

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION  
36-2806**



**3 DECEMBER 2020**

**Personnel**

**QUARTERLY AND  
ANNUAL AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

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

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

---

OPR: 45 SW/CCC

Certified by: 45SW/CCC  
(CMSgt Scott J. King)

Supersedes: 45SWI36-2802, 30 May 2019

Pages: 24

---

This instruction implements Air Force Manual 36-2806, Special Trophies and Awards; and Air Force Instruction 65-601 V1, Budget and Guidance Procedures and provides guidelines for the nomination and selection of outstanding military and civilian personnel. It establishes and governs the 45th Space Wing Quarterly/Annual Awards Programs. It applies to personnel assigned to the 45th Space Wing and tenant units with members serving with the Patrick AFB Honor Guard. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397, FDR on Social Security-Numbering System for Federal Accounts Relating to Individual Persons, 22 November 1943, authorizes using the social security number as a personal identifier. The Social Security Number is required for the positive identification of personnel. The authority to collect and maintain the information is 5 U.S.C. 552A, Title 5, United States Code (U.S.C.) Section 552a as amended, The Privacy Act of 1974. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Chapter 857, and E.O.9397. System of records notice F900-AF-MP-A "Awards and Decorations" applies. If the Air Force (AF), United States Space Force (USSF) and/or Headquarters Space Operations Command (HQ SpOC) make policy changes affecting this program, changes will supersede this instruction. The overall objective is to recognize outstanding performers and individual achievements on a continuing basis. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, Records Management and Information Governance Program, and disposed of in accordance with the Air Force Records Disposition Schedule located in the AF Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR)

using the AF 847, Recommendation for Change of Publication; route AF 847 from the field through the appropriate functional chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items.

### ***SUMMARY OF CHANGES***

This publication has been substantially revised and should be reviewed in its entirety. The changes within this rewrite include: In-Person board guidelines, alteration of headers and bullet count for AF Form 1206, addition of Team Awards with two subcategories, addition of Key Spouse of the Year award, removal of Superior Performance Award, and updating the board president and board member score sheets.

<b>Chapter 1—OVERVIEW &amp; RESPONSIBILITIES</b>	<b>4</b>
1.1. Overview.....	4
1.2. Roles and Responsibilities.....	4
<b>Chapter 2—MILITARY AWARDS PROGRAM</b>	<b>6</b>
2.1. Objective.....	6
2.2. Military Nominee Eligibility.....	6
Table 2.1. Annual and Quarterly Award Periods.....	6
2.3. Military Quarterly Awards.....	6
2.4. Military Annual Awards.....	7
2.5. Board Member Selection Criteria.....	8
2.6. Personal Interview Board Process.....	9
<b>Chapter 3—CIVILIAN AWARDS PROGRAM</b>	<b>10</b>
3.1. Objective.....	10
3.2. Civilian Nominee Eligibility.....	10
3.3. Civilian Quarterly Awards.....	10
3.4. Civilian Annual Awards.....	11
3.5. Board Member Selection Criteria.....	11
<b>Chapter 4—TEAM AWARDS PROGRAM</b>	<b>12</b>
4.1. Objective.....	12
4.2. Team Annual Award Eligibility.....	12

4.3. Board Member Selection Criteria. ....	13
<b>Chapter 5—HONOR GUARD AWARDS PROGRAM</b>	<b>14</b>
5.1. Objective. ....	14
5.2. Responsibilities. ....	14
5.3. Eligibility. ....	14
5.4. Board Member Selection Criteria. ....	14
5.5. Quarterly Award Nomination Procedures. ....	14
5.6. Annual Award Nomination Procedures. ....	15
<b>Chapter 6—KEY SPOUSE AWARD PROGRAM</b>	<b>16</b>
6.1. Objective. ....	16
6.2. Eligibility. ....	16
6.3. Board Member Selection Criteria. ....	16
6.4. Nomination Procedures. ....	16
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>17</b>
<b>Attachment 2—SAMPLE MILITARY QUARTERLY/ANNUAL AWARD 1206</b>	<b>19</b>
<b>Attachment 3—SAMPLE CIVILIAN QUARTERLY/ANNUAL AWARD 1206</b>	<b>20</b>
<b>Attachment 4—SAMPLE TEAM AWARD 1206</b>	<b>21</b>
<b>Attachment 5—SAMPLE KEY SPOUSE AWARD 1206</b>	<b>22</b>
<b>Attachment 6—BOARD MEMBER SCORE SHEET</b>	<b>23</b>
<b>Attachment 7—BOARD PRESIDENT COMPOSITE SCORE SHEET</b>	<b>24</b>

## Chapter 1

### OVERVIEW & RESPONSIBILITIES

**1.1. Overview.** The publication establishes guidance and procedures for military and civilian quarterly and annual awards for members and units assigned to the 45th Space Wing at Patrick AFB, Cape Canaveral AFS and its geographically separated units.

