This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes policies and procedures for nomination, selection, and awards of the 51st Fighter Wing (51 FW) Recognition Program. It applies to all personnel assigned to the 51 FW. This instruction does not apply to Air National Guard or Air Force Reserve units and members. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

This document has been substantially revised and needs to be completely reviewed. Major changes include changes to numbering and layout, AF Form 1206, *Nomination for Award*, templates, and program responsibilities. This instruction also supersedes 51FWI 36-2809, *Civilian Employee Quarterly/Annual Recognition Program (PA)*.
1. Program Overview. Recognizing individual superior performance is very important. These programs are not a substitute for other Air Force awards; they are primarily incentive programs to recognize outstanding performers, thus contributing to the morale of the wing and base community.

1.1. Objectives.

1.1.1. Provide a wing-level program to recognize outstanding achievement and performance for wing personnel.

1.1.2. Identify personnel who strive for greater responsibility.

1.1.3. Complement unit recognition programs and provide a program to recognize wing outstanding performers.

1.1.4. Recognize outstanding volunteer community service in our base and local community.

1.1.5. Recognize outstanding Honor Guardsman contributions.

1.1.6. Recognize outstanding Key Spouse contributions.

1.2. Award Categories.

1.2.1. Airman (AMN): E-1 thru E-4

1.2.2. Noncommissioned Officer (NCO): E-5 thru E-6

1.2.3. Senior Noncommissioned Officer (SNCO): E-7 thru E-8

1.2.4. Company Grade Officer (CGO): O-1 thru O-3

1.2.5. Field Grade Officer (FGO): O-4 thru O-6

1.2.6. Flight Commander (FLT/CC): O-1 thru O-4 serving in a flight commander position

1.2.7. Honor Guardsman: Member of Osan Air Base Honor Guard.

1.2.8. First Sergeant: Personnel with PAFSC 8F000 (51 FW Annual Only).

1.2.9. Key Spouse: Key Spouse at the squadron level and above.

1.2.10. Volunteer Excellence Award: Refer to Air Force Instruction (AFI) 36-3009, Airman and Family Readiness Centers.


1.2.12. Civilian Categories.

1.2.12.1. Civilian Wage Employees: The nominees must be a WG, WL, WS, KWB, NA, NL, NS (blue-collar), or equivalent.

1.2.12.2. Category I: The nominees must be a GS-6, KGS-6, NF-I-II and below.

1.2.12.3. Category II: The nominees must be a GS-7-10, KGS-7-10, or NF-III equivalent.
1.2.12.4. Category III: The nominees must be a GS-11-14, KGS-11-12, or NF-IV equivalent.

1.3. Eligibility.

1.3.1. All active duty Air Force members and federal civilians (KGS and GS) assigned to the 51 FW are eligible. Nominees must be assigned to Osan for the entire quarter in which they are being considered and at least 120 days for annual consideration.

1.3.2. Must not have had an open Unfavorable Information File (UIF) during the nomination period.

1.3.3. Must have a current and satisfactory physical fitness assessment through the nomination period.

1.3.4. Nominees in training must be making satisfactory progress.

1.3.5. Must not have received any adverse administrative, non-judicial, or judicial action during the nomination period.

1.3.6. Nominees will compete in the category of award that corresponds to the grade held for over 50 percent of the award period.

1.3.7. First Sergeants are eligible for the First Sergeant of the Year category only.

1.3.8. Any previous year’s USAF Twelve Outstanding Airmen of the Year (12 OAY) winner is ineligible (since they cannot compete at higher echelons IAW 12 OAY guidance).

1.3.9. Civilian nominees must not have any disciplinary action, unsatisfactory performance appraisals, or incidents of a discreditable nature during the award period.

1.3.10. Individuals who won at the Wing level in any category for the previous quarter are ineligible for submission the next quarter. For example, if an individual won for the 1st quarter of the year, he/she is not eligible for further competition until the third quarter of the year. This does not apply to annual award submissions or Group level winners.

2. Program Responsibilities. The Commander, 51 FW retains overall responsibility for the wing recognition program. Subordinate commanders organize and manage unit and group/staff agency level awards programs in support of the wing program. For the purposes of this instruction, the 51st Comptroller Squadron (CPTS) & Wing Staff Agencies (WSA) will be considered as a single “group.” The following offices have specific responsibilities to support and administer the wing program.

