

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 36-2805**



15 NOVEMBER 2019

Personnel

**ANNUAL AND QUARTERLY MILITARY
AND CIVILIAN AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 17 TRW/CCC

Certified by: 17 TRW/CC
(Colonel Andres R. Nazario)

Supersedes: GOODFELLOWAFBI36-
2805, 10 September 2018

Pages: 23

The purpose of this instruction is to recognize deserving personnel for appropriate award based on outstanding accomplishments during a specific award period.

Air Force Base (GAFB) personnel. This instruction also recognizes outstanding units and the outstanding dorm room. It prescribes the eligibility, categories, criteria, and format for nominations, as well as the selection process. This instruction applies to all Goodfellow AFB active duty permanent party and civilians under the administrative control of the Goodfellow Civilian Personnel Office (CPO). It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. See glossary for references and supporting information. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records* and disposed of according to the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS), at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This revision adds the award periods along with the due dates to the wing. The categories of recognition have been updated to correctly mirror higher headquarters categories and add a few more at the wing level. The 1206 formatting for quarterly awards has been simplified to set a standard across civilian, officer, and enlisted categories; other categories formats have been updated and examples have been added.

| | | |
|-----------------------------------------------------------------------|-------------------------------------------------------|-----------|
| 1. | Overview..... | 2 |
| 2. | Award Periods..... | 3 |
| 3. | Responsibilities..... | 3 |
| Table 1. | Board Members..... | 4 |
| 4. | Categories for Recognition. | 5 |
| 5. | Quarterly Awards..... | 6 |
| 6. | Annual Awards. | 7 |
| 7. | Selection Procedures and Announcement of Winners..... | 9 |
| Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | | 11 |
| Attachment 2—AF FORM 1206, NOMINATION FOR AWARD, EXAMPLES | | 12 |
| Attachment 3—SCORING CONSIDERATION STANDARDS | | 22 |
| Attachment 4—17 TRW QUARTERLY/ANNUAL AWARD SCORE SHEET | | 23 |

1. Overview.

1.1. General: Establishes procedures for 17 TRW and GAFB Awards Program and applies to all military and civilian personnel permanently assigned to 17 TRW and GAFB. Personnel on temporary duty (TDY) to 17 TRW units are NOT eligible to participate. 17 TRW and geographically separated units (GSU) compete as part of their assigned groups. Each joint service assigned to GAFB administers their own awards programs. However, their outstanding personnel will be recognized during the annual recognition program, and will compete in the Team Goodfellow Awards.

1.2. Purpose of the Program: To recognize deserving personnel and units for appropriate awards based on outstanding accomplishments during a specific award period.

1.3. Recognition Ceremonies: Nominees and winners are recognized at quarterly and annual awards ceremonies. Attendance is mandatory for all nominees unless TDY, deployed, on pre-approved leave status, or assigned to a GSU and cannot attend. Attendance is encouraged for commanders, chiefs, first sergeants, supervisors, family members, and friends.

1.4. Civilians are considered supervisory if the Office of Personnel Management (OPM) Classification Standards apply and the nominee is officially coded (using the Department of Defense code) as a supervisor in the Defense Civilian Personnel Data System (DCPDS).

2. Award Periods.

2.1. First Quarter: 1 January – 31 March. Packages are due to the wing NLT the second Friday in April/COB.

2.2. Second Quarter: 1 April – 30 June. Packages are due to the wing NLT the second Friday in July/COB.

2.3. Third Quarter: 1 July – 30 September. Packages are due to the wing NLT the second Friday in October/COB.

2.4. Fourth Quarter: 1 October – 31 December. Packages are due to the wing NLT the second Friday in January/COB.

2.5. Annual: 1 January – 31 December. Packages are due to the wing NLT first Friday in January/COB. Package due dates are subject to change based on suspense timelines levied from AETC.

