

**BY ORDER OF THE COMMANDER  
2D BOMB WING**



**AIR FORCE INSTRUCTION 36-2805**

**BARKSDALE AIR FORCE BASE  
Supplement**

**24 JANUARY 2018**

**PERSONNEL**

**SPECIAL TROPHIES AND AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 2 BW/CCCA

Certified by: 2 BW/CCC  
(CMSgt Teresa R. Clapper)

Pages: 21

---

This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, and describes special trophies and awards programs sponsored by the United States Air Force (USAF) and by private organizations that seek Air Force participation. It applies to all active duty Air Force, Air Force Reserve (AFRC), and Air National Guard (ANG) members and civilian employees paid through appropriated funds. It outlines how to nominate deserving individuals or units for these awards. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification and approval. Requests for waivers will not be considered. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, System of Records Notice F036 AF PC V, *Awards and Decorations*, applies. Refer recommended changes and questions about this publication to the OPR using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) the Air Force Records Information Management System Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Any organization may supplement this publication which must be approved and reviewed by the OPR. Major Commands (MAJCOMs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs) must send one copy of their published and or posted supplement to the OPR at AFPC/DPSIDR, 550 C Street West,

Suite 12, Randolph AFB TX 78150-4712. Other organizations send one copy of each published and or posted supplement to the next higher headquarters.

## **Chapter 8 (Added)**

### **BARKSDALEAFB)**

#### **RESPONSIBILITIES**

8.1. **2 BW/CC will:** Direct implementation of the program and approve all award winners.

8.2. **2 BW/CV will:** Preside over 2 BW Flight Commander (Flt CC), CGO, FGO and Civilian quarterly/annual awards selection boards. These duties can be delegated to the Director of Staff (DS).

8.3. **2 BW/CCE will:** Send award taskers to group, directorate and WSA secretaries and executive officers for action IAW suspenses outlined by the award office of primary responsibility.

8.4. **2 BW/CCC will:**

8.4.1. Manage the overall 2 BW Quarterly/Annual Awards process.

8.4.2. Publish, each January, the Wing's Quarterly/Annual Awards schedule establishing nomination package suspenses along with wing board and recognition ceremony dates.

8.4.3. Assist the 2 BW/CCCE with coordinating the Wing's quarterly/annual selection boards to include: approving board member nominations, providing necessary guidance and reviewing/verifying board results prior to 2 BW/CC endorsement.

8.4.4. Brief Enlisted Board Presidents on procedures before board convening date.

8.4.5. Coordinate the selection and submission of all wing annual enlisted award winners to the 8th Air Force for the 12 Outstanding Airmen of the Year (OAY), Honor Guard Member (HGM), Honor Guard Program Manager (HGPM) and First Sergeant of the Year competition.

8.4.6. Establish and preside over the Wing Quarterly Awards Committees and Wing Annual Awards Banquet Committees.

8.4.7. Review this supplement on an annual basis.

8.5. **2 BW/CCCE will:**

8.5.1. Coordinate with 2 BW/CCC to develop and provide all base agencies with a wing quarterly/annual awards schedule that includes all nomination package suspenses, selection board dates and proposed ceremony/banquet dates. The schedule must allow sufficient time to prepare and forward 2 BW nominations to compete in the 8 AF Annual Awards Program.

8.5.2. Draft a message providing instructions and establishing all necessary suspenses for quarterly/annual awards.

8.5.3. Coordinate the Wing's Officer/Civilian, Enlisted and Volunteer quarterly/annual selection boards to include solicitation of board members, collecting nomination packages and distributing packages to board members for scoring.

8.5.4. Prepare folders containing nomination packages for each category before the board convening date and send to each board president either via hard-copy or electronic means.

8.5.5. Obtain all award board results. Draft a memorandum identifying the winners for 2 BW/CCC review prior to sending to the 2 BW/CC for endorsement.

8.5.6. Coordinate with 2 BW/PA to announce the date, time and location of the Wing Quarterly Awards Ceremony and/or Annual Awards Banquet.

8.5.7. Forward full name, rank and unit of all award winners to 2 BW/PA no later than one duty day after the awards ceremony.

8.5.8. Represent the 2 BW/CCC on all matters pertaining to the Wing Recognition Program.

8.5.9. Obtain/print certificates/trophies for the quarterly AMN, NCO, SNCO, Flt CC, CGO, FGO, Civ Cat I, Civ Cat II, Honor Guard Member, Volunteer and Diamond Sharp Award categories.

