

**BY ORDER OF THE COMMANDER  
689TH COMBAT COMMUNICATIONS  
WING**

**689 COMBAT COMMUNICATIONS WING  
INSTRUCTION 36-2805**

**24 OCTOBER 2011**



***Personnel***

**WING AWARDS AND RECOGNITION  
PROGRAMS**

**COMPLIANCE WITH THE PUBLICATION IS MANDATORY**

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OPR: 689 CCW/CCC

Certified by: 689 CCW/CCC (CMSgt  
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This instruction establishes the 689th Combat Communications Wing quarterly and annual awards and recognition programs. It applies to all units permanently assigned to the 689th Combat Communications Wing. This instruction does not apply to Air Force Reserve units or its members. This instruction implements AFD 36-28, *Awards and Decorations Programs* and AFI 36-2805, *Special Trophies and Awards*. AFI 36-2805\_AFSPCSUP\_1 should be read in conjunction. This instruction requires collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records is prescribed in this instruction, 10 U.S.C. 8013, and E.O. 9397. System of records notice F035 AF MPO, Unit Assigned Personnel Information, applies. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>. Contact supporting records managers as required. Refer questions about this publication to 689 CCW/ CCC and submit an AF Form 847, *Recommendation for Change of Publication*, to recommend changes to this publication; route through your appropriate functional chain of command.

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## **1. Purpose.**

- 1.1. Create a fair and equitable process to recognize all outstanding 689 CCW civilian and military personnel.
- 1.2. Enhance wing morale.
- 1.3. Publicize examples of outstanding performers.
- 1.4. See Attachment 1 for a glossary of references and supporting information.

## **2. Responsibilities.**

- 2.1. The 689 CCW/CC ensures overall compliance with the objectives of this instruction as the final approving authority.
- 2.2. The 689 CCW/CCC ensures the following regarding enlisted boards:
  - 2.2.1. Notify all groups of package suspenses.
  - 2.2.2. Collect all group nomination packages electronically. Ensure packages contain all necessary documents. Packages will consist of a current AF AMT 1206, SURF, Air

Force Fitness Score Sheet, and a Cover Memo signed by the respective Squadron or Group Commander.

2.2.3. Schedule and make all arrangements for conducting enlisted awards boards.

2.2.4. Select and notify enlisted board members based on Table 1.

**TABLE 2.1.**

<b>QUARTERLY BOARDS</b>	<b>MEMBERS</b>
SNCO	Command Chief and Group Superintendents (3)
NCO	Wing SMSgt and Group or Squadron Superintendents (3)
AMN	Wing SMSgt and Group or Squadron Superintendents (3)
CGO	Vice Wg/CC, Gp Deputy CCs (3)
CIVILIANS	Vice Wg/CC, Gp Deputy CCs (3)

**TABLE 2.2.**

<b>ANNUAL BOARDS</b>	<b>MEMBERS</b>
FIRST SERGEANT	Command Chief, Group Superintendents, and two Outside Chiefs (5)
SNCO	Command Chief, Group Superintendents, and two Outside Chiefs (5)
NCO	Command Chief, Group Superintendents, and two Outside Chiefs (5)
AMN	Command Chief, Group Superintendents, and two Outside Chiefs (5)
CGO	Vice Wg/CC, Group Deputy CCs, and an outside FGO Comm Officer (4)
CIVILIANS	Vice Wg/CC, Group Deputy CCs, and an outside FGO Comm Officer (4)

2.2.5. Provide board members with all applicable award packages, to include: standardized score sheets, and standardized written board procedures NLT 1 duty day prior to board date.

2.2.6. Prepare board findings for 689 CCW/CC approval.

2.2.7. Ensure preparation for award elements (plaques/trophies) for each wing winner NLT 1 week after board competitions.

2.2.8. Ensure all officially procured award elements are equivalent across military and civilian categories.

2.2.9. Obtain award winner's head and shoulder pictures for quarterly (5x7/ABUs or Casual Dress) and annual (8x10/Service Dress or Casual Dress) for wing awards display boards.

2.2.10. Maintain winning awards packages in a file plan for a period of 1 calendar year.

2.2.11. Prepare nomination memorandum for annual award packages forwarded to higher headquarters.

2.2.12. Forward 12 Outstanding Airmen of the Year, First Sergeant of the Year, CGO of the Year, and civilian wing-level winning packages to higher headquarters.