3. Responsibilities.

3.1. The 17 TRW/CC (Wing Commander) shall:

3.1.1. Have authority over the 17 TRW Awards Program.

3.1.2. Have final approval for release of quarterly and annual award winners.

3.1.3. Participate in award functions as appropriate.

3.2. 17 TRW/CV shall:

3.2.1. Perform duties normally reserved for 17 TRW/CC in wing commander's absence.

3.2.2. Determine format for wing-level FGO, CGO, civilian categories and unit boards.

3.2.3. Preside over wing-level FGO, CGO, civilian categories and unit boards (or designee).

3.3. The 17 TRW/CCC shall:

3.3.1. Administer overall 17 TRW Awards Program for 17 TRW/CC.

3.3.2. Establish awards program wing suspense; must approve any changes.

3.3.3. Determine board format for wing-level enlisted recognition boards.

3.3.4. Distribute or delegate distribution of enlisted award nomination packages to appropriate board members. Ensure officer, civilian, and unit award packages are distributed to the appropriate board president and members. Packages are electronic and include instructions, AF Form 1206 nominations, and score sheets with standard scoring criteria.

3.3.5. Notify or delegate notification of selected board members of the location and time of each board.

3.3.6. Preside over wing-level enlisted annual award boards (or designee).

3.3.7. Preside over Team Goodfellow of the Year boards.

3.3.8. Compile and forward total board results to 17 TRW/CC for final approval. Results package (hard copy) contains president's board results letter and overall board scores.

3.3.9. Forward 17 TRW annual award Outstanding Airmen of the Year (OAY) nominations to 2 AF/CCCE. Nominations consist of AF Form 1206, plus additional documents as specified by 2 AF for each nominee. Categories are AMN, NCO, SNCO, FGO, CGO, Civilian Non-supervisory Category I, II, III, and IV, Civilian Supervisor Category I, II, III, and IV, Honor Guard Member, Honor Guard Program Manager, and First Sergeant.

3.4. Groups (17 MDG, 17 MSG, 17 TRG, 517 TRG) and Wing Staff Agencies (WSA).

3.4.1. Establish group and WSA nomination package suspense dates; informs subordinate units of suspense.

3.4.2. Encouraged to submit one nominee per category to 17 TRW/CCCE by wing suspense dates. Ensures nomination packages are accomplished in accordance with prescribed standards outlined herein.

3.4.3. Groups and WSA will provide one board member for the below enlisted award categories at the designated rank:

Table 1. Board Members.

| | |
|------------------|-----------------------------|
| AMN Board | 1 NCO from each group/WSA |
| NCO Board | 1 SNCO from each group/WSA |
| SNCO Board | 1 CMSgt from each group/WSA |
| Volunteer Board | 1 SNCO from each group/WSA |
| Junior MTL Board | 1 NCO from each TRG |
| Senior MTL Board | 1 SNCO from each TRG |

3.4.4. Group commanders will board all civilian category packages. The president (17 TRW/CV) for each board will be the final approval.

3.4.5. Group deputy commanders will board FGO, CGO, and unit category packages. The president (17 TRW/CV) for each board will be the final approval.

3.5. Joint Services (Army, Marine, Navy, Coast Guard).

3.5.1. Provides service winners and packages to 17 TRW/CCCE (by annual wing suspense dates).

3.5.2. Provides voting members for each Team Goodfellow annual awards board. Voting members are the senior enlisted leader from each service (or designated E-8/E-9 representative).

3.6. Public Affairs (17 TRW/PA) provides appropriate program publicity.

3.7. Protocol (17 TRW/CCP)

3.7.1. Provides oversight for award arrangements including script, emcees, procedures and awards procurement/engraving.

3.7.2. Coordinates wing-level quarterly/annual ceremony dates with Goodfellow Event Center or Base Theater.

3.8. 17 TRW/CCCE receives award package nominations from subordinate groups and tenant units.

3.8.1. Submit award packages electronically to 17 TRW/CCCE using the following naming convention: **1Q19_Category_Rank/Name_Group**

4. Categories for Recognition. Personnel must have served in the applicable rank, grade or position for the majority of the period for which they are nominated.