2.1. 51st Fighter Wing Command Chief Master Sergeant (51 FW/CCC) will:

2.1.1. Manage the program and serve as overall point of contact.

2.1.2. Set suspense dates for package submissions.

2.1.3. Establish a central collection point for all nominations.

2.1.4. Establish and disseminate rotational tasking of board members for all selection boards to ensure fair and equitable representation for all those who compete in the wing program.

2.1.5. Select members for each selection board.
2.1.6. Forward board results to 51 FW/CC for approval.

2.2. 51st Fighter Wing Command Chief Executive Assistant (51 FW/CCCE) will:

2.2.1. Disseminate award criteria to wing agencies.

2.2.2. Act as the central collection point for all military and civilian nominations.

2.2.3. Advise board members of date, time, and location of selection board.

2.2.4. Forward board results to 51 FW/CCC.

2.2.5. Forward civilian board results to 51 FSS/FSCA.

2.2.6. Coordinates with other agencies in regards to the awards program.

2.3. 51st Fighter Wing Safety Office will manage the Safety Excellence Award and all other safety awards as annotated in AFI 91-202_51FWSUP.

2.4. 51st Fighter Wing Public Affairs will:

2.4.1. Publicize the Wing Quarterly and Annual Awards Ceremonies in all applicable mediums.

2.4.2. Provide appropriate media coverage for award winners and associated programs.

2.4.3. Coordinate official photo production for award winners and place photos on the 51 FW awards board.

3. General Procedures.

3.1. Nomination Procedures.

3.1.1. Each group may nominate one individual in each category.

3.1.2. Nominations for all competition categories will be prepared on AF Form 1206, using bullet statements. Only accomplishments from the current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity.

3.1.3. Group commander/equivalent or designated representative must submit their nominations to 51 FW/CCCE after they have been reviewed for accuracy. Submit an electronic copy of the AF Form 1206 to 51fw.ccce@us.af.mil. Use bullet format. See Attachment 2 for detailed instructions on how to prepare the AF Form 1206. The number of required bullets and categories are detailed in Attachment 2. See Table 3.1 for package submission/board dates for the 51 FW Quarterly/Annual Awards. Nomination packages not received by the suspense date will not be accepted. Note: All dates are subject to change per mission requirements.

3.1.4. For Honor Guard Awards, nomination packages will be submitted using AF Form 1206. Packages will be restricted to no more than six (6) bullets quarterly and no more than twenty-five (25) bullets annually. The header should read, “SIGNIFICANT HONOR GUARD ACCOMPLISHMENTS.” Submit one (1) nominee per group. Tenant units are ineligible. A minimum of five (5) nominees per award period must be submitted for consideration.
3.1.5. For Key Spouse awards, nomination packages will be submitted using AF Form 1206. Key Spouse packages will be restricted to no more than six (6) bullets quarterly and no more than twenty-five (25) bullets annually. The header should read, “SIGNIFICANT CONTRIBUTIONS TO THE COMMUNITY.”

Table 1. 51 FW Quarterly/Annual Package Submission and Board Dates.

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Packages Due</th>
<th>Board Date</th>
<th>Ceremony Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Qtr, 1 Jan – 31 Mar</td>
<td>3rd Mon in Apr</td>
<td>3rd Fri in Apr</td>
<td>4th Fri in Apr</td>
</tr>
<tr>
<td>2nd Qtr, 1 Apr – 30 Jun</td>
<td>3rd Mon in Jul</td>
<td>3rd Fri in Jul</td>
<td>4th Fri in Jul</td>
</tr>
<tr>
<td>3d Qtr, 1 Jul – 30 Sep</td>
<td>3rd Mon in Oct</td>
<td>3rd Fri in Oct</td>
<td>4th Fri in Oct</td>
</tr>
<tr>
<td>4th Qtr, 1 Oct – 31 Dec</td>
<td>3rd Mon in Jan</td>
<td>3rd Fri in Jan</td>
<td>3d Fri in Jan</td>
</tr>
<tr>
<td>Annual</td>
<td>Packages Due</td>
<td>Board Date</td>
<td>Ceremony Date</td>
</tr>
<tr>
<td>1 Jan – 31 Dec</td>
<td>3d Thu in Jan</td>
<td>4th Mon in Jan</td>
<td>2d Fri in Feb</td>
</tr>
</tbody>
</table>

