

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION  
36-2801**



**23 OCTOBER 2024**

**Personnel**

**ENLISTED, OFFICER, AND  
CIVILIAN AWARDS PROGRAM (PA)**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*. This instruction establishes the responsibilities and procedures for nominating and selecting the 8th Fighter Wing (FW) Airman (Amn), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), Field Grade Officer (FGO), Volunteer, Honor Guard Member, United States (US)/Korean National (KN) Civilian, Dorm of the Quarter, and Team quarterly and annual awards. In addition, this instruction establishes procedures for the 12 Outstanding Airman of the Year (OAY) and the First Sergeant of the Year Programs. It applies to all personnel assigned, attached, or associate units to the 8th Fighter Wing, Kunsan Air Base (AB), Republic of Korea. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, Recommendation for Change of Publication; route the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322 *Records Management and Information Governance Program* and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Numerous changes were accomplished throughout to ensure the most current office information and responsibilities were identified. Additionally, the Quarterly Dormitory Competition was included as part of the 8th Fighter Wings Quarterly Awards Program. It includes responsibilities, nomination, and inspections process.

**1. Objective:** Establish quarterly/annual award procedures and guidelines for 8 FW and participating associate units. This program is to recognize superior performance and outstanding achievement. These guidelines apply to officer, enlisted, and General Service/Korean General Service (GS/KGS) civilian personnel.

**2. Responsibilities:**

**2.1. The 8th Fighter Wing Commander (8 FW/CC):**

2.1.1. Is the authority for 8 FW Awards Program; maintains final selection approval authority or designates representatives as appropriate.

2.1.2. Provides management guidance and direction for wing formal and informal recognition programs.

2.1.3. Provides the resources and funding to support formal wing recognition programs.

2.1.4. Reviews and approves all board recommendations for quarterly and annual award winners.

2.1.5. Serves as the official host for all wing promotion and/or recognition ceremonies.

**2.2. The 8th Fighter Wing Deputy Commander (8 FW/CD):**

2.2.1. Act as the Quarterly and Annual CGO, FGO, Flt/CC, and Civilian Board President as described in Section 8.1.

2.2.2. Provides all Flt/CC, CGO, FGO, and Civilian board recommendations to 8 FW/CC.

2.2.3. Ensures all Quarterly and Annual Award ceremonies are included on the wing calendar.

2.2.4. Assumes 8 FW/CC responsibilities, as appropriate, in their absence and/or as requested (i.e., Board President).

**2.3. The 8th Fighter Wing Command Chief Master Sergeant (8 FW/CCC):**

2.3.1. Provides Management oversight and acts as advisor for wing recognition programs.

2.3.2. Acts as the Quarterly and Annual Amn, NCO, SNCO, First Sergeant, Volunteer, and Team Board President as described in Section 8.1.

2.3.3. Provides all enlisted and volunteer board results with recommendations to 8 FW/CC.

2.3.4. Notify all Group/CCC of Quarterly Dorm inspection suspense dates.

2.3.4.1. Ensure all rooms are inspected and superior performers are highlighted.

2.3.4.2. Complete dorm of the quarter final inspections.

**2.4. The 8th Fighter Wing Executive Administration (8 FW/CCEA):**

2.4.1. Establishes all quarterly and annual awards suspense dates for the 8th Fighter Wing. Specific dates are to be publicized by the 8 FW/CCC on an annual basis.

2.4.2. Determines board composition for wing quarterly and annual enlisted, officer, team, volunteer, and civilian categories and provides award packages to assigned board members.

2.4.3. Coordinates with the 8th Fighter Wing Public Affairs (8 FW/PA) to have individual photos made of each winner for posting at the 8 FW building.

2.4.4. Coordinates with 8th Fighter Wing Staff Agency Resource Advisor (8 WSA/RA) to procure award plaques using Special Morale and Welfare (SM+W) funds.

2.4.5. Coordinates with 8th Fighter Wing Protocol (8 FW/CCP) to the quarterly/annual ceremony or banquet.

2.4.6. Maintains awareness of program to discuss program status with 8 FW/CCC, as required.

2.4.7. Creates Task Management Tool (TMT) tasker requesting board members for the following categories: Amn, NCO, SNCO, CGO, FGO, Flt/CC, Honor Guard Member, Volunteer, Team, and Civilian. TMT tasker should specify what ranks are required for each board IAW Section 8.1 as well as specify to send names of board members to 8 FW/CCCE.

