

**BY ORDER OF THE COMMANDER
96TH TEST WING**

**96TH TEST WING INSTRUCTION
36-2806**



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Personnel

**96TH TEST WING
RECOGNITION PROGRAM**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*. This instruction has been completely rewritten and must be reviewed in its entirety. This instruction describes procedures to align the units' recognition programs, and the 96th Test Wing (TW) Annual Excellence Awards. It applies to all units within 96 TW. This instruction does not apply to the Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. It applies to all active duty Air Force (AF), and civilian employees paid through appropriated and non-appropriated funds. It outlines how to nominate deserving individuals or units for these awards. Submit recommendations for improvements and/or changes in writing to 96 TW Awards Workflow, 96tw.awardsworkflow@us.af.mil. 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. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Form 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) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. It supersedes 96 TWI 36-2805, *96th Test Wing Recognition Program*. Major changes include addition of quarterly award team categories, board composition structure, and nomination package requirements.

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Chapter 1

GENERAL INFORMATION

1.1. Overview. Each organization under the 96 TW (to include Wing Staff Agency organizations) will administer a quarterly and an annual awards program designed to recognize the superior performance and outstanding achievements of all assigned personnel.

1.2. Responsibilities.

1.2.1. Organization's Commander (CC) or designee will:

1.2.1.1. Promote active involvement at all levels to ensure an effective, viable and equitable nomination and selection process.

1.2.1.2. Receive all board results and be the final approval/public release authority for all selections.

1.2.1.3. Oversee the appropriate selection of mementos for personnel recognition.

1.2.1.4. Recognize all award winners at an appropriate ceremony.

1.2.2. Organization's Deputy Commander (CD), Vice Director (DV), Deputy Director (DD), Director of Operations (DO) or designee will:

1.2.2.1. Ensure officer, enlisted and civilian board members are selected and that fair and accurate processes are used.

1.2.2.2. Ensure eligible award recipient packages are forwarded for higher level competition consideration.

1.2.2.3. Serve as, or nominate suitable candidate to serve as, Officer, and/or Civilian Board President.

1.2.3. Organization's Senior Enlisted Leader (SEL) or designee will:

1.2.3.1. Oversee the organization's award program.

1.2.3.2. Ensure board members are selected and that fair and accurate processes are used.

1.2.3.3. Serve as or appoint Board President for each Enlisted Board.

1.2.4. The organization's awards program Point of Contact (POC) or designee will:

1.2.4.1. Work with Board Presidents or designees to schedule board times and locations.

1.2.4.2. Schedule, appoint, notify, and administer selection boards.

1.2.4.3. Suspend each subordinate unit for nomination packages and member selections for the awards boards.

1.2.4.4. Collect nomination packages and prepare documentation for the Board President.

1.2.4.5. Collect board scores from all board members and compile the information for each Board President.

1.2.5. First Sergeants will:

1.2.5.1. Coordinate to ensure thorough quality force review is accomplished, and eliminate those submissions with quality force indicators.

1.2.5.2. Act as the coordinating agent to schedule the Quarterly/Annual Award ceremonies.

1.2.6. Organization's Board President will:

1.2.6.1. Review [Attachment 4](#), Board President Guide, and ensure all board members have reviewed [Attachment 5](#), Board Member Guide.

1.2.6.2. Ensure all nominations are given fair and equitable consideration.

1.2.6.3. Brief all board members to consider each nominee's actions in comparison to their duty expectations. Example: SrA Jones, from the Medical Group, saved an individual's life in the performance of his/her duties, versus SrA Smith, from Force Support Squadron, saved an individual's life on his/her way home from work, which does not fall under SrA Smith's job requirements.

1.2.6.4. Review each board member's ranking and compiled scores.

1.2.6.5. Oversee, review, and resolve all splits and monitor the recognition board process. Determine if a physical board is needed.

1.2.6.6. Advise Board Members not to reveal board proceedings or results prior to Commander approval announcement.

1.2.6.7. Compile any feedback on packages and forward to the 96 TW Awards Workflow.

1.2.7. Organizational Board Members will:

1.2.7.1. Follow the instructions provided by their respective awards POCs and Board President and retrieve packages and score sheets for their categories.

1.2.7.2. Evaluate and score each nomination package on the whole-person concept and rank the packages (1 through the total number of packages evaluated) based on their score. No ties are allowed; the Board Member must decide which nomination package to rate higher.

1.2.7.3. Discuss all significant differences in scoring as determined by the board.

1.2.7.4. Maintain the confidentiality of the results, but use lessons learned to help mentor others and strengthen future unit submissions.

1.2.8. 96 TW Command Chief (96 TW/CCC) will:

1.2.8.1. Designate a 96 TW Awards Program Manager.

1.2.8.2. Ensure an appropriate awards ceremony is organized for each quarterly and annual awards to recognize all nominees and present award recipients with memento. The 96 TW/CCC is responsible for selecting the project officers and selecting the memento. The Wing Awards Program Manager is responsible for procuring the wing memento.

1.2.9. Quarterly Awards POC will: Organize Quarterly Awards Ceremony by collecting names of nominees and winners, verify wing leader attendance, route script to 96 TW/CCE and 96 TW Protocol for review, and set up location for the ceremony.

1.3. Submission Timelines. The 96 TW/CCC will post suspense dates for the award programs annually. Award packages are due to the 96 TW Awards Program SharePoint site by the established suspense date. Late submissions will not be accepted. Extensions will only be granted for extenuating circumstances and will be handled on a case-by-case basis. Final approval authority for granting extensions is the 96 TW Command Chief.

1.4. Recognition of Award Winners.

1.4.1. All individual category award winners will be recognized at an award ceremony and are eligible for time off awards (TOAs) or monetary awards based on the highest level at which they won an award as listed in **Table 1.1**. This does not apply to functional and other recognition programs, refer to those individual programs separately. Team category award winners are not eligible for TOAs or monetary awards.

1.4.2. Annual award winners have an opportunity to participate in a one-time incentive flight. Incentive flight requests will be submitted on 96 TW Form 401 and approved by the 96 TW/CC.

Table 1.1. Individual Quarterly/Annual Award Winners Time Off Award and Special Passes.