**NOTE:** All dates are tentative and subject to change due to mission requirements.

3.2. Selection Boards.

3.2.1. Military Selection Board Composition.

3.2.1.1. The AMN board will be chaired by a CMSgt and will have one NCO board member from each group.

3.2.1.2. The NCO board will be chaired by a CMSgt and will have one SNCO board member from each group.

3.2.1.3. The SNCO and First Sergeant boards will be chaired by the 51 FW/CCC (or designated representative) and have five group chiefs/equivalents (or designated representative) as board members.

3.2.1.4. The CGO board will be chaired by a major or lieutenant colonel and will have one FGO board member from each group.

3.2.1.5. The FGO board will be chaired by the 51 FW Vice Commander and will have one group commander or deputy group commander board member from each group.

3.2.1.6. The Flt/CC board will be chaired by a major or lieutenant colonel and will have one FGO board member from each group.

3.2.1.7. The Key Spouse Selection Board will be chaired by the First Sergeant Council President (or designated representative) and will have one First Sergeant board member from each group.

3.2.1.8. The Honor Guard Selection Board will be chaired by the 51 FW/CCC (or designated representative) and have five group chiefs/equivalents (or designated representative) as board members.

3.2.1.9. Civilian boards will be chaired by a FGO or civilian equivalent (or higher) and will have one FGO board member from each group.
3.2.2. Selection Board Procedures.

3.2.2.1. All board chairpersons and members will receive instructions and nomination packages from the 51 FW/CCCE.

3.2.2.2. Digital scoresheets can be found on the 51 FW/CCCE SharePoint site.

3.2.2.3. All boards will be records only. At no time during the boarding process will nominees meet with the board members or chairperson.

3.2.2.4. All board chairpersons will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.

3.2.2.5. Weighted scoring (if applicable) will be accomplished in accordance with the directions found on the scoresheets. Scoresheets can be found at the 51 FW/CCCE SharePoint page.

3.2.2.6. All military board members will score and merit rank all nomination packages prior to the board convening. Board members will provide a signed score sheet to their respective board chairperson.

3.2.2.7. Board chairpersons will collect board member score sheets and consolidate the merit ranking on the applicable board president score sheet provided. Board chairpersons will sign their score sheet and provide all score sheets to the 51 FW/CCCE upon board completion.

3.2.2.8. The 51 FW/CCC is the only person with the authority to release the names of winners prior to the official announcement at the combined recognition ceremonies.

4. Recognition.

4.1. The Osan First Sergeants Council or Osan Top III subcommittee will coordinate and conduct appropriate and timely awards ceremonies for recognizing all nominees and award winners covered in this instruction.

4.2. Winners in the categories presented in para 1.2. will report to 51 FW/PA within 10 duty days for an official photo in AF Service Dress or equivalent.

4.3. All winners will receive the following:

4.3.1. An appropriate memento.

4.3.2. Recognition at the quarterly and annual awards ceremonies, as appropriate.

4.3.3. Other honors, as appropriate.

4.4. The Civilian Employees of the Quarter will receive an 8-hour Time-off Award. The Civilian Employees of the Year will receive a 16-hour Time-off Award.

5. Twelve Outstanding Airmen of the Year (12OAY)

5.1. The 51 FW Annual Award winners in the enlisted categories will represent the 51 FW as nominees to 7 AF for the Twelve Outstanding Airmen of the Year competition.
5.2. Additional guidance and requirements for AMN, NCO, SNCO (12 OAY), First Sergeant of the Year, and CGO of the Year packages will be disseminated annually, once published and released by Higher Head Quarters (HHQ).