**2.5. The 8th Fighter Wing Public Affairs (8 FW/PA):**

2.5.1. Publicizes the quarterly awards ceremony and the annual awards banquet.

2.5.2. Ensure awards program and the winners of each category receive the widest publicity coverage through all media available (i.e., Social Media Platforms, Commanders Access Channel, and the Armed Forces Network).

**2.6. The 8th Fighter Wing Protocol (8 FW/CCP):**

2.6.1. Prepares and send invitations and receive Please Respond (RSVP)s for all general officers, colonels, command chiefs, group senior enlisted leaders and distinguished visitors for each award event.

2.6.2. Coordinates reservations and seating for all general officers, colonels, command chiefs, group senior enlisted leaders and distinguished visitors for all award events.

2.6.3. Reviews scripts for wing award ceremonies for conformity with proper customs, courtesies, and protocol.

**2.7. Group/Commanders/ Senior Enlisted Leaders /Executives:**

2.7.1. Manage their Group/Wing Staff Agencies (WSA) level dorm of the quarter, quarterly, and annual awards programs for enlisted, officers, and civilians.

2.7.2. Email Group winners' DAF Form 1206s, *Nomination for Award*, to the 8 FW/CCEA organizational box and notify the 8 FW/CCEA of completion.

2.7.3. Notify 8 FW/CCEA via electronic mail the names of the chosen board representatives.

2.7.4. Will inspect dorms during the last week of the quarter and notify 8 FW/CCC of the Group nominee.

**3. Eligibility- Nominees must meet the following criteria:**

3.1. Nominate individuals in a category by the rank they held for majority of the period of award (> 45 days for quarterly awards, > 120 days for annual awards).

3.1.1. Must be assigned or attached to the 8 FW for administrative purposes and be selected by their respective group commanders. There is no time on station requirements to be eligible for annual & quarterly awards, but members must only be nominated by one unit. Specific achievements and accomplishments must have occurred during the quarter/year in which the nomination is submitted.

3.1.2. Military members must not have had any quality force issues that would bring discredit to the award.

3.1.3. Military members must meet fitness standards per Department of the Air Force Manual (DAFMAN) 36-2905, *Department of the Air Force Physical Fitness Program*, at the time of submission and must not have had a failure or been non-compliant at any time during the award period.

3.1.4. Enlisted members must possess an Air Force Specialty Code (AFSC) skill level commensurate with grade or have demonstrated outstanding performance in an approved retraining program during the award period.

3.1.5. First Sergeants must have held the 8F000 AFSC for a minimum of 6 months during the award period for annual awards.

3.1.6. There is no time on station requirements for civilian awards.

3.1.7. Civilians must have no disciplinary action, unsatisfactory performance appraisals, or incidents of discreditable nature during the award period.

### 3.2. **Military:**

3.2.1. Amn of the Quarter and Amn of the Year; Enlisted in the grades of E-1 through E-4.

3.2.2. NCO of the Quarter and NCO of the Year; Enlisted in the grades of E-5 and E-6.

3.2.3. SNCO of the Quarter and SNCO of the Year; Enlisted in the grades of E-7 and E-8.

3.2.4. Honor Guard Member of the Quarter and Honor Guard Member of the Year.

3.2.5. First Sergeant of the Year; who possess the 8F000 AFSC.

3.2.6. CGO of the Quarter and CGO of the Year; officers in the grades of O-1 through O-3.

3.2.7. FGO of the Quarter and FGO of the Year; officers in the grades of O-4 and O-5 (excluding Squadron Commanders).

3.2.8. Flt/CC of the Quarter and Flt/CC of the Year; officers in the grades of O-1 through O-4.

3.2.9. Dorm of the Quarter; Enlisted in the grades of E-1 through E-4.

3.2.10. Additional categories, such as Pilot awards, as deemed by the 8 FW/CC, may be added.

### 3.3. **Civilian:**

3.3.1. Category I of the Quarter and Category I of the Year: GS/GG-6, KGS-6, NF-I to NFII and below.

3.3.2. Category II of the Quarter and Category II of the Year: GS/GG-7 to GS/GG-10, KGS-7 to KGS-10, or NF-III equivalent.

3.3.3. Category III of the Quarter and Category III of the Year: GS/GG-11 to GS/GG-14, KGS-11-12, or NF-IV equivalent.

#### 3.4. **Military or Civilian:**

3.4.1. Volunteer of the Quarter and Volunteer of the Year.

3.4.2. Team of the Quarter and Team of the Year: Military or DoD civilian. Teams must consist of a minimum of 3 eligible candidates in any rank and status: including special project teams or lower-level units (i.e., flight, section, element).