#### **1.2. Roles and Responsibilities.**

1.2.1. The 45 SW Commander (45 SW/CC) is responsible for the overall wing awards program and approves all winners.

1.2.2. 45 SW Command Chief (45 SW/CCC):

1.2.2.1. Executes the Patrick AFB & Cape Canaveral AFS quarterly and annual award programs on behalf of the 45 SW/CC.

1.2.2.2. Establishes and notifies organizations of nomination suspense dates.

1.2.2.3. Establishes board dates and determines board members.

1.2.2.4. Selects quarterly and annual award trophies or mementos annually.

1.2.2.5. Briefs board presidents on procedures as needed.

1.2.2.6. Serves as board president for SNCO awards.

1.2.2.7. Establishes in-person board/interview requirements for the Amn, NCO, and SNCO annual award categories, if used.

1.2.3. 45 SW Executive Director (45 SW/CD):

1.2.3.1. Serves as the board president for the civilian awards boards.

1.2.3.2. Briefs board members on their duties and responsibilities.

1.2.3.3. Ensures board members understand and use effective package scoring methodologies.

1.2.3.4. Briefs board members on the confidentiality of the board proceedings.

1.2.3.5. Reviews the nomination packages to ensure they are in accordance with this instruction.

1.2.4. 45 SW/CCC Executive Assistant (45 SW/CCCA):

1.2.4.1. Serves as the single point of contact for all quarterly and annual awards.

1.2.4.2. Collects all nomination packages.

1.2.4.3. Sends nomination packages and score sheets to board members no later than 1 duty day prior to the board date.

1.2.4.4. Coordinates and/or performs as the recorder for the in-person boards for the Amn, NCO, and SNCO annual award categories, if used.

1.2.4.5. Forwards the complete recommendation package to HQ SpOC or HQ USSF, as applicable.

1.2.4.6. Collects official photographs of winners and updates recognition displays in the 45 SW headquarters building.

1.2.4.7. Coordinates purchase of the awards elements (e.g., plaques, trophies, etc.), and ensures they are prepared and delivered to their respective events.

1.2.5. Group commander/group superintendent:

1.2.5.1. Provides board members as requested by the 45 SW/CCC.

1.2.5.2. Forwards group-level award nominees to the 45 SW/CCCA for wing competition by the wing suspense date.

1.2.6. Unit commander/unit superintendent:

1.2.6.1. Nominates board members to the applicable group commander/superintendent.

1.2.6.2. Provides replacement board members if selected members become unavailable.

1.2.6.3. Forwards all squadron-level award nominees to their respective groups in accordance with group guidance and timelines.

1.2.6.4. Ensures military nominees have a current and passing fitness assessment IAW AFI 36-2905, *Fitness Program*.

1.2.6.5. Ensures military nominees do not have an unfavorable information file, are not on a control roster, and meet dress and appearance standards.

1.2.6.6. Ensures civilian nominees do not have pending disciplinary action and/or are not on a performance improvement plan.

1.2.7. Awards Board President:

1.2.7.1. Acts as a voting member in the event of a tie.

1.2.7.2. Briefs board members on their duties and responsibilities.

1.2.7.3. Ensures board members understand and use effective package scoring methodologies.

1.2.7.4. Briefs board members on the confidentiality of the board proceedings.

1.2.7.5. Tallies all board member scores using the President Composite Score Sheet (See [Attachment 7](#)) and sends the results to 45 SW/CCCA.

## Chapter 2

### MILITARY AWARDS PROGRAM

**2.1. Objective.** Recognize active duty individual and team accomplishments that clearly embody the Air Force Core Values. The program is administered on a calendar year basis.

**2.2. Military Nominee Eligibility.**

2.2.1. Accomplishments must have occurred during the award period (see [Table 2.1](#)). Nominees must not have any pending disciplinary action and must meet criteria outlined in [paragraphs 1.2.6.4 and 1.2.6.5](#)

2.2.2. Unit of assignment requirements. Personnel must have actively served with the nominating unit for at least 50 percent of the nomination period. Deployed personnel are not eligible to be submitted for quarterly awards with their unit of permanent assignment if they are eligible and are being submitted for a quarterly award with their deployed unit/location, and/or have not actively served with the unit of their permanent assignment for at least 50 percent of the nomination period.

2.2.3. Rank requirements. Personnel promoted during the award period will compete in the award category that corresponds to the rank held for the majority of the award period. Rank criteria:

2.2.3.1. AB through SrA for Airmen (Amn).

2.2.3.2. SSgt through TSgt for Noncommissioned Officer (NCO).

2.2.3.3. MSgt through SMSgt for Senior Noncommissioned Officer (SNCO).

2.2.3.4. MSgt through SMSgt with AFSC 8F000 for First Sergeant (annual award only).

2.2.3.5. 2Lt through Capt for Company Grade Officer (CGO).