8.5.10. Assist 2 BW/CCC with reviewing this supplement annually.

**8.6. 2 FSS/CC will:**

8.6.1. Manage NAF Civilian of the Quarter/Year Award process.

8.6.2. 2 FSS/CC will establish award criteria and provide 2 BW/CCCA with the final winner to be recognized at the respective quarterly/annual ceremony.

**8.7. 2 FSS/FSFR will:**

8.7.1. Provide Board President and preside over the Volunteer of the Quarter/Year selection boards. The board president will distribute packages to board members via hard-copy and conduct the board to determine a winner.

8.7.2. Forward results to the 2 BW/CCCA on or before the announced wing suspense date.

**8.8. 2 FSS/FSOH will:**

8.8.1. Execute the Honor Guard Member (HGM) of the Quarter/Year Award selection process IAW this supplement. Coordinate selection results with 2MSG/CCM prior to forwarding to 2 BW/CCA on or before the announced wing suspense date.

8.8.2. Prepare and forward nomination packages for the Wing's HGM and HGPM of the Year. Coordinate with superintendents, first sergeants and/or supervisors to ensure members are not nominated for another category within the 12 OAY Program. Members can only be nominated for, and compete in, one category of the 12 OAY Program.

**8.9. 2 BW/CCP will:**

8.9.1. Review and provide guidance on distinguished visitor invitations.

8.9.2. Establish distinguished visitor seating (head table).

8.9.3. Perform a final review of programs/scripts for Wing Quarterly Awards ceremonies and the Wing Annual Awards Banquet.

8.10. **2 BW/PA will:** Announce quarterly/annual award winners at [www.barksdale.af.mil](http://www.barksdale.af.mil) and available social media outlets such as Barksdale's Facebook page.

8.11. **Group Commanders/Directors will:** Establish their own procedures for determining nominees in concert with the guidelines established in this supplement. Ensure nominees are

made available for higher level selection programs and recognition ceremonies to the maximum extent practicable.

## **Chapter 9 (Added)**

### **BARKSDALEAFB)**

#### **ELIGIBILITY, SELECTION AND NOMINATION PROCEDURES**

##### **9.1. General.**

9.1.1. Nominees in quarterly categories must be assigned to Barksdale AFB for a minimum of one-half (46 days) the nomination period to be eligible for consideration.

9.1.2. Nominees submitted for annual awards do not have to be quarterly award recipients. Individual quarterly/annual award winners from the previous quarter/year cannot be nominate for the same category the following quarter/year. For example, the 2016 AMN of the Year cannot be submitted as a nominee for the 2017 AMN of the Year.

9.1.3. Nominees for quarterly/annual awards cannot be nominated for/compete in multiple categories. For example, the HGM of the Year nominee cannot also be nominated for AMN of the Year. The NCO of the Quarter nominee cannot be nominated for the Volunteer of the Quarter. Members are only allowed to compete in one category at a time.

9.1.4. Nominees will compete in the category for the grade they held during the majority of the award period. Quarterly nominees will compete in the category for the rank or grade they possessed the majority of the quarter (46 days). Annual nominees must be nominated and compete in the category of the rank or grade they possessed for the majority of the year (184 days).

9.1.5. Deployed Airmen assigned to the 2 BW are eligible for any category if they were at home station for one-half (46 days) of the quarter and meet all other criteria.

9.1.6. Military nominees must not have any negative quality force factors and must not be on, nor have been on, a control roster during any portion of the award period. Nominees must not be, nor have been, under investigation during any portion of the award period. Nominees must not have had an open/active unfavorable information file (UIF) or Article 15 during the award period. Nominees must have a current passing Air Force fitness score of 75 or higher, and must have maintained a passing score throughout the entire award period. Nominees on profile and unable to test may compete as long as their most current score meets AF standards. The nominee's professional appearance and military image must also be carefully considered by the nominating official.

9.1.7. First Sergeants will review nominees for any adverse actions during the award period.

9.1.8. Civilian nominees must meet performance standards, not have had disciplinary action pending or taken during the award period and must have received an acceptable performance appraisal.

9.1.9. Each Group Commander/Director may submit one nomination per recognition category.

9.1.10. Commanders on G-series orders and directors are not eligible to compete for individual quarterly/annual awards described in this publication.