4.1. Airman of the Quarter/Year (Airman Basic through Senior Airman).

4.2. NCO of the Quarter/Year (Staff Sergeant and Technical Sergeant).

4.3. Senior NCO of the Quarter/Year (Master Sergeant and Senior Master Sergeant).

4.4. Company Grade Officer of the Quarter/Year (2d Lieutenant through Captain).

4.5. Field Grade Officer of the Quarter/Year (Major through Colonel).

4.6. Civilian Non-Supervisory, Category I of the Quarter/Year (CY-1 through CY-2; GG-1 through GG-6; GS-1 through GS-6; NA-1 through NA-7; NF-1 through NF-2; NL-1 through NL-5; WG-1 through WG-7; WL-1 through WL-5).

4.7. Civilian Non-Supervisory, Category II of the Quarter/Year (CY-3; GG-7 through GG-10; GS-7 through GS-10; NA-8 through NA-10; NF-3; NL-6 through NL-10; WG-8 through WG-10; WL-6 through WL-10).

4.8. Civilian Non-Supervisory, Category III of the Quarter/Year (GG-11 and above; GP-12 and above; GS-11 and above; NF-4 and above; NA-11 and above; NL-11 and above; WG-11 and above; WL-11 and above).

4.9. Civilian Non-Supervisory, Category IV of the Quarter/Year (all administratively determined).

4.10. Civilian Supervisory, Category I of the Quarter/Year (CY-1 through CY-2; GG-1 through GG-6; GS-1 through GS-6; NF-1 through NF-3; NS-1 through NS-7; WS-1 through WS-7).

4.11. Civilian Supervisory, Category II of the Quarter/Year (CY-3; GG-7 through GG-10; GS-7 through GS-10; NF-4; NS-8 through NS-10; WS-8 through WS-10).

4.12. Civilian Supervisory, Category III of the Quarter/Year (GG-11 and above; GP-12 and above; GS-11 and above; NF-5 and above; NS-11 and above; WS-11 and above).

4.13. Civilian Supervisory, Category IV of the Quarter/Year (all administratively determined).

4.14. Junior Military Training Leader of the Quarter/Year (Staff Sergeant and Technical Sergeant).

4.15. Senior Military Training Leader of the Quarter/Year (Master Sergeant and Senior Master Sergeant).

4.16. Base Honor Guard Member of the Quarter/Year.

- 4.17. Base Honor Guard Program Manager of the Year.
- 4.18. Volunteer of the Quarter/Year.
- 4.19. Unit of the Quarter/Year (Guidon-bearing units only).
- 4.20. Dormitory Room of the Quarter (Permanent party).
- 4.21. Key Spouse of the Quarter/Year.
- 4.22. First Sergeant of the Year.
- 4.23. **Team Goodfellow Categories:** USMC E-6 can compete in either Service Member or Senior Service Member category but not both. A different member should be submitted for Team Goodfellow categories than OAY and other annual awards categories above.
 - 4.23.1. Junior Service Member of the Year (E-1 through E-4, Non-NCO/PO).
 - 4.23.2. Service Member of the Year (E-5 and E-6, NCO/PO).
 - 4.23.3. Senior Service Member of the Year (E-7 and E-8).
 - 4.23.4. Joint Service Color Guard Member of the Year (E-1 through E-8).
 - 4.23.5. Joint Service Volunteer of the Year.