3.4.3. Additional categories as deemed by the 8 FW/CC may be added (Nominations are submitted on a case by case to the 8 FW/CCEA. The DAF Form 1206 will be in narrative format).

#### 4. **Recognition Periods:**

4.1. Recognition period: 1 January through 31 March (1st Quarter)

4.2. Recognition period: 1 April through 30 June (2nd Quarter)

4.3. Recognition period: 1 July through 30 September (3rd Quarter)

4.4. Recognition period: 1 October through 31 December (4th Quarter)

4.5. Recognition period: 1 January through 31 December (Annual)

#### 5. **Award Nominations:**

5.1. For quarterly and annual awards, each group and WSA may submit no more than one nominee for each category.

5.2. Format for Nominations: Document nominations on the most current version of DAF Form

1206. Write nominations using performance statements in 12-point font on the front side of the form only. Nominations are limited to the headers and number of lines outlined in **Table 1**. Additionally, First Sergeant of the Year nominations are written IAW DAFMAN 36-2806, *Military Awards: Criteria and Procedures*.

5.3. Acronyms and Abbreviations: Common acronyms and abbreviations may be used as long as the meaning is clear. Refer to the following website for a list of approved acronyms & abbreviations: <https://www.afpc.af.mil/Career-Management/Acronyms/>.

**Note:** For enlisted annual awards, the 8 FW will follow formatting guidance provided by Pacific Air Forces (PACAF) headquarters.

**Table 1. Required Nomination Headings and lines (Quarterly and Annual).**

<b>HEADINGS</b>	<b>Quarterly</b>	<b>Annual</b>
<b>AMN, NCO, SNCO, CGO, CAT I II &amp; III</b>		
Leadership and Job Performance in Primary Duty	8	18
Whole Airman Concept	2	6
<b>FLT CC</b>		
Leadership and Job Performance in Primary Duties	8	12
Whole Amn Concept	4	4
<b>FGO &amp; Team</b>		
Ready to Fight Tonight	3	6
Strengthen the US-ROK Alliance	3	6
Develop Diverse & Innovative Leaders	3	6
Care for our Airmen and Families	2	2
<b>First Sergeant</b>		
Impact on Unit Mission Readiness and Execution	N/A	12
Fostering Resilience in Teams & Community	N/A	6
Developing Self and Others	N/A	6
<b>Honor Guard</b>		
Leadership and Job Performance in Honor Guard Duties	8	18
Significant Self-Improvement to Military Funeral Honors & Operations	4	6
<b>Volunteer</b>		
Significant Volunteer Accomplishments	10	15

**6. Package Submission.**

6.1. All packages will be submitted to the 8 FW/CCEA according to the wing suspense. Any packages not submitted by suspense will not be considered.

6.2. Honor Guard packages will be nominated within the Honor Guard and submitted to the 8 FW/CCEA by the Honor Guard Program Manager or 8th Force Support Squadron (8 FSS) Senior Enlisted Leader (SEL).

6.3. Instructor Pilot, Flight Lead, and Wingman packages will be nominated within the 8th Operations Group (8 OG) and submitted to the 8 FW/CCEA.

6.4. The nomination packages will include the following:

6.4.1. Completed DAF Form 1206.

6.4.2. First Sergeants will annotate completion of a review of the nominee's personnel information file on the DAF Form 1206 (military only).

**7. Evaluation Boards.**

7.1. Evaluation boards will meet in-person to evaluate and discuss nominations. If the circumstances prevent an in-person meeting, evaluation boards may be conducted electronically. All board members will be coordinated through the 8 FW/CCEA. Board membership will be comprised of:

- 7.1.1. AMN, NCO, and SNCO: 8 FW/CCC as board president and Group/CCCs, as well as the WSA SEL (see **NOTE**).
- 7.1.2. CGO: 8th Fighter Wing Director of Staff (8 FW/DS) as board president and one FGO from each group and WSA and will provide recommendation to the 8 FW/CD.
- 7.1.3. FGO: 8 FW/DS as board president and four group commanders.
- 7.1.4. Flt/CC: 8 FW/DS as board president and four group commanders.
- 7.1.5. Civilian: 8 FW/DS as board president and one FGO from each group and WSA. 8 FSS Civilian Personnel Office (CPO) representative that will serve as a facilitator and not voting member. CPO will also validate GS/KGS Category.
- 7.1.6. Volunteer: Rotation schedule First Sergeant (CCF) (8F000) as board president and one SNCO from each group.
- 7.1.7. Team: 8 FW/CCC as board president and either one SNCO from each group and WSA.
- 7.1.8. First Sergeant (annual only): 8 FW/CCC as board president, Group/CCCs and the WSA SEL. **NOTE:** If a Group Chief/SEL is absent, another Chief within the group may fill in.