2.3. Workflow Responsibilities:

2.3.1. Notify and suspense groups and wing staff on awards opportunities. Track on wing tasking tracker and provide updates at wing staff meetings.

2.3.2. Track winners and number of competitors for each award. File awards electronically.

2.4. Group commanders (to include 689 CCW/CV) are responsible for the following:

2.4.1. Ensure group boards are fair and equitable . One nominee per category may be submitted electronically to 689 CCW/CCC for quarterly and 12 OAY awards for wing-level award consideration. NOTE: Submit functional awards electronically to the 689 CCW/Workflow. The 689 CCW/CCC will board all nomination packages.

2.4.2. Submit group winning packages (per paragraph 2.2.2) electronically to 689 CCW/CCC NLT the date specified in the 689 CCW Awards Schedule. Packages will consist of the current AF AMT 1206 version, a single-page SURF, Air Force Fitness Score Sheet, and a Cover Memo signed by the respective Sq or Gp/CC.

2.5. Ensure squadron commander verifies the following:

2.5.1. A thorough quality force review has been performed (i.e., nominee is not on control roster or has an unsatisfactory fitness code; and does not have an open unfavorable information file or other adverse information during this period).

2.5.2. All achievements listed on the AF IMT 1206 occurred during the inclusive period. Achievements listed on the AF IMT 1206, which did not occur during the inclusive period, will not be scored.

### 3. Nominee Eligibility.

3.1. Groups eligible to compete for the 689 CCW Awards are the 3 CCG, 5 CCG, and Wing Staff. The 3 CCG will compete in the Team Tinker Awards detailed in TINKERAFBI 36-2801. 5 CCG and Wing Staff will compete in the Team Robins Awards detailed in AFI 36-2805/AFMC Sup 1/Robins AFB Sup 1).

3.2. Individuals will compete in the grade they held for the majority of the award period. Grade criteria are as followed:

3.2.1. Military Grade Criteria:

3.2.1.1. E-1 through E-4 for AMN.

3.2.1.2. E-5 through E-6 for NCO.

3.2.1.3. E-7 through E-8 for SNCO.

3.2.1.4. E-7 through E-8 with AFSC 8F000 for First Sergeant of the Year.

3.2.1.5 O-1 through O-3 for CGO.

3.2.2. Team Tinker/Robins Civilian Quarterly and Annual Awards. See Tinker/Robins AFB Instructions/Supplements for detailed guidance:

3.2.2.1. Cat 1 - Up to grade GS-06, NF-I and NF-II, and CC-1 to CC-IV (all non-supervisory).

3.2.2.2. Cat 2 - Grades GS-07 - GS-10 and NF-11 (all non-supervisory).

3.2.2.3. Cat 3 - Grades GS-11 - GS-12 (all non-supervisory).

3.2.2.4. Cat 4 - Up to grade WG-08/WL-08 and NA grades (all non-supervisory).

3.2.2.5. Cat 5 - Grades WG-09/WL-09 and above, and all NL grades (all non-supervisory).

3.2.2.6. Cat 6 - All civilian first-line supervisors (GS & WG - all grades) and all NAF Supervisors (NF-III, NV-IV, NF-0, CC-V, and NA - all grades)

### 3.2.3. AFSPC Civilian of the Year Annual Awards:

3.2.3.1. Civilian Cat I - YA-1, YB-1, YD-1, YE-1, YH-1, YI-1, YK-1, YL-1 and YM-1; GS (GG) 1 through 8; WG-1 through WG-7; WL-1 through WL- 5; NAF I through NAF II.

3.2.3.2. Civilian Cat II - YA-2, YB 2-3, YD-2, YE 2-3, YH-2, YI 2-3, YK-2, YL 2-3, YM-2; GS (GG) 9 through 13; WG-8 through WG-15; WL-6 through WL-15; NAF III and NAF IV.

3.2.3.3. Civilian Supervisory Cat I - YA-1 and YB-2 (if they carry a SUPV/MGR code), YC-1, YF-1, YJ-1, YN-1; GS-1 through 8; WS-1 through WS-10; NAF III.

3.2.3.4. Civilian Supervisory Cat II - YA-2, YH-2, YD-2, YI 2-3 and YE 2-3 (if they carry a SUPV/MGR code), YC-2, YF-2, YJ 2-3, YN-2; GS-9 through GS-13; WS-11 through WS-14; NAF IV.