5. Quarterly Awards.

5.1. Submit quarterly nominations for ALL categories on AF Form 1206 in proper bullet format. Nominations will be limited to 12 lines total to include the following two headings: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (Civilian Categories: JOB ACCOMPLISHMENTS) and WHOLE AIRMAN CONCEPT (Civilian Categories: OTHER ACCOMPLISHMENTS). No extra text after the headings and no blank spaces between headers and first line. Deletion of extra lines in each category will occur. Only commonly understood Air Force standard acronyms and abbreviations are authorized; acronym legend/listing IS NOT AUTHORIZED. All accomplishments of all category nominees must have occurred during the award period (*ex:* 1 Jan 2019 – 30 Apr 2019). No gender specific verbiage—should be “Airmen” vs he or she. (**Figure A2.1**)

5.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (Civilian Categories: JOB ACCOMPLISHMENTS) (6 lines max):** Consider the quality, quantity, results, and impact of the Airman’s knowledge and ability to accomplish tasks. Describe the degree of willingness to execute duties, motivate colleagues, and develop innovative new processes. Consider skill level awarding course, CDC completion timeliness, course exam results, and completion of core task training. Consider duty position qualifications, career field certifications (in applicable), and readiness requirements. Consider the impact the Airman made training others. Consider how effectively the Airman utilizes resources to accomplish the mission. Consider personal adherence and enforcement of fitness standards, dress and personal appearance, customs and courtesies, and professional conduct. Describe how well the Airman receives and relays information, thoughts, and ideas up and down the chain of command; fosters an environment for open dialogue. Include how well the Airman selflessly considers others, values diversity, and sets the stage for an environment of dignity and respect; to include promoting a healthy organizational climate.

5.1.2. WHOLE AIRMAN CONCEPT (Civilian Categories: OTHER ACCOMPLISHMENTS) (4 lines max): Consider how well the Airman adopts, internalizes, and demonstrates our Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do. Consider the amount of effort the Airman devoted to improving themselves/their subordinates and their work center/unit through education and involvement. Consider how well the Airman promotes camaraderie, embraces/enhances esprit de corps, and develops/acts as an Air Force ambassador.

5.2. Junior & Senior Military Training Leader: Nominations will be limited to 7 lines to include the following two headings: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (3 lines max), WHOLE AIRMAN CONCEPT (2 line max). (Figure A2.2)

5.3. Base Honor Guard: Nominations will be limited to 7 lines to include the following two headings: LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (3 lines max) and SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPERATIONS (2 lines max). (Figure A2.3)

5.4. Volunteer: Nominations will be limited to 7 lines max, with no headers.

5.5. Unit: Nominations will be limited to 12 lines to include the following two headings: UNIT SUCCESS AT CORE MISSION ACCOMPLISHMENT (6 lines max) and UNIT, BASE, AND COMMUNITY INVOLVEMENT (4 lines max). (Figure A2.4)

5.6. Dormitory: Nominations will be submitted by groups, dorm management contacts 17 TRW/CCC with nominations for inspection.

5.7. Key Spouse: Nominations will be limited to 16 lines to include the following three headings: JOB DESCRIPTION (3 lines max) describe the nominee's primary job responsibilities and duties. KEY ACCOMPLISHMENTS (6 lines max) characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS (4 lines max) describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities. Acronym legend/listing IS AUTHORIZED. Deletion of extra lines in each category will occur. (Figure A2.5)

6. Annual Awards.

6.1. Nomination packages must adhere to and include information contained in AFI 36-2805, *Special Trophies and Awards*, paragraph 1.2. All nomination packages must adhere to and include information listed in the call for nomination message or memorandum from higher headquarters located in the AETC Task Management Tool system. All packages must be submitted on AF Form 1206. No extra text after the headings and no blank spaces between headers and first line. Only commonly understood Air Force standard acronyms and abbreviations are authorized; acronym legend/listing IS NOT AUTHORIZED (with exception of Key Spouse of the Year category). All accomplishments of all category nominees must have occurred during the award period (*ex:* 1 Jan 2019 – 31 Dec 2019). No gender specific verbiage—should be “Airmen” vs he or she. Award criteria is subject to change based upon AETC guidance.