2.2.3.6. Major through Lt Col for Field Grade Officer (FGO).

**Table 2.1. Annual and Quarterly Award Periods.**

Month	Award Period
January – March	1st Quarter
April – June	2nd Quarter
July – September	3rd Quarter
October – December	4th Quarter
January – December	Annual

**2.3. Military Quarterly Awards.**

2.3.1. There will be one board held per category.

2.3.2. Each group may submit one nominee in each category to the wing awards boards.

2.3.3. Nomination packages will include the following (See [Attachment 2](#)):

2.3.3.1. The AF Form 1206, *Nomination for Award*, front page only. Nominations are limited to eight lines including headers (six lines of data and two category headings), single spaced, size 12 font, and written in bullet format. Include a list of acronyms on the second line below the last bullet.

2.3.3.1.1. Headers (Note: no other information may be included on the header lines):

2.3.3.1.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.

2.3.3.1.1.2. WHOLE AIRMAN CONCEPT (Personal/Professional Development, Esprit De Corps, and Community Relations).

2.3.4. When submitting award packages to the wing use a standardized naming convention.

2.3.4.1. Name documents according to the group, award period, category, nominee's last name and document type. (Example: "45 MSG – 1Q20 – NCO – Edwards – 1206")

## 2.4. Military Annual Awards.

2.4.1. There will be one board held per category.

2.4.2. Each group may submit one nominee in each category to the wing awards boards. Note: nominees do not have to be a quarterly winner of any quarter in that calendar year.

2.4.3. Minimum nomination package requirements for wing award consideration is the AF Form 1206.

2.4.3.1. The AF Form 1206 line count and header requirements will be dictated by HQ USSF or HQ SpOC for the 12 Outstanding Airmen of the Year Award. This will be used to determine the wing's AF Form 1206 requirements and will be communicated as soon as possible after receiving the HQ USSF or HQ SpOC guidance.

2.4.3.2. When submitting award packages to the wing use the standardized naming convention. See [Attachment 2](#) for a sample AF Form 1206.

2.4.3.2.1. Name documents using the group, award period, category, nominee's last name and document type. (Example: "45 MSG – OAY– NCO – Johnson – 1206)

2.4.4. The 45 SW/CCC will determine whether in-person boards/interviews will be used in addition to nomination package scoring for the Amn, NCO and SNCO categories.

2.4.5. If nominees win at the wing level, the groups will provide the following documents in addition to the AF Form 1206 (refer to [paragraph 2.4.3.2.1](#) for document naming):

2.4.5.1. Recommendation letter (on wing letterhead).

2.4.5.2. Biography.

2.4.5.3. Statement of intent (on wing letterhead).

2.4.5.4. Statement of release (on wing letterhead).

2.4.5.5. Citation.

2.4.5.6. Current AFFMS II fitness report.

2.4.5.7. SURF.

2.4.6. The wing enlisted category winners (Amn, NCO and SNCO) will compete for the 12 Outstanding Airmen of the Year Award nomination at HQ SpOC. The wing First Sergeant category winner will compete for the USAF First Sergeant of the Year Award nomination at HQ SpOC. The wing CGO category winner will compete for the HQ SpOC CGO of the Year Award.

## **2.5. Board Member Selection Criteria.**

2.5.1. Wing boards will consist of four members and a president. The president is a non-voting member, except in the case of a tie.

2.5.2. The 45 SW/CCCA will provide a board schedule to the participating groups. The groups will select members (one per awards category) and presidents (as identified by 45 SW/CCCA) from within their group, to serve on the awards boards, and will return the selections to the 45 SW/CCCA by the suspense date.

2.5.3. Board member and president grade requirements:

### **2.5.3.1. Quarterly Awards:**

2.5.3.1.1. Amn category: SSgt or above (President: MSgt or above).

2.5.3.1.2. NCO category: MSgt or above (President: SMSgt or CMSgt).

2.5.3.1.3. SNCO category: SMSgt or CMSgt (President: 45 SW/CCC or CMSgt designee).

2.5.3.1.4. CGO and FGO category: Major or Lt Col (President: Lt Col or Colonel).

2.5.3.1.5. Amn Honor Guard category: SSgt or above (President: HG Superintendent)

2.5.3.1.6. NCO Honor Guard category: MSgt or above (President: HG Superintendent)

### **2.5.3.2. Annual Awards:**

2.5.3.2.1. Amn category: TSgt or above (President: CMSgt).

2.5.3.2.2. NCO Category: MSgt or above (President: CMSgt).

2.5.3.2.3. SNCO category: SMSgt or CMSgt (President: 45 SW/CCC or CMSgt designee).

2.5.3.2.4. First Sergeant Category: CMSgt (President: 45 SW/CCC or CMSgt designee).

2.5.3.2.5. CGO and FGO category: Major or above (President: Colonel).

2.5.3.2.6. Amn Honor Guard Category: TSgt or above (President: 45 SW/CCC or 45 FSS/CEM)

2.5.3.2.7. NCO Honor Guard Category: MSgt or above (President: 45 SW/CCC or 45 FSS/CEM)

2.5.3.2.8. CGO Honor Guard Category: Major or above (President: 45 FSS/CC)

## 2.6. Personal Interview Board Process.

2.6.1. The primary purpose of the personal interview is the professional development of assigned Airmen, and to ensure appearance, bearing and communication is commensurate with written performance. This process is **optional**, to be used for the annual Amn, NCO and SNCO categories (except for Honor Guard categories, which uses a different methodology), and will be determined by the 45 SW/CCC prior to the package submission date.

