

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

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



**3 MARCH 2021
Certified Current, 23 June 2021
Personnel**

**OFFICER, ENLISTED, AND CIVILIAN
TEAM HILL AWARDS PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. This instruction establishes the responsibilities and procedures for nominating and selecting Hill Air Force Base Airmen (Amn), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), Field Grade Officer (FGO), Volunteer, Honor Guardsman, Team quarterly and annual awards. It applies to all personnel assigned, attached, or associate units to the 75th Air Base Wing. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. System of Records Notice F900 AFMP A, Awards and Decorations, applies. 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 Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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Chapter 1

AWARDS GUIDELINES

1.1. Objective: To formally recognize military and civilian individual performance as well as identify outstanding team performance in official duties and community responsibilities. Recognition is based on sustained, exceptional performance during a particular quarter and annually. These programs are not substitutes for other Air Force awards programs, but are incentive programs to recognize the wing's outstanding performers, thus contributing to individual, installation, and community morale.

1.2. Responsibilities.

1.2.1. Installation commander (75 ABW/CC) will:

1.2.1.1. Retain overall responsibility, management guidance, and direction for the 75 ABW awards program.

1.2.1.2. Provide the resources and funding to support formal wing recognition programs.

1.2.1.3. Serve as the official host for all award ceremonies; may be delegated no lower than the group-level.

1.2.2. 75th Air Base Wing Vice Commander (75 ABW/CV) will:

1.2.2.1. Act as the office of primary responsibility for the officer and team categories of the awards programs.

1.2.3. 75th Air Base Wing Command Chief (75 ABW/CCC) will:

1.2.3.1. Act as the office of primary responsibility for the enlisted and volunteer categories of the awards program.

1.2.3.2. Provide management oversight and act as an advisor for enlisted and volunteer recognition programs.

1.2.3.3. Establish quarterly and annual suspense dates for submission of nomination packages (**Attachment 1**).

1.2.3.4. Designate organizations responsible for planning and leading the quarterly and annual awards ceremonies.

1.2.3.5. Establish and disseminate rotational tasking for selection of board members and board presidents to ensure a fair and equitable representation across all agencies competing in the 75 ABW awards programs.

1.2.4. 75th Air Base Wing Command Chief Executive Assistant (75 ABW/CCCE) will:

1.2.4.1. Maintain board results including the nomination packages, score sheets, and minutes (as required).

1.2.4.2. Build SharePoint sites for the quarterly and annual awards programs.

1.2.4.3. Reserve the venues and serve as the liaison for the quarterly and annual awards ceremonies.

1.2.5. 75th Air Base Wing Public Affairs (75 ABW/PA) will:

- 1.2.5.1. Provide a photographer for the quarterly and annual awards ceremonies.
- 1.2.5.2. Publicize award winners on the Team Hill social media pages.
- 1.2.5.3. Maintain a historical record of all quarterly and annual award winners.

1.2.6. 75th Air Base Wing Protocol (75 ABW/CCP) will:

- 1.2.6.1. Coordinate reservations and seating for all senior leaders and distinguished visitors for all awards ceremonies and banquets.
- 1.2.6.2. Assist with awards ceremony logistics, including, but not limited to seating, parking, and script.

1.3. Eligibility.

1.3.1. Nominees must be assigned to their home station organization for at least half of the award period. Exception: Deployed members are eligible for annual awards consideration even if they are away from home station for over half the award period due to pre-deployment training, deployment, etc. The 75 ABW/CCC is the deciding authority if there are questions about a member's eligibility to compete for annual awards.

1.3.2. Nominees must be nominated in the category for which the rank was held for the majority of the award period (more than 45 days for quarterly awards and more than six months for annual awards).

1.3.3. Nominees will be vetted by their chain of command and cannot have an Unfavorable Information File, any record or incident of a discreditable nature that occurred during the award period, or pending administrative or disciplinary action.

1.3.4. Nominees must meet all Air Force Quality Control Standards to include current on Air Force Fitness Standards with no failures during the eligibility period.

1.3.5. Enlisted nominees must have an Air Force Specialty Code (AFSC) skill-level commensurate with grade or have demonstrated outstanding performance in an approved retraining program during the award period.

1.3.6. Annual Awards only: First Sergeants must have held the 8F000 AFSC for a minimum of 6 months during the award period to be eligible.

1.3.7. If an ineligible individual is nominated, the package will be returned to the organization and he or she will not be considered.

1.3.8. Members cannot be nominated consecutively for a 75 ABW award in which they won the previous quarter or year (i.e. the 2020 SNCO of the Year is ineligible to compete for the same award in 2021).