3.3. Wing annual award nominees are not limited to previous wing quarterly award winners.

3.4. First sergeants must serve in the position of first sergeant for at least 6 months to be eligible for First Sergeant of the Year.

## 4. Nomination Package Requirements.

4.1. Justification must be submitted electronically on latest version of AF IMT 1206. The most current version in electronic format must be used.

4.2. Use bullet statements under each major heading (see Attachments 5 - 6). Each category must contain at least one bullet statement. No verbiage allowed after major headings.

4.3. Quarterly award package requirements for the Team Robins (5 CCG and wing staff):

4.3.1. Enlisted and officer categories: Packages will consist of the following current AF AMT 1206 version, a single-page SURF, Air Force Fitness Score Sheet, and a Cover Memo signed by the respective Sq or Gp/CC.

4.3.2. Only include accomplishments covering the period of award.

4.3.3. Categories are Airman, NCO, SNCO, CGO, and Civilian.

4.3.4. Military nominations will not exceed 16 lines, including the following headings:

Leadership and Job Performance in Primary Duty (recommend 7 lines)

Significant Self-Improvement (recommend 3 lines)

Base or Community Involvement (recommend 3 lines)

Note: No verbiage authorized after headings

4.3.5. Civilian nominations will not exceed 24 lines, including the following headings:  
Duty Performance (75% or 17 lines) and Other Accomplishments (25% or 5 lines)

4.4. Quarterly award package requirements for 689 CCW (3 CCG, 5 CCG, and Wing Staff):

4.4.1. Enlisted and officer categories: Packages will consist of the following current AF AMT 1206 version, a single-page SURF, Air Force Fitness Score Sheet, and a Cover Memo signed by the respective Sq or Gp/CC.

4.4.2. Only include accomplishments covering the period of award.

4.4.3. Categories are Airman, NCO, SNCO, CGO, and Civilian.

4.4.4. Military nominations will not exceed 13 lines, including the following headings:

Leadership and Job Performance in Primary Duty (6 lines)

Significant Self-Improvement (2 lines)

Base or Community Involvement (2 lines)

Note: No verbiage authorized after headings

4.5. All packages will be scored using a 0, 1, 2 point per bullet scoring with a rank-ordered system.

4.6. Annual award package requirements: The following requirements are applicable to annual awards only. All should be sent electronically to 689 CCW/CCC organizational email. Reference AFI 36-2805, Special Trophies and Awards, para 3.4 and the AFSPC Annual Awards message guidance, sent out annually. Below details some of the required items.

1. AF Form 1206
2. AF Fitness Score Sheet
3. SURF
4. Cover Memo Signed by Sq or Gp/CC
5. Sample biography format limited to one page, single-spaced, typewritten (Atch 7)
6. Sample statement of release signed and dated by the nominee (Atch 8)
7. Sample statement of intent signed and dated by the nominee (Atch 9)
8. One 8x10 official head and shoulder photos in service dress uniform (JPEG)
9. Seven action photos: the photos must be varied (e.g., work, home, family, or hobby photos) and in good taste. Photos must be in JPEG format. Note: Additional instructions may be required by higher headquarters.

## **5. Awards Ceremony**

5.1. The 689 CCW/CCC, 3 and 5 CCG officer and enlisted councils will plan, organize, publicize, and conduct the presentation ceremony. Quarterly awards will be presented during Wing Commanders Call unless otherwise specified.

5.2. The 689th Combat Communications Wing Protocol Office will be responsible for the distribution of invitations to all annual awards contributors.

5.3. The 689th Combat Communications Wing Command Chief's office will be responsible for the posting of award winner's photos at wing headquarters.

## **6. Awards**

6.1. Military quarterly and annual winners will receive various appropriate mementoes, public recognition, and gifts from various sponsors as available.

6.2. Civilian quarterly and annual winners will receive various appropriate mementoes, public recognition, time-off awards (TOA) and Notable Achievement Awards (NAA) and gifts from various sponsors as available. \*Note: Civilian employees must be eligible within regulatory guidelines, AFI 36-1004, to receive time off award.

6.2.1. Quarterly 689 CCW winners will receive up to \$200 NAA and an 8-hour TOA. Annual 689 CCW winners will receive up to \$400 NAA and a 24-hour TOA. Civilians will also receive a wing memento. No additional paperwork will be required from the organization for Wing-awarded NAAs and TOAs. Once the wing recipients are selected by the board, the 689 CCW/CCA will prepare the required documentation to submit to the 689 CCW/CC for approval/signature documenting the NAAs and TOAs. The signed letters will be returned to the ALC/DP office (Robins or Tinker) for processing.

