

**BY ORDER OF THE COMMANDER  
AVIANO AIR BASE (USAFE)**

**AVIANO AIR BASE INSTRUCTION**

**36-2801**

**1 AUGUST 2024**

**Personnel**

**AWARDS AND RECOGNITION  
PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: Certified by: 31 FW/CC  
(Brig Gen Tad D. Clark)

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This instruction implements DAFPD 36-28, Awards and Decorations Programs; AFMAN 36-

2806, Awards and Memorialization. Read in conjunction DODI 1400.24-V451, Civilian Recognition Program; and AFD 36-1, Civilian Performance and Recognition. If conflicts arise between the contents of this instruction and the contents of the Higher Headquarters (HHQ) directives, the HHQ directives take precedence. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised. Revision includes changes to award categories.

Additionally, quarterly and annual award board composition have been revised and updated.

Furthermore, scoring considerations have been edited for board members. Finally, the sample AF FM 1206, Nomination for Awards have been updated to provide examples and information on proper formatting.

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**1. PROGRAM OBJECTIVES:** An incentive program to recognize superior performers, thus contributing to the morale of the 31st FW community and is not a substitute for other Air Force awards. Provide a Wing program to formally recognize outstanding performance and can complement existing Group, Squadron, and Wing Staff Agency (WSA) recognition programs.

**2. PROGRAM RESPONSIBILITIES:**

**2.1. 31 FW Command Chief (31 FW/CCC):**

2.1.1. Manages the 31 FW recognition programs enlisted and civilian categories on behalf of the 31 FW/CC.

2.1.2. Ensures selected board members use a fair and accurate process.

**2.2. 31 FW Director of Staff (31 FW/DS):**

2.2.1. Manages the 31 FW recognition programs officer categories behalf of the 31 FW/CC.

**2.3. 31 FW Command Chief Executive Assistant (31 FW/CCCE):**

2.3.1. Administratively runs the award board process on behalf of the 31 FW/CCC.

2.3.2. Establishes and disseminates tasking of board presidents and board members for all categories of competition and distributes packages to board presidents.

2.3.3. Establishes and disseminates suspense date for submitting nomination packages.

2.3.4. Coordinates with awards ceremony project officer(s) to establish dates, times, venue, and script for award ceremonies.

2.3.5. **(Quarterly Awards)** Establishes a schedule for Project officers to rotate through the Groups each quarter. **(Annual Awards)** Submits a Task Management Tool (TMT) tasker to solicit for one Company Grade Officer (CGO) and one SNCO to act as project officers for the ceremony.

2.3.6. Maintains a historical file of all boards conducted.

2.3.7. Ensures compliance with higher headquarter nomination requirements and forwards wing nominations for competition.

2.3.8. Disseminates recognition program criteria throughout the 31st FW.

**2.4. 31st FW Base Honor Guard (HG) OIC:**

2.4.1. Ensures process to determine a fair and accurate process to nominate HG award winners.

2.4.2. Designated as program manager to receive all board results and provide an order of merit recommendation to the 31 FW/CC.

2.4.3. Selects winners for each category as designated by the 31 FW/CCC.

**2.5. Quarterly/Annual Awards Ceremony Project Officer(s):**

2.5.1. Coordinates with 31st FW/CCCE.

2.5.2. Coordinates with Protocol for script review and approval prior to the awards ceremony.

2.5.3. Ensures nominees are notified and requested to attend award rehearsals.

2.5.4. Selects key members (emcees, proffers, etc)

2.5.5. Arranges set-up/tear-down of quarterly/annual award ceremony venue, coordinates DV seating and parking, ensures sufficient communication system is available, and ensures award mementos are ready for presentation.

**3. GENERAL PROCEDURES:**

**3.1. Award Categories:**

3.1.1. Airman (Amn) of the Quarter and Year (E-1 to E-4).

3.1.2. NCO of the Quarter and Year (E-5 to E-6).

3.1.3. SNCO of the Quarter and Year (E-7 to E-8).

3.1.4. First Sergeant of the Year (must be 8F for minimum of 6 months).

3.1.5. Company Grade Officer of the Quarter and Year (2d Lt-Capt).

3.1.6. Field Grade Officer of the Quarter and Year (Maj - Lt Col). NOTE: Squadron and Group Deputy Commanders are not eligible to compete for the Field Grade Officer Category.

3.1.7. Civ Cat I (WAGE) GS1-6; WG1-7; WL1-5; WS1-3; NFI-II; NA1-7; NL1-6; NS1-3; CY1-3; H1-4; EA1-6; MN1-5; LN: U10-5; XX09-05; and XW09-05 of the Quarter and Year.

