

**BY ORDER OF THE COMMANDER  
AIR FORCE PUBLIC AFFAIRS  
AGENCY**

**AIR FORCE PUBLIC AFFAIRS  
AGENCY INSTRUCTION 36-2801**

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**Personnel**

**AWARDS PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of the Air Force Policy Directive 36-28, *Awards and Decorations Programs*. This instruction establishes policies and procedures for nomination and selection of outstanding military and civilian personnel of the Air Force Public Affairs Agency. This instruction applies to military and civilian employees assigned and attached to Air Force Public Affairs Agency (AFPAA) Headquarters (HQ) and its subordinate units. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Requests for waivers must be submitted to the Office of Primary Responsibility listed above for consideration and approval. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System

**1. Overview.** The success or failure of any recognition program depends on the enthusiasm and personal support provided by senior leaders, commanders and supervisors. The prestige and honor associated with an individual's selection are major contributing factors to this success. Providing or withholding deserved recognition may greatly influence a person in deciding whether to accept an additional service commitment. With high levels of competition and resultant quality selections, this program can be an effective tool for enhancing unit morale and improving long-term retention of needed Airmen – officers, enlisted, and civilians.

1.1. This instruction provides guidance to all personnel operationally assigned to AFPAA on the quarterly and annual awards programs to recognize the outstanding efforts and contributions of AFPAA personnel. All personnel under the operational control of AFPAA are eligible for recognition under the AFPAA awards program.

1.2. The overall AFPAA winners in each category will be selected from nominations submitted from HQ AFPAA and its subordinate units. Just as HQ AFPAA conducts a local recognition program for the selection of nominations to the overall AFPAA awards program, subordinate units may create a local program to suit their needs. HQ AFPAA and its subordinate units may submit one nomination in each category. Negative replies are required.

## **2. Responsibilities.**

2.1. The Commander (AFPAA/CC) is the office of primary responsibility for the quarterly and annual awards program, and the program is delegated to the AFPAA First Sergeant (AFPAA/CCF). All other awards outside this instruction will be handled by the AFPAA Senior Enlisted Leader (AFPAA/CCM). Those awards include, but are not limited to Lance P. Sijan, Gill Robb Wilson, Information Dominance, Logistics etc.

2.1.1. AFPAA units may submit one individual for each category using the most current version of AF Form 1206, Nomination for Award, directly to the AFPAA/CCF.

2.1.2. Quarterly and annual award nomination packages will use the current AF Form 1206 version using the proper headings and line counts listed in sections 4.1 and 4.2.

2.2. HQ AFPAA leadership, subordinate unit commanders, and/or first sergeants (including additional-duty first sergeants) conduct quality force reviews on all nominees, i.e., unfavorable information files (UIF), control rosters, dress and appearance, and fitness standards.

2.3. A selection board identified in advance of each award competition determines the winner of each award by category. The intent is to have representation from HQ AFPAA and each subordinate unit on every selection panel.

2.3.1. **Enlisted and Category I Civilian.** A panel of three voting members will comprise the Enlisted and Category I Civilian quarterly and annual selection boards. Additionally, one individual from within AFPAA (HQ or a subordinate unit) will serve as a nonvoting board president on a rotational basis. Board members and the board president must be of higher grade than the nominees. Category II civilians may serve as board members and/or as board president. In the event of a tie, the board president will cast a tiebreaking vote.

**2.3.2. Company Grade Officer (CGO) and Category II & III Civilian.** A panel of three Field Grade Officers (FGO), typically the AFPAA deputy commander and/or subordinate unit commanders or civilian equivalents, will serve on the CGO and Category II Civilian quarterly and annual selection boards. Additionally, one FGO from within AFPAA (deputy commander or a subordinate unit commander) will serve as a non-voting board president on a rotational basis. In the event of a tie, the board president will cast a tiebreaking vote.

2.3.2.1. In the event three voting AFPAA FGOs or senior civilian employees are not available to serve as panel members, the commander or deputy commander will choose an acceptable replacement panelist.

