

**BY ORDER OF THE
BASE COMMANDER (AMC)**

**628TH AIR BASE WING INSTRUCTION
36-2805**



21 JULY 2022

PERSONNEL

WING RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Marc E. Greene)

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This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Programs, Air Force Instruction (AFI) 36-1004, The Air Force Civilian Recognition Program, AFI 36-2805, Special Trophies and Awards, AFI 36-3009, Airmen and Family Readiness Centers, and Air Mobility Command Instruction (AMCI) 36-2808, Distinguished Personnel Awards Program. It establishes the recognition program for members of the 628 Air Base Wing (ABW) in the following categories: Field Grade Officer (FGO), Company Grade Officer (CGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airmen (Amn), First Sergeant, Honor Guard, Civilian, Volunteer, and Key Spouse. This instruction does not apply to the Air National Guard or the Air Force Reserve Command. The purpose of the program is to foster a competitive spirit in unit operations, enhance individual efforts to better manage the unit, develop esprit de corps, and recognize outstanding performers. This instruction will be reviewed every two years. For the purpose of this instruction, the Wing Staff Agency (WSA) will serve as the equivalent of a group under the 628 ABW Executive Director (ED). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, Records Management and Information Governance Program, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the

appropriate functional chain of command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to

certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) following the compliance statement. See DAFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non- tiered compliance items. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by sections 301, 3301, and 8506 of title 5, U.S. Code. The applicable SORN(s) OPM/GOVT-1, General Personnel Records (December 11, 2012, 77 FR79694) is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

1. Responsibilities.

1.1. The 628 ABW Commander (CC) will:

1.1.1. Serve as the final approval authority for all wing-level awards.

1.1.2. Approve the purchase of quarterly and annual recognition awards.

1.2. The 628 ABW Command Chief (CCC) will: (NOTE: These duties may be delegated to the 628 ABW/Command Chief Executive Assistant (CCCE).)

1.2.1. Oversee the recognition program.

1.2.2. Ensure board presidents rotate between each group - Mission Support Group (MSG), Medical Group (MDG), and WSA (Attachment 2, Table A2.1.-A2.4.)

1.2.3. Preside as the board president for the SNCO, Volunteer of the Year, and First Sergeant of the Year (FSOY) boards (**Attachment 2**, Table **A2.2** and **A2.4**).

1.2.4. Select and notify board members.

1.2.5. Appoint points of contact to coordinate appropriate quarterly and annual awards ceremonies to recognize all wing-level nominees.

1.2.6. Order wing, quarterly, and annual awards.

1.2.7. Forward suspense notifications to the groups.

1.2.8. Collect all nomination packages from the groups.

1.2.9. Provide a complete package for each respective board member electronically no later than the predetermined time and date.

1.2.10. Forward the complete recommendation package to 628 ABW/CC for approval. The recommendation package will include a staff summary sheet, board presidents’ completed score sheets, applicable attachments, and congratulatory letters.

1.3. Board Presidents will:

1.3.1. Establish time, date, and location for their respective boards to convene, discuss, and grade nomination packages. Boards will be conducted in person or virtually, if mission dictates.