6.1.1. 12 Outstanding Airmen of the Year, FGO/CGO of the Year, First Sergeant of the Year, and Military Training Leader of the Year: Nominations will be limited to 18 lines to include the following two headings: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (12 lines max) and WHOLE AIRMAN CONCEPT (4 lines max). Deletion of extra lines in each category will occur. (Figure A2.6)

6.1.2. Civilian Categories of the Year: Nominations will be limited to 18 lines to include the following two headings: JOB ACCOMPLISHMENTS (12 lines max) and OTHER ACCOMPLISHMENTS (4 lines max). Deletion of extra lines in each category will occur. (Figure A2.7)

6.1.3. Base Honor Guard Member of the Year & Base Honor Guard Program Manager Year: Nominations will be limited to 19 lines to include the following two headings: LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (12 lines max) and SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPERATIONS (5 lines max). Deletion of extra lines in each category will occur. (Figure A2.8)

6.1.4. Key Spouse of the Year: Nominations will be limited to 22 lines to include the following three headings: JOB DESCRIPTION (3 lines max) describe the nominee's primary job responsibilities and duties. KEY ACCOMPLISHMENTS (8 lines max) characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. This could include leadership qualities applied to a specific unit, wing, or Air Force problem or development of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. Describe how well your nominee improved unit family cohesion; explain any other outstanding services the Key Spouse provided that benefited the unit's mission. OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS (8 lines max) describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities. Acronym legend/listing IS AUTHORIZED. Deletion of extra lines in each category will occur. (Figure A2.9)

6.1.5. Unit of the Year: Nominations will be limited to 18 lines to include the following two headings: UNIT SUCCESS AT CORE MISSION ACCOMPLISHMENT (12 lines max) and UNIT, BASE, and COMMUNITY INVOLVEMENT (4 lines max). Deletion of extra lines in each category will occur.

6.1.6. Volunteer of the Year: Nominations will be limited to 18 lines max, with no headers.

6.2. Team Goodfellow Annual Awards.

6.2.1. Team Goodfellow Award boards will consist of 17 TRW/CCC and Sister Service Senior Enlisted Leaders or their designated representatives.

6.2.2. Team Goodfellow nominees will be evaluated on a bullet write-up and in-person meeting with the board (when possible). The format will be on an AF Form 1206, it will be limited to 18 lines to include the following two headings: LEADERSHIP AND JOB

PERFORMANCE IN PRIMARY DUTY (12 lines max) and WHOLE PERSON CONCEPT (4 lines max). (Figure A2.10)

7. Selection Procedures and Announcement of Winners.

7.1. 17 TRW/CCC or designee will serve as board president for the enlisted boards and appoint board members to score nomination packages on a 6-10 point scoring scale (Attachment 3) based on the whole-person concept, and forward selections to the 17 TRW/CC for final consideration/approval.

7.2. 17 TRW/CV or designee will serve as board president for the FGO, CGO and civilian boards and appoint board members to score nomination packages on a 6-10 point scoring scale based on the whole-person concept, and forward selections to the 17 TRW/CC for final consideration/approval.

7.3. Unit of the Quarter/Year.

7.3.1. The 17 TRW recognizes Squadron of the Quarter and Squadron of the Year winners.

7.3.2. The award will rotate between the Squadron of the Quarter and Squadron of the Year.

7.4. Honor Guard Member of the Quarter/Year.

7.4.1. Honor Guard Manager oversees selection process and forwards nominee selection to 17 TRW/CCC for coordination and 17 TRW/CC for final approval.

7.4.2. Honor Guard Flight Leaders nominate members for internal quarterly boarding and external annual boarding.

7.5. Dormitory of the Quarter.

7.5.1. Each group and each service unit assigned to Goodfellow AFB may nominate one permanent party member for consideration as Dorm Room of the Quarter.

7.5.2. Nominated dormitories and dorm rooms will be inspected by 17 TRW/CC and 17 TRW/CCC (or their designated reps).

7.6. All nominees should be present at the Quarterly/Annual Awards Ceremony/Banquet. Commanders will accept award on member's behalf when member is not present.