3.1.8. Civ Cat II (TECHNICIAN, NON-SUPERVISORY): GS7-10; WG8-10; WL6-10; WS4-8; NFIII; NA8-10; NL7-10; NS4-10; CY4-5; H5-6; EA7-9; LN: XX04; XZ07-04

(u7-4); and U4 in pay plan XU of the Quarter and Year.

3.1.9. Civ Cat II (SPECIALIST, SUPERVISORY GS7-10; WG8-10; WL6-10; WS4-8; NFIII; NA8-10; NL7-10; NS4-10; CY4-5; H5-6; EA7-9; LN: XZ03-02; U3-2 in pay plan XZ of the Quarter and Year.

3.1.10. Civ Cat III (MANAGER) GS11-13; WS9 and above; NFIV-V; HMI-1A; H7; LN: U1 in pay plan XZ; XY-Q2; XY-Q1 and XY-QZ of the Quarter and Year.

3.1.11. Wyvern Top Performer of the Quarter (E-1 to E-5)

3.1.2. Aviano Awards:

3.1.11.1. Base Honor Guard Member of the Quarter and Year.

3.1.11.2. Base Honor Guard Program Manager of the Year.

3.1.11.3. Key Spouse of the Quarter and Year.

3.1.11.4. Wyvern Team of the Quarter and Year.

3.1.11.5. Dorm of the Quarter.

3.1.11.6. Room of the Quarter.

3.1.11.7. Note: "Team Aviano" Awards are not restricted to 31st FW personnel and are open to any member of the community who meets award nomination criteria. This includes: Family Members, 724 AMS, DoDEA, Red Cross, DLA, 601 QM, AFN Det 8, AFOSI Det 531, DECA, AFFES and 372 TRS Det 24 and any unit stationed on Aviano AB. Organizations not assigned to the 31st FW may submit nominations directly to 31st FW/CCCE.

### 3.2. Recognition Periods:

3.2.1. 1 January through 31 March (1st Quarter).

3.2.2. 1 April through 30 June (2nd Quarter).

3.2.3. 1 July through 30 September (3rd Quarter).

3.2.4. 1 October through 31 December (4th Quarter).

3.2.5. 1 January through 31 December (Annual).

3.3. **Eligibility Criteria:** Annual nominees do not need to be a quarterly award winner in order to compete for the annual program.

3.3.1. Military Eligibility Criteria:

3.3.1.1. Nominees will compete in the grade held for the longest period of time of the applicable award period (46 days for quarterly and 183 days for annual). For example, if a member has held the grade of TSgt for 7 months of the award period and is then promoted to MSgt, member is eligible for the NCO category.

3.3.1.2. Nominating commanders will ensure military nominees have a current passing PT Test on file and do not have an Unfavorable Information File established or have any incidents of a discreditable nature during the award period.

3.3.1.3. Deployed members may compete in the 31st FW recognition program IF the member was not eligible to compete in the deployed location's quarterly/annual awards

program. Note: Deployed unit “monthly” award/recognition do not render the member ineligible for 31st FW quarterly/annual recognition. The deployed/TDY accomplishments must meet the following:

3.3.1.3.1. They must have occurred during the award period.

3.3.1.3.2. The accomplishment must have been validated with written documentation and can be provided at the request of the board president or wing leadership.

3.3.1.4. No minimum time-on-station requirement for award submission. Members who PCS during a specific recognition period may only submit in one location (previous station or current station).

### 3.3.2. Civilian Eligibility Criteria:

3.3.2.1. Civilian nominees must not have any disciplinary action as defined by DODI 1400.25 v451 or an unsatisfactory performance appraisal during the award period.

### 3.3.3. Team Eligibility Criteria:

3.3.3.1. The Wyvern Team Award is not designed to be a squadron award.

3.3.3.2. The Wyvern Team category will consist of a team (3 or more) either within a squadron or a team that consists of members from across the Installation or broadly assigned units not residing on Aviano. There is no max to the size of the team, but all members nominated must have contributed to a collective effort.

## 3.4. Award Nomination Procedures:

3.4.1. Each 31st FW Group Commander and Wing Staff Agencies (WSA) may nominate one individual in each award category listed in [Paragraph 3.1](#).

3.4.1.1. Nominations for all categories will be prepared on the most current version of the AF Form 1206, Nomination for Award, using bullet statements (with the exception of the top performer and team award). Only accomplishments from the current period of competition will be used in the nomination.