6.2.2. Quarterly Group-level winners, who do not win at Wing level, will receive a maximum NAA in the amount up to \$100. Annual Group-level winners, who do not win at Wing level, will receive a maximum NAA in the amount up to \$200 and a TOA in the amount of 16 hours. Groups will prepare the required documentation to submit to the Group Commander for approval/ signature documenting each NAA and TOA. The signed letters will be returned to the ALC/DP office (Robins or Tinker) for processing.

6.2.3. Squadron and flight civilian award recipients may only be given honorary awards (i.e. plaques, certificates, clocks, etc). Squadron Commanders must ensure that recognition is applied consistently within their respective organizations.

6.2.4. As employees cannot receive duplicate awards for the same contribution, organizations should refrain from awarding group organizational winners until after the 689 CCW winners are announced. If your organizational winners do not win in their categories at the 689 CCW, you may submit those employees as described in paragraph 6.2.2.

6.3. The 689 CCW/FM will provide funding for the various appropriate mementoes.

## **7. On-the-Spot-Awards**

7.1. Superior Performance Coins (Commander and Command Chief Coins)

7.1.1. These coins may be presented to any officer, enlisted, or civilian member recognized by the commander or command chief as a superior performer. This recognition may be determined by the commander or command chief "on-the-spot" or may be the result of a nomination by a member's supervisor.

7.1.2. Any supervisor wishing to nominate a member for presentation of a coin may submit a nomination via e-mail to the commander's aide or the command chief's assistant

(689 CCW/CCCA). The nomination should consist of the name, grade, and organization of the nominee and a brief justification.

7.1.3. The 689 CCW/CCCA is authorized to purchase commander and command chief superior performance coins (coins may/may not be numbered) with operations and maintenance funds, IAW AFI 65-601, *Budget Guidance and Procedures*. The 689 CCW/CCCA is charged with tracking the issuance of each commander's and command chief's coins.

## 8. Wingman Award

8.1. In the Air Force, our Wingman culture is what drives home the value of teamwork and taking care of our fellow Airmen. The "lead" and his/her "wingmen" make a promise, a pledge, and a commitment to mutual obligation. Each affirms to not only take professional responsibility for their individual piece of the mission, but to take personal responsibility in supporting each other to achieve mission assurance.

8.1.1. This award recognizes Airmen (officer, enlisted, or civilian) who, by intervening in the life of another Airman (or Airman's family member), positively impact the Airman's welfare, clearly exhibiting a commitment to our Wingman culture. Some examples may include (but are not limited to) suicide prevention or resolution of high-stress situations (emergency home repairs, family medical emergency, etc).

8.1.2. Any supervisor wishing to nominate a member for a Wingman Award may submit a nomination through their chain of command via e-mail to the Command Chief organizational email account [689ccw.ccc.commch@robins.af.mil](mailto:689ccw.ccc.commch@robins.af.mil). The nomination should consist of the name, grade, and organization of the nominee and the date/timeframe and a brief description of the incident warranting recognition.

8.1.3. The Wing Commander has delegated approval to the Vice Commander and Command Chief and presentation of the Wingman Award to lower-level Commanders (Squadron CC and above). Once approved, the Squadron Commander will recognize the member with a Wingman Award and a certificate authorizing a one-day pass.

8.1.4. The Wing Commander authorizes the 689 CCW/CCCA to purchase and secure Wingman Awards with operations and maintenance funds (using government purchase card) IAW AFI 65-601, Vol I, para 4.29.2. 689 CCW/CCCA will track the issuance of each award.

**9. Other Awards.** Group commanders may establish technical and/or quality-based award programs recognizing individuals in unique specialties who clearly demonstrate exceptional and sustained duty performance, significantly contributing to mission accomplishment. If established, procedures will be outlined in a group or squadron operating instruction and must not duplicate the categories mentioned in this instruction. These procedures will also follow guidance specified in AFI 34-201, Use of Non-appropriated Funds, AFI 36-2805, Special Trophies and Awards, and AFI 65-601, Vol. 1, Budget Guidance and Procedures, where applicable. Nomination procedures in paragraph 2.2.2 of this instruction will be followed to ensure a quality awards programs, recognizing the most deserving individuals. Awards and recognition ceremonies for these programs will be conducted at the group or unit level.