1.4. Quarterly and Annual Awards Categories.

- 1.4.1. Amn: Individuals serving in the grades of E-1 through E-4.
- 1.4.2. NCO: Individuals serving in the grades of E-5 or E-6.
- 1.4.3. SNCO: Individuals serving in the grades of E-7 or E-8.
- 1.4.4. CGO: Officers serving in the grades of O-1 through O-3.

- 1.4.5. FGO (annual only): Officers serving in the grade of O-4 through O-5 and not in a commander position.
- 1.4.6. First Sergeant (annual only): Individuals serving in the grades of E-7 or E-8 who hold the 8F000 AFSC.
- 1.4.7. Civilian Category I: Refer to [Attachment 2](#).
- 1.4.8. Civilian Category II: Refer to [Attachment 2](#).
- 1.4.9. Civilian Category III: Refer to [Attachment 2](#).
- 1.4.10. Volunteer: Any rank and limited to those individuals who were involved in substantial base and community activities.
- 1.4.11. Team: Must consist of 2 to 25 members.
- 1.4.12. Honor Guardsman: Individuals serving Honor Guard (HG) duty.
- 1.4.13. Individual Mobilization Augmentee: Must compete in the category commensurate with his or her rank.
- 1.4.14. Key Spouse (annual only): Individuals formally designated as a Key Spouse within the award period. Management of the Key Spouse awards program rests with the Airmen and Family Readiness Center Key Spouse Coordinator.

1.5. Quarterly Award Nominations.

- 1.5.1. Amn, NCO, SNCO, CGO, and all Civilian categories
 - 1.5.1.1. Document nominations on the most current version of the AF Form 1206, Nomination for Award, as found on <https://www.e-publishing.af.mil/Product-Index/>.
 - 1.5.1.2. Nominations must be in bullet format, 12-pitch font.
 - 1.5.1.3. Nominations for quarterly awards are limited to 8 lines, including headers ([Attachment 3](#)).
 - 1.5.1.3.1. JOB PERFORMANCE IN PRIMARY DUTY (Header, plus 4 lines). 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 impact the unit, command, and/or mission. Include results of Air Force and MAJCOM inspections/evaluations, and awards received (i.e., functional awards).
 - 1.5.1.3.2. WHOLE AIRMAN CONCEPT (Header, plus 2 lines). 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, and off-duty education related to primary duties). Include any relevant activity that significantly enhanced the nominee's value as a unit member.
 - 1.5.1.4. Common acronyms may be used as long as the meaning is clear (e.g., TDY, AF, USAFE, and SFS), otherwise, acronyms will not be used. The use of an acronym list is not permitted.

1.5.1.5. Line of the Air Force officers only: Do not consider Advanced Academic Degree course enrollment or completion when evaluating WHOLE AIRMAN CONCEPT. This does not preclude evaluating other professional development courses and/or training (i.e., functional and/or language and culture courses).

1.5.1.6. All officers: Do not consider course enrollment and/or completion of Developmental Education (in residence or distance learning) when evaluating WHOLE AIRMAN CONCEPT.

1.5.2. Honor Guardsman

1.5.2.1. Honor Guardsman of the Quarter selection process consists of an internal board, held each quarter in the HG Conference Room.

1.5.2.2. Only one member from each HG Flight may be selected to participate.

1.5.2.3. The selection panel consists of the HG Flight Chief and the NCOIC from each HG Flight.

1.5.2.4. Each nominee is required to recite the HG Charge, answer a series of HG knowledge-based and opinionated questions, and perform some aspect of drill/ceremony.

1.5.3. Volunteer

1.5.3.1. Document nominations on the most current version of the AF Form 1206, Nomination for Award, as found on <https://www.e-publishing.af.mil/Product-Index/>.

1.5.3.2. Nominations must be in bullet format, 12-pitch font.

1.5.3.3. Nominations for volunteer quarterly awards:

1.5.3.3.1. The only heading for the Volunteer of the Quarter package is BASE OR COMMUNITY INVOLVEMENT (Header, plus 6 lines) (Attachment 4).

1.5.3.4. Common acronyms may be used as long as the meaning is clear (e.g., TDY, AF, USAFE, and SFS); otherwise, acronyms will not be used. The use of an acronym list is not permitted.

1.5.4. Team

1.5.4.1. Document nominations on the most current version of the AF Form 1206, Nomination for Award, as found on <https://www.e-publishing.af.mil/Product-Index/>.

1.5.4.2. Nominations must be in bullet format, 12-pitch font.

1.5.4.3. Nominations for the Team of the Quarter award:

1.5.4.3.1. The only header for the team of the quarter package is SIGNIFICANT ACCOMPLISHMENTS (Header, plus 8 lines) (Attachment 5).

1.5.4.4. Common acronyms may be used as long as the meaning is clear (e.g., TDY, AF, USAFE, and SFS); otherwise, acronyms will not be used. The use of an acronym list is not permitted.