3.4.2. The Honor Guard OIC will submit one nomination for each quarter and annual award (see [Paragraph 2.4](#)).

### 3.4.3. Quarterly Awards:

3.4.3.1. Submit an electronic copy of the AF Form 1206 & Group representative names to the 31st FW/CCCE.

3.4.3.2. Nominations must be prepared according to this instruction and received by the established suspense date or they will not be considered for competition without prior coordination with the 31st FW/CCC.

3.4.3.3. Quarterly winners will be notified to have a photo taken at 31st FW Public Affairs for base-wide display. The photo will be head and shoulders 5x7 inch portrait, service dress uniform, no hat.

3.4.3.4. Nomination guidelines for each category are included as Attachments contained in this document.

#### 3.4.4. Annual Awards:

3.4.4.1. The 31st FW annual awards are specifically designed to recognize military and civilian wing members and to determine nominees for awards such as the 12 OAY, USAF First Sergeant of the Year, Honor Guard Member of the Year and Honor Guard Program Manager of the Year.

3.4.4.2. In an effort to match the wing's annual awards program to those of HHQs, additional guidance and requirements for AMN, NCO, SNCO, First Sergeant, CGO, CIV I-IV, HG Member, and Key Spouse of the Year packages will be disseminated annually as published and released by HHQ through the 31st FW.

3.4.4.3. Acronyms and Abbreviations: Only common acronyms and abbreviations may be used as long as the meaning is clear (TDY, AF, USAFE, etc.), otherwise acronyms will not be used. Recommend using acronyms reasonably understood by the rank/experience of respective board members. Acronym/abbreviation lists are not authorized.

### 4. SELECTION BOARDS AND COMPOSITION:

4.1. **Wing Award Boards will consist of a virtual scoring period followed by an in-person board.**

4.2. **31st FW Groups and WSA will provide names of board members to 31st FW/CCCE, see. [Attachment 2](#) for board composition. Board members will consist of a representative from each Group to include WSA and will participate in the board even if they do not submit a nominee for quarterly and annual awards.**

#### 4.3. Selection Board Responsibilities:

##### 4.3.1. Board President:

4.3.1.1. Obtains the nomination packages and scoresheet from the 31st FW/CCCE

4.3.1.2. Will preside over sessions of their respective boards and provide guidance to board members regarding criteria, scoring methods, and other relevant issues in accordance with this instruction.

4.3.1.3. The board president will review the board members' rank-ordered scores for each nominee, with the highest cumulative-ranked score being the recommended selectee. In the event of a tie, the board president determines the ranking of those involved in the tie and will determine the recommended selectee.

4.3.1.4. The board president will complete their respective scoresheet and return all scoresheets to 31st FW/CCCE by the established suspense date.

4.3.1.4.1. Scoresheets will be presented as recommendations to the 31st FW/CC.

##### 4.3.2. Board Members:

4.3.2.1. Obtain the nomination packages and scoresheet from the board president.

4.3.2.2. Board Member scoresheets will be completed/signed and submitted to board president no later-than the established suspense. Note: Board members must not be a nominee on any category that member is competing in.

**5. HHQ AWARD NOMINATIONS:**

**5.1. Notification of all HHQ award nominations (unless it is an installation specific award) will be coordinated through the wing (31st FW/CCCE) prior to submission to the applicable HHQs.** Prior to submission to the wing, award packages must be routed through both squadron and group leadership.

**5.2. Functional award package criteria will be based on applicable award criteria and specific AFI requirements.**

5.2.1. The Group with the largest number of personnel assigned in the specific functional award AFSC will oversee the nomination process and equitable boarding for that award category.

**6. DORM OF THE QUARTER (DoQ) PROGRAM:**

**6.1. The 31st FW DoQ program is designed to recognize and reward both the best dormitory and individual room.**

**6.2. Dormitory of the Quarter will be prepared on the most current version of the AF Form 1206, Nomination for Award, using narrative format.** Only accomplishments from the current period of competition will be used in the nomination. The Unaccompanied Housing Superintendent (UHS) with a First Sergeants panel will grade the packages to determine the top 3 buildings.

