

**BY ORDER OF THE COMMANDER
655TH INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE WING**

**655TH INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE WING
INSTRUCTION 36-2806**



3 SEPTEMBER 2021

Personnel

WING INTERNAL AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 655 ISRW/CCM

Certified by: 655 ISRW/CC
(Col Joseph T. Marcinek)

Pages: 24

This publication implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*, and Air Force Manual (AFMAN) 36-2806, *Awards and Memorialization Program*. This program provides individual recognition on a quarterly and calendar year basis for exceptional performance and achievement. It applies to officers, enlisted, and civilian personnel assigned to the 655 Intelligence, Surveillance, and Reconnaissance Wing (ISRW). This wing instruction may be supplemented at any level, but all supplements that directly implement this publication must be routed to 655 ISRW Director of Staff (DS) prior to certification and approval. 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. The authority to waive requirements in this publication resides with the 655 ISRW Commander (CC). Submit requests for waivers through the chain of command to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) as found on the AF Portal at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

Chapter 1

GENERAL INFORMATION

1.1. Program Objective. The 655 Intelligence, Surveillance, and Reconnaissance Wing (ISRW) Awards Program is an incentive program designed to recognize superior performance and outstanding achievements of personnel assigned to the 655 ISRW, and to contribute to overall unit morale. This program is not a substitute for other Air Force (AF) awards, nor is it directly tied to any other awards program.

1.2. Award Categories.

1.2.1. Outstanding Contributor of the Month.

1.2.2. Quarterly Awards.

1.2.2.1. Airman (Amn) of the Quarter.

1.2.2.2. Non-Commissioned Officer (NCO) of the Quarter.

1.2.2.3. Senior Non-Commissioned Officer (SNCO) of the Quarter.

1.2.2.4. Company Grade Officer (CGO) of the Quarter.

1.2.2.5. Field Grade Officer (FGO) of the Quarter.

1.2.2.6. Civilian of the Quarter.

1.2.3. Annual Awards.

1.2.3.1. Amn of the Year.

1.2.3.2. NCO of the Year.

1.2.3.3. SNCO of the Year.

1.2.3.4. CGO of the Year.

1.2.3.5. FGO of the Year.

1.2.3.6. Civilian of the Year.

1.2.3.7. First Sergeant of the Year.

1.2.3.8. Unit of the Year.

1.2.3.9. Family Member of the Year.

1.3. General Eligibility Requirements.

1.3.1. A members who, in the opinion of their supervisors, are performing at a superior level and are in compliance with the following requirements, are eligible for submission.

1.3.1.1. Complies with Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Air Force Manual (AFMAN) 36-2905, *Air Force Physical Fitness Program* (must have a current and passing fitness score during the entire award period), and AFI 36-2670, *Total Force Development*.

1.3.1.2. Does not have an active Unfavorable Information File.

1.3.1.3. Has not received punishment under the Uniform Code of Military Justice (UCMJ), such as an Article 15, during the award period.

1.3.1.4. Does not have any action pending which could lead to administrative demotion or punitive action.

1.3.1.5. Does not have any unexcused absences from Unit Training Assemblies (UTA) during the preceding 12 months.

1.3.1.6. Complies with Government Travel Card (GTC) program. (Note: members remain eligible if any overdue GTC balances are due to travel voucher processing delays beyond the member's control).

1.3.2. Member will be considered in the category of competition for the grade they held for the majority of the award period (i.e., more than half of the time period of the award).

1.3.2.1. Promotion after nomination will not affect eligibility.

1.3.3. Additional eligibility requirements will be noted in each award section.

1.4. Recognition and Presentation.

1.4.1. Every effort will be made to ensure proper and timely recognition for all award winners in each category.

1.4.2. An appropriate memento (e.g., coin, plaque, certificate, etc.) will be presented to all monthly, quarterly, and annual award winners no later than two regularly scheduled UTA weekends after the official notification, as mission allows.

1.4.3. If requested by the award recipient, the 655 ISRW Commander (CC), or the commander of the award winner's unit, will inform the award recipient's civilian employer of their award selection. All requests will be made through the group's executive officer (CCE), or superintendent, to the wing CCE, or command chief (CCM). Additionally, all quarterly and annual award winners will be given the opportunity to complete a hometown news release request, and after coordination with public affairs, the forms will be forwarded to the selected hometown newspaper.