2.6.2. The board president will determine the uniform requirements, date, time and location (or interview method; i.e. telephone or video teleconference) for the personal interview board. NOTE: provide this information to nominee units and board members with sufficient time for nominees and board members to prepare.

2.6.3. The board president will assign each board member a chapter from the most current version of AFH 1, *Air Force Handbook*. Board members will prepare one opinion-based question, from the assigned chapter, to ask the nominees. NOTE: The board president will provide the list of chapters to nominee units with sufficient time for nominees to review and prepare.

2.6.3.1. The board president will prepare one opinion-based current events question.

2.6.3.2. During the personal interview board, each board member will ask the same question to each nominee. Board members will rate the nominees based on the following: dress and appearance, military bearing and communication skills, using a 1-5 point scale (.5 increments are authorized). Each board member will use the entire interview to determine their interview score. These scores will then be added to the board member's score sheet.

2.6.3.3. Board member individual scoring. The nomination package (AF Form 1206) will be scored on a 6-10 point scale (.5 increments are authorized) and multiplied by two. That score will be added with the personal interview score to determine that nominee's overall board member score. The total number of possible points a nominee can earn from a single board member is 25; 20 (package) and 5 (personal interview). See [Attachment 6](#) for sample score sheet.

2.6.3.4. Composite board scoring. With the exception of the board president's scores, the board members' scores will be entered onto the board president's composite score sheet ([Attachment 7](#)). The sum of board members' scores for each nominee will determine the order of precedence. The total number of possible points a nominee can earn from the cumulative total is 100; 80 (package) and 20 (personal interview). The winning order of precedence will be from highest composite board score to lowest.

## Chapter 3

### CIVILIAN AWARDS PROGRAM

**3.1. Objective.** Recognize outstanding performance by appropriated and non-appropriated funds (NAF) civilians. The program is administered on a calendar year basis.

**3.2. Civilian Nominee Eligibility.**

3.2.1. Accomplishments must have occurred during the award period (see [Table 2.1](#)). Nominees must not have pending disciplinary action or be on a performance improvement plan.

3.2.2. Unit of assignment requirements. Personnel must have actively served with the nominating unit for at least 50 percent of the nomination period. Deployed personnel are not eligible to be submitted for quarterly awards with their unit of permanent assignment if they are eligible and are being submitted for a quarterly award with their deployed unit/location, and/or have not actively served with the unit of their permanent assignment for at least 50 percent of the nomination period.

3.2.3. Grade requirements. Personnel promoted during the award period will compete in the award category that corresponds to the grade held for the majority of the award period. Grade criteria:

3.2.3.1. Category I: GS/GG 1-8; WG/WL 1-8; NF I-II; NH I-II; NJ I-II; NK I-II

3.2.3.2. Category II: GS/GG 9-12; WG/WL 9-10; NF III; NH III; NJ III; NK III

3.2.3.3. Category III: GS/GG 13-15; WG/WL 11-15; NF IV-V; NH IV; NK IV

3.2.3.4. Supervisory category IV: GS/GG 1-10; WS 1-10; NF-II; NH II, NJ III, NK III

3.2.3.5. Supervisory category V: GS/GG 11-15; WS 11-16; NF III-IV; NH III/IV, NJ IV

**3.3. Civilian Quarterly Awards.**

3.3.1. There will be one board held per category.

3.3.2. Each group may submit one nominee in each category to the wing awards boards.

3.3.3. Nomination packages will include the following (See [Attachment 3](#)):

3.3.3.1. The AF Form 1206, *Nomination for Award*, front page only. Nominations are limited to eight lines including headers (six lines of data and two category headings), single spaced, size 12 font, and written in bullet format. All civilian categories will use the same headers. Include a list of acronyms on the second line below the last bullet.

3.3.3.1.1. Headers: (Note: no other information may be included on the header lines).

3.3.3.1.1.1. JOB ACHIEVEMENT, LEADERSHIP AND INNOVATION.

3.3.3.1.1.2. COMMUNICATION, TEAMWORK AND DEVELOPMENT.

### 3.4. Civilian Annual Awards.

3.4.1. There will be one board held per category.

3.4.2. Each group may submit one nominee in each category to the wing awards boards. Note: nominees do not have to be a quarterly winner of any quarter in that calendar year.

3.4.3. Minimum nomination package requirements for wing award consideration is the AF Form 1206.

3.4.3.1. The AF Form 1206 line count and header requirements will be dictated by HQ USSF or HQ SpOC for the USSF Civilian of the Year Award. This will be used to determine the wing's AF Form 1206 requirements and will be communicated as soon as possible after receiving the HQ USSF or HQ SpOC guidance.