**2.3.3. Spouse.** A panel of three voting members will comprise the spouse quarterly and annual selection boards. Additionally, one individual from within AFPAA (HQ or a subordinate unit) will serve as a non-voting board president on a rotational basis. Board members will be staff sergeant or above and cannot be the spouse of a nominee in the spouse category. In the event of a tie, the board president will cast a tiebreaking vote.

### **3. Eligibility.**

3.1. Military nominees must have a current official fitness assessment (FA) passing score or be exempt from testing to be eligible to compete. Additionally, military nominees are not eligible to compete if they have an active UIF, on a control roster, or did not meet quality force indicators (i.e., received a letter or admonishment/reprimand or did not have a current passing official FA score) during any portion of the recognition period. The AFPAA/CC may approve exceptions on a case-by-case basis.

3.1.1. Individuals who are permanently assigned to AFPAA HQ, 1st Combat Camera Squadron, 2d Audiovisual Squadron, or 3d Audiovisual Squadron; but are deployed or were deployed during the award period are eligible to compete as long as they meet eligibility requirements listed in [paragraph 3.1](#).

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

3.1.2.1. CGO – 2nd Lt through CAPT.

3.1.2.2. SNCO – MSgt and SMSgt.

3.1.2.3. NCO – SSgt and TSgt.

3.1.2.4. Airman – AB through SrA.

3.1.2.5. Category III Civilian – GS-13 to GS-14.

3.1.2.6. Category II Civilian – GS-9 to GS-12.

3.1.2.7. Category I Civilian – GS-8 and below.

3.1.2.8. Spouse. This category recognizes a spouse of an AFPAA member that provides support to the community and organization.

## 4. Nomination Procedures.

### 4.1. Quarterly Awards.

4.1.1. Quarterly award nominees must have been assigned to their respective unit for at least half of the award quarter. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period.

4.1.2. Awards will recognize accomplishments during each calendar year quarter: January-March, April-June, July-September, and October-December.

4.1.3. AFPAA-wide quarterly award packages are due to AFPAA/CCF the 14th day of the month following the award quarter (14 April, 14 July, 14 October, and 14 January). If the 14th day falls on a weekend or holiday, nominations are due on the next duty day after the 14th (unless otherwise directed).

4.1.3.1. HQ AFPAA quarterly award nominations are due the 7th day of the month following the award quarter (7 April, 7 July, 7 October, and 7 January). If the 7th day falls on a weekend or holiday, nominations are due on the next duty day after the 7th (unless otherwise directed). HQ quarterly award winners will be designated HQ AFPAA Staff winners and advance to the AFPAA-wide quarterly awards competition. Subordinate units will determine their own suspense date to meet the AFPAA-wide quarterly awards suspense date.

4.1.3.2. All quarterly award AF Form 1206s will be written in AF narrative-style of writing, also known as performance statements. Quarterly awards will be limited to 8 single-spaced lines (not including headings). Each performance statement will begin with a dash, and each performance statement will begin on a new line. Use headings identified for each category.

4.1.3.3. Spouse awards are limited to five single-spaced lines (**including heading**). Use the heading identified in [paragraph 4.1.4.2.1](#).

4.1.4. Quarterly award headings, performance statements, and scoring. Use performance statements under each major heading. Distribute and score as follows:

4.1.4.1. **Airmen, NCO, SNCO, CGO, and Category I, II, and III Civilian quarterly awards.**

4.1.4.1.1. **Leadership and Job Performance in Primary Duty (6 lines) 0-80 points.** 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 awards won during the quarterly period such as the Air Force Association (AFA) quarterly award, Rising 5/6 Airman Leader award, and so forth.

4.1.4.1.2. **Whole Airman Concept (2 lines) 0-20 points.** Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development, 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.

4.1.4.2. **Spouse quarterly awards (4 lines) 0-100 points.**

4.1.4.2.1. **Impact on the Community and Organization.** Define the scope and impact of the person's accomplishments. Include leadership, membership, or participation and any activity that significantly enhanced the organization and/or community.

4.1.4.3. Each HQ and subordinate unit superintendent should ensure all award nomination packages contain the correct heading, line count, and content as outlined in section. Failure to comply with submission requirements may result in disqualification.