WILLIAM D. BETTS, Colonel, USAF
Commander
Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFPD 36-28, Awards and Decorations Programs, 26 April 2016
AFMAN 33-363, Management of Records, 1 March 2008
AFI 36-2833_PACAFSUP, Safety Awards, 24 June 2016
AFI 36-3009, Airman and Family Readiness Centers, 7 May 2013

Adopted Forms
AF Form 847, Recommendation for Change of Publication;
AF Form 1206, Nomination for Award

Abbreviations and Acronyms
12 OAY—Twelve Outstanding Airmen of the Year
51 FW—51st Fighter Wing
51 FW/CCC—51st Fighter Wing Command Chief Master Sergeant
51 FW/CCCE—51st Fighter Wing Command Chief Executive Assistant
AFI—Air Force Instruction
AFRIMS—Air Force Records Information Management System
AFMAN—Air Force Manual
AMN—Airman
AFPD—Air Force Policy Directive
CGO—Company Grade Officer
FGO—Field Grade Officer
FLT/CC—Flight Commander
HHQ—Higher Head Quarters
NCO—Noncommissioned Officer
OPR—Office of Primary Responsibility
SNCO—Senior Noncommissioned Officer
RDS—Records Disposition Schedule
UIF—Unfavorable Information File
Attachment 2

AF FORM 1206 TEMPLATES

Figure A2.1. Quarterly AMN/NCO Template.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>CATEGORY</th>
<th>NOMINEE TELEPHONE</th>
<th>NOMINEE ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>51st Fighter Wing Quarterly Award</td>
<td>AMN/NCO</td>
<td>DSN: (315) 78x-xxxx/Commercial: 011-82-31-xxxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>SrA/First M. Last</td>
<td>DD Mon YY - DD Mon YY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PACAF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Specific Accomplishments** (4 bullets)
- Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks
- Consider the degree of willingness to execute duties, motivate colleagues, and develop innovative new processes
- Consider skill level awarding course, CDC timeliness completion, course exam results, and completion of core task training
- Consider duty position qualifications, career field certifications (if applicable), and readiness requirements
- Consider the impact the Airman made to train others
- Consider how effectively the Airman utilized resources to accomplish the mission
- Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct
- Consider how well the Airman received and relayed information, thoughts, and ideas up and down the chain of command and fostered an environment for open dialogue
- Consider how well the Airman set the stage for an environment of dignity and respect and promoted a healthy organizational climate

**Whole Airman Concept** (2 bullets)
- Consider how well the Airman demonstrated our Air Force Core Values
- Consider the amount of effort the Airman devoted to improve themselves and their work center/unit through education and involvement
- Consider how well the Airman promoted camaraderie, embraced esprit de corps, and acted as an Air Force ambassador

**Note:** All information subject to change pending upcoming HAF AFI Guidance.

**1206 Writing Requirements:**
- Limit acronyms to those considered as normal US Air Force terminology.
- Cite only those accomplishments that occurred during the award period.
- Annual awards should be a total of 9 typewritten lines, including headings, excluding spaces.
- Quarterly awards should be a total of 30 typewritten lines, including headings, excluding spaces.
- The 51FW Administrative Guide should be used as a reference.

**Things to Check Before Submitting:**
- Check that the top portion of the 1206 matches the example
- Check that headings match the examples and are in ALL CAPS
- Check that bullets begin immediately below headings
- Check spacing within bullets and at the beginning of the bullet (correct: [dash][space][bullet begins])
- Check for spelling errors
- Check for consistency with abbreviations (if "AF" is abbreviated once, it should be abbreviated throughout)
- Check that "Airman" is used instead of a specific gender
Figure A2.2. Quarterly SNCO/1ST SGT/CGO/FGO/FLT CC Template.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>CATEGORY (if Applicable)</th>
<th>AWARD PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>51st Fighter Wing Quarterly Award</td>
<td>SNCO/CGO/FGO</td>
<td>DD Mon YY - DD Mon YY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RANK/NAME OF NOMINEE (First, Middle Initial, Last)</th>
<th>MAJ, COM, MAJ, O/R DRU</th>
<th>PACAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>SrA/First M. Last</td>
<td>DAF/SC/DUTY TITLE</td>
<td>3P051/Security Forces Investigator</td>
</tr>
<tr>
<td>NOMINEE’S TELEPHONE (DSN &amp; Commercial)</td>
<td>DSN: (315) 78x-xxxx/COMM: 011-82-31-xxxx-xxxx</td>
<td></td>
</tr>
<tr>
<td>UNIT/OFFICE SYMBOL/ST ADDRESS/STATE/ZIP CODE</td>
<td>UNIT/OFFICE SYMBOL/ST ADDRESS/Republic of Korea/APO AP/96278</td>
<td></td>
</tr>
<tr>
<td>RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER’S TELEPHONE (DSN &amp; Commercial)</td>
<td>Rank (abbreviated)/First M. Last/DSN: (315) 78x-xxxx &amp; COMM: 011-82-31-xxxx-xxxx</td>
<td></td>
</tr>
</tbody>
</table>