**9.2. AMN, NCO, SNCO, Flt CC (annual only), CGO, FGO (annual only), HGM, Volunteer and Civilian of the Quarter/Year Nomination Procedures.**

9.2.1. Submit quarterly/annual award nominations using the most-current version of the AF Form 1206 (Attachment 2) on or before the established suspense date. Complete nomination packages in accordance with the format and instructions provided as attachments to this supplement. Narratives must be limited to accomplishments performed exclusively during the award period.

9.2.2. The AMN, NCO, SNCO, HGM, HGPM and First Sergeant of the Year winners will be submitted as the Wing's nominees to the 8 AF Annual Awards competition.

### **9.3. AMN, NCO and SNCO of the Quarter/Year Selection Procedures.**

9.3.1. The enlisted annual award categories will have six separate selection boards (AMN, NCO, SNCO, HGM, HGPM and First Sergeant of the Year). The First Sergeant of the Year, HGM and HGPM are further detailed in paragraphs 8.4.5 and 8.8.2 of this supplement. The annual awards for SNCO and First Sergeant of the Year will be graded by the Group Superintendents, with the 2 BW/CCC serving as the board president.

9.3.2. The enlisted quarterly award categories will have three separate selection boards (AMN, NCO and SNCO) consisting of at least four Airmen who are senior in rank to all nominees. Significant effort will be made to ensure groups are equally represented in all boards. The individual quarterly board will be structured as follows:

9.3.2.1. AMN Board - Four NCOs plus one SNCO as board president.

9.3.2.2. NCO Board - Four SNCOs plus one SMSgt as board president.

9.3.2.3. SNCO Board – Four CMSgt's and the board president will be the 2 BW/CCC or designated representative.

9.3.3. All AF Form 1206 nomination packages will be received and individually scored by board members prior to the board convening.

9.3.4. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet based on the total score for each nominee. The board president will use Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

### **9.4. CGO of the Quarter/Year, Flt CC and FGO of the Year Selection Procedures.**

9.4.1. The quarterly CGO selection board structure will at a minimum consist of one colonel (board president) and three field grade officers or civilian-grade equivalent.

9.4.2. The annual CGO, Flt CC and FGO selection board will be chaired by the 2 BW/CV.

9.4.3. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet based on the total score for each nominee. The board president will use Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker

**9.5. Civilian of the Quarter/Year Categories I and II.**

9.5.1. The quarterly civilian selection board at a minimum consists of one colonel (board president) and three field grade officers or civilian grade equivalent.

9.5.2. The annual civilian selection board will be chaired by the 2 BW/CV.

9.5.3. Each Group Commander or Director may submit one nominee in each of the following categories:

9.5.3.1. Civilian Category I: GS-1 through GS-8, WG-1 through WG-9 and WL-1 through WL-5.

9.5.3.2. Civilian Category II: GS-9 and above, WG 10 and above and WL-6 through WL-12, and WS-1 through WS-8.

9.5.4. Nominations will be evaluated on nature of the achievement, development of techniques or procedures that significantly increased mission effectiveness and breadth of impact to the Wing mission

9.5.5. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank order each nominee in the "Standing" column of the score sheet based on the total score for each nominee. The board president will use Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tiebreaker.

**9.6. First Sergeant of the Year Nomination & Selection Procedures.**

9.6.1. The First Sergeant of the Year Award is part of the CMSAF Recognition Program. Commanders submit their First Sergeant of the Year nominations to the 2 BW/CCCE in accordance with instructions provided by HQ AFGSC.

9.6.2. All first sergeants assigned to the 2 BW that meet eligibility requirements will be considered for the First Sergeant of the Year Award (see AFI 36-2805, para 3.11.).

9.6.3. The First Sergeant of the Year selection board will be comprised of the Group Chiefs with the 2 BW/CCC serving as the board president.

9.6.4. Selection board members will evaluate each nominee on his/her individual merit derived from the AF Form 1206 nomination packages.

9.6.5. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet, based on the total score for each nominee. The board president will use Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker.

**9.7. Volunteer of the Quarter/Year Nomination & Selection Procedures.**

9.7.1. The purpose of the Volunteer of the Quarter/Year Award is to provide recognition to outstanding volunteers at Barksdale AFB.