JOSEPH H. SCHERRER, Colonel, USAF  
Commander

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

AFPD 36-28, *Awards and Decorations Programs*

AFI 36-2805, *Special Trophies and Awards*

AFMAN 33-363, *Management of Records*

***Prescribed Forms.*** None

***Adoptive Forms***

AF Form 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**NAA**—Notable Achievement Award

**TOA**—Time off Award

**SURF**—Single Unit Retrieval Form

**OAY**—Outstanding Airmen of the Year

**CGO**—Company Grade Officer

**NCO**—Noncommissioned Officer

**SNCO**—Senior Noncommissioned Officer

## **Attachment 2**

### **BOARD MEMBER GUIDANCE**

**A1.1.** Be familiar with 689 CCWI 36-2802 and ensure strict adherence to this instruction.

**A1.2.** First, review the score sheet. Note what each category is worth, how the points are broken down, and the fact that all accomplishments must have occurred during the award period. Ensure each bullet is in the proper category.

**A1.3.** Finally, find a quiet space and objectively review each package in detail. Judge how important each bullet is, based on your own intellect, experience and common sense. Don't bring in your own knowledge of the person, just the facts contained on the AF IMT 1206 and SURF. Grade each nomination package individually, awarding points based on three factors: the acts performed, their impact, and scope of responsibility. Packages will be scored using a 0, 1, 2 point per bullet scoring with a rank-ordered system. Board members will assign the proper points and rank accordingly. It is important to take notes during the scoring process so you are prepared to openly discuss scoring considerations if the Board President deems necessary. Complete ALL blanks on each score sheet and return completed Awards Board Score Sheets to the 689 CCW Command Chief's organizational email. Also, though you may not know for certain whom the overall category winner is, you may develop a good idea based on the content of the packages and board proceedings. It is your duty to maintain secrecy. Don't tell anyone until AFTER the 689 CCW Commander has officially approved and released awards.

**A1.4.** An important benefit of serving as a board member is the knowledge you'll gain of the process and the ability to improve your group's competitiveness at future boards. Pass this insight on to your group and squadron. Let everyone know how to improve packages in the future.

## OUTSTANDING QTRLY SCORESHEET AMN/NCO/SNCO/CGO

## NOMINATION EVALUATION

[illegible]



## OUTSTANDING QTRLY SCORESHEET

**BOARD MEMBER'S NAME:** \_\_\_\_\_

[illegible]

## Attachment 6

## SAMPLE AF FORM 1206 – MILITARY

NOMINATION FOR AWARD		
AWARD 689 CCW Quarterly Awards Program	CATEGORY (If Applicable) SNCO	AWARD PERIOD 1 Jan 10 - 31 Mar 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/First I. Last	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 3D071/Superintendent, Knowledge Operations	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 472-8689 & COMM: (478) 222-8689	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 689 Combat Communications Wing/CCA / 575 Tenth Street / Robins AFB STE 103 / GA / 31098-2236		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Theresa Giorlando/DSN 472-8689 & CMCL (478)222-8689		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year and so forth.</p> <ul style="list-style-type: none"> <li>- Bullet #1</li> <li>- Bullet #2</li> <li>- Bullet #3</li> <li>- Bullet #4</li> <li>- Bullet #5</li> <li>- Bullet #6</li> </ul>		
<p><b>SIGNIFICANT SELF-IMPROVEMENT</b> Show how the member developed or improved skills related to primary duties; e.g., formal training, career development course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the individual's value as a military member.</p> <ul style="list-style-type: none"> <li>- Bullet #1</li> <li>- Bullet #2</li> </ul>		
<p><b>BASE OR COMMUNITY INVOLVEMENT</b> Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Sunday School Teacher and so forth.</p> <ul style="list-style-type: none"> <li>- Bullet #1</li> <li>- Bullet #2</li> </ul>		
ACRONYMS (List Acronyms)		
<p>*NOTE 1: Justification cannot exceed one side of the AF IMT 1206 for annual awards. For quarterly awards, the maximum number of lines will not exceed 16 lines including headings for Team Robins and 13 lines including headings for 689 CCW.</p> <p>*NOTE 2: The justification must contain specific facts of nominee's contributions during the specific award period only. Achievements of the member should be so outstanding as to highly distinguish the member from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p>		
ENSURE INFORMATION IS INCLUDED UNDER THE PROPER HEADING AND IS ACCURATE.		