Level	Quarterly Winners	Annual Winners
Squadron	Civilian ¹ : 1-day TOA or \$150 Military ² : 1-day pass	Civilian ¹ : 2-day TOA or \$300 Military ² : 2-day pass
Group/WSA	Civilian ¹ : 2-day TOA or \$500 Military ² : 2-day pass	Civilian ¹ : 3-day TOA or \$750 Military ² : 3-day pass
Wing	Civilian ¹ : 3-day TOA or \$750 Military ² : 3-day pass	Civilian ¹ : 4-day TOA or \$1500 Military ² : 4-day pass
Center		Civilian ¹ : 5-day TOA or \$2000 Military ² : 5-days (one 2-day pass for wing level + one 3-day pass for AFTC award)
Command		Civilian ¹ : 5-day TOA or \$2500 Military ² : 6-days (one 3-day pass for AFTC award + one 3-day pass for AFMC award)

Notes:

1. The amount of time awarded for a 1-day TOA is defined by the full-time civilian employee's typical work schedule but will not exceed 9 hours. To accommodate for employees on uncommon tour of duties, such as firefighters whose work schedules are 24-hour days, then the award be 24 hours, which is equivalent to one day for such employees. One (1) personnel action is not to exceed 40 hours IAW Department of Defense Instruction (DoDI) 1400.25V451_DAFI36-1004, *Civilian Recognition Program*, Enclosure 3. The Civilian Award winner will convey their choice of TOA or monetary award to their supervisor. The supervisor will pass along the information to the organization's Human Resource Liaison (HRL)/Unit Program Coordinator (UPC) and will ensure a Request for Personnel Action (RPA) is completed for each civilian award recipient. Award recipients will

receive only the last level achieved when given a TOA or monetary award. All potential monetary awards listed in this table are subject to the availability of funds.

2. Military passes must be coordinated with immediate supervisor approval and must be taken IAW Department of the Air Force Instruction (DAFI) 36-3003, *Military Leave Program*, Chapter 4.

Chapter 2

QUARTERLY AWARDS PROGRAM

2.1. Quarterly Awards Consideration Periods.

- 2.1.1. 1st Quarter. 1 January through 31 March.
- 2.1.2. 2nd Quarter. 1 April through 30 June.
- 2.1.3. 3rd Quarter. 1 July through 30 September.
- 2.1.4. 4th Quarter. 1 October through 31 December.

2.2. Eligibility. All groups that fall under the 96 TW, to include 96 TW Agencies, may submit one nominee per category for consideration under the 96 TW Quarterly Awards Program as listed in [Table 2.1](#).

2.2.1. Who may be submitted as a nominee:

2.2.1.1. Nominees must be assigned to the 96 TW, to include Geographically Separated Units (GSU), for a minimum of half the award period.

2.2.1.2. Nominees will compete in the grade category in which they served the majority of the award period. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member would compete in the Airman of the Quarter category.

2.2.2. Who may not be submitted as a nominee:

2.2.2.1. Major and CMSgt selects are ineligible for Company Grade Officer (CGO)/Senior Noncommissioned Officer (SNCO) quarterly awards.

2.2.2.2. Personnel who have reported negative quality force indicators during any portion of the award period are ineligible. Negative quality force indicators include, but are not limited to, an Unfavorable Information File, failed official Air Force fitness assessment or any disciplinary action.

2.2.2.3. Anyone who is or was considered for an equivalent award from another organization (i.e., deployed location) or other unit recently PCS'd from.

Table 2.1. Quarterly Awards Categories.

Category	Eligibility
Airman	Airman Basic – Senior Airman (E-1 – E-4)
Noncommissioned Officer	Staff Sergeant – Technical Sergeant (E-5 – E-6)
Senior Noncommissioned Officer	Master Sergeant – Senior Master Sergeant (E-7 – E-8)
Company Grade Officer	Second Lieutenant – Captain (O-1 – O-3)
Civilian Category I	APF GS-01 to GS-08; Federal Wage System WG-01 to WG-06, WL-01 to WL-04; NAF Pay Band I to Pay Band II; Acq Demo NH-I, NJ-I to NJ-II and NK-I to NK-II
Civilian Category II	APF GS-09 to GS-12; Federal Wage System WG-07 to WG-15, WL-05 to WL-15, WS-01 to WS-14; NAF Pay Band III; Acq Demo NH-II, NJ-III and NK-III
Civilian Category III	APF GS-13 to GS-14; Federal Wage System WS-15 and WS-16; NAF Pay Band IV to Pay Band V; Acq Demo NH-III, NH-IV, and NJ-IV
Small Team	A team consisting of two or more (not more than 25) employees (military, civilian, or any combination thereof) working on a common project. Additionally, teams assembled for a specific task may also be considered.
Large Team	A team consisting of more than 25 employees (military, civilian, or any combination thereof). Additionally, entire squadrons can be recognized for significant accomplishments within the award period.
Honor Guardsman of the Quarter	Enlisted members in the rank of AB through TSgt. The Honor Guard (HG) Program Manager oversees this award and process in coordination with the 96 TW/CCC. The HG award winner will be recognized at the wing awards ceremony.

2.3. Nomination Package Requirements. Nominations not adhering to established formats will be returned to the nominating unit. Nomination packages will include:

2.3.1. File naming convention. Consideration Period-Category-Last Name-1206-Organization. Example: 4Q22-SNCO-Jones-1206-96MSG

2.3.2. AF Form 1206, Nomination for Award. Nominations must be comprised of current award period achievements only. Nominations may not include accomplishments from outside the current awards period; i.e., an accomplishment started and completed in March (first quarter) may not be included in the nomination package for the April-June (second quarter) award period. In the case of accomplishments initiated in one award period and concluded in another, the nominating supervisor may determine which award period to use. However, the accomplishments can only be submitted once.

2.3.2.1. Nominations will be written in narrative-style performance statements. Each performance statement must be in sentence format, that includes (1) action and (2) at least one the following: impact or results/outcome. A performance statement should be written in past tense, active voice narrative (same style as decorations) and should contain proper grammar, approved acronyms/abbreviations, should be in plain language and have good readability/organization. Grading is not determined based on number of lines; the content is what matters. White space is both expected and accepted. Headings are required, must be capitalized, and must be verbatim as stated below. Information on performance statements is located at: (<https://www.afpc.af.mil/Career-Management/Awards/>).

2.3.2.2. Nominations for Amn, NCO, SNCO, and Civilian Categories I through III will not exceed 15 typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following two headings:

2.3.2.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Four (4) performance statements, not to exceed 10 lines, not including header. Describe significant accomplishments and how well the member performed assigned primary and additional duties. Include efforts to lead and produce timely, high quality/quantity mission-oriented results. 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; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, Major Command (MAJCOM), and 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.