6.2.1. Room of the Quarter nominations will be submitted by the dorm council.

6.2.2. The room will be inspected by the UHS and the building's Airmen Dorm Leader (ADL) to determine the top 3 rooms.

**6.3. The UHS will coordinate with 31st FW/CCCE to schedule 31st FW/CC and. 31st FW/CCC to evaluate the top 3 buildings and rooms to determine the winner in each category.**

TAD D. CLARK  
Brigadier General, USAF  
Commander

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

AFPD 36-1, Appropriated Funds Civilian Management and Administration

DAFPD 36-28, Awards Programs

AFI 33-322, Communication and Information/ Records and Information Governance Program

AFMAN 36-2806, Awards and Memorialization Program

DODI 1400.25 v451, Civilian Recognition

***Adopted Forms***

AF Form 1206, Nomination of Award

***Abbreviations and Acronyms (used in instruction)***

**AB**—Air Base

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management

**DV**—Distinguished Visitor

**GSU**—Geographically Separated Unit

**HHQ**—Higher Headquarters

**OIC**—Officer in Charge

**OPR**—Office of Primary Responsibility

**UIF**—Unfavorable Information File

**WSA**—Wing Staff Agencies



## Attachment 2

## COMPOSITION OF 31ST FW QUARTERLY/ANNUAL AWARDS BOARDS

Table A2.1. Quarterly Award Board Composition:

BOARD	PRESIDENT	BOARD MEMBERS
AMN	Command Chief	1 TSgt or MSgt per Group/WSA
NCO	Command Chief	1 MSgt or SMSgt per Group/WSA
SNCO	Command Chief	Group/WSA Senior Enlisted Leader
CGO	31st FW Deputy Commander	1 FGO per Group/WSA
FGO	31st FW Deputy Commander	1 Lt Col per Group/WSA
Civilian CAT I - III	MSG Deputy Director	1 Civilian per Group/WSA
Key Spouse	Command Chief	First Sergeant per Group/WSA
Honor Guard Member	MSG SEL or FSS SEL	1 Sq SEL per Group/WSA
Team	Command Chief	Group/WSA Senior Enlisted Leader
Wyvern Top Performer	Command Chief	Group/WSA Senior Enlisted Leader

Table A2.2. Annual Award Board Composition (in addition to quarterly categories):

BOARD	PRESIDENT	BOARD MEMBERS
First Sergeant	Command Chief	Group/WSA Senior Enlisted Leader
Honor Guard Program Manager	MSG SEL/FSS SEL	Sq SEL

**Attachment 3****SCORING PROCEDURES FOR SELECTION BOARDS**

**A3.1. The board president will provide guidance to board members regarding selection criteria, scoring, validation of packages and other relevant issues.**

**A3.2. Each board member will score the AF Form 1206s.**

**A3.3. Scoring of packages will be based on the “complete picture” the 1206 paints on overall leadership, scope, significance, adaptability, problem solving, effectiveness and overall innovation.**

A3.3.1. When scoring packages, consider each individual performance statement as well as the package in its entirety. If one performance statement portrays a uniquely exceptional accomplishment, that should be given equal consideration in the final score of the package even if all other performance statements are not as strong.

**A3.4. Board members will rank order packages to determine a nominee to be submitted to the 31st FW/CC.** The board president will use his/her rank order to break any ties.

**A3.5. The board president will annotate each board member’s ranking of the nominees on their score sheet.** A discussion among all board members is permitted for ties and significant deviations in grading; however, the board president will have the final decision.

**A3.6. Each board member must sign their individual score sheet.** The board president must sign their respective score sheet indicating verification of board results and send to 31st FW/CCCE. Board members will not discuss or disclose results of the board outside the selection boardroom.

Attachment 4  
SAMPLE AF FORM 1206

Figure A4.1. Military Categories (Quarter) Part 1.

NOMINATION FOR AWARD		
AWARD QUARTER	CATEGORY (if Applicable) MIL CATEGORY	AWARD PERIOD 1 JAN - 31 MAR 24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) AMN-FGO/JANE D. DOE		MAJCOM, FGA, OR DRU USAFE-AFAFRICA
DAFSC/DUTY TITLE 2A353M/ASST DEDICATED CREW CHIEF	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 632-XXXX & COMM: (314) XXXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 31 AMXS/MXABC/UNIT 6140/AVIANO AB/APO, AE 09604		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) MAJ/JOHN D. SMITH/DSN: 632-XXXX & COMM: (314) XXXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"><li>- Jane cleared a 6-year backlog of unserviceable munitions at Camp Darby, disposing of 400 lbs of ammo and explosives. Her efforts prevented over 1,000 man-hours of 24-hour security, and she earned the 731 MUNS/CC's coin.</li><li>- She represented the U.S. during NATO's 2-week NORTHERN STAR exercise alongside 8 partner nations. She guided her team of 6 through 10 stressful near-peer scenarios, shared tactics, and gilded key alliances in EUCCOM.</li><li>- They led Aviano's first quarterly FHP meeting, designing a predictive model for FY24 flying hour program advising the MXG &amp; OG CCs on limiting factors and historical trends, identifying 400 sell back hours to ACC saving \$4.7M</li><li>- Amn Doe took on the additional duty of Tactical Combat Casualty Care instructor leading classes for 49 Amn &amp; 26 Italian Forces partners, advancing the FW's MCA initiative &amp; raising the Gp's Tier 2 completion rate from 43% to 93% in less than 2 months, garnering her "Superior Performer" accolades &amp; a coin from the MDG CC.</li></ul>		
<p>WHOLE AIRMEN CONCEPT:</p> <ul style="list-style-type: none"><li>- As the Treasurer of the CE Booster Club, Jane oversaw a \$12K budget! She planned the squadron booth for the base Bazaar, 2 golf tournaments, 4 morale events, and a 150-person combat dining out to raise \$4K for squadron functions.</li><li>- Jane aced 6 credit hours, completing a nutrition and coding class towards her bachelor's. He applied her new-found knowledge as a Squadron PTL and by building 3 advanced software-based IED training aids for her section.</li></ul>		