7.7. Civilian winners are eligible for Time-Off Awards (TOAs) IAW AFI 36-1004, *The Air Force Civilian Recognition Program*, 29 August 2016 and AFI 34-301, *Non-appropriated Fund Personnel Management and Administration*, 16 April 2013, based on the HIGHEST/LAST level at which they won a quarterly/annual award.

7.7.1. Quarterly Awards: Squadron Level (4 hrs); Group Level (8 hrs); Wing Level (16 hrs).

7.7.2. Annual Awards: Squadron Level (8 hrs); Group Level (16 hrs); Wing Level (24 hrs). For example, Squadron-level quarterly winners who do not win at the next level receive a single TOA for 4 hours (limited to one quarterly TOA per CY at the squadron level); Group-level quarterly winners who do not win at the next level receive a single TOA for 8 hours; Wing-level quarterly winners receive a single TOA for 16 hours.

Therefore, the civilian quarterly award winner should receive no more than 16 cumulative hours including all lesser unit awards, and the annual award winner should receive no more than 24 cumulative hours including all lesser unit awards. Units are responsible for initiating and processing all TOAs for their personnel using the electronic Standard Form 52 (SF 52), Request for Personnel Action.

7.7.3. Due to other types of award recognition given, and to comply with directives precluding dual recognition for the same act or period of service, civilians are not authorized to receive Notable Achievement Awards (NAAs) under this program. NAAs continue to be authorized when submitted for other periods of achievement or unrelated achievements. Units must be careful in their selection of the various forms of recognition accorded to their appropriated fund winners. Subordinate level awards must be less in value than the awards presented by the next higher level, including the Wing, for the same period and accomplishment. In making this determination, consider that at Wing level, the winners also receive trophies and other compensation that is not given at subordinate levels.

7.8. For military award winners, commanders are encouraged to award with appropriate military passes for unit, group and wing awards IAW AFI 36-3003, *Military Leave Program*, 11 May 2016.

ANDRES R. NAZARIO, Colonel, USAF
Commander

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

AFI 36-2805, *Special Trophies and Awards*

AFMAN 33-363, *Management of Records*

AFPD 36-28, *Air Force Awards and Decorations Program*

2AFI 36-2801, *Quarterly and Annual Military and Civilian Awards Program*

AETCI 36-2801, *AETC Recognition Program*

AFI 36-1004, *Air Force Civilian Recognition Program*

AFI 36-3003, *Military Leave Program*

AFI 34-301, *Non-appropriated Fund Personnel Management and Administration*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AMN—Airman

ANG—Air National Guard

CGO—Company Grade Officer

DOD—Department of Defense

GSU—Geographically Separated Unit

NCO—Noncommissioned Officer

RDS—Records Disposition Schedule

SNCO—Senior Noncommissioned Officer

Figure A2.2. NOMINATION FOR QUARTERLY AWARD MTL *Example:*

| NOMINATION FOR AWARD | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------|
| AWARD 17 TRW Military Training Leader Quarterly Award | CATEGORY (If Applicable) Junior / Senior | AWARD PERIOD 1 Jan 20XX - 31 Mar 20XX |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) Staff Sergeant / John E. Doe (DOR:) | | MAJCOM, FOA, OR DRU AETC |
| DAFSC/DUTY TITLE DAFSC / Duty Title | NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 477-XXXX & Commercial: (325) 654-XXXX | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS / 1234 Houston Street, Suite 1 / Goodfellow AFB / TX / 76908-4122 (nom's unit, office symbol, etc.) | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / Jane E. Doe / DSN: 477-XXXX & Commercial: (325) 654-XXXX | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (No entries allowed in this area) - - - WHOLE AIRMAN CONCEPT: (No entries allowed in this area) - - | | |
| Notes: 1.) 7 TYPE WRITTEN LINES ONLY, INCLUDING HEADERS 2.) Ensure top portion of 1206 is correct (use the example above) 3.) Headers should always be in upper case (capitalized) 4.) Bullets need to begin below headers 5.) Check spacing within bullets and at the beginning of the bullet 6.) Blank lines are not to be inserted between headers 7.) Be consistent with abbreviations throughout 1206 8.) Acronym legend/listing IS NOT AUTHORIZED 9.) No gender specific verbiage--should be "Airmen" vs he or she | | |