3.4.3.2. When submitting award packages to the wing use the standardized naming convention. See [Attachment 3](#) for sample AF Form 1206.

3.4.3.2.1. Name documents using the group, award period, category, nominee's last name and document type. (Example: "45 MSG – Civ of Yr– Cat II – Johnson – 1206)

3.4.4. If nominees win at the wing level, the groups will provide the following documents in addition to the AF Form 1206 and official photo (refer to [paragraph 2.4.3.2.1](#) for document naming):

3.4.4.1. Recommendation letter (on wing letterhead).

3.4.5. The wing civilian category winners will compete for the HQ USSF or HQ SpOC Civilian of the Year award.

### 3.5. Board Member Selection Criteria.

3.5.1. Wing boards will consist of four members and a president. The president is a non-voting member, except in the case of a tie.

3.5.2. The 45 SW/CCCA will provide a board schedule to the participating groups. The groups will select members from within their group, to serve on the awards boards, and will return the selections to the 45 SW/CCCA by the suspense date. Submitted members will serve as board members for all civilian award categories.

3.5.3. Board member grade criteria (for all categories): GS-12 and above (or military equivalent).

3.5.4. The 45 SW Executive Director or designee will serve as the board president.

## Chapter 4

### TEAM AWARDS PROGRAM

**4.1. Objective.** Recognize outstanding team performance. The program is administered on a calendar year basis. There are two team award categories.

**4.2. Team Annual Award Eligibility.**

4.2.1. Accomplishments must have occurred during the award period (see [Table 2.1](#)).

4.2.2. Eligible team members include military, Department of Defense (DoD) civilians and non-DoD civilian volunteers. Contractors are ineligible to participate in this award.

4.2.3. Team of the Year (Category I). Consists of least 2 personnel, but not to exceed 35 personnel, assigned to a team formally designated on a Unit Manpower Document.

4.2.3.1. Examples of teams that may be considered include, but are not limited to: shop, section or flights formally assigned within an individual squadron or within the Wing Staff Agencies. NOTE: entire squadrons or groups are ineligible for consideration, regardless of whether the number of personnel is within thresholds.

4.2.4. Team of the Year (Category II). Consists of least 2 personnel, but not to exceed 15 personnel, assigned to a team not formally designated on a Unit Manpower Document, and assembled for a short duration and/or specific focus.

4.2.4.1. Examples of teams that may be considered include, but are not limited to: Tiger Teams, Innovation Teams, Developmental Teams and specially designated Focus Teams.

4.2.5. Nomination Procedures.

4.2.5.1. There will be one board held per category.

4.2.5.2. Each group may submit one team in each category to the wing awards boards.

4.2.5.3. Nomination packages will include the following (See [Attachment 4](#)):

4.2.5.3.1. The AF Form 1206, *Nomination for Award*, front page only. Nominations are limited to 18 lines including headers (16 lines of data and two category headings), single spaced, size 12 font, and written in bullet format. Both categories will use the same headers. Team members will be listed by rank (highest to lowest), then in alphabetical order (using last name). Include a list of acronyms on the second line below the last bullet. Note: list of individual team members, and acronym listing do not count towards overall line count.

4.2.5.3.1.1. Headers: (Note: no other information may be included on the header lines).

4.2.5.3.1.1.1. TEAM MEMBERS.

4.2.5.3.1.1.2. TEAM ACCOMPLISHMENTS.

4.2.5.4. When submitting award packages to the wing use the standardized naming convention.

4.2.5.4.1. Name documents using the group, award period, category, team name and document type. (Examples: “45 OG –Team of Yr– Cat I – Falcon Flight – 1206”, or “45 MDG –Team of Yr – Cat II – Pandemic Cell – 1206”, etc.)

### **4.3. Board Member Selection Criteria.**

4.3.1. Wing boards will consist of four members and a president. The president is a non-voting member, except in the case of a tie.

4.3.2. The 45 SW/CCCA will provide a board schedule to the participating groups. The groups will select members (one per awards category) from within their group, to serve on the awards boards, and will return the selections to the 45 SW/CCCA by the suspense date.

4.3.3. Board member grade criteria (for all categories): MSgt and above (or civilian equivalent).

4.3.4. The 45 SW/CCC or designee will serve as the board president.

## Chapter 5

### HONOR GUARD AWARDS PROGRAM

**5.1. Objective.** Recognize Honor Guard members whose sustained superior performance, professionalism and bearing has elevated positive public perceptions of the Department of Defense, the United States Air Force and the United States Space Force.