9.7.2. Quarterly/Annual nominations are open to active duty, civilians, retirees and their family members.

9.7.3. Volunteer of the Quarter/Year Award nominations to 2 BW/CCCE on the most-current version of the AF Form 1206 in accordance with the format and instructions provided in Attachment 2, Figure 2.2.

9.7.4. 2 BW/CCCE will consolidate and provide the nomination packages to the board president.

9.7.5. Volunteer of the Quarter/Year selection board will be determined by 2 FSS/FSFR. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet based on the total score for each nominee. The board president will use Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total score in the "Final Standing" row at the bottom of the sheet is the winner. Note: The board president's scoring will be used only as a tie breaker. Board President will forward completed score sheets to the 2 BW/CCCE for 2 BW/CC approval.

**9.8. Honor Guard Member (HGM) of the Quarter/Year and HG Program Manager (HGPM) of the Year Nomination & Selection Procedures.**

9.8.1. All active Honor Guard Airmen are eligible and can be considered for quarterly and annual recognition. Group Commander or Director nominations are not required for this category of award. 2 FSS/FSOH will coordinate nomination and selection with nominee's primary duty organization to ensure no negative quality indicators exist and that members have not been nominated to compete in another award category.

9.8.2. 2 FSS/FSOH will identify nominees by weighing all active honor guard Airmen against pre-established selection criteria.

9.8.3. Nomination packages for quarterly awards are not required. HGM shall be selected following a performance-based board evaluation.

9.8.4. HGM quarterly award nominees will be determined by the FSS/CEM and HGPM. The HGM winner from the previous quarter will serve as an advisor to the board and cannot compete. The MSG/CCC, or designated representative, will serve as the board president for quarterly boards. The 2 BW/CCC will serve as the board president for annual award selection.

9.8.5. HGM and HGPM of the Year Awards are part of the CMSAF recognition program and winners are recognized at AFGSC and higher headquarters. 2 FSS/FSOH will prepare HGM and HGPM of the Year nominations in accordance with annual guidance received from AFGSC.

9.8.6. Nomination packages for annual awards will be received and individually scored by board members prior to the board convening. HGM of the Year selection will be based on the members' nomination packages combined with performance-based board evaluations. HGPM of the Year selection will be based solely on the nomination package.

9.8.7. Board members will grade the packages and determine each nominee's overall score. Each board member will then rank-order each nominee in the "Standing" column of the score sheet based on the total score for each nominee. The board president will use Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the "Standing" columns of each board member's score sheet. The nominee with the lowest total

score in the “Final Standing” row at the bottom of the sheet is the winner. Note: The board president’s scoring will be used only as a tie breaker.

#### **9.9. Diamond Sharp Award (DSA) Nomination & Selection Procedures.**

9.9.1. The purpose of the Diamond Sharp Award is to provide recognition to outstanding Airmen in the grades of E-1 through E-4 on a monthly basis.

9.9.2. Submit nominations using the most-current version of the AF Form 1206 (Attachment 2) on or before the established suspense date. Complete nomination packages in accordance with the format and instructions provided as attachments to this supplement. Narratives must be limited to accomplishments performed exclusively during the award period.

9.9.3. A physical board will be used as part of the selection process. Board members are comprised of two parts, the main body (all eligible First Sergeants/Additional Duty First Sergeants) and the Executive Council. The Council President presides over the board and provides guidance to board members regarding selection criteria, scoring methods and other related matters.

9.9.3.1. The Barksdale DSA Board is held on the first Tuesday of the month. The First Sergeant Council President will notify each group nominee and First Sergeant when nominees need to appear at the 2 BW board. In the event a nominee is TDY, deployed or on leave, the nominee will be allowed to meet the DSA board the following month. This means that the Group or Associate Unit with a prior month’s nominee will have two nominees for that given month.

9.9.3.2. Nominees must wear any combination of the service uniform (short sleeve or long sleeve blues).

9.9.4. Board members will grade the packages and determine each nominee’s overall score. Each board member will then rank-order each nominee in the “Standing” column of the score sheet based on the total score for each nominee. The board president will use Summary of Board Proceedings, to compute the composite score of each nominee by adding the values from the “Standing” columns of each board member’s score sheet. The nominee with the lowest total score in the “Final Standing” row at the bottom of the sheet is the winner. Note: The board president’s scoring will be used only as a tie breaker.