1.3.2. Notify and inform all board members of the scheduled board time and location.

1.3.3. Complete tabulations on the board score sheet provided.

- 1.3.4. Factor in his or her score in the event of a tie.
- 1.3.5. Gather all board member score sheets and package them for the 628 ABW/CCC or CCCE.
- 1.3.6. Ensure board results and packages are forwarded to 628 ABW/CCC or CCCE no later than the predetermined time and date.
- 1.4. Board members will:
 - 1.4.1. Complete the provided score sheets by suspense given by the board president. During the board process, members may discuss the package scoring and address any concerns.
- 1.5. Group Commanders will:
 - 1.5.1. Maintain a group awards program that conforms to this instruction.
 - 1.5.2. Sign a single letter of recommendation for all quarterly or annual award nominees on the most current wing letterhead.
- 1.6. The 628 ABW/ED will:
 - 1.6.1. Oversee the civilian recognition program.
 - 1.6.2. Ensure board presidents rotate between each group - MSG, MDG, and WSA (Attachment 2, Table A2.3.)
- 1.7. Squadron (or Unit) Commanders will:
 - 1.7.1. Ensure military nominees meet AF fitness standards during the award period. The member must have a composite score of 75 or greater.
 - 1.7.2. Ensure nominees are not under investigation for Uniform Code of Military Justice offenses.
 - 1.7.3. Ensure nominees have not received any administrative action/discipline during the proposed award period.
 - 1.7.4. Maintain a squadron awards program that conforms to this instruction.
 - 1.7.5. Ensure the results portion of each bullet is realistic and within the scope of the work performed by the nominee.
 - 1.7.6. Ensure a Standard Form (SF) 52, Request for Personnel Action, is completed for award-winning civilian personnel as outlined in section 4.4.3 of this publication.
 - 1.7.7. Ensure wing annual award winners schedule an appointment with the Public Affairs (PA) office for official photos.
 - 1.7.8. Ensure wing quarterly award recipients submit their digital 5x7 official I photo to the 628 ABW/CCCE no later than the predetermined time and date.
 - 1.7.9. Ensure members submitting for an annual award prepare supporting documents for higher headquarters' awards (i.e. official photos, AF Fitness History, SURF, Official Biography, and Letter of Recommendation) in the event that their member wins at the wing level. These supporting documents will be sent to 628 ABW/CCCE no later than the predetermined time and date.

1.8. 628th Force Support Squadron (FSS) Commander will:

1.8.1. Ensure Honor Guardsman of the Quarter/Year Program is conducted in accordance with this instruction.

1.8.2. Ensure Honor Guardsman of the Quarter/Year board result letter is forwarded to 628 ABW/CCC or CCCE no later than the predetermined time and date.

2. General Awards Summary.

2.1. Eligibility.

2.1.1. Nominee eligibility for a wing quarterly or annual award will be considered on a case-by-case basis.

2.1.2. All nominees must be on station and assigned to 628 ABW for at least a month and half of the quarter and at least six months for an annual award. (NOTE: 628 ABW/CCC is waiver authority for Time on Station (TOS) exceptions.)

2.1.3. Assigned military personnel are defined as those allocated to a Personnel Accounting Symbol (PAS) in the Military Personnel Data System (MilPDS) that is structured under the 628 ABW hierarchy. (Exception: Members serving in the Base Honor Guard or on loan to the WSA are eligible to compete, regardless of PAS code.)

2.1.4. When determining individual eligibility for a wing quarterly or annual award, the nominating commander (group commander or 628 CPTS/CC), will consider any disciplinary actions received by the prospective nominee during the designated period. Should that commander wish to nominate an Airman who received a disciplinary action during the designated award period, that nominating commander will submit a signed memorandum to the 628 ABW/CC addressing both the specific disciplinary action received by the prospective award nominee and the nominating commander's rationale for the submission. This memorandum will be submitted solely and directly to the 628 ABW/CC in addition to the Quality Force Review memorandum required by [paragraph 2.2.3](#) of this instruction. The 628 ABW/CC retains sole authority to determine nominee eligibility for wing level awards, IAW [paragraph 1.1.1](#) of this instruction.

2.1.5. First Sergeants (currently holding the 8F000 AFSC) only compete in the FSOY category and, therefore, are not eligible for quarterly awards.

2.2. Award Nominations.

2.2.1. Each group may submit one nominee per category to the wing recognition boards.

2.2.2. Individuals should be categorized by the rank that they held for a majority of the graded timeframe. For example, if a member held the grade of TSgt for 7 months of the award period and is promoted to MSgt, nominate the member in the NCO category, not the SNCO category. If the member is promoted at the 6-month point of the award cycle, the Group/CC/CCC will determine in which category the nominee will compete. Selectees will be graded as the rank they wear not in the category they are projected.

2.2.3. Each group must conduct a Quality Force Review on nominees and submit a Group/CC signed Memorandum for Record (MFR) along with the package to indicate that such action has been completed.