**5.2. Responsibilities.**

5.2.1. Honor Guard Superintendent:

5.2.1.1. Manages the Honor Guard Recognition Program.

5.2.1.2. Serves as the board president for the Honor Guard quarterly award boards.

5.2.1.3. Selects four board members from the Honor Guard staff to serve on the Honor Guard quarterly award boards.

5.2.1.4. Serves as a board member on the Honor Guard annual award boards.

5.2.1.5. Provides board results to the 45 SW/CCCA.

**5.3. Eligibility.**

5.3.1. Accomplishments must have occurred during the award period (see [Table 2.1](#)). Nominees must be Honor Guard members who have completed initial training and performed duties while assigned to the Base Honor Guard team (to include tenant unit Honor Guard members) during the award period. Nominees must not have any pending disciplinary action and must meet criteria outlined in [paragraphs 1.2.6.4 and 1.2.6.5](#)

5.3.2. For annual nominations the member must have performed Base Honor Guard duties for at least 6 months of the year.

5.3.3. **Rank requirements.** Personnel promoted during the award period will compete in the category of the award that corresponds to the grade held for the majority of the award period. Rank criteria:

5.3.4. AB through SrA for Airmen (Amn).

5.3.4.1. SSgt through TSgt for Noncommissioned Officer (NCO).

5.3.4.2. 2Lt through Capt for Officer (annual award only).

**5.4. Board Member Selection Criteria.**

5.4.1. See [chapter 2, para 2.5.3.1.5; 2.5.3.1.6](#) and [para 2.5.3.2.6; para 2.5.3.2.7; para 2.5.3.2.8](#) for board member selection criteria.

**5.5. Quarterly Award Nomination Procedures.**

5.5.1. Nominees will be administered a 10 question multiple choice test (20 minute time limit).

5.5.2. Nominees will participate in an in-person board interview.

**5.6. Annual Award Nomination Procedures.**

5.6.1. Nominees will be nominated with an AF Form 1206 using the most current AF guidance.

5.6.2. Nominees will be administered a 15 question multiple choice test (30 minute time limit).

5.6.3. Nominees will participate in an in-person board interview.

## Chapter 6

### KEY SPOUSE AWARD PROGRAM

**6.1. Objective.** Recognize Key Spouse members whose outstanding accomplishments and contributions highlighted the critical role Key Spouses play in the wing's mission success in the award period of 1 January to 31 December.

**6.2. Eligibility.**

6.2.1. Must be formally appointed in writing as a Key Spouse by a unit commander.

6.2.2. Be engaged in activities supporting unit families and the unit's ability to execute the mission.

6.2.3. Unit must ensure member has not engaged in activities that would discredit the Air Force or Space Force.

**6.3. Board Member Selection Criteria.**

6.3.1. Wing boards will consist of four MSgt or above First Sergeants and the 45 SW/CCC (board president). The president is a non-voting member, except in the case of an overall tie.

6.3.2. Groups will each provide one MSgt or above board member that is filling the role of First Sergeant (**MSgt or above additional duty First Sergeants are acceptable substitutes**).

**6.4. Nomination Procedures.**

6.4.1. The AF 1206, *Nomination for Award*, front page only. (See [Attachment 5](#))

6.4.2. Nominations are limited to 18 lines including headers (16 lines of data and two category headings), single spaced, size 12 font, and written in bullet format. Include a list of acronyms on the second line below the last bullet.

6.4.3. Headers: (Note: No other information may be included on the header lines).

6.4.3.1. KEY ACCOMPLISHMENTS

6.4.3.2. COMMUNITY EFFORTS

DOUGLAS A SCHIESS,  
Brigadier General, USAF  
Commander

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

AFH 1, *Air Force Handbook*

AFMAN 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

AFMAN 36-2806, *Awards and Memorialization Program*, 10 Jun 2019

AFI 36-2905, *Fitness Program*, 21 Oct 2013, Incorporating Change 1, 27 Aug 2015

AFI 65-601 V1, *Budget Guidance and Procedures*, 24 Oct 2018

***Adopted Forms***

AF 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award* (Use most current version from [www.e-publishing.af.mil](http://www.e-publishing.af.mil))

***Abbreviations and Acronyms***

**45SW**—45th Space Wing

**AFFMS**—Air Force Fitness Management System

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

**CC**—Commander

**CCAFS**—Cape Canaveral Air Force Station

**CCC**—Command Chief

**CCCA**—Command Chief Executive Assistant

**CD**—Deputy Director

**DoD**—Department of Defense

**HAF**—Headquarters Air Force

**HQ SpOC**—Headquarters Space Operations Command

**HQ USSF**—Headquarters United States Space Force

**IAW**—In Accordance With

**MAJCOM**—Major Command

**NAF**—Non-appropriated funds

**NLT**—No Later Than

**PAFB**—Patrick Air Force Base

**RDS**—Records Disposition Schedule

**SURF**—Single Unit Retrieval Format

TOS—Time on Station

Attachment 2

SAMPLE MILITARY QUARTERLY/ANNUAL AWARD 1206

Figure A2.1. Sample Military Quarterly/Annual Award 1206.