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Figure A4.2. MILITARY CATEGORIES (QUARTER) Part 2.

NOMINATION FOR AWARD	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	
AMN-FGO/JANE D. DOE	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)	
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (4 Performance Statements &amp; Heading)</b></p> <p>Describe significant accomplishments and how well the member performed assigned primary and additional duties and try to avoid career field specific terminology that may be difficult for others outside the members field to understand. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives/ 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. (10 Lines maximum, not including the heading)</p> <p><b>WHOLE AIRMAN CONCEPT: (2 Performance Statements &amp; Heading)</b></p> <p>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 Lines maximum, not including the heading)</p> <p>Important notes:</p> <ul style="list-style-type: none"> <li>- Headings should always be in upper case (capitalized)</li> <li>- No acronym list</li> <li>- Use a hyphen to separate each performance statement</li> <li>- Heading is not included in line count</li> </ul>	
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Figure A4.3. CIVILIAN CATEGORIES (QUARTER) Part 1.

NOMINATION FOR AWARD		
AWARD QUARTER	CATEGORY (if Applicable) CIV CAT I/II/III	AWARD PERIOD 1 JAN - 31 MAR 24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-9/JOHN D. DOE		MAJCOM, FOA, OR DRU USAFE-AFAFRICA
DAFSC/DUTY TITLE VEHICLE MANAGER	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 632-XXXX & COMM: (314) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 31 AMXS/MXABC/UNIT 6140/AVIANO AB/APO, AE 09604		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) MAJ/JOHN D. SMITH/DSN: 632-XXXX & COMM: (314) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SIGNIFICANT CONTRIBUTIONS/ACHIEVEMENTS: - John oversaw USAFE's sole Guardian Angel \$4M vehicle fleet, overseeing 65 vehicles/maritime vessels. His efforts also enabled participation in 15 exercises across 2 COCOMs and 5 unique bi-lat country engagements.  - He streamlined vehicle nationalization process through advocacy with local customs, cutting two steps and importation fee requirements, leading to four vehicles nationalized within two weeks versus three months, and saving Airmen over \$25K in total.  - He overhauled Guardian Angel rescue capabilities by installing next gen motors to the inflatable boat fleet, increasing long-range maritime rescue capabilities, supported 4 OPLANS and provided unbroken CSAR coverage.  - John was key in digitalization of initial vehicle registration. He liaised with Customs to overcome restrictions and co-authored 3 E-forms covering 8 processes. Members can now apply on-line, cutting customer wait time by 83%, doubling the daily in-person availability of appointments, and saving the 31 FW over \$4.5K this quarter.  SELF-IMPROVEMENT/BASE AND COMMUNITY INVOLVEMENT: - John partnered with the 31 MDG to execute Operation Helper to deploy 3 aircraft simulators for the 31 FW multi-national training event to certify 40 personnel on MEDEVAC scenarios & was recognized/coined by the Gp/CC.  - He drove the Wg Bazaar by conducting short notice maintenance on the units mobile facility saving the unit \$3.5K in labor costs & helping raise \$415K for the Aviano Air Base community.		

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Figure A4.4. CIVILIAN CATEGORIES (QUARTER) Part 2.