2.3. Award Packages.

2.3.1. Nomination packages are due no later than the predetermined time and date of the award period.

2.3.2. Accomplishments must have occurred during the period of the award.

2.3.2.1. Quarterly: 1 January - 31 March, 1 April – 30 June, 1 July – 30 September, and 1 October – 31 December.

2.3.2.2. Annual: 1 January - 31 December.

2.3.3. Award packages will be sent to 628 ABW/CCCE via e-mail.

2.3.4. Annual award winners will compete as wing nominees at the next appropriate level, at the sole discretion of the 628 ABW/CC. Other package requirements will be determined based on higher headquarters' guidance.

2.4. Award Boards.

2.4.1. Wing award boards will be held mid-month, following the award period.

2.4.2. Boards will consist of a board president and a board member from each group ([Attachment 2](#), [Tables A2.1 - Table A2.4](#)).

2.4.2.1. The board president will oversee the process and ensure the scoring of nominees is fair and equitable.

2.4.2.2. The board president's score will only be factored in the event of a tie score.

2.4.3. With the exception of Honor Guard awards, boards will be package only; however, the board president and members will convene to review scoring and address any concerns prior to the final tally.

2.4.4. The board members will use the provided score sheet and assign a total score. Board members will use their total score and place nominees in rank order according to the scores (the individual with the highest total score will be ranked number one, while the individual with the lowest score will be ranked number three; number one will be the winner). Board members will review and de-conflict any ties on their individual scoring sheet.

2.4.5. The board president will consolidate, transcribe, and add up the rank order scores on the provided tally sheet. The individual with the lowest overall rank order total will be selected as the board's winner. The board president will complete and sign the board president's score sheet certifying the results of the board.

2.5. The recognition program is administered on a calendar year basis.

3. Active Duty Military Recognition.

3.1. Eligibility.

3.1.1. The Amn category consists of Airman Basic (AB) through Senior Airman (SrA). The NCO category is SSgt through TSgt. The SNCO category is MSgt through SMSgt. The CGO's are 2nd Lt through Capt, and the FGO category is Maj through the rank of Lt Col.

3.1.2. First Sergeants must serve at least 6 months in an authorized 8F000 position during the award period to be eligible for the annual award.

3.1.3. Members with duty at the Joint Base Charleston Honor Guard are eligible for the Honor Guard awards. The nominee shall be on standing guard for more than half of the award period for which he/she is nominated. The Honor Guard Noncommissioned Officer-In-Charge (NCOIC) will nominate three guardsmen to meet the quarterly board and four guardsmen to meet the annual board.

3.2. Award Packages.

3.2.1. Annual Awards will follow Air Force guidance provided on MyPers.

3.2.2. Submit nomination packages on the most current AF Form 1206, Nomination for Award, using bullet format ([Attachment 3, Figure A3.1](#)). For Amn, NCO, SNCO, CGO, FGO and FSOY nomination packages, the AF Form 1206 will consist of 10 lines for quarterly packages and 18 lines for annual packages (including headings). Headings are mandatory.

3.2.3. Only common acronyms may be used in award packages, as long as the meaning is clear (e.g., Temporary Duty Location (TDY); AF, United States Air Forces in Europe (USAFE); Security Forces Squadron (SFS); and etcetera (etc.)); otherwise, acronyms will not be used. The use of an acronym list is not permitted.

3.3. Award Board Scoring.

3.3.1. Award board scoring for FGO, CGO, SNCO, NCO, Amn, Key Spouse, First Sergeant and Volunteer may be done so at the board member's discretion.

3.3.2. Honor Guard Award Boards.

3.3.2.1. Maximum points for the board process will be 10 points (see [Table 1](#)).

3.3.2.2. The board will be package only if a board member is not present (see [Table 2](#)).

Table 1. Honor Guard Board Scoring.

Narrative Process	Entire Package
Fact Sheet	4 Points Max
Drill/Appearance	2 Points Max
Questions	4 Points Max

Table 2. Honor Guard Package Scoring.

Narrative Process	Entire Package
Fact Sheet	4 Points Max
Hours Worked	2 Points Max
Extra Involvement	2 Point Max
Peer Comments	2 Points Max

3.3.3. Board composition: The board will be comprised as outlined in [Attachment 2, Table A2.2](#) The Honor Guard NCOIC will provide completed fact sheets to the board president and members prior to board convening.

3.3.4. Board members will complete the provided score sheet during the board. The board members will review and de-conflict any ties on their individual scoring sheet.