1.5. Late packages. Nominations received after the suspense date will not be considered, with the exception of extenuating circumstances, as determined on a case-by-case basis by Wing CC, Wing CCM, or Wing Exec.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. 655 ISRW/CC. Is the final selection authority for the 655 ISRW Awards Program.

2.2. 655 ISRW/CCM.

2.2.1. Reviews packages and necessary communications before packages are sent to their respective wing boards.

2.2.2. Ensures timelines are met for all boards. Nominations not prepared according to this instruction, or not received by the deadline, will only be considered under extraordinary circumstances.

2.2.3. Publishes an annual calendar of deadlines no later than 31 December of the preceding year. The annual calendar is a guideline, specific suspense dates will be established in Task Management Tool (TMT). (See [Attachment 7](#).)

2.2.4. Ensures all records, including but not limited to nominations and board results created as a result of the processes described in this publication, are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW applicable disposition schedules in Air Force Records Information Management System (AFRIMS).

2.3. Commander Administration (CCA).

2.3.1. Ensures appropriate mementos (e.g., coin, plaque, certificate, etc.) are ordered for all monthly, quarterly, and annual award winners no later than two weeks following the announcement of the award winners.

2.3.2. Ensures appropriate memento (e.g., coin, plaque, certificate, etc.) is mailed to award winners.

2.4. Public Affairs (PA) Office.

2.4.1. Provides newspaper coverage, hometown news releases, and other applicable publicity of quarterly and annual award winners and ceremonies no later than two months following the reception of the award by the recipient or their proxy.

2.4.2. Ensures all public releases comply with Air Force Reserve Command guidance.

2.5. Unit Commander.

2.5.1. Establishes a unit recognition program that conforms to the requirements, intent, and spirit of this instruction.

2.5.2. Allows all eligible enlisted, officer, and civilian personnel to take part in the 655 ISRW Awards Program, and recognizes individuals selected at the unit level during an appropriate ceremony.

2.5.3. Ensures all nomination packages are submitted on time, and in the prescribed format, with only one submission for each award category.

2.5.4. Ensures that each individual is nominated in only a single category.

2.5.5. Ensures quality force reviews are conducted on all nominees (e.g., unfavorable information files, control rosters, dress and appearance, fitness standards, etc.).

2.5.6. Convenes a board to evaluate all packages at their level and submit the top contender to the next-level organization.

2.6. Unit Superintendent.

2.6.1. Focal point for award/tasker distribution and suspense management within their respective unit.

2.6.2. Responsible for gathering and submitting all required nomination materials as directed in TMT.

2.7. First Sergeant.

2.7.1. Conducts quality force reviews on all nominees (e.g., unfavorable information files, control rosters, dress and appearance, fitness standards, etc.).

2.7.2. Ensures nominees meet all 655 ISRW Awards Program general eligibility requirements.

2.8. Board Member.

2.8.1. Board members must be fair and impartial. Set aside any bias (positive or negative) and evaluate each nomination based only on the substance of the package. No outside influence or prior personal knowledge will be used when scoring packages.

Chapter 3

OUTSTANDING CONTRIBUTOR OF THE MONTH

3.1. Nomination Procedures.

3.1.1. Each unit commander may submit one individual to their group. Each group may submit one individual to the wing.

3.1.2. Citations will be submitted directly to the tasker in TMT.

3.2. Recognition Period. Recognition period for the monthly award period will be an entire calendar month.

3.3. Nomination Deadlines. Citations are due by the suspense date identified in TMT.

3.4. Nomination Submissions.

3.4.1. Nominations will be written in the citation format using the template provided, and not exceed 14 lines (See [Attachment 2](#)).

3.4.1.1. Citations will be prepared IAW AFMAN 36-2806. Use the guidelines for Meritorious Service Medal.

3.4.2. The nomination should provide an explanation of the outstanding contributions to the mission made by the member.

3.5. Eligibility Requirements.

3.5.1. This award is only open to Traditional Reservists (TRs).

3.5.2. Member must have been supporting the 655 ISRW at either the squadron, group, or wing level. This award is intended to recognize outstanding accomplishments within the wing's organize, train, and equip (OT&E) mission. Support is limited to accomplishments while in UTA and annual tour (AT) status. Members in reserve personnel appropriation (RPA) status are eligible for quarterly and annual awards.

Chapter 4

QUARTERLY AWARDS

4.1. Nomination Procedures.

4.1.1. Each unit commander may submit one nomination per category to their group. Each group may submit one individual per category to the wing.