NOMINATION FOR AWARD		
AWARD 45th Space Wing Quarterly Award	CATEGORY (If Applicable) AMN	AWARD PERIOD 1 Jan - 31 Mar 20
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/Bruce B. Wayne	MAJCOM, FOA, OR DRU SpOC	
DAFSC/DUTY TITLE 1B174/Dark Knight, Plans and Programs	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 45 SCS/BAT/1007 Mountain Drive/PAFB/FL/32925		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/James W. Gordon/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY		
<ul style="list-style-type: none"> <li>- Bullet 1</li> <li>- Bullet 2</li> <li>- Bullet 3</li> <li>- Bullet 4</li> <li>- Bullet 5</li> </ul>		
WHOLE AIRMAN CONCEPT		
<ul style="list-style-type: none"> <li>- Bullet 1</li> </ul>		
ACRONYMS		
WM - Wayne Manor		
<p>-----</p> <p><b>**General Rules**</b></p> <ul style="list-style-type: none"> <li>- Nominations are limited to eight lines including headers (six lines of data and two category headings)</li> <li>- There is no bullet requirement for each header. The above bullet count is only an example.</li> <li>- All military categories will use the same headers.</li> <li>- ANNUAL AWARD ONLY: Bullet line count and header requirements will be dictated by HQ USSF or HQ SpOC for the 12 Outstanding Airmen of the Year Award.</li> <li>- Name documents according to the group, award period, category, nominee's last name and document type. (EX: MSG - 1Q20 - AMN - Edwards - 1206)</li> </ul>		
<p><b>**Common Errors**</b></p> <ul style="list-style-type: none"> <li>- "AWARD" field contains category or incorrect award name</li> <li>- MAJCOM/FOA/DRU field incorrect.</li> <li>- DAFSC/Duty Title: one of the requirements is missing</li> </ul>		

## Attachment 3

## SAMPLE CIVILIAN QUARTERLY/ANNUAL AWARD 1206

Figure A3.1. Sample Civilian Quarterly/Annual Award 1206.

NOMINATION FOR AWARD		
AWARD 45th Space Wing Quarterly Award	CATEGORY (If Applicable) Civ Cat II	AWARD PERIOD 1 Jan - 31 Mar 20
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-11/Diana Prince	MAJCOM, FOA, OR DRU SpOC	
DAFSC/DUTY TITLE 1K37A/Amazonian Princess	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 45 HCOS/TJL/Paradise Island Way/PAFB/FL/32925		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) GS-15/Zues Jupiter/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<b>JOB ACHIEVEMENT, LEADERSHIP AND INNOVATION</b> <ul style="list-style-type: none"> <li>- Bullet 1</li> <li>- Bullet 2</li> <li>- Bullet 3</li> <li>- Bullet 4</li> <li>- Bullet 5</li> </ul>		
<b>CCOMMUNICATION, TEAMWORK AND DEVELOPMENT</b> <ul style="list-style-type: none"> <li>- Bullet 1</li> </ul>		
<b>ACRONYMS</b> JL - Justice League		
<hr/> <b>**General Rules**</b> <ul style="list-style-type: none"> <li>- Nominations are limited to eight lines including headers (six lines of data and two category headings)</li> <li>- There is no bullet requirement for each header. The above bullet count is only an example.</li> <li>- All civilian categories will use the same headers.</li> <li>- ANNUAL AWARD ONLY: Bullet line count and header requirements will be dictated by HQ USSF or HQ SpOC for the USSF Civilian of the Year Award.</li> <li>- Name documents according to the group, award period, category, nominee's last name and document type. (EX: MSG - 1Q20 - NCO - Edwards - 1206)</li> </ul>		
<b>**Common Errors**</b> <ul style="list-style-type: none"> <li>- "AWARD" field contains category or incorrect award name</li> <li>- MAJCOM/FOA/DRU field incorrect.</li> <li>- DAFSC/Duty Title: one of the requirements is missing</li> </ul>		

Attachment 4

SAMPLE TEAM AWARD 1206

Figure A4.1. Sample Team Award 1206.

NOMINATION FOR AWARD		
AWARD 45th Space Wing Annual Team of the Year Award	CATEGORY (if Applicable) Category I or II	AWARD PERIOD 1 Jan - 31 Dec 2020
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Client Systems Team	MAJCOM, FOA, OR DRU SpOC	
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) N/A	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 45 SCS/1225 Jupiter Street, Patrick AFB, FL 32925		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) BrigGen/Han Solo/DSN 854-XXXX/Commercial 321-494-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>TEAM ACCOMPLISHMENTS</b></p> <ul style="list-style-type: none"> <li>- Bullet 1</li> <li>- Bullet 2</li> <li>- Bullet 3</li> </ul> <p><b>ACRONYMS</b></p> <p>DM - Dunder Mifflin</p> <p><b>TEAM MEMBERS</b></p> <p>1st Lt Bob Vance                      MSgt Jim Halpert                      MSgt Michael Scott                      SSgt Erin Hannon                      SSgt Dwight Schrute                      ...Cont on second page if needed</p>		
<p><b>**General Rules**</b></p> <ul style="list-style-type: none"> <li>- Nominations are limited to 18 lines including headers (16 lines of data and two category headings)</li> <li>- Team team members, and acronym listing do not count towards overall line count.</li> <li>- All Team categories will use the same headers.</li> <li>- Name documents according to the group, award period, category, team name and document type. (EX: OG - TOY - Cat I - Falcon Flight - 1206)</li> <li>- Team of the Year (Category I). Consists of least 2 personnel, but not to exceed 30 personnel, assigned to a team formally designated on a Unit Manpower Document. (IE: Shop, section, flight etc)</li> <li>- Team of the Year (Category II). Consists of least 2 personnel, but not to exceed 15 personnel, assigned to a team not formally designated on a Unit Manpower Document, and assembled for a short duration and/or specific focus. (EX: Tiger Team, Innovation Team, specially designated Focus Teams etc)</li> </ul> <p><b>**Common Errors**</b></p> <ul style="list-style-type: none"> <li>- "AWARD" field contains category or incorrect award name</li> <li>- MAJCOM/FOA/DRU field incorrect.</li> </ul>		