**SPECIFIC ACCOMPLISHMENTS** (Use single-spaced, bullet format)

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** (4 bullets)
- Consider the Airman’s ability to lead and produce timely, high quality/quantity, mission oriented results
- Consider how effectively the Airman led their team to utilize their resources to accomplish the mission
- Consider the amount of innovation, initiative and motivation displayed by the Airman and their subordinates
- Consider how well the Airman knew their subordinates, accepted personal responsibility for them, and was accountable for their professional development
- Consider how well the Airman communicated in various mediums, translated superiors direction into specific tasks, fostered an environment for open dialogue, and enhanced communication skills of subordinates
- Consider personal adherence to standards, enforcement of standards, and fostering of an environment where subordinates enforce standards
- Consider how well the Airman established and maintained a caring, respectful, and dignified environment, valued diversity, and promoted a healthy organizational climate
- Consider how well the Airman and their team complied with upgrade, duty position, and certification requirements

**WHOLE AIRMAN CONCEPT:** (2 bullets)
- Consider how well the Airman demonstrated and insisted on adherence of our Air Force Core Values
- Consider the amount of effort the Airman devoted to improving their subordinates, work center/unit, and themselves
- Consider how well the Airman promoted camaraderie, enhanced esprit de corps, and developed Air Force ambassadors

**NOTE:** All information subject to change pending upcoming HAF AFI Guidance.

**1206 WRITING REQUIREMENTS:**
- Limit acronyms to those considered as normal US Air Force terminology.
- Cite only those accomplishments that occurred during the award period.
- Annual awards should be a total of 30 typewritten lines, including headings, excluding spaces.
- Quarterly awards should be a total of 9 typewritten lines, including headings, excluding spaces.
- The 51FW Administrative Guide should be used as a reference.

**THINGS TO CHECK BEFORE SUBMITTING:**
- Check that the top portion of the 1206 matches the example
- Check that headings match the examples and are in ALL CAPS
- Check that bullets begin immediately below headings
- Check spacing within bullets and at the beginning of the bullet (correct: [dash][space][bullet begins])
- Check for spelling errors
- Check for consistency with abbreviations (if "AF" is abbreviated once, it should be abbreviated throughout)
- Check that "Airman" is used instead of a specific gender
Figure A2.3. Annual AMN/NCO Template.

<table>
<thead>
<tr>
<th>Award</th>
<th>Category (If Applicable)</th>
<th>AMN/NCO</th>
<th>Award Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>51st Fighter Wing Annual Award</td>
<td></td>
<td></td>
<td>01 Jan YY - 31 Dec YY</td>
</tr>
</tbody>
</table>

**Rank/Name of Nominee (First, Middle Initial, Last):**
Sra/First M. Last

**Duty Title:**
3PS/1 Security Forces Investigator

**Unit/Office Symbol/Street Address/State/Zip Code:**
5PS/1

**Rank (abbreviated)/First M. Last/DSN:**
Sra/First M. Last, (315) 78x-xxxx & COMM: 011-82-31-xxx-xxxx

**Leadership and Job Performance in Primary Duty:** (24 bullets)
- Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks.
- Consider the degree of willingness to execute duties, motivate colleagues, and develop innovative new processes.
- Consider skill level awarding course, CDC timeliness completion, course exam results, and completion of core task training.
- Consider duty position qualifications, career field certifications (if applicable), and readiness requirements.
- Consider the impact the Airman made to train others.
- Consider how effectively the Airman utilized resources to accomplish the mission.
- Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct.
- Consider how well the Airman received and relayed information, thoughts, and ideas up and down the chain of command and fostered an environment for open dialogue.
- Consider how well the Airman set the stage for an environment of dignity and respect and promoted a healthy organizational climate.