4.2. **Annual Awards.**

4.2.1. An annual award nominee does not have to be a quarterly award winner. Annual nominees must have been assigned to one or more AFPAA units for at least 120 days.

4.2.2. Nominate individuals in the category of competition that corresponds to the grade held for the majority of the award period unless otherwise stated.

4.2.3. Periods Covered. Awards will recognize accomplishments that occurred during the calendar year of submission.

4.2.4. AFPAA-wide annual award nomination packages are due to the AFPAA/CCF 21 days prior to the AFDW annual awards submission date. The AFPAA/CCF will inform all subordinate unit leadership on the AFDW awards timeline when received.

4.2.4.1. HQ AFPAA annual award nominations are due 28 days prior to the AFDW annual award due dates. Winners at the HQ AFPAA level will be designated HQ AFPAA Staff winners and advance to the AFPAA-wide annual awards competition. AFPAA subordinate units will determine their own suspense date to meet the AFPAA-wide annual awards competition suspense date.

4.2.4.2. The AF Form 1206 is required along with the proper headings, suggested line count, and scoring identified in [paragraph 4.2.5](#) Do not use uncommon acronyms on the annual award AF Form 1206.

4.2.4.2.1. **Spouse annual awards.** Use the heading and line count information identified in [paragraph 4.2.5.2.1](#).

4.2.5. **Annual award headings, performance statements, and scoring.** Use performance statements under each major heading. Distribute and score performance statements as follows:

**4.2.5.1. Amn, NCO, SNCO, CGO, FGO, Category I, II, and III Civilian annual awards.** Performance statement format will not exceed 26 lines, including headings. Headings will be as follows:

**4.2.5.1.1. Leadership and Job Performance in Primary Duty, 18 lines not including header (80 points).** 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., Lance P. Sijan, AFA Gill Robb Wilson award; and so forth.

**4.2.5.1.2. Whole Airman Concept, 6 lines not including header (20 points).** Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, Including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development, 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.

**4.2.5.2. Spouse annual awards (8 lines) 0-50 points.**

**4.2.5.2.1. Community and Organization.** Nine lines total including header and 8 lines reflecting spouse's impact on the Community and Organization.

4.2.6. Each HQ and subordinate unit superintendent should ensure all award nomination packages contain the correct heading, line count, and content as outlined in section 4.2.5. Failure to comply with submission requirements may result in disqualification.

### **4.3. Twelve Outstanding Airmen of the Year.**

4.3.1. AFPAA annual award military winners will be submitted to AFDW for consideration in the 12 Outstanding Airmen of the Year program. Additional items, such as biography, records review RIPS, 8x10 photo, etc., will be required prior to SAF/PA submissions. Specific guidance will be provided once established by HQ AFPC/DPSIDR

4.3.1.1. The HQ SEL and CCF will:

4.3.1.1.1. Follow 12 OAY guidance provided by Air Force Personnel Center.

4.3.1.1.2. Confirm award package submission deadline with SAF/PA.

4.3.1.1.3. Evaluate AFPAA candidates and select packages for submission.

4.3.1.1.4. Conduct internal quality review board on nominees' AF Form 1206.

4.3.1.1.5. Complete AF Form 1206 edits, and assemble and submit packages to AFDW.

#### 4.4. Functional Awards.

4.4.1. Functional awards are unique to each AFSC and have their own specific timelines. Taskers for functional award submissions will be e-mailed from the AFPAA/CCC to squadron and operating location leadership. The AFPAA submission timeline will be 21 days prior to the due date set by the Office of Primary Responsibility (OPR). A board will be established by the AFPAA/CCC according to the instruction set out by the OPR.

### 5. Selection Process.

5.1. A formally constituted board, consisting of personnel described in paragraphs **2.3.1** – **2.3.3** will evaluate all nomination packages.

5.2. The AFPAA/CCF will:

5.2.1. Enlist board presidents and board members to ensure equitable representation for HQ AFPAA and each of its subordinate units according to the criteria in paragraphs **2.3.1** – **2.3.3**. The AFPAA/SEL may assist in identifying board presidents and members. As a general guideline, board president duties will rotate among HQ AFPAA and each subordinate unit.

