guaranteed \$46M equip POM correctly allocated</li> <li>- Forefront of MICAP prevention! Pushed demand lvls to 7 WS/20 bases valued at \$53K--decreased CWT 3%</li> <li>- No radar = no combat sorties! Analyzed NEXRAD requisitions/levels--slashed MICAPs/MC rates now 90%+</li> <li>- Perfectly executed 741 MAJCOM directed transfer; \$491M assets expeditiously shipped--sustained OIF/OEF</li> <li>- Validated 3K requisitioning codes--reduced invalid backorders by 26%; increased SE at 41 loes to 90%+</li> <li>- Reviewed 800 special requisitions; corrected 300--eliminated \$40K in excess...enabled 500K MAF takeoffs</li> <li>- Extraordinary! Updated stock replenishment for 41 bases; validated over 6K--outdated status down 5%/month</li> <li>- Warfighter focused; loaded 2.1K PDLs for global KC-135 fleet--cut TNMCS rates at Manas &amp; Kadena 5.2%</li> <li>- Pinpointed erroneous rpt'ng of controlled wpns; corrected invalid code--secured 100% accurate accountability</li> <li>- Led charge on Cannon msn change; loaded 2.1K levels &amp; %56M in MRSPs--2nd AFSOC op location assured</li> <li>- Quickly cleared numeric parts preference codes; 100\$ reviewed/shrunk listing 25%..fit safety 100% assured</li> <li>- Monitored 30K stock replenishment requisitions; corrected 200--90% stock effectiveness 0 near zero TNMCS</li> <li>- AFSOC ISO spares filled/15 lvls created/validated...met 9-day flowtime; AA at 88%...acft ready for JSOC spt</li> <li>- Premier logistician! Supported 84 supply accounts worldwide; 34K line items--\$238M inventory maintained</li> <li>- Eliminated 410 MICAPs for AMC engine repair facility; added 371 stock levels--war readiness levels 100%</li> <li>- Key during FY09 closeout; clrd 779 rejects--104 accts restored 2/in 72 hrs...1KL+MAF/SCO acft msn ready</li> <li>- Flawlessly integrated 18 BRAC'd ANG units into div; assumed 92K details worth \$4.3M--zero degradation</li> <li>- Updated 716 ANG war reserve report codes/use codes/\$43.6M; validated records-- 8 O-Plans 100% accurate</li> <li>- Reduced out-of-balances to record low 1.34\$; improved reporting on 93.4K details--sustained combat airlift</li> <li>- Directed return of \$7M in unserviceable spares; expedited shipments to depot--key to 90%+ overall MC rates</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Scored Excellent on AWC Foundations of Strategy; preparing for National Security &amp; Decision Making test</li> <li>- Completed two on-line management courses to enhance military and civilian personnel management skill sets</li> <li>- Attended Senior Leader Don't Ask Don't Tell Repeal Tier 2 training; prepared to implement new DoD policy</li> </ul> <p><b>BASE/COMMUNITY INVOLVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Dedicated to community; organized preparation, serving and clean-up for three meals for those less fortunate</li> <li>- Participated in fundraising activity to provide financial support to missionaries world-wide; thousands raised</li> <li>- Aided Newport News Korean Presbyterian Church fundraising efforts; provided finances for families in need</li> </ul> <p>***30 LINES MAXIMUM INCLUDING HEADINGS***</p> <p>(Acronym List on pg 2)</p>		

Attachment 11

CGO/FGO OF THE YEAR AF FORM 1206 EXAMPLE

Figure A11.1. CGO/FGO of the Year AF Form 1206 Example.