2.3.2.2.2. WHOLE AIRMAN CONCEPT: One (1) performance statement, not to exceed 3 lines, not including header. Consider the member's personal and professional development (the effort the member devoted to improving themselves and their work center/unit through education and involvement), representation of the Air Force Core Values (how well the member adopts, internalizes, and demonstrates our Core Values of Integrity First, Service Before Self, and Excellence in All We Do), and Esprit De Corps and community relations (how well the member promotes camaraderie, embraces Esprit De Corps, and acts as a Department of Air Force ambassador).

2.3.2.3. Nominations for officer categories will not exceed 15 typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following two headings:

2.3.2.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Four (4) performance statements, not to exceed 10 lines, not including header. Describe significant accomplishments and how well the member performed primary and additional duties. Define the scope of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that had a positive impact. Show how the member developed improved skills related to primary duty. Include results of inspections or evaluations and awards received.

2.3.2.3.2. **INNOVATION:** One (1) performance statement, not to exceed 3 lines, not including header. Demonstrate how the member showed creativity in developing a new product, process, or service to meet new/current mission requirements or customer needs. The innovation should directly result in tangible mission impacts such as cost savings/avoidance, improved readiness or mission effectiveness, and/or reduced workload, as examples.

2.3.2.4. Nominations for team categories will not exceed 15 typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following two headings:

2.3.2.4.1. **TEAM CHARACTER:** One (1) performance statement, not to exceed 3 lines, not including header. Describe the team's mission and scope during the consideration period. This statement is designed to introduce the team's task and purpose and is not graded.

2.3.2.4.2. **ACCOMPLISHMENTS:** Four (4) performance statements, not to exceed 10 lines, not including header. Describe significant team accomplishments, actions, impacts, results, or improvements to include how well the team performed chartered duties.

2.3.2.5. Acronyms. Performance statements avoid using acronyms and abbreviations. However, if used, acronyms and abbreviations are restricted to those on the approved Air Force Acronym and Abbreviation List, unless noted by an approved category: (<https://www.afpc.af.mil/Career-Management/Acronyms/>). Inclusion on this list does not imply the acronym or abbreviation must be used; the default should be to spell out within performance statements. Only utilize those identified on the approved Air Force Acronym and Abbreviation List, unless noted by an approved category.

2.3.3. An action shot of the nominee in their work environment (military in uniform).

2.3.4. A nominee information form.

2.3.5. Military member's current Single Unit Retrieval Format (SURF) and current and passing Physical Fitness report must be vetted at the Squadron and Group prior to submission to the Wing (not required when submitting final package to the Wing).

2.4. Quarterly Awards Recognition Boards Composition.

2.4.1. **Amn Board.** (1) MSgt will serve as board president. Board members will be composed of a NCO from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, and WSA.

2.4.2. **NCO Board.** (1) CMSgt will serve as board president. Board members will be composed of a SNCO from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, and WSA.

2.4.3. **SNCO Board.** The 96 TW/CCC or designated CMSgt will serve as board president. Board members will be composed of a CMSgt or SEL from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, and WSA.

2.4.4. **CGO Board.** The 96 TW/CV or designee will serve as board president. Board members will be composed of a Commander or Deputy Commander from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, and WSA.

2.4.5. Civilian Category I Board. (1) GS-13 or above as board president. Board members will be composed of civilian personnel in the grade APF GS-09 to GS-12; Federal Wage System WG-07 to WG-15, WL-05 to WL-15, WS-01 to WS-14; NAF Pay Band III; Acq Demo NH-II, NJ-III and NK-III from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

2.4.6. Civilian Category II Board. (1) Group Deputy, Civilian Deputy, or designated representative as board president. Board members will be composed of civilian personnel in the grade APF GS-13 to GS-14; Federal Wage System WS-15 and WS-16; NAF Pay Band IV to Pay Band V; Acq Demo NH-III, NH-IV, and NJ-IV from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

2.4.7. Civilian Category III Board. The 96 TW/DV or designee will serve as board president. Board members will be composed of a Group Deputy, Civilian Deputy, or designated representative from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

2.4.8. Team Boards. The 96 TW/CV or designee will serve as board president. Board members will be composed of a CGO from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

2.4.9. Honor Guardsman Board. The Honor Guard SEL will assign nomination packages to designated NCOs or SNCOs for review.

Chapter 3

ANNUAL AWARDS PROGRAM

3.1. Overview.

3.1.1. The 96 TW will administer the annual awards program designed to recognize the superior performance and outstanding achievement of assigned personnel. Annual award winners at the group and equivalent level will compete in the 96 TW Annual Awards Program.

3.1.2. In addition to recognizing and rewarding the long-term achievements of top military and civilian employees, the annual awards program is designed to determine nominees for Test Center, MAJCOM, and AF-level awards to include the Air Force Test Center (AFTC)/Air Force Materiel Command (AFMC) AMN, NCO, SNCO, First Sergeant, CGO and FGO of the Year, and the AF Twelve Outstanding Airmen of the Year (12 OAY), Key Spouse, Volunteer Excellence Award, Honor Guardsman of the Year, Small Team and Large Team Award. Programs may run concurrent with shared boards, or may be managed separately.

3.2. Annual Awards Consideration Period. Inclusively from 1 January - 31 December.

3.3. Eligibility. All groups that fall under the 96 TW, to include 96 TW Agencies, may submit one nominee per category for consideration under the 96 TW Annual Awards Program as listed in [Table 3.1](#).

3.3.1. Who may be submitted as a nominee:

3.3.1.1. Nominees must be assigned to the 96 TW, to include GSU, for a minimum of half the award period. Deployed members may be nominated for annual awards regardless of deployment length as deployed locations typically do not have annual award programs.

3.3.1.2. Nominees will compete in the grade category in which they served the majority of the award period. For example, if a member was a Senior Airman for 182 days or more during the year and then promoted to Staff Sergeant, the member would compete in the Airman of the Year category.

3.3.1.3. First Sergeant of the Year nominees must have served in the First Sergeant Special Duty Identifier (8F000) for at least 182 days or more during the year of the award period.

3.3.2. Who may not be submitted as a nominee: Personnel who have negative quality force indicators during any portion of the award period are ineligible. Negative quality force indicators include, but are not limited to, an Unfavorable Information File, failed official Air Force fitness assessment or any disciplinary action.

Table 3.1. Annual Awards Categories.