3.3.5. Uniform Requirements.

3.3.5.1. The board president and board members will wear Service Dress or the ceremonial Honor Guard uniform.

3.3.5.2. Nominees will wear the ceremonial uniform with blouse belt.

3.4. First Sergeant Award Boards.

3.4.1. The AF Form 1206 will consist of 18 lines (including headings). Headings are mandatory. See [paragraph 3.2.3](#) for use of acronyms. Plain language rules dictate clarity and simplicity

4. Civilian Recognition.

4.1. Award Nominations.

4.1.1. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period.

4.1.2. There are two categories for quarterly awards (see [Table 3](#)).

Table 3. Civilian Quarterly Award Categories.

Civilian Category I	General Schedule (GS) 1-8; Wage Grade (WG)/ Wage Leader (WL) 1-8; Non-Appropriated (NA)/ Non-Leader (NL)/ Non-Supervisory (NS) 1-8; Commissioned Corp (CC) 1-5; Non-Appropriated Funds (NF) 1-2
Civilian Category II	GS 9-12; Wage System (WS) 1-12; WG/WL 9 & above; NA/NL/NS 9 & above; NF 3-4

4.1.3. There are three categories for annual awards (see [Table 4](#)).

Table 4. Civilian Annual Award Categories.

Civilian Category I	General Schedule (GS) 1-8; Wage Grade (WG)/ Wage Leader (WL) 1-8; Non-Appropriated (NA)/ Non-Leader (NL)/ Non-Supervisory (NS) 1-8; Commissioned Corp (CC) 1-5; Non-Appropriated Funds (NF) 1-2
Civilian Category II	GS 9-12; Wage System (WS) 1-12; WG/WL 9 & above; NA/NL/NS 9 & above; NF 3-4
Civilian Category III	GS/WS 13 or equivalent & above

4.2. Award Packages.

4.2.1. Submit nomination packages on the most current AF Form 1206, using bullet format ([Attachment 4, Figure A4.1](#)). Limit the AF Form 1206 to one page with 10 lines for quarterly and 18 lines for annual (including headings). Headings are mandatory. Do not count the six-line Job Description against the line total.

4.2.2. The two headings for this award are Leadership and Job Performance and Other Significant Accomplishments/Community Efforts.

4.3. Civilian Award Boards.

4.3.1. Board members will consist of individuals who are, at a minimum, equal to the civilian grade being boarded. For example, for the Civilian Category II, if the nominees are GS-11 and GS-12, then board members will be at least be a GS-12. Military members, minimum FGOs, may be substituted for board members given availability of civilian members. See [Attachment 2, Table A2.3](#) for Civilian Board Composition.

4.4. Time-Off Awards for Award Winners.

4.4.1. Time-off awards may be granted to civilian award winners. Squadron-level winners may receive an 8-hour time-off award; group-level winners may receive a 16- hour time-off award; and wing-level winners may receive a 24-hour time-off award. Time-off awards for more than 8 hours will be approved by the winner's second-level supervisor.

4.4.1.1. Time-off awards granted for this purpose will not be cumulative (i.e., squadron - level winner who wins at group level may only receive a 16-hour time-off award or a wing-level winner may only receive a 24-hour time-off award).

4.4.2. An electronic SF 52, and an AF Form 1768, Staff Summary Sheet, will be completed by the winning nominee's squadron and forwarded to 628 FSS/FSMCE with certification from the appropriate approving official stating: "I have considered fully the wage costs and productivity loss in granting this time-off award. The amount of time-off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time-off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award" (Reference: AFI 36-1004, paragraph 4.4.1.).

5. Volunteer of the Year Award.

5.1. Eligibility. Military members, federal civilians, family members, community members, military retirees, and federal retirees who perform outstanding volunteer service of a sustained and direct nature may be eligible. The volunteer service must be significant in character, produce tangible results, and reflect favorably on the Air Force.

5.2. Award Nominations. Each group may submit one nomination to the wing board. In addition, all approved base private organizations may submit one nomination each to the wing.