**Chapter 10 (Added)****BARKSDALEAFB)****BOARD PROCEDURES****10.1. General.**

10.1.1. All boards will begin on time at their respective location. Approximately 1 week prior to convening, the 2 BW/CCCE will publish board times, locations and schedules for each award period.

**10.2. Convening Authorities are as follows:**

10.2.1. 2 BW/CV will be the convening authority for CGO, Flt CC, FGO, and Civilian Boards

10.2.2. 2 BW/CCC will be the convening authority for all Enlisted Boards (AMN, NCO, SNCO and First Sergeant).

10.2.3. 2 FSS/FSFR will be the convening authority for Volunteer and Key Spouse Boards.

**10.3. Board President Responsibilities.**

10.3.1. Contact board members to notify them of any additional requirements.

10.3.2. Ensure all members are informed on board proceedings IAW this supplement

10.3.3. Resolve any significant differences between any board members' final rankings.

10.3.4. In the event of a tie, where no other unbiased means of breaking the tie can be determined, the board president will cast the tie-breaking vote.

10.3.5. Ensure all board members sign a summary of proceedings prior to dismissing the board.

10.3.6. Collect all materials (binders & score sheets) from board members and return to 2 BW/CCCE. Board members may not keep, copy or distribute AF FORM 1206s.

10.3.7. Prepare a summary of the board proceedings and route this document back to the 2 BW/CCCE.

10.3.8. Inform board members not to discuss board results with anyone.

**10.4. Board Member Responsibilities.**

10.4.1. Be consistent when scoring each AF Form 1206. Apply the same criteria and/or considerations to each package. Evaluate fairly and equitably using the same set of standards for each nominee.

10.4.2. Determine which nominee is the most deserving of the recognition and will best represent the unit/Wing at the next level of competition.

10.4.3. Complete scoring of 1206s prior to the board meeting.

10.4.4. Do not to discuss the board results with anyone other than the board president.

**Chapter 11 (Added)****BARKSDALEAFB)****AWARD PRESENTATIONS****11.1. General.**

- 11.1.1. Quarterly award nominees and winners will be recognized during a ceremony.
- 11.1.2. Annual award nominees and winners will be recognized during an evening banquet.
- 11.1.3. Winners will receive their respective award at the ceremony/banquet. Every effort must be made to ensure all nominees are present.

**11.2. Dress.**

- 11.2.1. Dress for the Quarterly Awards Ceremony will be uniform of the day for all attendees.
- 11.2.2. Dress for the Annual Awards Banquet will be mess-dress or semi-formal for military. Civilians will wear business or formal evening attire.

**11.3. Recognition Committees.**

- 11.3.1. The 2 BW/CCC will select a SNCO as the committee chair. The committee chair is responsible for acquiring the necessary volunteers to help execute the ceremony.
- 11.3.2. The 2 BW/CCC will select the committee chair(s) for the Annual Awards Banquet. The committee chair(s) is/are responsible to establish appropriate subcommittees and solicit adequate volunteers to execute the banquet.
- 11.3.3. The committees are responsible for coordinating the four Quarterly Awards Ceremonies and the Annual Awards Banquet for each calendar year. The 2 BW/CCC will provide guidance and oversight for both.