1.6. Annual Award Nominations.

1.6.1. Amn, NCO, SNCO, CGO, FGO, First Sergeant and all Civilian Categories

1.6.1.1. Nominations will mirror all requirements for the 12 Outstanding Airmen of the Year (OAY) Awards program as well as the AFMC Annual Excellence Awards as identified on the AFPC Special Trophies and Awards website at <https://access.afpc.af.mil/>. All 1206s for the annual awards programs consist of 18 total lines. Specific information will be released annually from AFMC and the Air Force Sustainment Center (AFSC).

1.6.1.2. The awards period runs from 1 January to 31 December each year.

1.6.1.3. Enlisted, First Sergeant, and Civilian Headers (**Attachment 6**):

1.6.1.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (Header, plus 12 lines). Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and others.

1.6.1.3.2. WHOLE AIRMAN CONCEPT (Header, plus 4 lines). 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.

1.6.1.4. Officer Headers (**Attachment 7**):

1.6.1.4.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (Header, plus 12 lines). 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 impact the unit, command, and or mission. Include results of Air Force and MAJCOM inspections/evaluations, awards received (e.g., CGO of the Quarter).

- 1.6.1.4.2. INNOVATION IN JOB PERFORMANCE (Header, plus 4 lines). Demonstrate how the member showed creativity in developing a new product, process, or service to meet new/current mission requirements or customer needs. Explain how the innovation directly resulted in tangible mission impact, such as cost savings/avoidance, improved readiness or mission effectiveness, and/or reduced workload, as examples. It is related to, but not the same as, invention.
- 1.6.1.5. Common acronyms may be used as long as the meaning is clear (e.g., TDY, AF, USAFE, and SFS); otherwise, acronyms will not be used. The use of an acronym list is not permitted.
- 1.6.2. Honor Guardsman
- 1.6.2.1. Honor Guardsman selection process consists of an internal board, held in the HG Conference Room.
- 1.6.2.2. Only one member from each HG flight may be selected to participate.
- 1.6.2.3. The selection panel consists of the HG Flight Chief and the NCOIC from each HG Flight.
- 1.6.2.4. Each nominee is required to recite the HG Charge, answer a series of HG knowledge based and opinionated questions, and perform some aspect of drill/ceremony.
- 1.6.3. Volunteer and Team Awards
- 1.6.3.1. Document nominations on the most current version of the AF Form 1206, Nomination for Award, as found on <https://www.e-publishing.af.mil/Product-Index/>.
- 1.6.3.2. Nominations must be in bullet format, 12-pitch font.
- 1.6.3.3. Volunteer.
- 1.6.3.3.1. The only header for the Volunteer of the Year package is BASE OR COMMUNITY INVOLVEMENT (Header, plus 12 lines) (Attachment 8).
- 1.6.3.4. Team.
- 1.6.3.4.1. The only header for the Team of the Year package is SIGNIFICANT ACCOMPLISHMENTS (Header, plus 12 lines) (Attachment 9).

1.7. Key Spouse of the Year.

- 1.7.1. Document nominations on the most current version of the AF Form 1206, Nomination for Award, as found on <https://www.e-publishing.af.mil/Product-Index/>. The Key Spouse 1206 will consist of 18 total lines, as designated below.
- 1.7.2. Nominations must be in bullet format, 12-pitch font.
- 1.7.3. Key Spouse of the Year Headers

1.7.3.1. **KEY ACCOMPLISHMENTS** (Header, plus 11 lines). Characterize the nominee's contributions as evidenced by character, conduct, and willingness to assist the assigned unit in meeting its goals. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. Describe how well the nominee improved unit family cohesion and explain any other outstanding services the Key Spouse provided that benefitted the unit's mission. All accomplishments must have occurred during the 12-month nomination period.

1.7.3.2. **OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS** (Header, plus 5 lines). Describe the nominee's self-improvement efforts, if applicable. This category includes additional training opportunities as well as community or civic service/volunteerism.

1.8. Individual Mobilization Augmentee (IMA).

1.8.1. IMA packages utilize the same criteria/format at the Active Duty categories described above.

1.9. Quarterly and Annual Awards Boards.

1.9.1. Board members will be selected from a cross-section of all organizations competing for the respective awards in coordination with the 75 ABW/CCC. One board member will be selected from the following groups/organizations for each awards category: Wing Staff Agencies (WSA), Civil Engineering Group (CEG), Mission Support Group (MSG), Medical Group (MDG), and Communications and Information Directorate (SC).