NOMINATION FOR AWARD
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-9/JOHN D. DOE
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)
<p><b>SIGNIFICANT CONTRIBUTIONS/ACHIEVEMENTS: (4 Performance Statements &amp; Heading)</b></p> <p>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/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. (10 Lines maximum, not including the heading)</p> <p><b>SELF-IMPROVEMENT/BASE AND COMMUNITY INVOLVEMENT: (2 Performance Statements &amp; Heading)</b></p> <p>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 an individual. (4 Lines maximum, not including the heading)</p> <p>1. Use the term Wage Category I, Civilian Category II Non-Supervisor, Civilian Category II Supervisory and Civilian Category III Manager.</p> <p>-Civ Cat I (WAGE): GS1-6; WG1-7; WL1-5; WS1-3; NFI-II; NA1-7; NL1-6; NS1-3; CY1-3; H1-4; EA1-6; MN1-5; LN: U10-5; XX09-05; and XW09-05</p> <p>-Civ Cat II (TECHNICIAN, NON-SUPERVISORY): (NON-SUPERVISORY): GS7-10; WG8-10; WL6-10; WS4-8; NFIII; NA8-10; NL7-10; NS4-10; CY4-5; H5-6; EA7-9; LN: XX04; XZ07-04 (u7-4); and U4 in pay plan XU</p> <p>-Civ Cat II (SPECIALIST, SUPERVISORY): (SUPERVISORY): GS7-10; WG8-10; WL6-10; WS4-8; NFIII; NA8-10; NL7-10; NS4-10; CY4-5; H5-6; EA7-9; LN: XZ03-02; U3-2 in pay plan XZ</p> <p>-Civ Cat III (MANAGER)GS11-13; WS9 and above; NFIV-V; HMI-1A; H7; LN: U1 in pay plan XZ; XY-Q2; XY-Q1 and XY-QZ</p> <p>Important notes:</p> <ul style="list-style-type: none"> <li>- Headings should always be in upper case (capitalized)</li> <li>- No acronym list</li> <li>- Use a hyphen to separate each performance statement</li> <li>- Heading is not included in line count</li> </ul>
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Figure A4.5. HONOR GUARD CATEGORY (QUARTER) Part 1.

NOMINATION FOR AWARD		
AWARD <b>QUARTER</b>	CATEGORY (If Applicable) <b>HONOR GUARD</b>	AWARD PERIOD <b>1 JAN - 31 MAR 24</b>
RANK/NAME OF NOMINEE (First, Middle Initial, Last) <b>SSGT/JOHN N. SMITH</b>		MAJCOM, FOA, OR DRU <b>USAFE-AFAFRICA</b>
DAFSC/DUTY TITLE <b>3F5X1/HONOR GUARD</b>	NOMINEE'S TELEPHONE (DSN & Commercial) <b>DSN: 632-XXXX &amp; COMM: (314) XXX-XXXX</b>	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE <b>31 AMXS/MXABC/UNIT 6140/AVIANO AB/APO, AE 09604</b>		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) <b>MAJ/JOHN S. SMITHDSN: 632-XXXX &amp; COMM: (314) XXX-XXXX</b>		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <b>LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES:</b> - SSgt Smith flawlessly executed 6 ceremonial details and was hand-selected to lead the laying of the Wreath presentation, for the Italian Armed Forces Day Ceremony.  - Additionally, his professionalism was on display as he commanded the presentation of colors and flag fold for 2 retirement ceremonies, honoring 2 FW members' with over 40 years of faithful and dedicated service to the USAF.  <b>SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS &amp; OPS:</b> - John performed 3 FTAC briefings, sharing the Honor Guard's mission and inspiring 52 Airmen. His actions contributed to the addition of 10 new members attendance at Honor Guard practices, increasing the teams manning  - Finally, he took charge in the training of 4 new Honor Guard members, including the certification of 1 member. He instructed and evaluated members on POW/MIA, Rifle, increasing the success of executing details.		

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Figure A4.6. HONOR GUARD CATEGORY (QUARTER) Part 2.

NOMINATION FOR AWARD	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	
SSGT/JOHN N. SMITH	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)	
<p><b>LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES: (2 Performance Statements &amp; heading)</b></p> <p>Describe significant Honor Guard leadership accomplishments and how well the member performed the Honor Guardsmen duties. Include number and quality of events performed as well as number and quality of events led. Define the scope and level of responsibilities and the impact of the Honor Guard mission. 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. (4 Lines maximum, not including the heading)</p>	
<p><b>SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS &amp; OPS: (2 Performance Statements &amp; heading)</b></p> <p>Show how the member developed or improved skills related to Honor Guard duties. (4 Lines maximum, not including the heading)</p>	
<p>Important notes:</p> <ul style="list-style-type: none"> <li>- Headings should always be in upper case</li> <li>- No Acronym List</li> </ul>	
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Figure A4.7. KEY SPOUSE CATEGORY (QUARTER) Part 1.