TY. W. NEUMAN, Colonel, USAF  
Commander

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

AFPD 36-28, *Awards and Decorations Programs*, 26 April 2016

AFI 36-2618, *Enlisted Force Structure*, 27 February 2009

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

***Prescribed Forms***

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 26 September 2012

***Abbreviations Acronyms***

**AFI** —Air Force Instruction

**AFMAN** —Air Force Manual

**AMN** —Airman

**CC** —Commander

**CGO** —Company Grade Officer

**CMSAF** —Chief Master Sergeant of the Air Force

**DS** —Director of Staff

**DSA** —Diamond Sharp Award

**FGO** —Field Grade Officer

**HG** —Honor Guard

**HGM** —Honor Guard Member

**HGPM** —Honor Guard Program Manager

**NCO** —Noncommissioned Officer

**OAY** —Outstanding Airman of the Year

**SNCO** —Senior Noncommissioned Officer

**WSA** —Wing Staff Agencies

**Attachment 2**

**AIR FORCE FORM 1206 EXAMPLES**

**Figure A2.1. Enlisted Nomination.**

NOMINATION FOR AWARD		
AWARD (SEE NOTE 1)	CATEGORY (If Applicable) (SEE NOTE 2)	AWARD PERIOD (SEE NOTE 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU
MSgt/John E. Doe		AFGSC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
3S071/Personnel Craftsman	DSN: 781-1234 & COMM: (318) 456-1234	
UNITY/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
2 FSS/FSM/440 Kenney Ave/Barksdale AFB/LA/71110		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
Lt Col/Jane E. Doe/DSN: 781-1234 & COMM: (318) 456-1234		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Quarterly nomination packages will consist of no more than 10 lines (5-1-1) including required headings for AMN/NCO, and 9 lines (5-2) including required headings for SNCO, on the AF Form 1206. Annual enlisted nomination requirements will be specified by HHQ instructions.</p> <p>For AMN &amp; NCO, both quarterly and annual packages will have the following three headings:</p> <p><b>JOB PERFORMANCE IN PRIMARY DUTY:</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, 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.</p> <p><b>LEADERSHIP AND FOLLOWERSHIP:</b> Define the scope and impact of the member's positive leadership and followership. Show how the member improved skills or took leadership or followership opportunities that significantly contributed to mission success. Define how the member successfully led or organized team efforts etc...</p> <p><b>WHOLE AIRMAN CONCEPT:</b> Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not related to primary duties. Finally define the scope of impact that the member had on the base &amp; community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.</p> <p>For SNCO, both quarterly and annual packages will have the following two headings:</p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b></p> <p><b>WHOLE AIRMAN CONCEPT:</b></p> <ul style="list-style-type: none"> <li>- Use single-line bullet format</li> <li>- Include only accomplishments that were completed during the period of the award</li> <li>- Emphasis should be placed on results and impact of each accomplishment</li> <li>- 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings</li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Wing Quarterly: 2 BW Quarterly Awards; Wing annual; 2 BW Annual Awards</li> <li>2. Enter: AMN, NCO, SNCO, HGM, HGPM</li> <li>3. Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX</li> <li>Annual: 1 Jan XX - 31 Dec XX</li> </ol> <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page</p> <p>* HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required</p> <p>* For awards sent to HHQ, follow instructions as outlined in TMT taskers</p>		

**Figure A2.2. Officer Nomination.**



NOMINATION FOR AWARD		
AWARD (SEE NOTE 1)	CATEGORY (If Applicable) (SEE NOTE 2)	AWARD PERIOD (SEE NOTE 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU
Capt/John E. Doe		AFGSC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
38P3/Flight Commander	DSN: 781-1234 & COMM: (318) 456-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
2 FSS/FSM/440 Kenney Ave/Barksdale AFB/LA/71110		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
Lt Col/Jane E. Doe/DSN: 781-1234 & COMM: (318) 456-1234		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>CGO Quarterly Award nomination packages will consist of no more than 13 lines (6-2-2) including required headings on the AF Form 1206.</p> <p>CGO &amp; FGO Annual Award nomination packages will consist of 30 lines (18-6-6) including required headings or as specified by HHQ instructions.</p> <p>Both quarterly and annual packages will have the following three headings:</p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES:</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., CGO of the Quarter, Maintenance Professional of the Year, and so forth.</p> <p><b>SIGNIFICANT SELF IMPROVEMENT:</b> Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p><b>BASE AND COMMUNITY INVOLVEMENT:</b> Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of CGO Council, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.</p> <ul style="list-style-type: none"> <li>- Use single-line bullet format</li> <li>- Include only accomplishments that were completed during the period of the award</li> <li>- Emphasis should be placed on results and impact of each accomplishment</li> <li>- 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings</li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Wing Quarterly: 2 BW Quarterly Awards; Wing annual; 2 BW Annual Awards</li> <li>2. Enter: CGO, FGO (annual only)</li> <li>3. Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX Annual: 1 Jan XX - 31 Dec XX</li> </ol> <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page * HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required * For awards sent to HHQ, follow instructions as outlined in TMT taskers</p>		