**Whole Airman Concept:** (4 bullets)
- Consider how well the Airman demonstrated our Air Force Core Values.
- Consider the amount of effort the Airman devoted to improve themselves and their work center/unit through education and involvement.
- Consider how well the Airman promoted camaraderie, embraced esprit de corps, and acted as an Air Force ambassador.

**Note:** All information subject to change pending upcoming HAF API Guidance.

**1206 Writing Requirements:**
- Limit acronyms to those considered as normal US Air Force terminology.
- Cite only those accomplishments that occurred during the award period.
- Annual awards should be a total of 30 typewritten lines, including headings, excluding spaces.
- Quarterly awards should be a total of 9 typewritten lines, including headings, excluding spaces.
- The 51FW Administrative Guide should be used as a reference.

**Things to Check Before Submitting:**
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- Check that bullets begin immediately below headings.
- Check spacing within bullets and at the beginning of the bullet (correct: [dash][space][bullet begins]).
- Check for spelling errors.
- Check for consistency with abbreviations (if "AF" is abbreviated once, it should be abbreviated throughout).
- Check that "Airman" is used instead of a specific gender.
Figure A2.4. Annual SNCO/1ST SGT/CGO/FGO/FLT CC Template.

<table>
<thead>
<tr>
<th>Award</th>
<th>Category (if applicable)</th>
<th>Award Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>51st Fighter Wing Annual Award</td>
<td>SNCO/CGO/FGO</td>
<td>01 Jan YY - 31 Dec YY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank/Last Name</th>
<th>DSN</th>
<th>Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>SrA/First M. Last</td>
<td>(315) 78x-xxxx</td>
<td>011-82-31-xxx-xxxx</td>
</tr>
<tr>
<td>PACAF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>-specific accomplishments (use single-spaced, bullet format)</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (24 bullets)</td>
</tr>
<tr>
<td>- Consider the Airman’s ability to lead and produce timely, high quality/quantity, mission oriented results</td>
</tr>
<tr>
<td>- Consider how effectively the Airman led their team to utilize their resources to accomplish the mission</td>
</tr>
<tr>
<td>- Consider the amount of innovation, initiative and motivation displayed by the Airman and their subordinates</td>
</tr>
<tr>
<td>- Consider how well the Airman knew their subordinates, accepted personal responsibility for them, and was accountable for their professional development</td>
</tr>
<tr>
<td>- Consider how well the Airman communicated in various mediums, translated superiors direction into specific tasks, fostered an environment for open dialogue, and enhanced communication skills of subordinates</td>
</tr>
<tr>
<td>- Consider personal adherence to standards, enforcement of standards, and fostering of an environment where subordinates enforce standards</td>
</tr>
<tr>
<td>- Consider how well the Airman established and maintained a caring, respectful, and dignified environment, valued diversity, and promoted a healthy organizational climate</td>
</tr>
<tr>
<td>- Consider how well the Airman and their team complied with upgrade, duty position, and certification requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>whole airman concept: (4 bullets)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Consider how well the Airman demonstrated and insisted on adherence of our Air Force Core Values</td>
</tr>
<tr>
<td>- Consider the amount of effort the Airman devoted to improving their subordinates, work center/unit, and themselves</td>
</tr>
<tr>
<td>- Consider how well the Airman promoted camaraderie, enhanced esprit de corps, and developed Air Force ambassadors</td>
</tr>
</tbody>
</table>

NOTE: All information subject to change pending upcoming HAF AFI Guidance.

1206 WRITING REQUIREMENTS:
- Limit acronyms to those considered as normal US Air Force terminology.
- Cite only those accomplishments that occurred during the award period.
- Annual awards should be a total of 30 typewritten lines, including headings, excluding spaces.
- Quarterly awards should be a total of 9 typewritten lines, including headings, excluding spaces.
- The 51FW Administrative Guide should be used as a reference.