4.1.1.1. Civilians may be nominated by any wing member. The nominating member does not have to be the rater nor in the supervision chain of the civilian nominated. However, the member's commander or equivalent must endorse the nomination prior to submission.

4.1.2. Nominations must be submitted electronically via the tasker in TMT.

4.2. Recognition Periods. Recognition period for the quarterly program will run on a calendar year basis through the last day of March, June, September, and December.

4.2.1. Quarter 1: 01 Jan - 30 Mar

4.2.2. Quarter 2: 01 Apr- 30 Jun

4.2.3. Quarter 3: 01 Jul - 31 Sep

4.2.4. Quarter 4: 01 Oct - 31 Dec

4.3. Nomination Deadlines. Submission deadlines will be established in TMT.

4.4. Nomination Submissions.

4.4.1. All nominations will be submitted on the most current AF Form 1206, *Nomination for Award* (See [Attachment 3](#)).

4.4.2. Packages MUST be exactly 6 bullets (8 lines, including headers). Nominations should include the following upper case headers with specific facts and examples showing the individuals are exceptional in the following areas.

4.4.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties. This area will include 4 bullets (5 lines, including header).

4.4.2.2. WHOLE AIRMAN CONCEPT. Define the scope and impact of the member's effort to promote camaraderie, 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 any off-duty education or other personal development and volunteering. This area will include 2 bullets (3 lines, including header).

4.4.3. Bullets will be one line, in the format: "-Action; Impact--Result" (AIR bullets).

4.4.4. No sub-bullets allowed.

4.4.5. Gender-specific verbiage shall not be used.

4.4.6. Proper use of abbreviations and acronyms is permitted. All approved abbreviations can be found in the 655 ISRW Supplement to AFI 36-2406, *Officer and Enlisted Evaluations Systems* (AFI36-2406_655ISRWSUP). All acronyms not in the supplement will be listed in alphabetical order and spelled out on the second page of the AF Form 1206.

4.4.7. Each package should be reviewed for standard rules of grammar and spelling errors prior to submission.

4.5. Eligibility Requirements.

4.5.1. Quarterly nominees must be assigned to the nominating unit for a minimum of 46 days during the quarter they are being recognized for. Nominees will be submitted for the rank held for the majority of that time; i.e. more than half of the time period of the award.

4.5.2. Enlisted Eligibility

4.5.2.1. Chief Master Sergeants (CMSgts) are ineligible to compete in the SNCO category.

4.5.3. Officer Eligibility

4.5.3.1. Squadron CCs are ineligible to compete in the FGO category.

4.5.4. Civilian Eligibility

4.5.4.1. Air Reserve Technicians (ARTs) are eligible to compete in the civilian category, however, the bullets cannot be used for an equivalent military award during the same time period.

Chapter 5

ANNUAL AWARDS

5.1. Nomination Procedures.

5.1.1. Each unit commander may submit one nomination per category to their group. Each group may submit one nomination per category to the wing.

5.1.1.1. Civilians may be nominated by any wing member. The nominating member does not have to be the rater or in the supervision chain of the civilian nominated. However, the member's commander or equivalent must endorse the nomination prior to submission.

5.1.1.2. Any unit assigned to the 655 ISRW that demonstrated outstanding support to their mission set and accomplishment of established 655 ISRW goals and standards may nominate themselves.

5.1.1.3. Family members may be nominated by any wing member. However, the member's commander or equivalent must endorse the nomination prior to submission.

5.1.2. Nominations must be submitted electronically via the tasker in TMT.

5.2. Recognition Period. Recognition period of the annual award period will cover the calendar year, 01 January through 31 December.

5.3. Nomination Deadlines. Submission deadlines will be established in TMT.

5.4. Nomination Submissions.

5.4.1. All nominations will be submitted on the most current AF Form 1206, *Nomination for Award* (Attachment 4).

5.4.1.1. Individual Nominations (except Key Family Member).

5.4.1.1.1. Packages MUST be exactly 16 bullets (18 lines, including headers). Nominations should include the following upper case headers with specific facts and examples showing the individuals are exceptional in the following areas.

5.4.1.1.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties. This area will include 12 bullets (13 lines, including header).

5.4.1.1.1.2. WHOLE AIRMAN CONCEPT. Define the scope and impact of the member's effort to promote camaraderie, 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 any off-duty education or other personal development. This area will include 4 bullets (5 lines, including header).