NOMINATION FOR AWARD		
AWARD 448 SCMW Annual Recognition Program	CATEGORY (If Applicable) CGO	AWARD PERIOD 1 Jan - 31 Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) 2dLt/Marilyn Monroe	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 21R1/A10/ISR Flight Chief	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 339-6874 and Commercial: (405) 739-6874	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 448 SCMW/938 SCMG/485 SCMS/GWI/445 Weyland Rd., Bldg 1017/Joint Base Langley-Eustis/VA/23665		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Eric G. Flynn/DSN: 339-9656/Commercial: (405) 739-9656		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- Spt'd NATA Marjah offensive ops; procured 264 U-2 spares--attained 3.4% TNMCS rate--beat fleet 8% goal</li> <li>- Drove A-10 MICAP reduction; surged 80 Kandahar critical parts--25K combat flying hours; enemy contained</li> <li>- Oversaw five RQ-5 beddowns; prompted command-negotiated lvls for wheels/tires--prevented fleet epidemic</li> <li>- Maestro! Directed shipping destination change for vital AFRICOM bases--eliminated MQ-1 spares 7-day hold</li> <li>- Directed 83 MQ-1 assets be expedited to Creech AB--smashed 86% MC std w/92%; achieved 700K flying hrs</li> <li>- Quarterbacked identification of critical T-38 spares to improve WS spt; utilized scripts--87% SE beat 80% std</li> <li>- Reduced out-of-balances to record low \$1.34M; improved reporting on 93.4K details--sustained combat airlift</li> <li>- Directed return of \$7M in unserviceable spares; expedited shipments to depot--key to \$90K+ overall MC rates</li> <li>- Muscle behind war effort; redistributed 600+ C-130 main/nose wheels--balanced attack generated 2K+ sorties</li> <li>- Tight quality control; verified base repair of seven parts; reduced acft grounding hrs 34%--ensured 9-day flow</li> <li>- Eliminated 101 ARW msn degradation/halt; negotiated urgent release/30K lbs de-icing fluid--zero sorties lost</li> <li>- Fortified MICAP prevention; distributed 10K spares globally--enabled 54K tactical alt &amp; CSAR flying hours</li> <li>- Keenly led 51 mil/civ; bred 5 of 6 squadron award winners, 3 x Group &amp; 1x Central Base Brd BTZ recipient</li> <li>- Piloted JSTAR sustainment; developed stock replenishment pgm--attained 3.6% TNMCS rate...beat AF 8% std</li> <li>- Lobbied wholesale sources to release 25 frozen assets; cleared administrative holds--all shipped in &lt;24 hours</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Self-motivated; completed Fundamentals of Logistics ers (Log 99)--comprehension of SCM benefits AFSC</li> <li>- Ignorance eradicator! Co-organized SMAG brief for LROs/educated on larger-picture money flow through SC</li> <li>- Pursuing a International Diplomacy Masters degree; started first course in Theory and the International System</li> <li>- Scored Excellent on AWC Foundations of Strategy; preparing for National Security &amp; Decision Making test</li> <li>- Completed two on-line management courses to enhance military and civilian personnel management skill sets</li> <li>- Attended Senior Leader Don't Ask Don't Tell Repeal Tier 2 training; prepared to implement new DoD policy</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b></p> <ul style="list-style-type: none"> <li>- Co-chaired and volunteered CGOC golf tournament--over 100 participants that raised \$500 plus for OWH</li> <li>- Actively involved in community; revitalized regional sorority mtg--managed 200+ guest affairs; hailed by all</li> <li>- Outstanding Gp contribution--key ldr for Col retirement &amp; Gp Assumption of Command; lauded by Maj Gen</li> <li>- Church youth leader; dedicated 30 hours teaching sportsmanship &amp; spiritual wellness--personally mentored 70</li> <li>- Dedicated to community; organized preparation, serving and clean-up for three meals for those less fortunate</li> <li>- Participated in fundraising activity to provide financial support to missionaries world-wide; thousands raised</li> </ul> <p>***30 LINES MAXIMUM INCLUDING HEADINGS***</p>		

## Attachment 12

## NCO/SNCO OF THE YEAR AF FORM 1206 EXAMPLE

Figure A12.1. NCO/SNCO of the Year AF Form 1206 Example.