Category	Eligibility
Airman	Airman Basic – Senior Airman (E-1 – E-4)
Noncommissioned Officer	Staff Sergeant – Technical Sergeant (E-5 – E-6)
Senior Noncommissioned Officer	Master Sergeant – Senior Master Sergeant (E-7 – E-8)
Company Grade Officer	Second Lieutenant – Captain (O-1 – O-3)
Field Grade Officer	Major – Lieutenant Colonel (O-4 – O-5)
Civilian Category I	APF GS-01 to GS-08; Federal Wage System WG-01 to WG-06, WL-01 to WL-04; NAF Pay Band I to Pay Band II; Acq Demo NH-I, NJ-I to NJ-II and NK-I to NK-II
Civilian Category II	APF GS-09 to GS-12; Federal Wage System WG-07 to WG-15, WL-05 to WL-15, WS-01 to WS-14; NAF Pay Band III; Acq Demo NH-II, NJ-III and NK-III
Civilian Category III	APF GS-13 to GS-14; Federal Wage System WS-15 and WS-16; NAF Pay Band IV to Pay Band V; Acq Demo NH-III, NH-IV, and NJ-IV
Small Team of the Year	A team consisting of two or more (not more than 25) employees (military, civilian, or any combination thereof) working on a common project. Additionally, teams assembled for a specific task may also be considered.
Large Team of the Year	A team consisting of more than 25 employees (military, civilian, or any combination thereof). Additionally, entire squadrons can be recognized for significant accomplishments within the award period.
Honor Guardsman of the Year	Enlisted members in the rank of AB through TSgt. The Honor Guard (HG) Program Manager oversees this award and process in coordination with the 96 TW/CCC. The HG award winner will be recognized at the wing awards ceremony. See Chapter 6.
First Sergeant of the Year	MSgt thru CMSgt serving in the First Sergeant Special Duty Identifier (8F000).
Key Spouse of the Year	Appointed Key Spouse within the 96 TW. See Chapter 4.
Volunteer Excellence Award	All federal civilian, family members, military retirees, as well as federal retirees, who have performed outstanding volunteer community service of a sustained, direct, and consequential nature. Reference DAFI 36-3009, <i>Military & Family Readiness Centers</i> , Attachment 2.

3.4. Nomination Package Requirements. Nominations not adhering to established formats will be returned to the nominating unit. Nomination packages will include:

3.4.1. File naming convention. Center-Consideration Period-Last Name-1206-Organization.
Example: AFTC-2022_Annual-Jones-1206-96MSG

3.4.2. AF Form 1206, Nomination for Award. All award submissions must be comprised of current award period achievements only. Nominations will be written in narrative-style performance statements. Information on performance statements is located at: (<https://www.afpc.af.mil/Career-Management/Awards/>). Only those acronyms and abbreviations identified on the AF Acronym and Abbreviation List located at: (<https://www.afpc.af.mil/Career-Management/Acronyms/>) are authorized. Adding an acronym list to the AF Form 1206 is not authorized.

3.4.2.1. Nominations for Amn, NCO, SNCO, and Civilian Categories I through III will consist of 26 typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following two headings:

3.4.2.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Do not exceed 12 performance statements, or 18 lines, not including header. 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: e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and 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.

3.4.2.1.2. **WHOLE AIRMAN CONCEPT:** Do not exceed 3 performance statements, or 6 lines, not including header. 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 the unit advisory councils, professional military organizations, associations, and events. Include any 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.

3.4.2.2. Nominations for officer categories will consist of 26 typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following two headings:

3.4.2.2.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY :** Do not exceed 12 performance statements, or 18 lines, not including header. Describe significant accomplishments and how well the member performed primary and additional duties. Define the scope of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that had a positive impact. Show how the member developed improved skills related to primary duty. Include results of inspections or evaluations and awards received.

3.4.2.2.2. **INNOVATION:** Do not exceed 3 performance statements, or 6 lines, not including header. Demonstrate how the member showed creativity in developing a new product, process, or service to meet new/current mission requirements or customer needs. The innovation should directly result in tangible mission impacts such as cost savings/avoidance, improved readiness or mission effectiveness, and/or reduced workload, as examples.

3.4.2.3. Nominations for team categories will consist of 29 typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following two headings:

3.4.2.3.1. **TEAM CHARACTER:** One (1) performance statement, not to exceed 3 lines, not including header. Describe the team's mission and scope during the consideration period. This statement is designed to introduce the team's task and purpose and is not graded.

3.4.2.3.2. **ACCOMPLISHMENTS:** Eight (8) performance statements, not to exceed 24 lines, not including header. Describe significant team accomplishments, actions, impacts, results, or improvements to include how well the team performed chartered duties.

3.4.2.4. Nominations for First Sergeant of the Year will consist of 27 typewritten lines (including stand-alone headings), single-spaced, narrative format, using the following three headings:

3.4.2.4.1. **IMPACT ON UNIT READINESS AND EXECUTION:** No more than 12 lines not including header. Describe significant leadership and people centered initiatives that support the mission and/or ensure a mission-ready force. Define the scope and level of responsibilities and the impact, in addition to new initiatives/techniques that improved the unit's ability to accomplish the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received.

3.4.2.4.2. **FOSTERING RESILIENCE IN TEAMS & COMMUNITY:** No more than 6 lines not including header. Show development or improvement of resilience and/or quality of life on the installation, unit, and community. Provide examples such as resilience education, events, training, or community service events in the local area.

3.4.2.4.3. **DEVELOPING SELF AND OTHERS:** No more than 6 lines not including header. Define the scope and impact of positive leadership and involvement in both the military and civilian community. Include initiatives that fostered leadership, professional, and personal development among across all enlisted and officer tiers, peers, as well as civilian and spouse development initiatives. Show how those initiatives serve to improve mission impact, development of the team/Airmen, or improvement in the community.

3.4.3. A short narrative of the nominee's accomplishments during the award period, limited to 2 sentences, is to be included on the back of the AF Form 1206. The narrative will be used in the awards ceremony script if the nominee wins their category. Example: Representing the 96th Medical Group, Airman Jane B. Doe. Airman Doe is a Histopathology apprentice with the 96th Medical Support Squadron. She engineered a referral tissue tracking system for her section which increased proficiency and reduced errors in the program by 60%. She also completed 8 credit hours to complete her CCAF and facilitated an elementary school carnival in which she raised over \$4K in profits that were used to replace unsafe playground equipment for 500 students.