## **8. Procedures for Selecting a Board Recommendation.**

8.1. Board members will review each package together in-person, virtually, or electronically and score each section based solely on the information on the members DAF 1206. Each nominee's total score will be calculated to determine relative ranking with the other nominees. Board members will annotate their rankings on their score sheet, sign and return it to the board president. Board members are encouraged to discuss the points/rankings and attempt to resolve any ties. Board members will not score their own group. If a tie cannot be broken by the voting members, the board president will break the tie.

8.2. The board president's rankings will only be used in the event of a tie. The board president will review each package and score accordingly. The board president will use the Board President Score Sheet. The board president may only use the ranking the board members have assigned to the nominees. The rankings will be totaled, and the recommendations forwarded to the 8 FW/CC for final selection. **NOTE:** 8 FW/CC is the authority for 8 FW Awards Program and maintains final selection approval authority or designates a representative as appropriate.

## **9. Dorm of the Quarter Inspection Process.**

9.1. Each group will be responsible for completing every dorm room inspection for all Airman Basic (AB) through Senior Airman (SrA) Assigned. First Sergeants or SELs will coordinate inspections and facilitate when necessary. First Sergeants or SELs will consolidate superior performers for their squadrons and groups and ensure that information is passed to 8 FW/CCC prior to the suspense date.

## **10. Recognition.**

10.1. All group and wing staff winners will be recognized at a quarterly/annual recognition ceremony.

10.2. The 8 FW military annual winners will automatically represent the wing as our nominees for the 12 OAY Award Program and will compete at the next level.

10.3. Recognition Program Funding. The purchase of awards, coins and medallions may be purchased using operations and maintenance funds IAW DAFI 65-601V1, *Budget Guidance and Procedures*.

**11. Ceremonial Venues.** All 8 FW quarterly and annual award ceremonies are official functions and are hosted by the 8 FW/CC.

PETER E. KASARSKIS, Colonel, USAF  
Commander

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

DAFPD 36-28, *Awards Program*, 2 June 2023

DAFMAN36-2905, *Air Force Physical Fitness Program*, 21 April 2022

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 18 January 2024

DAFI65-601V1, *Budget Guidance and Procedures*, 22 June 2022

AFI33-322, *Records Management and Information Governance Program*, 23 March 2020

***Adopted Forms***

AF Form 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AB**—Air Base/Airman Basic

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

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

**AFSC**—Air Force Specialty Code

**AMN**—Airman

**CCF**—First Sergeant

**CGO**—Company Grade Officer

**CPO**—Civilian Personnel Office

**DAFPD**—Department of the Air Force Policy Directive

**DAFMAN**—Department of the Air Force Manual

**FGO**—Field Grade Officer

**FW**—Fighter Wing

**GS**—General Service

**IAW**—In Accordance With

**KGS**—Korean General Service

**KN**—Korean National

**NCO**—Noncommissioned Officer

**OAY**—Outstanding Airman of the Year

**OPR**—Office of Primary Responsibility/Officer Performance Report

**PACAF**—Pacific Air Force

**RDS**—Records Disposition Schedule

**RSVP**—**Répondez s’il**—vous-plaît (Please Respond)

**SEL**—Senior Enlisted Leader

**SM+W**—Special Morale and Welfare

**SNCO**—Senior Noncommissioned Officer

**SrA**—Senior Airman

**TMT**—Task Management Tool

**US**—United States

**WSA**—Wing Staff Agency

**8FW/CC**—8th Fighter Wing Commander

**8 FW/CD**—8th Fighter Wing Deputy Commander

**8 FW/CCC**—8th Fighter Wing Command Chief Master Sergeant

**8 FW/CCEA**—8th Fighter Wing Executive Administration

**8 FW/PA**—8th Fighter Wing Public Affairs

**8 WSA/RA**—8th Fighter Wing Staff Agency Resource Advisor

**8 FW/CCP**—8th Fighter Wing Protocol

**8 OG**—8th Operations Group

**8 FW/DS**—8th Fighter Wing Director of Staff