5.3. Award Packages. Packages will consist of a one page (front only) narrative on the most current AF Form 1206. Packages should be direct, fact-filled, and results-oriented nominations are preferred. The nomination will emphasize the benefits realized by the volunteer service and include qualifying factors that are out of the ordinary. The nomination narrative should define in detail how involvement supported base, unit, mission, and morale. Include hours served, money raised, community awards received, etc. (See [Attachment 5, Figure A5.1](#) of this instruction). 5.4. This award is administered on an annual basis.

6. Key Spouse of the Year Award.

6.1. Eligibility.

6.1.1. Each nominee submitted must have served a majority of the award period within the unit (1 January - 31 December). Nominee must be engaged in activities that address issues that support unit families and their unit's ability to support the mission. Key Spouse Mentors are not eligible for this award.

6.2. Award Packages.

6.2.1. Nomination packages consist of the most current AF Form 1206 (front side only), using bullet format. Do not exceed a total of 18 lines (including headings).

6.2.2. The two headings for this award are Key Accomplishments and Other Accomplishments/Community Efforts.

6.2.3. Units must validate Key Spouse achievements covering the time frame used for nomination of the award. Units must define the scope and impact of Key Spouse involvement in the community that contributed, either tangibly or intangibly, to community or group welfare, morale, or status. Include volunteer awards, certificates of appreciation, training obtained, etc., as recognition for personal services rendered or contributions made that had a positive impact on unit morale and/or community relations.

7. Team Award.

7.1. Eligibility.

7.1.1. A team must demonstrate excellence, quality, and effectiveness in mission accomplishment in order to be nominated.

7.1.2. Teams may be made up of no more than 20 military or civilian personnel from one unit or multiple units. Teams are defined as a group of subject matter experts working together to enhance the wing's mission effectiveness or in support of wing priorities.

7.2. Award Nominations.

7.2.1. Submit nomination packages on the most current AF Form 1206 using bullet format (**Attachment 6, Figure A6.1**). The AF Form 1206 will consist of six lines for quarterly packages and eight lines for annual packages (including headings). Headings are mandatory.

7.2.2. The two headings for this award are Mission Impact and Team Achievements/Processes Developed or Implemented.

7.2.3. Provide a list of the team members below the last line on the AF Form 1206. Include the rank/grade, and full name. No more than 20 names will be listed on the AF Form 1206.

7.2.4. An acronym listing is permitted (entries will be made in alphabetical order).

7.3. Team Award Boards.

7.3.1. At the end of each evaluation period (i.e., quarter or year), each group's CC and/or ED will nominate a team for consideration at the designated senior leader meeting. If more than one team is nominated, each team's group CC or ED will present the nomination on their team's behalf. Following presentations, the command team, wing and group leadership, will select a winner.

7.3.2. Board scoring will be based on the AF Form 1206 with the maximum points allowable in each major heading using .25 increments (see [Table 4.5](#) and [Table 4.6](#)).

7.3.3. See [Attachment 2](#), [Table A2.4](#) for Team Board Composition.

7.4. Quarterly Recognition Ceremonies:

7.4.1. Military nominees will wear the uniform of the day (UOD) unless otherwise directed. Civilian nominees will wear business casual attire.

7.5. Annual Recognition Ceremony:

7.5.1. During the annual awards banquet, military nominees will wear mess dress or semi-formal unless otherwise directed. Civilian nominees will wear business formal attire unless otherwise directed.

8. Sailor of the Year and Junior Sailor of the Year Award.

8.1. The Command Master Chief (CMC) will:

8.1.1. Designate a Program Manager

8.1.2. Ensure successful execution, integrity, and administration of the Junior Sailor and Sailor of the Year (SOY) recognition program.

8.1.3. Establish and chair the SOY boards to review packages and interview nominees.

8.1.4. Ensure selection board reviews Department of the Navy Instruction, NAVSUPACTCHASNINST 1600.1R.

8.1.5. Forward SOY and Junior SOY nominees and winners to 628 ABW/CCCE IAW with suspense timelines provided by 628 ABW/CCC for award ceremony planning purposes.