5.4.1.2. Unit Nominations.

5.4.1.2.1. Packages MUST be exactly 15 bullets (18 lines, including headers). Nominations should include specific facts and examples showing the unit is outstanding in the following areas.

5.4.1.2.1.1. DEVELOPING AIRMEN. Demonstrate the unit's continued effort to develop members through providing robust training activities and opportunities, career development programs, mentoring and career broadening, and improved work center operations. Define the scope and impact of the unit's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. This area will include 5 bullets (6 lines, including header).

5.4.1.2.1.2. MANAGING RESOURCES. Provide evidence of the unit's efforts to maximize Air Force resources. Include examples of new policies implemented and metrics that demonstrate good stewardship of unit funds. This area will include 5 bullets (6 lines, including header).

5.4.1.2.1.3. MISSION ACCOMPLISHMENT. Describe significant accomplishments and how well the unit performed assigned primary mission. Include any new program initiatives or techniques developed by the unit that positively impacted the unit and/or the mission. Include examples of improvements to expeditionary capabilities, innovation and adaptation approaches, and support of military exercises and operations. Demonstrate how the unit went above and beyond to exemplify 655 ISRW goals and standards. This area will include 5 bullets (6 lines, including header).

5.4.1.3. Key Family Member Nominations.

5.4.1.3.1. Packages must be exactly 8 bullets (10 lines, including headers). Nominations should include the following upper case headers with specific facts and examples showing the individuals are exceptional in the following areas.

5.4.1.3.1.1. SUPPORT TO THE UNIT. Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements. This area will include 5 bullets (6 lines, including header).

5.4.1.3.1.2. SUPPORT TO THE COMMUNITY. Describe the nominee's involvement in community and (or) civic activities. This area will include a maximum of 3 bullets (4 lines, including header).

5.4.1.4. All bullets will be one-line, in the format AIR bullets.

5.4.1.5. No sub-bullets allowed.

5.4.1.6. Gender-specific verbiage shall not be used.

5.4.1.7. Proper use of abbreviations and acronyms is permitted. All approved abbreviations can be found in the 655 ISRW Supplement to AFI 36-2406, *Officer and Enlisted Evaluations Systems* (AFI36-2406_655ISRWSUP). All acronyms not in the approved 655 ISRW Writing Manual will be listed in alphabetical order and spelled out on the second page of the AF Form 1206.

5.4.1.8. Each package should be reviewed for standard rules of grammar and spelling errors prior to submission.

5.5. Eligibility Requirements.

5.5.1. Annual nominees must be assigned to the nominating unit for a minimum of 183 days for the year they are being recognized for. Nominees will be submitted for the rank held for the majority of that time; i.e. more than half of the time period of the award.

5.5.2. Enlisted Eligibility

5.5.2.1. CMSgts are ineligible to compete in the SNCO category.

5.5.2.2. Nominees for First Sergeant of the Year.

5.5.2.2.1. Member must have been assigned in the role of first sergeant, or serving in the capacity of assistant first sergeant (undershirt), for a minimum of 183 days during the award period.

5.5.3. Officer Eligibility

5.5.3.1. Unit CCs are ineligible to compete in the FGO category.

5.5.4. Civilian Employee Eligibility

5.5.4.1. ARTs are eligible to compete in the Civilian category, however, the bullets cannot be used for an equivalent military award during the same time period.

5.5.4.2. Must have been employed for a minimum of 183 days during the award period.

5.5.5. Key Family Member Eligibility

5.5.5.1. Military member must have served within a unit for a minimum of 183 days during the award period.

5.5.5.2. Nominee must be engaged in activities that support unit families and the unit's ability to support the mission.

Chapter 6

BOARD COMPOSITION, PROCEDURES, AND SCORING

6.1. 655 ISRW Recognition Board Composition.

6.1.1. Squadron recognition boards will be comprised of squadron members and chosen at the discretion of the squadron commander. The board will submit the winning packages to their group.

6.1.2. Group recognition boards will be comprised of group members and chosen at the discretion of the group commander. The board will evaluate the final packages submitted by the squadrons and submit winning packages to the wing.

6.1.3. Wing recognition boards will be comprised of members assigned to 655 ISRW staff. The board will evaluate the final packages submitted by the groups.

6.2. Nomination Package Scoring. Wing scoring will be conducted as outlined below. Squadrons and groups may adopt the same policy or develop their own method of evaluation.

6.2.1. Quarterly/Annual board members are not to discuss their scored packages. Selectee names are only to be released through official 655 ISRW announcements.