3.4.4. Enlisted packages competing for 12 OAY, First Sergeant of the Year packages, all CGO, FGO, and Civilian packages competing for the AFMC Outstanding Civilian Categories I-III of the Year require:

3.4.4.1. An official Air Force biography, limited to two pages.

3.4.4.2. A citation limited to no less than 50 words and no more than 70 words (not including opening and closing statements) IAW Department of the Air Force Manual (DAFMAN) 36-2806, *Military Awards: Criteria and Procedures*.

3.4.4.3. An Official Photo. Each nominee requires one official head and shoulders Air Force 8x10 photo in .jpg format, with US flag and a blue or gray background. Military must be in service dress or if member is deployed must be in current duty uniform. Nominations in enlisted categories (Amn, NCO, SNCO, First Sergeant) must also submit an official 5x7 full-length photo in .jpg format, no bigger than 500KB. Full-length, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges.

3.4.4.4. A Public Release Statement, IAW DAFMAN 36-2806.

3.4.4.5. A current Air Force Fitness Management System print out of the member's physical fitness history and an AF Form 422 if applicable with Personally Identifiable Information (PII) redacted (for military members only).

3.4.4.6. A one-page SURF from Assignment Management System with PII redacted (for military members only).

3.4.4.7. A print-out of ribbons and medals from virtual Military Personnel Flight (for military members only).

3.4.4.8. A Statement of Intent and Retainability for enlisted nominees, IAW DAFMAN 36-2806.

3.4.4.9. A nominee information form.

3.5. Annual Awards Recognition Boards Composition.

3.5.1. **Amn Board.** The 96 TW/CCC or designated CMSgt will serve as board president. Board members will be composed of a SNCO/NCO from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, and WSA.

3.5.2. **NCO Board.** The 96 TW/CCC or designated CMSgt will serve as board president. Board members will be composed of a SNCO from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, and WSA.

3.5.3. SNCO & First Sergeant of the Year Board. The 96 TW/CCC or designated CMSgt will serve as board president. Board members will be composed of a CMSgt (CMSgt select or SMSgt at the 96 TW/CCC discretion) from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, and WSA. Annual Awards SNCO board members will also serve as board members for the First Sergeant board.

3.5.4. CGO & FGO Board. The 96 TW/CV or designee will serve as board president. Board members will be composed of a FGO from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, and WSA. CGO board members will also serve as FGO board members.

3.5.5. Civilian Category I Board. The 96 TW/DV or designee will serve as board president. Board members will be composed of civilian personnel in the grade APF GS-09 to GS-12; Federal Wage System WG-07 to WG-15, WL-05 to WL-15, WS-01 to WS-14; NAF Pay Band III; Acq Demo NH-II, NJ-III and NK-III from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

3.5.6. Civilian Category II Board. The 96 TW/DV or designee will serve as board president. Board members will be composed of civilian personnel in the grade APF GS-13 to GS-14; Federal Wage System WS-15 and WS-16; NAF Pay Band IV to Pay Band V; Acq Demo NH-III, NH-IV, and NJ-IV from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

3.5.7. Civilian Category III Board. The 96 TW/DV or designee will serve as board president. Board members will be composed of a Group Deputy, Civilian Deputy, or designated representative from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

3.5.8. Honor Guardsman Board. The Honor Guard SEL and (4) 96 TW SNCOs.

3.5.9. Team Boards. The 96 TW/CV or designee will serve as board president. Board members will be composed of a CGO from each of the following groups: CEG, CTG, MDG, MSG, MXG, OG, SK, RN, and WSA.

3.6. Face-to-Face Boards. Face-to-Face boards will be held at the discretion of the 96 TW/CCC.

Chapter 4

96TH TEST WING KEY SPOUSE OF THE YEAR

4.1. Overview.

4.1.1. The Key Spouse of the Year Award recognizes the critical role Key Spouses play in their wing's mission success; enhances command Key Spouse visibility and accomplishments; encourages units to recognize Key Spouses' outstanding accomplishments and contributions to overall mission accomplishment; and motivates Key Spouses to strive for meaningful connections within communities.

4.1.2. Nomination packages for the award will be submitted using the Headquarters Air Force Guidance for the AFMC Key Spouse of the Year Award. Information on requirements is received each year from AFMC.

4.2. Consideration Period for Award. Inclusively from 1 January - 31 December.

4.3. Eligibility. All groups that fall under the 96 TW, to include 96 TW Agencies, may submit one nominee for consideration.

4.3.1. Who may be submitted as a nominee:

4.3.1.1. All appointed Key Spouses are eligible to be submitted for this award. Each nominee submitted must have served a minimum of 182 days as an appointed Key Spouse within a 96 TW unit during the award period (1 January - 31 December); and be engaged in activities that support unit families and the unit's ability to support the mission.

4.3.1.2. Squadron Commanders must validate the Key Spouse's achievements covering the time frame used for nomination of the award. Units must define the scope and impact of the Key Spouse involvement in the community that, tangibly or intangibly, contributed to community or group welfare, morale, or status. Include volunteer awards, certificates of appreciation, training, etc., obtained as recognition for personal services rendered or contributions made having a direct impact on quality of life.

4.3.2. **Who may not be submitted as a nominee:** Mentor Spouses are not eligible for this award.

4.4. Nomination Package Requirements. Nominations not adhering to established formats will be returned to the nominating unit. Nomination packages will include:

4.4.1. File naming convention: Center-Award Title-Last Name-1206-Organization. Example: AFTC-2022_Key_Spouse-Doe-1206-96MSG

4.4.2. AF Form 1206, Nomination for Award. Nominations must be comprised of current award period achievements only. Nominations will be written in narrative-style performance statements. Information on performance statements is located at: (<https://www.afpc.af.mil/Career-Management/Awards/>). Nominations will not exceed 18 single-spaced lines, including headings. Do not place additional information on the heading lines.

4.4.2.1. Headings are required, must be capitalized, and must be verbatim as stated below.

- 4.4.2.1.1. **KEY ACCOMPLISHMENTS:** 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 and performance of Key Spouse duties. Describe how well the nominee improved unit family cohesion; explain any other outstanding services the Key Spouse provided that benefited the unit's mission. All accomplishments must have occurred during the 12-month nomination period.
- 4.4.2.1.2. **OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS:** Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities.
- 4.4.2.2. Acronyms. Only utilize acronyms identified on the approved Air Force Acronym and Abbreviation List (<https://www.afpc.af.mil/Career-Management/Acronyms/>), unless noted by an approved category.
- 4.4.2.3. A short narrative of nominee's accomplishment during the award period, limited to two sentences, is to be included on the back of the AF Form 1206. The narrative will be used in the awards ceremony script if the nominee wins.
- 4.4.3. A biography limited to one, single-spaced, typewritten page, IAW DAFMAN 36-2806.
- 4.4.4. An official color photograph 8x10 (digital), head and shoulders only.
- 4.4.5. A Public Release Statement, IAW DAFMAN 36-2806.
- 4.4.6. A nominee information form.