NOMINATION FOR AWARD		
AWARD 448 SCMW Annual Recognition Program	CATEGORY (If Applicable) SNCO	AWARD PERIOD 1 Jan - 31 Dec 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/Davie M. Jones	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 2S071/NCOIC, C-130 MICAP Cell	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 339-8473 and Commercial: (405) 739-8473	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASIS/STATE/ZIP CODE 448 SCMW/938 SCMG/434 SCMS/GWM/109 Ward Avenue/Scott AFB IL/62225		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Robert A. Kave/DSN: 339-8436/Commercial: (405) 739-8436		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <ul style="list-style-type: none"> <li>- Directed premier spt for 1.2K acft; drove 91% avg Stockage Effectiveness for 98 bases--crushed AF 85% goal</li> <li>- Resolved ongoing 2-yr SAV finding; audited stk lvls for 70 global accts--reconciled \$154M...LCAT compliant</li> <li>- Piloted JSTAR sustainment; developed stock replenishment pgm--attained 3.6% TNMCS rate...beat AF 8% std</li> <li>- Eliminated 101 ARW msn degradation/halt; negotiated urgent release/30K lbs de-icing fluid--zero sorties lost</li> <li>- Fortified MICAP prevention; distributed 10K spares globally--enabled 54K tactical alt &amp; CSAR flying hours</li> <li>- Keenly led 51 mil/civ; bred 5 of 6 squadron award winners, 3 x Group &amp; 1x Central Base Brd BTZ recipient</li> <li>- Lobbied wholesale sources to release 25 frozen assets; cleared administrative holds--all shipped in &lt;24 hours</li> <li>- Combat link; sustained EC-130H Compass Call ops in Afghanistan/Iraq/Horn of Africa--150 sorties in Apr 08</li> <li>- Muscle behind war effort; redistributed 600+ C-130 main/nose wheels--balanced attack generated 2K+ sorties</li> <li>- Tight quality control; verified base repair of seven parts; reduced acft grounding hrs 34%--ensured 9-day flow</li> <li>- Cleared 1.6K+ C-130 MICAPs for Bagram/Balad; maximized intra-theater support--C-130s in the air &lt;3 days</li> <li>- Directed inventory of AC-130H Spooky gunship spares packages--100% accountability for 49K+/\$702M parts</li> <li>- Updated 716 ANG war reserved report codes/use codes/\$43.6M; validated records--8 O-Plans 100% accurate</li> <li>- Reduced out-of-balances to record low \$1.34M; improved reporting on 93.4K details--sustained combat airlift</li> <li>- Directed return of \$7M in unserviceable spares; expedited shipments to depot--key to \$90K+ overall MC rates</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENTS:</b></p> <ul style="list-style-type: none"> <li>- Embraced AFMC Yr of CCAF challenge--awarded Professional Mgr Certification w/in 1st month of eligibility</li> <li>- Top IV Prof Development POC; organized &amp; taught "how to meet a board" --honed self &amp; shaped 150 Gp Amn</li> <li>- Masters in hand; pursued Stanford Univ Project Mgt Cert--completed "Converting Strategy Into Action" course</li> <li>- Scored Excellent on AWC Foundations of Strategy; preparing for National Security &amp; Decision Making test</li> <li>- Completed two on-line management courses to enhance military and civilian personnel management skill sets</li> <li>- Attended Senior Leader Don't Ask Don't Tell Repeal Tier 2 training; prepared to implement new DoD policy</li> </ul> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b></p> <ul style="list-style-type: none"> <li>- President base AFSA Chapter/led 1.7K; recruited 110 in 1st 90 days--sponsored/presented base ALS DG awd</li> <li>- Church youth leader; dedicated 30 hours teaching sportsmanship &amp; spiritual wellness--personally mentored 70</li> <li>- Inter-Service Enl Dining Out Co-chair, retirement emcee, sentry duty, Scott Pro-Org Council--devoted 90+ hrs</li> <li>- Dedicated to community; organized preparation, serving and clean-up for three meals for those less fortunate</li> <li>- Participated in fundraising activity to provide financial support to missionaries world-wide; thousands raised</li> <li>- Aided Newport News Korean Presbyterian Church fundraising efforts; provided finances for families in need</li> </ul> <p>Acronym List:  AFSA - Air Force Sergeants Association  ALS DG - Airman Leadership School Distinguished Graduate  CCAF - Community College of the Air Force  CSAR - Combat Search and Rescue  MICAP - Mission Impaired Capability Awaiting Parts  TNMCS - Total Non Mission Capable Supply</p>		
***30 LINES MAXIMUM INCLUDING HEADINGS*** FRONT PAGE ONLY!!		
AF FORM 1206, 20120926		
PREVIOUS EDITIONS ARE OBSOLETE		
FOR OFFICIAL USE ONLY (When filled in)		

Attachment 13

CERTIFICATE TEMPLATE EXAMPLE

Figure A13.1. Certificate Template Example.



Attachment 14

MILITARY PASS TEMPLATE EXAMPLE

Figure A14.1. Military Pass Template Example



748 SCMG Special Pass Form

Award of Special \_\_\_\_\_ Day Pass to \_\_\_\_\_

Special Occasion or event for which Special Pass is awarded:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special 4-day passes may only be used Thursday through Sunday, Friday through Monday, or Saturday through Tuesday. Special 3 day passes may only be used Friday through Sunday, Saturday through Monday, or Tuesday through Thursday. Special passes may be used in conjunction with leave, but leave must still begin and end in the local area. Special passes may not be used in succession with other passes or in conjunction with non-duty days when the combined period of continuous absence would exceed the 4 day pass limitation. (AFI 36-3003)

You must coordinate your planned travel below before authorized to us this special pass.

\_\_\_\_\_  
PAUL P. SMITH Jr, Colonel, USAF  
Commander

COORDINATION: Return to Approving Authority prior to departing.

Special Pass will be taken as follows:

Days/Dates: \_\_\_\_\_ through \_\_\_\_\_

Location/Itinerary:

Emergency Contact Number(s): \_\_\_\_\_

Circle One – Member will be DRIVING / FLYING

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Supervisors Signature