NOMINATION FOR AWARD		
AWARD <b>QUARTER</b>	CATEGORY (If Applicable) <b>KEY SPOUSE</b>	AWARD PERIOD <b>1 JAN - 31 MAR 24</b>
RANK/NAME OF NOMINEE (First, Middle Initial, Last) <b>JANE D. DOE</b>		MAJCOM, FOA, OR DRU <b>USAFE-AFACRICA</b>
DAFSC/DUTY TITLE <b>KEY SPOUSE</b>	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE <b>31 AMXS/MXABC/UNIT 6140/AVIANO AB/APO, AE 09604</b>		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) <b>MAJ/JOHN D. SMITH/DSN: 632-XXXX &amp; COMM: (314) XXX-XXXX</b>		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<b>KEY ACCOMPLISHMENTS:</b> <ul style="list-style-type: none"> <li>- Jane has been a key link between the squadron, the spouses, and the Italian community. She has attended every single spouse/booster club meeting, and on numerous occasions assisted both spouses and members with translation.</li> <li>- Jane is a leader among the spouses, spearheading a spouse bingo night, Family Movie night, and September gone event. She was instrumental in executing a funded morale cruise event attended by nearly the entire unit.</li> <li>- She dedicated service &amp; commitment to the community of Aviano as a whole ensured the success of multiple organizations not just the squadron. She serves various roles from Executive Assistant in CIAO to a Key Spouse for the 31 MXS squadron; all the while engaged with her 5 children to attend and support several Wing events.</li> <li>- Jane created the idea for this quarter's resiliency event. She led the coordination and planning of the entire event with the Key Spouse team. She created a discussion based and geared towards resiliency, executed a hands-on activity, and invited education counselors and scholarship chairs to speak about spouses' education opportunities.</li> </ul>		
<b>OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS</b> <ul style="list-style-type: none"> <li>- Jane leverages her local knowledge to bring the unit's members and spouses closer to our national hosts. She routinely advertises attendance for local events such as the Music practice and local Masquerade celebrations.</li> <li>- Jane organized a cooking class for spouses of deployed military members. She learned how to make Local dishes and then crafted a class to teach the other spouses. The class was lauded by the other spouses and members upon return</li> </ul>		

Figure A4.8. KEY SPOUSE CATEGORY (QUARTER) Part 2.

NOMINATION FOR AWARD	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	
JANE D. DOE	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)	
<p><b>KEY ACCOMPLISHMENTS: (4 Performance Statements &amp; Heading)</b></p> <p>Characterize the nominee's contributions as evidence by character, conduct, and willingness to achieve unit goals. Explain how the nominee carried out the Commanders intent and embodies Wing priorities. 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 and explain any other outstanding services the Key Spouse provided that benefited the units mission. All accomplishments must have occurred during the award period. (Limit to 10 lines not including heading.)</p> <p><b>OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS: (2 Performance Statements &amp; Heading)</b></p> <p>Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and/or civic activities. (Limit to 4 lines not including heading.)</p> <p>Important notes:</p> <ul style="list-style-type: none"> <li>- Headings should always be in upper case (capitalized)</li> <li>- No acronym list</li> <li>- Use hyphen before each performance statement</li> <li>- Heading is not included in line count</li> </ul>	
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Figure A4.9. WYVERN TEAM (QUARTER) Part 1.

NOMINATION FOR AWARD		
AWARD QUARTER	CATEGORY (If Applicable) TEAM	AWARD PERIOD 1 JAN - 31 MAR 24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) WYVERN TEAM		MAJCOM, FOA, OR DRU USAFE-AFAFRICA
DAFSC/DUTY TITLE 717 EATKS MX TEAM	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 717 EXPEDITIONARY ATTACK SQUADRON/LARISSA AIR BASE, GREECE/APO AE/09205		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) MAJ/JOHN D. DOE/DSN: 632-XXXX & COMM: (314) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SIGNIFICANT CONTRIBUTIONS/ACCOMPLISHMENTS: Managed 10 aircraft plus the onboarding of AFSOC/contractors teams deployed on a short-tasking, integrating 50 personnel/6 planes into ongoing operations for uninterrupted ISR in strategically vital AORs, generating 236 flights & 4K hrs with zero ATOs missed. Filled 5 no-fail missions of 24 senior leader protection flights & 2 alert taskings for armed POTUS overwatch & search/rescue of downed Army aircrew. Team drove an AF priority, validating core MCA/ACE tenets of MQ-9 satellite launch & recovery. Team hosted 2 holiday events to uplift 200 deployed members. Team garnered recognition from Group/CC.		

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Figure A4.10. WYVERN TEAM (QUARTER) Part 2.