Figure A2.3. NOMINATION FOR QUARTERLY AWARD BASE HONOR GUARD
Example:

| NOMINATION FOR AWARD | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------|
| AWARD 17 TRW Quarterly Award | CATEGORY (if Applicable) Base Honor Guard | AWARD PERIOD 1 Jan 20XX - 31 Mar 20XX |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) Staff Sergeant / John E. Doe (DOR:) | | MAJCOM, FOA, OR DRU AETC |
| DAFSC/DUTY TITLE DAFSC / Duty Title | NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 477-XXXX & Commercial: (325) 654-XXXX | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS / 1234 Houston Street, Suite 1 / Goodfellow AFB / TX / 76908-4122 (nom's unit, office symbol, etc.) | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / Jane E. Doe / DSN: 477-XXXX & Commercial: (325) 654-XXXX | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES: (No entries allowed in this area) - - - SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPERATIONS: - - | | |
| Notes: 1.) 7 TYPE WRITTEN LINES ONLY, INCLUDING HEADERS 2.) Ensure top portion of 1206 is correct (use the example above) 3.) Headers should always be in upper case (capitalized) 4.) Bullets need to begin below headers 5.) Check spacing within bullets and at the beginning of the bullet 6.) Blank lines are not to be inserted between headers 7.) Be consistent with abbreviations throughout 1206 8.) Acronym legend/listing IS NOT AUTHORIZED 9.) No gender specific verbiage--should be "Airmen" vs he or she | | |

Figure A2.4. NOMINATION FOR QUARTERLY AWARD UNIT *Example:*

| NOMINATION FOR AWARD | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------|
| AWARD 17 TRW Quarterly Award | CATEGORY (If Applicable) Unit | AWARD PERIOD 1 Jan 20XX - 31 Mar 20XX |
| RANKNAME OF NOMINEE (First, Middle Initial, Last) XXX Training Squadron | MAJCOM, FOA, OR DRU AETC | |
| DAFSC/DUTY TITLE N / A | NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 477-XXXX & Commercial: (325) 654-XXXX | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS / 1234 Houston Street, Suite 1 / Goodfellow AFB / TX / 76908-4122 (nom's unit, office symbol, etc.) | | |
| RANKNAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / Jane E. Doe / DSN: 477-XXXX & Commercial: (325) 654-XXXX | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | |
| UNIT SUCCESS AT CORE MISSION ACCOPLISHMENT: (No entries allowed in this area) | | |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |
| UNIT, BASE, AND COMMUNITY INVOLVEMENT: (No entries allowed in this area) | | |
| - | | |
| - | | |
| - | | |
| - | | |
| Notes: | | |
| 1.) 12 TYPE WRITTEN LINES ONLY, INCLUDING HEADERS | | |
| 2.) Ensure top portion of 1206 is correct (use the example above) | | |
| 3.) Headers should always be in upper case (capitalized) | | |
| 4.) Bullets need to begin below headers | | |
| 5.) Check spacing within bullets and at the beginning of the bullet | | |
| 6.) Blank lines are not to be inserted between headers | | |
| 7.) Be consistent with abbreviations throughout 1206 | | |
| 8.) Acronym legend/listing IS NOT AUTHORIZED | | |
| 9.) No gender specific verbiage--should be "Airmen" vs he or she | | |