## Attachment 7

# SAMPLE AF FORM 1206 - CIVILIAN

NOMINATION FOR AWARD		
AWARD 689 CCW Quarterly Awards Programs	CATEGORY (If Applicable) CIV-Cat II	AWARD PERIOD 1 Jan - 31 Mar 10
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-10 / First I. Last	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE Engineering Specialist	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 468-7002 / COMM: (478) 926-7002	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 689th Combat Communications Wing / XP / 575 10TH ST / ROBINS AFB GA / 31098		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col / Theresa Girolando / DSN: 472-8689 / COMM: (478) 222-8689		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>DUTY PERFORMANCE</b></p> <p>Provide specific accomplishments, which occurred during this inclusive period, addressing each of the following criteria: provide factual and substantiated examples of the nominee's significant performance and achievements above general job requirements that warrant this recognition; describe how well he or she improved operations; highlight any support he or she provided for special projects; explain any other outstanding services he or she provided that benefited the AETC mission. This area accounts for 50 percent of the score. Majority of emphasis/bullets should be in this area. (Approximately 7 lines for quarterly awards.)</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>- Will not exceed 17</p> <p><b>OTHER ACHIEVEMENTS</b></p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>- Will not exceed 5</p> <p><b>ACRONYMS</b></p> <p>*NOTE 1: Justification cannot exceed one side of the AF IMT 1206 for annual awards. For quarterly awards, the maximum number of lines will not exceed 24 lines including headings for Team Robins and for 689 CCW.</p> <p>*NOTE 2: The justification must contain specific facts of nominee's contributions during the specific award period only. Achievements of the member should be so outstanding as to highly distinguish the member from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting a whole-person concept.</p> <p>ENSURE INFORMATION IS INCLUDED UNDER THE PROPER HEADING AND IS ACCURATE.</p>		

**Attachment 8**  
**(SAMPLE BIOGRAPHY)**

SENIOR AIRMAN JOHN Q. DOE

AFSC: 3M031, Service Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE: Limited to one single-spaced typed written narrative (21 lines max). Double-space between name and AFSC. For further guidance, refer to AFI36-2805, *Special Awards and Trophies*, Attachment 2.

**Attachment 9****(SAMPLE STATEMENT OF RELEASE)**

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: SSgt John R. Doe

SUBJECT: 2011 Twelve Outstanding Airmen of the Year Statement of Release

1. I do or do not (circle one) agree to the use of privacy act information in the nomination narrative. This information may include privacy act information or personally identifying information (PII) found in AFI 33-332, privacy act program, chapter 6, disclosing records to third parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph 6.3., and paragraphs 6.4. & 6.8. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment.
2. Disclosure statement: voluntary, if permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.”

JOHN R. DOE, SSgt, USAF  
Cyber Transport Craftsman

**Attachment 10**  
**(SAMPLE STATEMENT OF INTENT)**

MEMORANDUM FOR HQ AFPC/DPSIDR

FROM: SSgt John R. Doe

SUBJECT: 2011 Twelve Outstanding Airmen of the Year Statement of Intent

1. I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection.
2. If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the air force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander or MAJCOM/CCC to travel to any events or venues deemed appropriate which may have a positive impact upon air force recruiting and retention.
3. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.

JOHN R. DOE, SSgt, USAF  
Cyber Transport Craftsman

**Attachment 11****(SAMPLE COMMANDER'S COVER MEMO)**

MEMORANDUM FOR 689 CCW

FROM: Col John R. Doe

SUBJECT: 2011 Twelve Outstanding Airmen of the Year

1. It is my pleasure to nominate the following individuals from the 3/5 CCG.
2. I have reviewed the nominee's records to ensure he/she is of the highest caliber and fitting of the nomination. I have reviewed each members SURF and Records Review RIP to ensure no record of nonjudicial punishment, adverse performance or disciplinary/administrative actions during this nomination period. Additionally, they all meet or exceed all standards in AFI 36-2903, Dress and appearance of the Air Force Personnel, and AFI 36-2905, Fitness Program, if applicable.
3. Please direct any questions or concerns to 1st John Doe, 3/5 CCW/CCE at DSN: 472-8689

JOHN R. DOE, Col, USAF  
Commander

Attachment 12  
(SAMPLE WINGMAN 1-DAY  
PASS)