THINGS TO CHECK BEFORE SUBMITTING:
- Check that the top portion of the 1206 matches the example
- Check that headings match the examples and are in ALL CAPS
- Check that bullets begin immediately below headings
- Check spacing within bullets and at the beginning of the bullet (correct: [dash][space][bullet begins])
- Check for spelling errors
- Check for consistency with abbreviations (if "AF" is abbreviated once, it should be abbreviated throughout)
- Check that "Airman" is used instead of a specific gender
Figure A2.5. Quarterly Civilian Template

<table>
<thead>
<tr>
<th>NOMINATION FOR AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AWARD</strong></td>
</tr>
<tr>
<td>51st Fighter Wing Quarterly Award</td>
</tr>
</tbody>
</table>

| RANK/NAME OF NOMINEE (First, Middle Initial, Last) | CAT (XX) | **AWARD PERIOD** |
| GS-6/John A. Doe | | |

| DUTY TITLE | NOMINEE'S TELEPHONE (DSN & Commercial) |
| Human Resources Assistant | DSN: 784-XXXX/COMM: 82-031-661-XXXX |

| UNIT/LOCATION | STREET ADDRESS/STATE/ZIP CODE |
| 51st Force Support Squadron/FSM/Osan Air Force Base, Republic of South Korea, APO AP 96276-2065 |

| RANK/NAME OF COMMANDER (First, Middle Initial, Last) | COMMANDER'S TELEPHONE (DSN & Commercial) |
| Lt Col/John D. Maxwell | DSN: 315-784-XXXX/COMM: 82-031-661-XXXX |

SIGNIFICANT ACCOMPLISHMENTS (6 bullets):
- Consider the nominee’s leadership and job performance in primary duty, including the development of new techniques.
- Bullets must contribute significantly to increase mission effectiveness during the award period.
- 
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NOTE: All information subject to change pending upcoming HAF AFI Guidance.

1206 WRITING REQUIREMENTS:
- Limit acronyms to those considered as normal US Air Force terminology.
- Cite only those accomplishments that occurred during the award period.
- The 51FW Administrative Guide should be used as a reference.

THINGS TO CHECK BEFORE SUBMITTING:
- Check that the top portion of the 1206 matches the example
- Check that headings match the examples and are in ALL CAPS
- Check that bullets begin immediately below headings
- Check spacing within bullets and at the beginning of the bullet (correct: [dash][space][bullet begins])
- Check for spelling errors
- Check for consistency with abbreviations (if "AF" is abbreviated once, it should be abbreviated throughout)
Figure A2.6. Annual Civilian Template.

<table>
<thead>
<tr>
<th>NOMINATION FOR AWARD</th>
<th>CATEGORY (if Applicable)</th>
<th>AWARD PERIOD</th>
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<td>NOVEMBER 2017</td>
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<table>
<thead>
<tr>
<th>RANK NAME OF NOMINEE (First, Middle Initial, Last)</th>
<th>MAJCOM, FOR, OR DDU</th>
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</thead>
<tbody>
<tr>
<td>GS-6/John A. Doe</td>
<td>PACAF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DUTY TITLE</th>
<th>NOMINEE'S TELEPHONE (DSN &amp; Commercial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Assistant</td>
<td>784-XXXX/COMM: 82-031-661-XXXX</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>UNIT/LOCATION</th>
<th>ADDRESS/BASE/STATE/ZIP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>51st Force Support Squadron/FSM/Osan Air Force Base, Republic of South Korea, APO AP 96276-2065</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RANK NAME OF COMMANDER (First, Middle Initial, Last)</th>
<th>COMMANDER'S TELEPHONE (DSN &amp; Commercial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lt Col/John D. Maxwell</td>
<td>315-784-XXXX/COMM: 82-031-661-XXXX</td>
</tr>
</tbody>
</table>

**LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** (24 bullets)
- Consider the nominee's leadership and job performance in primary duty, including the development of new techniques
- Bullets must contribute significantly to increase mission effectiveness during the award period

**WHOLE AIRMAN CONCEPT:** (4 bullets)
- 
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- 

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**NOTE:** All information subject to change pending upcoming HAF AFI Guidance.

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