## Attachment 5


## SAMPLE KEY SPOUSE AWARD 1206

Figure A5.1. Sample Key Spouse Award 1206.


NOMINATION FOR AWARD		
AWARD 45th Space Wing Key Spouse of the Year Award	CATEGORY (If Applicable) N/A	AWARD PERIOD 1 Jan - 31 Dec 2020
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mr or Mrs/Allie Hamilton	MAJCOM, FOA, OR DRU SpOC	
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) N/A	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 45 SCS/1225 Jupiter Street, Patrick AFB, FL 32925		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj/Benson Payne/DSN 854-XXXX/Commercial 321-494-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>KEY ACCOMPLISHMENTS</b></p> <ul style="list-style-type: none"> <li>- Bullet 1</li> <li>- Bullet 2</li> <li>- Bullet cont...</li> </ul> <p><b>COMMUNITY EFFORTS</b></p> <ul style="list-style-type: none"> <li>- Bullet 1</li> <li>- Bullet 2</li> <li>- Bullet cont...</li> </ul> <p><b>ACRONYMS</b></p> <p>GOAT - Greatest of All Time</p>		
<p>-----</p> <p><b>**General Rules**</b></p> <ul style="list-style-type: none"> <li>- Nominations are limited to 18 lines including headers (16 lines of data and two category headings)</li> <li>- Name documents according to the group, category, last name and document type. (EX: MDG - SOTY - Hamilton - 1206)</li> </ul> <p><b>**Common Errors**</b></p> <ul style="list-style-type: none"> <li>- "AWARD" field contains category or incorrect award name</li> <li>- MAJCOM/FOA/DRU field incorrect.</li> </ul>		

## Attachment 6 BOARD MEMBER SCORE SHEET

Figure A6.1. Board Member Score Sheet.



### 45th Space Wing Nominee Score Sheet



Award Period -   \_Q2\_    
Category -

**BOARD PRESIDENT:**

**BOARD MEMBERS:**

**Instructions:** To view all nomination packages, select the *paper-clip* on left-hand side. Please rank packages in score order & digitally sign prior to returning to the board president.

**Scoring:** Use the legend below to score nominees. Only score the nomination package, unless an in-person board is used (Annual Awards). If interviews are conducted, add "Package Score x2" and "In-Person Score" to determine the total score.

Nominee Name	Group	Package Score	Package Score x2	In-Person Score	Total Score	Rank Order
	MSG					
	MDG					
	OG					
	WSA					
Example: Package Only	USA	9	---	---	9	1
Example: In-Person Used	ABC	8.5	17	4	21	2

Package Score not factored in

Package Scoring		In-Person Interview Scoring	
10	ABSOLUTELY SUPERIOR	5	ABSOLUTELY SUPERIOR
9.5	OUTSTANDING PACKAGE	4.5	OUTSTANDING INTERVIEW
9.0	FEW COULD BE BETTER	4.0	FEW COULD BE BETTER
8.5	STRONG PACKAGE	3.5	STRONG INTERVIEW
8.0	SLIGHTLY ABOVE AVERAGE	3.0	SLIGHTLY ABOVE AVERAGE
7.5	AVERAGE	2.5	AVERAGE
7.0	SLIGHTLY BELOW AVERAGE	2.0	SLIGHTLY BELOW AVERAGE
6.5	WELL BELOW AVERAGE	1.5	WELL BELOW AVERAGE
6.0	LOWEST IN POTENTIAL	1.0	LOWEST IN POTENTIAL

Board Member Signature: \_\_\_\_\_

Attachment 7

BOARD PRESIDENT COMPOSITE SCORE SHEET

Figure A7.1. Board President Composite Score Sheet.

Quarterly Award  
Board President Grading Tool

Board President:		<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">_Q20</div>
Board Member 1			
Board Member 2			
Board Member 3			
Board Member 4			

Nominee Name	Board Member 1		Board Member 2		Board Member 3		Board Member 4		Board President		Total Score	Total Ranking	Final Ranking
	Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank			
lt Col Example Score	9.5	1	9	2	8	2	8.5	1	9	1	35	6	1

\*\*Board President score is NOT factored into the total score\*\*

Board President Signature: \_\_\_\_\_