4.5. Selection Process. The nomination packages will be reviewed by a selection panel convened by 96 TW/CCC or designated representative and a member from the Military and Family Readiness Center (M&FRC). The panel considers and evaluates nominees. The results of the panel will be approved by 96 TW/CC or designated representative.

Chapter 5

VOLUNTEER EXCELLENCE AWARD

5.1. Overview.

5.1.1. Authorized by United States Air Force Chief of Staff and established to recognize federal civilians, family members, military retirees and federal retirees who perform outstanding volunteer community service of a sustained, direct and consequential nature.

5.1.2. The 96 TW will administer the Air Force Volunteer Excellence Award (VEA) program for Eglin Air Force Base.

5.1.3. Nomination packages for VEAs will be submitted using guidance provided by DAFI 36-3009, *Military and Family Readiness Centers*, Attachment 2.

5.2. Consideration Period for Award. The VEA is intended to recognize exceptional long-term community support and not a single act or achievement.

5.3. Eligibility. Eligible persons must be nominated by their supervisor or by the voluntary agency for which they donated their service.

5.3.1. Nominees may be federal civilians, family members, military retirees, and federal retirees who perform outstanding volunteer community service.

5.3.2. Individuals may receive only one VEA per year. Subsequent service may be recognized by local volunteer efforts.

5.3.3. An individual's service must be performed either in the local civilian community, or the military family community, and be of a sustained and direct nature. The volunteer service must be significant in character, produce tangible results and reflect favorably on the United States Air Force.

5.3.4. For the purpose of this award, examples are: manning a community crisis action phone line, coaching for a local youth association or volunteering at a pet welfare. The volunteer service may have been donated over time at another military installation or in a local civilian community. The nominee must be performing services on a voluntary basis, not as part of a tasking, and may not result in any personal gain. This award will not be reflected in personnel records or earn promotion credit for federal employees selected to receive this award.

5.3.5. The VEA may be awarded posthumously and when so awarded, may be presented to such representatives of the deceased as deemed appropriate by the commander.

5.4. Submission Timelines.

5.4.1. The M&FRC will annually post suspense dates for the VEA program that will align with the 96 TW Annual Awards schedule.

5.4.2. Award packages are due to the M&FRC Workflow by the established suspense dates. Late nominations will not be accepted.

5.5. Nomination Process.

5.5.1. Each tenant wing/group/unit/organization/agency may submit multiple nominations to compete in the VEA award program.

5.5.2. Nominations not adhering to established formats will be returned to the respective group/unit/organization/agency.

5.5.3. Nomination packages will be one page (front only); see **attachment 3**. Direct, fact-filled, 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. Some suggestions for consideration are: leadership and management, scope of responsibility, innovative and creative ideas, community involvement, initiative, and reliability. Nominators will be specific when giving the time frame of the accomplishment.

5.6. Selection Process.

5.6.1. The M&FRC shall certify that the individual meets all eligibility criteria and that service was honorable throughout the award period.

5.6.2. The nomination packages will be reviewed by a selection panel convened by the M&FRC. The selection panel will be composed of Team Eglin Command Chiefs and one member from the M&FRC.

Chapter 6

HONOR GUARD

6.1. Overview.

6.1.1. The Chief Master Sergeant of the Air Force (CMSAF) Annual Honor Guard Awards Program recognizes the outstanding professional performance by Air Force enlisted personnel carrying out military funeral honors and ceremonies while assigned to the Air Force Honor Guard or a Base Honor Guard program.

6.1.2. The 96 TW will administer the quarterly and annual HG Awards Program for Eglin Air Force Base.

6.2. Honor Guardsman of the Month (Accomplished within the Honor Guard).

6.2.1. Each Team Leader will nominate one guardsman to compete as Ceremonial Guardsman of the Month.

6.2.2. The HG SEL, Noncommissioned Officer in Charge (NCOIC), and team leaders will review candidates to determine the Ceremonial Guardsman of the Month.

6.2.3. Ceremonial Guardsman of the Month will be evaluated on duty performance, appearance, leadership, initiative, participation during daily training events, and number of details.

6.3. Honor Guardsman of the Quarter.

6.3.1. The Team Leader and NCOIC will prepare an AF Form 1206 that captures each monthly winner's accomplishments for the entire quarter, as well as the individual's test score. Headings are required, must be capitalized, and must be verbatim as stated below:

6.3.1.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (2 performance statements, not to exceed 6 lines)

6.3.1.1.1. Category will make up 2 points of the board score. (1 point max per statement in .25 increments)

6.3.1.2. SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS (2 performance statements, not to exceed 6 lines)

6.3.1.2.1. Category will make up 2 points of the board score. (1 point max per bullet in .25 increments)

6.3.1.3. Examples of accomplishments include, but are not limited to: nominee's participation and impact on ceremonies, participation in training opportunities as an instructor or student, and programs initiated by nominee that contributed significantly to the Honor Guard mission.

6.3.2. The NCOIC will upload each nominee's AF Form 1206 to the 96 TW Awards Program SharePoint site.

6.3.3. The Team Leader and NCOIC will assign HG packages to designated NCOs or SNCOs for review. The board will be package only unless otherwise directed. Upon the discretion of the Board President, the board may request a face-to-face board with nominees.

6.3.4. The quarter's nominees will be recognized during the 96 TW quarterly recognition ceremony and the winner will be presented the award.

6.4. Honor Guardsman of the Year.

6.4.1. The Team Leader and NCOIC will prepare an AF Form 1206 that captures each quarterly winner's accomplishments for the entire year.

6.4.1.1. Headings are required, must be capitalized, and must be verbatim as stated below:

6.4.1.1.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (12 lines)

6.4.1.1.1.1. Category will make up 12 points of the board score. (1 point max per bullet in .25 increments)

6.4.1.1.2. SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS (five lines)

6.4.1.1.2.1. Category will make up 5 points of the board score. (1 point max per bullet in .25 increments)

6.4.1.1.3. Examples of accomplishments include, but are not limited to: nominee's participation and impact on ceremonies, participation in training opportunities as an instructor or student, and programs initiated by nominee that contributed significantly to the Honor Guard mission.