MARC E. GREENE, Col, USAF
Commander

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

AFPD 36-28, *Awards Program*, 24 May 2021

AFI 36-1004, *Civilian Recognition Program*, 26 Apr 2019

AFI 36-2805, *Special Trophies and Awards*, 14 Mar 2013

AFI 36-3009, *Airman and Family Readiness Centers*, 28 Mar 2021

AMCI 36-2808, *Air Mobility Command Distinguished Personnel Awards Program*, 2 May 2018

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 33-360, *Publication and Forms Management*, 1 Dec 2015

Adopted Forms

AF Form 847, *Recommendation for Change of Publication SF 52*, Request for Personnel Action

AF Form 1206, *Nomination for Award AF Form 1768*, Staff Summary Sheet

Abbreviations and Acronyms

AB—Airman Basic

ABW—Air Base Wing

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMCI—Air Mobility Command Instruction

Capt—Captain

CC—Commander (Military Rank)

CC—Commissioned Corps (Civilian Rank)

CCC—Command Chief

CGO—Company Grade Officer

Col—Colonel

ED—Executive Director

EPR—Enlisted Performance Report

Etc—Etcetera

FGO—Field Grade Officer
FSOY—First Sergeant of the Year
FSS—Force Support Squadron
GS—General Schedule
IAW—In Accordance With
JB—Joint Base
Lt—Lieutenant
LOR—Letter of Reprimand
Maj—Major
MilPDS—Military Personnel Data System
MSgt—Master Sergeant
NA—Non-Appropriated
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer in Charge
NF—Non-Appropriated Funds
NL—Non-Leader
NS—Non-Supervisory
OPR—Office of Primary Responsibility
PA—Public Affairs
PAS—Personnel Accounting Symbol
RDS—Records Disposition Schedule
SEL—Senior Enlisted Leader
SF—Standard Form
SFS—Security Forces Squadron
SMSgt—Senior Master Sergeant
SNCO—Senior Noncommissioned Officer
SrA—Senior Airman
SSgt—Staff Sergeant
TDY—Temporary Duty
TSgt—Technical Sergeant
UIF—Unfavorable Information File
UOD—Uniform of the Day

USAFE—United States Air Forces in Europe

WG—Wage Grade

WL—Wage Leader

WS—Wage System

WSA—Wing Staff Agency

Attachment 2

AWARD BOARD COMPOSITIONS

Table A2.1. Officer Board Composition.

Officer Quarterly Boards	
FGO Board (O4 – O5)	
President	Colonel or Executive Director (ED) of WSA
Board Members	Group Commanders or Equivalent
CGO Board (O1 – O3)	
President	Colonel, Lieutenant Colonel, or ED of WSA
Board Members	One FGO from each group
Officer Annual Boards	
FGO Board (O4 – O5)	
President	Wing Commander
Board Members	Group Commanders or Equivalent
CGO Board (O1 – O3)	
President	Wing Commander
Board Members	Group Commanders or Equivalent

Table A2.2. Enlisted Board Composition.

Enlisted Quarterly Boards	
SNCO Board (E7 – E8)	
President	Command Chief Master Sergeant
Board Members	Group Senior Enlisted Leaders (SEL)
NCO Board (E5 – E6)	
President	Will rotate amongst the Group SEL
Board Members	One SNCO from each group
Jr. Enlisted Board (E1 – E3)	
President	Will rotate amongst the Group SEL
Board Members	One NCO from each group
Honor Guard Board	
President	Honor Guard NCOIC
Board Members	One FSS SEL or CMSgt, one First Sergeant, and one SNCO
Enlisted Annual Boards	
SNCO Board	
President	Command Chief Master Sergeant
Board Members	Group SELs

NCO Board	
President	Group SEL appointed by 628 ABW/CCC
Board Members	One SNCO from each group
Jr. Enlisted Board	
President	Group SEL appointed by 628 ABW/CCC
Board Members	One NCO from each group
Honor Guard Board	
President	Honor Guard NCOIC
Board Members	One FSS SEL or CMSgt, one First Sergeant, and one SNCO
First Sergeant of the Year Board	
President	Command Chief Master Sergeant
Board Members	Group SELs

Table A2.3. Civilian Board Composition.