Figure A2.5. NOMINATION FOR QUARTERLY AWARD Key Spouse *Example:*

| NOMINATION FOR AWARD | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------|
| AWARD 17 TRW Quarterly Award | CATEGORY (if Applicable) Key Spouse | AWARD PERIOD 1 Jan 20XX - 31 Mar 20XX |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) Mrs. Jane E. Doe / email: | | MAJCOM, FOA, OR DRU AETC |
| DAFSC/DUTY TITLE Key Spouse / Squadron / Unit | NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 477-XXXX & Commercial: (325) 654-XXXX | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS / 1234 Houston Street, Suite 1 / Goodfellow AFB / TX / 76908-4122 (nominee's information) | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / Jane E. Doe / DSN: 477-XXXX & Commercial: (325) 654-XXXX / email: | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) | | |
| JOB DESCRIPTION: | | |
| -1203 ABC Key Spouse; ... | | |
| -Works w/... | | |
| -Actively participates in... | | |
| KEY ACCOMPLISHMENTS: | | |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |
| - | | |
| OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS: | | |
| - | | |
| - | | |
| - | | |
| - | | |
| Notes: | | |
| 1.) 16 TYPE WRITTEN LINES ONLY, INCLUDING HEADERS | | |
| 2.) Headers are to stand alone from the bullets; bullets need to begin below headers | | |
| 3.) Ensure top portion of 1206 is correct (use the example above) | | |
| 4.) Use the headers provided above, always capitalized | | |
| 5.) Blank lines are not to be inserted between headers | | |
| 6.) Be consistent with abbreviations throughout 1206, Acronyms list authorized | | |
| ACRONYMS: | | |
| - | | |
| - | | |
| - | | |
| - | | |

Attachment 3

SCORING CONSIDERATION STANDARDS

Figure A3.1. Scoring Consideration Standards.

Please weigh each package based on the suggested descriptions of reflective performance below

| | | |
|----------------------------|------------|--------------------|
| Absolutely Superior | 10 | Outstanding |
| Outstanding Package | 9.5 | Outstanding |

Outstanding packages reflect:

1. Significant work towards/completion of career-related degree/certification w/clear AF impact
2. Significantly leads in their area of responsibility with outstanding, clearly noticed results
3. Significantly involved in unit or higher level efforts outside their area of responsibility
4. Leads in base or community functions
5. Without exception, the leader of peer group

| | | |
|-------------------------------|------------|----------------------|
| Few Could Be Better | 9 | Above Average |
| Strong Package | 8.5 | Above Average |
| Slightly Above Average | 8 | Above Average |

Above average packages reflect:

1. Completed courses or classes towards education/career enhancement
2. Performed mission-level impact work with quantifiable results
3. Heavily involved in base or community functions
4. A leader in their peer group

| | | |
|----------------|------------|----------------|
| Average | 7.5 | Average |
|----------------|------------|----------------|

Average package should/could contain:

1. Enrolled in a class or certification towards higher education/career enhancement
2. Performed job well with measurable results
3. Involved in base or community functions

| | | |
|-------------------------------|------------|----------------------|
| Slightly Below Average | 7 | Below Average |
| Well Below Average | 6.5 | Below Average |
| Lowest in Potential | 6 | Below Average |


Below Average package should/could contain:

1. Did job, no real specific results

Attachment 4

17 TRW QUARTERLY/ANNUAL AWARD SCORE SHEET

Figure A4.1. 17 TRW Quarterly/Annual Award Score Sheet.



| NOMINEE'S Rank & Full Name | 6.0 | 6.5 | 7.0 | 7.5 | 8.0 | 8.5 | 9.0 | 9.5 | 10 | RANKING | COMMENTS |
|-------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|----|---------|----------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

10 - 9.5 OUTSTANDING 9.0 - 8.0 ABOVE AVERAGE 8.0 - 7.0 AVERAGE 7.0 - 6.0 BELOW AVERAGE
 RANK ALL NOMINEES 1 THRU ETC... WITH 1 BEING THE BEST
 NOTE: ETC (Refers to the number of submissions)

BOARD MEMBER PRINTED RANK/NAME: _____

BOARD MEMBER SIGNATURE: _____