NOMINATION FOR AWARD	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	
WYVERN TEAM	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)	
<b>SIGNIFICANT CONTRIBUTIONS/ACCOMPLISHMENTS: (6-line max narrative &amp; Heading)</b>	
Describe how the team made a significant contribution to enhancing mission effectiveness, improve the unit Airmen development and/or family quality of life. Team achievements may be limited to a single act or time-frame with accomplishments that happened during the award period. Maximum of a 6-line narrative with no minimum line requirement.	
Important notes:	
<ul style="list-style-type: none"><li>- Headings should always be in upper case (capitalized)</li><li>- No acronym list</li><li>- Heading is not included in line count</li></ul>	
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Figure A4.11. TOP PERFORMER CATEGORY (QUARTER) Part 1.

NOMINATION FOR AWARD		
AWARD QUARTER	CATEGORY (If Applicable) TOP PERFORMER	AWARD PERIOD 1 JAN - 31 MAR 24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SRA/JANE D. DOE		MAJCOM, FOA, OR DRU USAFE-AFAFRICA
DAFSC/DUTY TITLE 5J071/NCOIC, LITIGATION	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 632-XXXX & COMM: (314) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 31 FW/JA/UNIT 6140/AVIANO AB/APO, AE 09604		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) MAJ/JOHN D. SMITH/DSN: 632-XXXX & COMM: (314) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: - This NCO was handpicked by HAF/JA to fill the Big Blue AB defense paralegal position and coined by the Defense Attorney for supporting USAF busiest defense office for 60 days navigating 60 clients through criminal proceedings.  - Jane was also selected by the SJA to travel to the US to mentor a new litigator through a court-martial, interviewing witnesses and preparing prosecutors for a 7-day hearing, resulting in justice for the victim and discharge of an Amn not fit for military service.  - This NCO led the prosecution team of 4 paralegals and 2 officers through 2 complex trials managing 12 expert witnesses, processing \$232K in witness fees resulting in 2 convictions that led to 60-months of jail time and punitive discharges.  - Jane scrutinized 326 evidence items for a 3-year sexual assault investigation, identifying 5 key witnesses which was pivotal to advising the FW/CC of non-recommendation of charges saving an Amn's career.		

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Figure A4.12. TOP PERFORMER CATEGORY (QUARTER) Part 2.

NOMINATION FOR AWARD	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	
SRA/JANE D. DOE	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)	
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (4 Performance Statements &amp; Heading)</b></p> <p>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/techniques developed by the member that positively impacted the unit and/or the mission.</p> <p>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. An important aspect to keep in mind is the idea that Top Performers excelled in mission execution and leadership rolls that don't necessarily fit in the other general categories. (10 Lines maximum, not including the heading)</p> <p>Important notes:</p> <ul style="list-style-type: none"> <li>- Headings should always be in upper case (capitalized)</li> <li>- No acronym list</li> <li>- Use a hyphen to separate each performance statement</li> <li>- Heading is not included in line count</li> </ul>	
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## Attachment 5

## 2024 WING QUARTERLY AND ANNUAL AWARD TIMELINES

**Table A5.1. First Quarter Awards Jan – Mar 24:**

Board Member Names & Nomination Packages due to 31 FW/CCCE	12 April 2024
31 FW Review Boards	15-19 April 2024
31 FW Winners due to 31 FW/CCCE	19 April 2024
Quarterly Awards Ceremony (Location TBD)	26 April 2024

**Table A5.2. Second Quarter Awards Apr – Jun 24:**

Board Member Names & Nomination Packages due to 31 FW/CCCE	12 July 2024
31 FW Review Boards	15-19 July 2024
31 FW Winners due to 31 FW/CCCE	19 July 2024
Quarterly Awards Ceremony (Location TBD)	26 July 2024

**Table A5.3. Third Quarter Awards Jul – Sep 24:**

Board Member Names & Nomination Packages due to 31 FW/CCCE	10 October 2024
31 FW Review Boards	15-18 October 2024
31 FW Winners due to 31 FW/CCCE	18 October 2024
Quarterly Awards Ceremony (Location TBD)	25 October 2024

**Table A5.4. Fourth Quarter Awards Oct – Dec 24:**

Board Member Names & Nomination Packages due to 31 FW/CCCE	17 January 2025
31 FW Review Boards	21-24 January 2025
31 FW Winners due to 31 FW/CCCE	24 January 2025
Quarterly Awards Ceremony (Location TBD)	31 January 2025

**Table A5.5. [2024 Annual Awards Jan – Dec 2024:**

Board Member Names & Nomination Packages due to 31 FW/CCCE	7 February 2025
31 FW Review Boards	10-14 February 2025

31 FW Winners due to 31 FW/CCCE	14 February 2025
Annual Awards Ceremony (Location TBD)	7 March 2025