6.4.2. The NCOIC will upload each nominee's AF Form 1206 to the 96 TW Awards Program SharePoint site.

6.4.3. The selection board will be composed of the Team Leader and four 96 TW SNCOs.

6.4.4. The Annual Base Honor Guard nominees will be recognized during the 96 TW annual recognition ceremony and the winner will be presented a memento on behalf of Team Eglin.

6.4.5. The Team Eglin Honor Guardsman of the Year will be submitted to Higher Headquarters to compete in the CMSAF Honor Guard Awards Program.

6.4.6. The Team Eglin Honor Guardsman of the Year will be authorized to use the reserved HG parking spaces across the installation for the remainder of the calendar year.

Chapter 7

96 TW FITNESS AWARD: COMMANDERS FITNESS BELT

7.1. Overview.

7.1.1. The 96 TW Fitness Awards Program is authorized by the 96 TW/CC and recognizes physical fitness excellence by Air Force personnel.

7.1.2. The WSA SEL will oversee this award process in coordination with the 96 TW/CCC. The Fitness Award winner will be recognized at the wing awards ceremony.

7.2. Consideration Period. The award period for the Fitness Award is designed to recognize Physical Training (PT) excellence for the current quarter period.

7.3. Eligibility. All groups that fall under the 96 TW, to include 96 TW squadrons/units, will automatically be submitted for consideration under the 96 TW Quarterly Awards Program.

7.4. Nomination Process.

7.4.1. All Fitness Award submissions must be comprised of the current award period PT statistics only.

7.4.2. Two separate categories are established for the Fitness Award: Large and Small Units. Large units will compete with other large units and small units will compete with other small units to keep the scoring percentages fair and competitive. Large unit nominations and PT statistics will be considered for the 1st and 3rd quarterly awards periods; while small unit nominations will be considered for the 2nd and 4th quarterly awards periods.

7.4.3. PT excellence results, in addition to unsatisfactory results, will be considered in the overall calculation. The percentages are calculated by dividing excellent results by the amount of total tests. Additionally, each unsatisfactory or failure will have a negative impact upon the final score; subtracting 1% from the final score. The top three large and small unit scores will be considered and a winner will be distinguished.

7.4.4. The Quarterly Fitness Award winner will be recognized during the 96 TW quarterly recognition ceremony. The winner's Commander, or equivalent, will be presented the award.

JEFFREY T. GERAGHTY
Brigadier General, USAF
Commander

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

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

DAFI 36-3003, *Military Leave Program*, Chapter 4, 24 August 2020

DAFI 36-3009, *Military and Family Readiness Centers*, Attachment 2, 4 November 2022

DAFMAN 36-2806, *Military Awards: Criteria and Procedures* 27 October 2022

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

DoDI 1400.25V451_DAFI36-1004, *Civilian Recognition Program*, Enclosure 3, 26 April 2019

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*

Acronyms

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFTC—Air Force Test Center

ANG—Air National Guard

CC—Commander

CD—Deputy Commander

CGO—Company Grade Officer

CMSAF—Chief Master Sergeant of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

DD—Deputy Director

DO—Director of Operations

DODI—Department of Defense Instruction

DV—Vice Director

FGO—Field Grade Officer

GSU—Geographically Separated Unit
HG—Honor Guard
HRL—Human Resources Liaison
IAW—In Accordance With
MAJCOM—Major Command
M&FRC—Military and Family Readiness Center
NAF—Numbered Air Force
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer in Charge
OAY—Outstanding Airmen of the Year
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
PII—Personally Identifiable Information
POC—Point of Contact
PT—Physical Training
RDS—Records Disposition Schedule
RPA—Request for Personnel Action
SEL—Senior Enlisted Leader
SNCO—Senior Noncommission Officer
SURF—Single Unit File Retrieval
TOA—Time Off Award
TW—Test Wing
UPC—Unit Program Coordinator
VEA—Volunteer Excellence Award
WSA—Wing Staff Agencies

Attachment 2

SAMPLE AF FORM 1206 NOMINATION FORMAT

Figure A2.1. Sample AF Form 1206 – Quarterly Award.

NOMINATION FOR AWARD		
AWARD 96 TW Quarterly Awards	CATEGORY (if Applicable) NCO	AWARD PERIOD 1 Jan 22 - 31 Mar 22
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt/Jane A. Doc	MAJCOM, FOA, OR DRU AFMC	
DAFSC/DUTY TITLE 3F071/MPF Flight Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN XXX-XXXX & Commercial (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/Office Symbol/123 Street/Base/State/Zip		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank/First MI. Last/DSN XXX-XXXX & Commercial (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Crushed critical E-8 manning shortfall by leading the MPF for the largest base in the AF directing 5 sections and 43 Airman ISO 81K Total Force members and families, securing her team AFTC's MPF of the Year. - Built and benchmarked DAF's 1st 'MPF Customer Service Portal' and led 11 bases through initial implementation. Consolidated 96 modes of 'customer-to-technician communication' into 1 platform. Slashed response time 30%, saved 24K hours, supporting warriors 24/7 and earning her Sq the General LeMay win for "Best Large FSS in AFTC!" - Led base deployment processing line exercise and drove 14 agencies that identified the need for a CPI by pinpointing 12 LIMFACs, 4 communication breakdowns, and led to the deployment of warfighters 45% faster. - Built industry focused training covering 43 HR functions and merged 'Fortune 500' best practices with AF policy, increasing instruction from 12 hours yearly to 20 per month for 378 Airmen. AFPC adopted this as best practice for being 20x above standard earning her team 5 AFTC individual and program annual awards...1st time in 5 years! <p>WHOLE AIRMAN CONCEPT:</p> <ul style="list-style-type: none"> - Aced Naval War College EPME and earned 16 credits towards BS degree. Leveraged knowledge to create 22 corporate-modeled professional development sessions that developed 63 Multi-Capable Airman, sparked 10 degree enrollments totaling 163 college credit hours and led to 6 degrees and her win as the flight NCO of the Month. 		

Attachment 3

SAMPLE VOLUNTEER EXCELLENCE AWARD NOMINATION COVER SHEET

Figure A3.1. Sample Volunteer Excellence Award Nomination Cover Sheet.