**Figure A2.3. Civilian Award Nomination.**

NOMINATION FOR AWARD		
AWARD (SEE NOTE 1)	CATEGORY (If Applicable) (SEE NOTE 2)	AWARD PERIOD (SEE NOTE 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-6/John E. Doe		MAJCOM, FOA, OR DRU AFGSC
DAFSC/DUTY TITLE Human Resources Assistant	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 781-1234 & COMM: (318) 456-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 2 FSS/FSM/440 Kenney Ave/Barksdale AFB/LA/71110		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 781-1234 & COMM: (318) 456-1234		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Nomination packages will consist of no more than 6 lines for quarterly and 13 lines for annual including required headings on the AF IMT 1206.</p> <p>Both quarterly and annual packages will have the following heading:</p> <p><b>JOB PERFORMANCE IN PRIMARY DUTIES &amp; OTHER SIGNIFICANT ACCOMPLISHMENTS:</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, 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.</p> <ul style="list-style-type: none"> <li>- Use single-line bullet format</li> <li>- Include only accomplishments that were completed during the period of the award</li> <li>- Emphasis should be placed on results and impact of each accomplishment</li> <li>- 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings</li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Wing Quarterly: 2 BW Quarterly Awards; Wing Annual: 2 BW Annual Awards</li> <li>2. Enter: Category I and Category II</li> <li>3. Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX Annual: 1 Jan XX - 31 Dec XX</li> </ol> <p>* Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page. * HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required. * For awards sent to HHQ, follow instructions as outlined in TMT tasks.</p>		



Figure A2.4. Volunteer Award Nomination.

NOMINATION FOR AWARD		
AWARD (SEE NOTE 1)	CATEGORY (if Applicable) (SEE NOTE 2)	AWARD PERIOD (SEE NOTE 3)
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John E. Doe		MAJCOM, FOA, OR DRU AFGSC
DAFSC/DUTY TITLE 3S071/Personnel Craftsman	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 781-1234 & COMM: (318) 456-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 2 FSS/FSM/440 Kenney Ave/Barksdale AFB/LA/71110		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Doe/DSN: 781-1234 & COMM: (318) 456-1234		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) Nomination packages will consist of 4 lines including required headings for quarterly and 10 lines including required headings for annual.  Both quarterly and annual packages will have the following heading:  VOLUNTEER ACCOMPLISHMENTS: Describe significant volunteer accomplishments that the individual has made during the award period. Define the scope and level of responsibilities and the impact on the base and community. Include any new initiatives developed by the member that positively impacted the base and community.  <ul style="list-style-type: none"> <li>- Use single-line bullet format</li> <li>- Include only accomplishments that were completed during the period of the award</li> <li>- Emphasis should be placed on results and impact of each accomplishment</li> <li>- 1206s shall be filled out IAW this example, specifically the top portion and spacing between headings</li> </ul>		
Notes: 1. Wing Quarterly: Volunteer of the Quarter; Wing annual: Volunteer of the Year 2. Leave Blank 3. Quarterly: 1 Jan XX - 31 Mar XX; 1 Apr XX - 30 Jun XX; 1 Jul XX - 30 Sep XX; 1 Oct XX - 31 Dec XX Annual: 1 Jan XX - 31 Dec XX  * Acronyms may be used if defined at the bottom of the AF IMT 1206. Do not carry over to a second page. * HHQ guidance may prohibit use of acronym lists and/or alter the number of bullets required. * For awards sent to HHQ, follow instructions as outlined in TMT taskers.		

### **Attachment 3**

## **TEAM BARKSDALE AWARDS GUIDANCE AND PROCEDURES**

### **A3.1. Purpose and Eligibility**

A3.1.1. The purpose of the Team Barksdale Awards is providing recognition to outstanding performers assigned to tenant units that do not fall under the host wing organization structure..

A3.1.2. The award categories for the Team Barksdale Awards are limited to AMN, NCO, SNCO, CGO, Civ Cat I, Civ Cat II and VOL. Additionally, the Team Barksdale Awards will be awarded on a quarterly basis only. Each unit that competes in the Team Barksdale Awards will compete with their respective chain of command for annual awards.

### **A3.2. Nomination and Board Requirements**

A3.2.1. All nominations will follow the guidance for each eligible category (categories listed in A3.1.2) as specified in this supplement. Submissions will use the 1206 examples found in Attachment 2 will be utilized for the Team Barksdale Awards.

A3.2.2. Board members will follow the guidance for each category as specified in this supplement. The 2 BW/CCCE will ensure board members are solicited from tenant units, and if feasible, the tenant units competing to allow a fair and equitable selection process of winners for each category.

### **A3.3. Award Presentations**

A3.3.1. Award presentations for the Team Barksdale awards will be announced in conjunction with the 2 BW quarterly awards ceremony. Specific guidance for the award presentations are outlined in chapter 10 of this supplement.