6.2.2. Each board member is required to score each nominee package individually.

6.2.3. Package bullets are graded on a point scale of 0-5 with half point increments, with 0 indicating the bullet is not in the correct category, 1 given to extraordinarily below average bullets, and 5 given to extraordinarily above average bullets.

6.2.4. Quality and impact of the accomplishments are important, not the quantity. For example:

6.2.4.1. SSgt Doe dropped fifty bombs on Baghdad and TSgt Smith prepared fifty meals at the dining facility. These are their jobs -- one is not better than the other. What did they do in their jobs that set them apart from the person on the next shift? Did SSgt Doe have a bomb on target accuracy rating of 90% when the squadron average was 60%? Did TSgt Smith prepare 50 meals an hour when the average cook prepared only 30? Did TSgt Smith invent a new BBQ sauce that 90% of the customers liked better than the old one? What did the individual do to make a difference and improve their niche in the Air Force? This is what board members will evaluate.

6.2.5. Packages will be graded on the following three items: formatting, grammar and spelling, and proper use of abbreviations and acronyms. Packages will receive a 0-5 score, to be included in the overall package score.

6.2.6. Packages are assigned an overall score, which includes separate scores for each heading and the overall formatting score. After scoring all packages, the 655 ISRW/CCM will assign a merit rank order to each package (e.g., #1, #2, #3, etc.), with #1 as the top contending nomination.

6.2.7. In the event there is a tie after tallying the package scores of all nominees, the 655 ISRW/CCM will present the packages to the 655 ISRW/CC to determine the top nominee.

JOSEPH T. MARCINEK, Col, USAF
655 ISRW COMMANDER

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

AFI 33-322, *Records Management Program*, 4 June 2012

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

AFI 36-2670, *Total Force Development*, 24 June 2020

AFI 36-2903, *Dress and Personal Appearance*, 18 July 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

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

AFMAN 36-2905, *Air Force Physical Fitness Program*, 10 December 2020

DAFPD 36-28, *Awards Program*, 23 May 2021

Adopted Forms

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management Systems

AIR—“Action, Impact, Result” bullets

AMN—Airman

ANG—Air National Guard

ART—Air Reserve Technician

AT—Annual Tour

CC—Commander

CCA—Commander Administration

CCE—Group Executive Officer

CCM—Command Chief

CGO—Company Grade Officer

CMSgts—Chief Master Sergeants

FGO—Field Grade Officer

GTC—Government Travel Card

IAW—In Accordance With

ISRW—Intelligence, Surveillance, and Reconnaissance Wing

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

OT&E—Organize, Train, and Equip

PA—Public Affairs

RDS—Records Disposition Schedule

RPA—Reserve Personnel Appropriation

SNCO—Senior Noncommissioned Officer

TMT—Task Management Tool

TR—Traditional Reservist

UCMJ—Uniform Code of Military Justice


UTA—Unit Training Assembly

Attachment 2

OUTSTANDING CONTRIBUTOR OF THE MONTH EXAMPLE

Figure A2.1. Outstanding Contributor of The Month Example.

655th Intelligence, Surveillance, and Reconnaissance
Wing Outstanding Contributor of the Month
June 2020