<p style="text-align: center;">YEAR</p> <p style="text-align: center;">EGLIN AIR FORCE BASE</p> <p style="text-align: center;">VOLUNTEER EXCELLENCE AWARD NOMINATION COVER SHEET</p> <p>Award Period: (entire period nomination covers)</p> <p>Name (of nominee):</p> <p>Current Volunteer Location:</p> <p>Nominee's Mailing Address:</p> <p>Nominee's E-mail Address:</p> <p>Nominee's Home Phone:</p> <p>Nominee's Employer & Address:</p> <p>Nominee's Work Phone:</p> <p>Name and Telephone Number of Individual Writing the Award:</p> <p style="text-align: center;">(Attach nomination to this cover sheet)</p> <p><u>Nominating Official</u></p> <p>Name:</p> <p>Telephone:</p> <p>E-mail:</p>
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Attachment 4

BOARD PRESIDENT GUIDE

A4.1. You have been selected as the board president. You have several critical responsibilities to include:

A4.1.1. You will be instructed on the date, time, and location of any board meetings by the Wing Awards Program Manager.

A4.1.2. The Wing Awards Program Manager will send the score sheets, nomination packages and Board Members Guide to each board member as early as possible prior to your scheduled board.

A4.1.3. Board members must attend any board meetings. Board members should score packages prior to tentative board if deemed necessary.

A4.1.4. You should be familiar enough with each nomination package to be able to discuss as necessary.

A4.1.5. During the meeting, you may discuss scoring criteria (see below) and resolve any scoring anomalies. The board president will determine split criteria. Do not let any single member “pressure” the others to vote their way.

A4.1.6. You will score the packages, but your score will only be used in the event of a tie.

A4.1.7. Score sheets must have the total score when turned in. Members must enter their ranking for each individual nominee and fill out their score sheets with their name, individual scores, ranking, specific constructive feedback on each package, and bring them to any scheduled post-board meeting or face-to-face board meeting.

A4.2. Scoring criteria. Each nomination package is scored on a 6 thru 10 scale and increase in 5 increments (6, 6.5, 7, 7.5, 8, 8.5, 9, 9.5, 10), and given a rank order (i.e., 1st, 2nd, 3rd).

A4.2.1. 10 - Absolutely Superior

A4.2.2. 9.5 - Outstanding

A4.2.3. 9 - Few Could Be Better

A4.2.4. 8.5 - Strong

A4.2.5. 8 - Slightly Above Average

A4.2.6. 7.5 - Average

A4.2.7. 7 - Slightly Below Average

A4.2.8. 6.5 - Well Below Average

A4.2.9. 6 - Lowest

A4.3. Things to keep in mind:

A4.3.1. Purpose. The goal is to identify the Wing’s top personnel.

A4.3.2. Be Objective. Base evaluations only on the information presented, not personal knowledge or opinion.

A4.3.3. Apply the full range/weight of points in each category of the nomination. Avoid the tendency to score in the middle.

A4.3.4. Be consistent throughout. Use the same scoring criteria on each package. If they are “lenient” or “tough” that is fine, as long as they are consistent. Ensure that they DO NOT change philosophy halfway through the process.

A4.3.5. Score the package at hand. Do not put undue emphasis on where the individual performed their tasks (i.e., TDY, deployment). Nomination packages must be scored on the performance, not the location.

A4.4. Encourage each board member to. Give feedback to their commander.

A4.5. Always instruct your board members to never release the results of the board. No selection is final until the 96 TW/CC approves and the announcement is publicly released.

Attachment 5

BOARD MEMBER GUIDE

A5.1. As a member of the selection board. You have accepted the challenging task of determining the “best of the best”. It requires complete honesty and objectivity on your part. If you are unable to fulfill your responsibilities as a board member it is your Group SEL’s responsibility to find an experienced replacement and notify the board president and 96 TW Awards Program Manager as soon as possible.

A5.2. As a board member you must attend meetings as scheduled.

A5.2.1. Be familiar with the AF Form 1206 from the unit you are representing so you can answer questions from the other board members who may not be familiar with the expertise.

A5.2.2. The score sheets and nomination packages are attached. You should score these prior to the board meeting or during the meeting, whichever you prefer. However, you must bring your completed score sheet with you to any scheduled meetings.

A5.2.3. During the meeting, you may have to resolve scoring anomalies. If you are involved in a scoring anomaly you should be prepared to discuss the scoring of your package.

A5.2.4. Do not let any single member pressure you to vote a specific way.

A5.2.5. You are responsible to completely fill out your score sheet, to include specific constructive feedback on all packages. Score each category using the appropriate scale. You must rank each nominee against those in that category only. If you have two or more nominees with the same total score you must make the hard call and rank each appropriately. For example, two nominees with the same top score, should be valued by the overall strength of their packages as opposed to each bullet. Those two individuals will then be officially ranked #1 or #2. This will be vital information to the board president as they determine the winner.

A5.2.6. E-mail your score sheets back to the Wing Awards Program Manager by the designated suspense date.

A5.3. Scoring criteria. Each nomination package is scored on a 6 thru 10 scale and increase in 5 increments (6, 6.5, 7, 7.5, 8, 8.5, 9, 9.5, 10), and given a rank order (i.e., 1st, 2nd, 3rd).

A5.3.1. 10 - Absolutely Superior

A5.3.2. 9.5 - Outstanding

A5.3.3. 9 - Few Could Be Better

A5.3.4. 8.5 - Strong

A5.3.5. 8 - Slightly Above Average

A5.3.6. 7.5 - Average

A5.3.7. 7 - Slightly Below Average

A5.3.8. 6.5 - Well Below Average

A5.3.9. 6 - Lowest

A5.4. Your Final Task:

A5.4.1. As a representative of your organization, you are tasked to provide feedback to your unit on what you experience as a board member. Contact your Commander and SEL to offer your feedback. Tell them what you thought was a strength and what was not. While there is no particular format, the recommendation is for you to use as many concrete examples from the packages as possible. However, ensure you remove any personal information from the packages to protect the privacy of the individuals and the board process.

A5.4.2. Use statements that you found to be strong or weak. Focus on your overall impressions of the winning packages as compared to those that were not selected. For example, was the distribution of lines among the three categories a factor, or did the winning packages have a better balance than the others. Maybe the writer of the winning packages used a formula to convey their message that impressed you and your organization can benefit from that. It is your responsibility to actively seek the opportunity to brief your leadership on what you learned. Your leadership is aware that you will be asking to provide insight into the board process. Remember, our goal is to select the 96 TW's best and your role in their selection is critical.