Civilian Quarterly Boards	
Civilian Category I & II	
President	Will rotate between the groups and appointed by the Group Commander.
Board Members	Board members, one from each group, will rotate annually and will consists of individuals who are, at a minimum, equal to the civilian grade being boarded. Military members (FGO or above) may be substituted given availability of civilian employees.
Civilian Annual Boards	
Civilian Category I, II, & III	
President	628 ABW/ED or 628 MSG/DD
Board Members	Board members, one from each group, will rotate annually and will consists of individuals who are, at a minimum, equal to the civilian grade being boarded. Military members (FGO or above) may be substituted given availability of civilian employees.

Table A2.4. Volunteer, Key Spouse and Team Board Composition.

Team Quarterly Boards	
Team Board	
President	Wing Commander
Board Members	Group Commanders or Equivalent

Volunteer, Team, and Key Spouse Annual Boards	
Volunteer Board	
President	Command Chief Master Sergeant
Board Members	Group SELs
Team Board	
President	Wing Commander
Board Members	Group Commanders or Equivalent
Key Spouse	
President	Wing Commander
Board Members	Group Commanders or Equivalent

Attachment 3

FSOY, FGO, CGO, SNCO, NCO AND JR. ENLISTED AF FORM 1206 EXAMPLE

Figure A3.1. Example FSOY, FGO, CGO, SNCO, NCO, and Jr. ENLISTED Nomination for Quarterly and Annual Award.

NOMINATION FOR AWARD		
AWARD 628 ABW Quarterly/Annual Award Recognition Program	CATEGORY (if Applicable) Category	AWARD PERIOD 00 Mon - 00 Mon Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/Jane A. Doe		MAJCOM, FQA, OR ORU Air Mobility Command
DAFSC/DUTY TITLE 1H0X1/Aerospace Physiology	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-0000 & Commercial: (843) 963-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 628th Air Base Wing/CCCE/102 E. Hill Blvd./JB Charleston/SC/29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane A. Doe/DSN: 673-0000 & Commercial: 843-963-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) **IMPORTANT GUIDANCE** A write-up limited to 10 lines for quarterly and 18 lines for annual awards (including headers), single-spaced, size 12 font, using the most current AF Form 1206, Nomination for Award. Bullet format is mandatory. Nominations will include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. For quarterly packages, an acronym list is permitted and entries will be made in alphabetical order. For annual packages, common acronyms may be used as long as the meaning is clear (TDY, USAF, SFS, etc.), otherwise the acronyms will not be used (an acronym list is not permitted). Nominations must include the following areas and cite examples that occurred only during the award period. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: - Define significant leadership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the members actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards. Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Lance P. Sijan, and so forth. WHOLE AIRMEN CONCEPT: - Defines the scope and impact of the member's effort to promote camaraderies, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include and off-duty education or other personal development: e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. ACRONYM LIST: AADD - Airmen Against Drunk Driving ABN - Airborne BMT - Basic Military Training EOY - End of Year OAR - Operation Allies Refuge		
AF FORM 1206, 20170802	PREVIOUS EDITIONS ARE OBSOLETE	FOR OFFICIAL USE ONLY (When Filled In)

Attachment 4

CIVILIAN AF FORM 1206 EXAMPLE

Figure A4.1. Example Civilian Nomination for Quarter/Annual Award.

NOMINATION FOR AWARD		
AWARD	CATEGORY (if Applicable)	AWARD PERIOD
628 ABW Quarterly/Annual Award Recognition Program	Civilian Cat I/II/III	00 Mon - 00 Mon Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FQA, OR DRU
GS-00/Jane A. Doe		Air Mobility Command
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
0000/Duty Title	DSN: 673-0000 & Commercial: (843) 963-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
628th Air Base Wing/CCCE/102 E. Hill Blvd./JB Charleston/SC/29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
Lt Col Jane A. Doe/DSN: 673-0000 & Commercial: 843-963-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>**IMPORTANT GUIDANCE**</p> <p>Nominations packages consist of the most current AF Form 1206, Nomination for Award. Individuals will be nominated in the category that corresponds to the grade they held for the majority of the award period. Do not exceed a total of 10 lines quarterly and 18 lines annually (including headings); however, the job description category is not included in the line limits. Headings should be listed on a single line. For quarterly packages, an acronym listing is permitted (entries will be made in alphabetical order). For annual packages, common acronyms may be used as long as the meaning is clear (TDY, USAF, SFS, etc.), otherwise, acronyms will not be used. The use of an acronym list is not permitted. Nominations must include the following areas and cite examples that occurred only during the award period.</p> <p>JOB DESCRIPTION: In six lines or less (including the heading), describe the nominee's primary job responsibilities and duties. This heading is for informational purpose only and does not count against the 10 lines for quarterly and 18 lines for annual.</p> <p>LEADERSHIP AND JOB PERFORMANCE: - Characterize the nominee's personal leadership as evident by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to specific Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved operations; highlight any support her or she provided for special projects; explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the applicable nomination period.</p> <p>OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS: - Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and/or civic activities, and family enhancement.</p> <p>ACRONYM LIST: AADD - Armen Against Drunk Driving ABN - Airborne BMT - Basic Military Training EOY - End of Year OAR - Operation Allies Refuge</p>		