5.2.2. Set an overall suspense date.

5.2.3. Verify each AF Form 1206 narrative section contains the approved award headings and correct number of lines per heading. Notify the owning unit superintendent immediately if an AF Form 1206 contains an incorrect heading or line count and set a suspense for a corrected resubmission.

5.2.4. Distribute nomination packages, board member score cards, and board president merit rank order score sheets to board presidents and members, by award category.

5.2.5. Ensure board presidents are briefed, “No board results are releasable until approved and released by the AFPAA commander.”

5.2.6. Collect board president merit rank order score sheets and board member score cards from board presidents.

5.2.7. Verify all scoring. Ensure each category score card results accurately reflect in the applicable merit rank order score sheet.

5.3. **Board presidents will:**

5.3.1. Verify each AF Form 1206 narrative section contains the approved award headings and correct number of lines per heading. Notify the AFPAA/CCF immediately if an AF Form 1206 contains an incorrect heading or line count.

5.3.2. Convene the appropriate board(s) and set a suspense date.

5.3.3. Ensure each board member accurately scored each package, and returned an electronically signed, completed score sheet by the suspense date.

5.3.4. Record the merit rank order data provided in each board members’ score cards into a merit rank order score sheet.

- 5.3.4.1. The candidate with the overall lowest total merit score will be declared the recommended winner for that category.
- 5.3.4.2. In the event of a tie, the board president will cast the tie breaking vote.
- 5.3.5. Resolve any concerns between board members' rankings before turning in completed board results to the AFPAA/CCF.
- 5.3.6. Provide the completed merit rank order sheet(s) and each board member's score card electronically to the AFPAA/CCF by the established suspense date for scoring verification.

#### **5.4. Board members will.**

- 5.4.1. Adhere to this instruction.
- 5.4.2. Be unbiased in their evaluations.
- 5.4.3. Review nomination packages and score the narrative section of the AF Form 1206.
  - 5.4.3.1. Verify each AF Form 1206 narrative section contains the approved award headings and correct number of lines per heading. Notify the board president immediately if an AF Form 1206 contains an incorrect heading or line count.
  - 5.4.3.2. Score the AF Form 1206 narrative section using the applicable score sheet. See [paragraph 4.1.4](#) for additional quarterly award scoring and 4.2.5. for additional annual award scoring information.
  - 5.4.3.3. "Rack-and-stack" candidates' standing in merit rank order. Document each candidates' merit rank order score in the "merit rank order" block on the score sheet (highest total score ranks first, and so forth).
- 5.4.4. Digitally sign the completed score sheet and return it to the board president by the established suspense date.

#### **6. Quarterly and Annual Award Winners.**

- 6.1. Military quarterly award winners will receive a memento and a 1-day pass in recognition of their achievement. Civilian winners will receive a memento from the agency. Spouse winners will receive a certificate of appreciation. NOTE: appropriated funds may not be used to purchase spousal awards
- 6.2. Military annual award winners will receive a memento and a 3-day pass in recognition of their achievement. Civilian annual award winners will receive a memento and a 1-day (8 hour) Time-Off Award (TOA) in accordance with guidance outlined in DODI 1400.25V451/DAFI 36-1004, The Civilian Recognition Program, (to include TOA limits). Spouse winners will receive a certificate of appreciation. NOTE: appropriated funds may not be used to purchase spousal awards.

6.3. Time-Off Awards for civilian employee annual award winners require justification via submission of an AF IMT 1768, Staff Summary Sheet, in accordance with procedures outlined in AFI 36-1004.

TONY M. WICKMAN, Colonel, USAF  
Commander

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

DAFPD 36-28, *Awards and Decorations Programs*, 24 May 2021

DODI 1400.25V451/DAFI 36-1004, *The Civilian Recognition Program*, 17 November 2021

DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 12 April 2022

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

AF IMT 1768, *Staff Summary Sheet*

***Acronyms and Abbreviations***

**AFDW**—Air Force District of Washington

**AFPAA**—Air Force Public Affairs Agency

**AFPC**—Air Force Personnel Center

**HQ**—Headquarters

**IAW**—In Accordance With

**TOA**—Time-Off Award