Staff Sergeant [redacted] distinguished himself as a Tactical Systems Operator Subject Matter Expert and was handpicked as the Non-Commissioned Officer of Air Operations for the Middle East Special Intelligence Detachment, leading ten joint service aviators conducting daily Airborne Intelligence, Surveillance, and Reconnaissance missions. Sergeant [redacted] standardized ten classified mission-critical systems with over one terabyte of data across two different geographic locations, streamlining Aerial Precision Geo-Location processes. Additionally, Sergeant [redacted] worked with Task Force Special Intelligence leaders and partner Special Operation elements on increasing the effectiveness of SI DET ISR capabilities as well as Spearheaded new ISR capability implementation exponentially increasing target acquisition. Sergeant [redacted] coordinated the transfer of nine mission critical assets worth over 758K to two other geographically separated aircraft, ensuring mission continuity and effectiveness. Furthermore, Sergeant [redacted] optimized a Standard Operating Procedures document from 34 to eight pages, and scheduled 170 combat missions, totaling 886 hours of critical ISR coverage. Lastly, Sergeant [redacted] flew 14 combat sorties, providing 65 hours of Airborne ISR coverage, and eight products of actionable intelligence, leading the execution of two operational strikes, and 12 enemy combatants killed or detained-in-action. ~~~~~
 ~~~~~THIS WOULD BE 14 LINES OF TEXT~~~~~

\_\_\_\_\_  
 USAF Command Chief CMSgt.  
 \_\_\_\_\_, Colonel,  
 USAF Commander



**Figure A3.2. Quarterly Award Example (Back).**

| NOMINATION FOR AWARD                                                    |  |
|-------------------------------------------------------------------------|--|
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)                      |  |
| A1C/John B. Doe                                                         |  |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued) |  |
| ACRONYMS                                                                |  |
| AFRC: Air Force Reserve Command                                         |  |









## Attachment 7

## 655 ISRW AWARDS PROGRAM CALENDAR EXAMPLES - QUARTERLY/ANNUAL

Figure A7.1. 655 ISRW Awards Program Calendar Examples - Quarterly/Annual (Example 1).

| Quarter                                                                       | Group Due Date | Wing Due Date |
|-------------------------------------------------------------------------------|----------------|---------------|
| 1st quarter                                                                   | 30-Apr-2021    | 14-May-2021   |
| 2nd quarter                                                                   | 30-Jul-2021    | 13-Aug-2021   |
| 3rd quarter                                                                   | 29-Oct-2021    | 12-Nov-2021   |
| 4th quarter and annual                                                        | 28-Jan-2022    | 11-Feb-2022   |
| Group Due Date: the last Friday of the month following the end of the quarter |                |               |
| Wing Due Date: two Fridays from Group Due Date                                |                |               |

Figure A7.2. 655 ISRW Awards Program Calendar Examples - Quarterly/Annual (Example 2).

| Quarter                                                                       | Group Due Date | Wing Due Date |
|-------------------------------------------------------------------------------|----------------|---------------|
| 1st quarter                                                                   | 29-Apr-2022    | 13-May-2022   |
| 2nd quarter                                                                   | 29-Jul-2022    | 12-Aug-2022   |
| 3rd quarter                                                                   | 28-Oct-2022    | 11-Nov-2022   |
| 4th quarter and annual                                                        | 27-Jan-2023    | 10-Feb-2023   |
| Group Due Date: the last Friday of the month following the end of the quarter |                |               |
| Wing Due Date: two Fridays from Group Due Date                                |                |               |

Figure A7.3. 655 ISRW Awards Program Calendar Examples - Quarterly/Annual (Example 3).

| Quarter                                                                       | Group Due Date | Wing Due Date |
|-------------------------------------------------------------------------------|----------------|---------------|
| 1st quarter                                                                   | 28-Apr-2023    | 12-May-2023   |
| 2nd quarter                                                                   | 28-Jul-2023    | 11-Aug-2023   |
| 3rd quarter                                                                   | 27-Oct-2023    | 10-Nov-2023   |
| 4th quarter and annual                                                        | 26-Jan-2024    | 9-Feb-2024    |
| Group Due Date: the last Friday of the month following the end of the quarter |                |               |
| Wing Due Date: two Fridays from Group Due Date                                |                |               |

## Attachment 8

## 655 ISRW AWARDS PROGRAM CALENDAR EXAMPLES – OCM

Figure A8.1. 655 ISRW Awards Program Calendar Examples – OCM.

|                  | <b>TMT Tasker Sent</b> | <b>Due to Group</b> | <b>Due to Wing</b> |
|------------------|------------------------|---------------------|--------------------|
| <b>January</b>   | 31-Jan                 | 7-Feb               | 14-Feb             |
| <b>February</b>  | 28-Feb                 | 7-Mar               | 14-Mar             |
| <b>March</b>     | 31-Mar                 | 7-Apr               | 14-Apr             |
| <b>April</b>     | 30-Apr                 | 7-May               | 14-May             |
| <b>May</b>       | 31-May                 | 7-Jun               | 14-Jun             |
| <b>June</b>      | 30-Jun                 | 7-Jul               | 14-Jul             |
| <b>July</b>      | 31-Jul                 | 7-Aug               | 14-Aug             |
| <b>August</b>    | 31-Aug                 | 7-Sep               | 14-Sep             |
| <b>September</b> | 30-Sep                 | 7-Oct               | 14-Oct             |
| <b>October</b>   | 31-Oct                 | 7-Nov               | 14-Nov             |
| <b>November</b>  | 30-Nov                 | 7-Dec               | 14-Dec             |
| <b>December</b>  | 31-Dec                 | 7-Jan               | 14-Jan             |