Attachment 5

VOLUNTEER NOMINATION EXAMPLE

A5.1. Narrative will be written on the front page of the most current AF Form 1206, Nomination for Award.

Figure A5.1. Sample Volunteer Nomination Narrative.

<p style="text-align: center;">VOLUNTEER OF THE YEAR</p> <p>Jane L. Doe is a family member of an active duty Technical Sergeant in the 628th Communications Squadron. Jane has been a sterling performer, exemplifying all that is excellent in an Air Force volunteer. She has been volunteering with the enlisted spouses' council (ESC) for over two years and was selected as Vice President during the last election. She has been active in every ESC function this year. In fact, during the Chief's Induction Ceremony, Mrs. Doe single-handedly decorated The Columbus Club and after the scheduled singer cancelled, she volunteered to sing the National Anthem. Her contributions were called "truly outstanding" by AMC/CC. Always eager to support the base's recognition ceremonies, Jane's annual "Taste of Charleston" cook-off and the resulting "Globemaster Cookbook" have become a local festive event generating over \$30,000 for the ESC. Her idea and tireless work has enabled the ESC to award family trips to Florida for each annual award winner!</p> <p>A true self-starter, Jane organized the youth center's first-ever female lacrosse team. True to her usual form, "Coach" Jane received an honorable mention in <u>Lacrosse Monthly</u> and was featured in an Air Force Times article on "Unbelievable Volunteers." Always the Air Force ambassador, she continues to promote the Air Force as a viable option whenever she is asked to speak at local school "career days."</p> <p>Without a doubt, Mrs. Doe has been one of the single-most influential volunteers Charleston has ever seen! Her dedication to the base and Air Force is evident by her recent selection as the Air Force Times Woman of the Year!</p>

Attachment 6

TEAM AF FORM 1206 EXAMPLE

Figure A6.1. Example Team Nomination for Quarter/Annual Award.

NOMINATION FOR AWARD		
AWARD 628 ABW Quarterly/Annual Award Recognition Program	CATEGORY (if Applicable) Team Award	AWARD PERIOD 00 Mon - 00 Mon Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team/Flight/Section Name	MAJCOM, FOA, OR DRU Air Mobility Command	
DAFSC/DUTY TITLE Team/Flight/Section Name	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-0000 & Commercial: (843) 963-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 628th Air Base Wing/CCCE/102 E. Hill Blvd./JB Charleston/SC/29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane A. Doe/DSN: 673-0000 & Commercial: 843-963-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) **IMPORTANT GUIDANCE** A write-up limited to 6 lines quarterly and 8 lines annually (including headings), single-spaced, size 12 font, using the most current AF Form 1206, Nomination for Award. Bullet format is mandatory. Nomination packages will include specific facts, achievements, and examples showing the team's exceptional contributions. An acronym listing is permitted (entries will be made in alphabetical order). Provide a list of the team members below the last line on the AF Form 1206. Include the rank/grade and full name of each member (limited to 20 names max). Nominations must include the following areas and cite examples that occurred only during the award period. MISSION IMPACT: - - TEAM ACHIEVEMENT/PROCESSES DEVELOPED OR IMPLEMENTED: - - TEAM MEMBERS: Rank First MI Last Name ACRONYM LIST: AADD - Airmen Against Drunk Driving ABN - Airborne BMT - Basic Military Training EOY - End of Year OAR - Operation Allies Refuge		