1.9.2. Awards boards will be comprised of the following:

1.9.2.1. FGO Board: Chaired by the 75 ABW/CV and a panel of Lt Cols or above or Director from each group.

1.9.2.2. CGO Board: Chaired by the 75 ABW/CV and a panel of FGOs or Senior Civilians from each group.

1.9.2.3. SNCO Board: Chaired by the 75 ABW/CCC and a panel of CMSgts/Superintendents from each group.

1.9.2.4. NCO Board: Chaired by a CMSgt/Superintendent and a panel of SNCOs from each group.

1.9.2.5. Amn Board: Chaired by a CMSgt/Superintendent and a panel of NCOs from each group.

1.9.2.6. First Sergeant Board (annual only): Chaired by the 75 ABW/CCC and a panel of CMSgts/Superintendents from each group.

1.9.2.7. Civilian Boards (Categories I-III): Chaired by 75 ABW/DS and a panel of Directors, Senior Civilians, FGOs or CMSgts from each group.

1.9.2.8. Volunteer Board: Chaired by a CMSgt and a panel of NCOs or SNCOs from each group.

1.9.2.9. Team Board: Chaired by a CMSgt/Superintendent and a panel of SNCOs from each group.

1.9.3. Board President Responsibilities

1.9.3.1. Board Presidents will:

1.9.3.1.1. Contact each board member and provide guidance regarding selection criteria, scoring discussion, and any other relevant issues IAW this instruction. Most boards will take place electronically; however, if the Board President deems it necessary to meet face-to-face, he or she will schedule the time and location.

1.9.3.1.2. Ensure each panel member signs an official score sheet and returns it to the Board President when done scoring packages.

1.9.3.1.3. Advises board members not to reveal information pertaining to board proceedings, including the names of nominees recommended for selection as award winners as results are not official until approval from the 75 ABW/CC.

1.9.3.1.4. Ensure board members understand how to score packages and do so fairly and confidentially utilizing the materials provided by the 75 ABW/CCCE. The manner in which board members score packages is irrelevant; the important factor is consistency and the application of a fair and impartial system across all records scored (i.e board member 1 may score each package on a 100 point scale and board member 2 may score using a 1-20 scale). Board members will break all ties and submit a rank order on his or her respective score sheet prior to submitting it to the Board President.

1.9.3.1.5. The Board President will use the Board President Score Sheet to calculate the final scores. The Board President will only utilize the rank order the board members assigned when completing the Board President Score Sheet. Once complete, the Board President will sign the score sheet and submit it to the 75 ABW/CCCE by the designated date.

1.9.3.1.6. In the event of a tie, the Board President will score the tied packages and determine the winner.

1.9.4. Board Member Responsibilities

1.9.4.1. Board members will:

1.9.4.1.1. Break all ties prior to submitting a rank order to the Board President.

1.9.4.1.2. Seek advice from the Board President regarding any situation that needs clarification.

1.9.4.1.3. Return signed score sheet to the Board President by the due date.

JENISE M. CARROLL, Colonel, USAF
Commander

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

AFPD36-28, *Awards and Decorations Programs*, 26 June 2018

AFMAN 36-2905, *Air Force Physical Fitness Program*, 10 December 2020

AFMAN 36-2806, *Awards and Memorialization Program*, 9 June 2019

AFI34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 15 April 2019

AF Handbook 1, *AIRMAN (AFH1)*, 1 October 2017

Adopted Forms

AF 1206, *Nomination for Award*

AF Form 847, *Recommendation for Change of Publication*

Acronyms and Abbreviations

AFSC—Air Force Specialty Code

CC—Commander

CV—Vice Commander

CCC—Command Chief

CCP—Protocol

CCCE—Executive Assistant to the Command Chief

CGO—Company Grade Officer

CSAF—Chief of Staff of the Air Force

NCO—Noncommissioned Officer

FGO—Field Grade Officer

PA—Public Affairs

IMA—Individual Immobilization Augmentee

JA—Judge Advocate

NAF—Non-appropriated Funds

PCS—Permanent Change of Station

SNCO—Senior Noncommissioned Officer

Attachment 2

2021/2022 75ABW AWARDS SCHEDULE

Figure A2.1. 2021/2022 75ABW Awards Schedule.



17 February 2021

MEMORANDUM FOR 75 ABW GROUPS AND DIRECTORATES

FROM: 75 ABW/CCC

SUBJECT: 2021/2022 75 ABW Awards Schedule

1. The quarterly/annual awards program recognizes the best performers from the 75th Air Base Wing. Awards guidance is contained in Hill AFB Operating Instruction 36-2805, AFI 36-2805, and the USAF Awards Database (<https://access.afpc.af.mil/Trophies/searchtrophies.aspx>). The awards suspenses, board and ceremony dates (**subject to change**), and hosting groups/directorates are listed below:

1st Quarter: (Jan-Mar) Hosted by 75 MDG

ABW Board Member Names and Packages Due: 5 Apr 21

ABW Board Convenes: 9 Apr 21

ABW Awards Ceremony at Base Theater: 29 Apr 21

2nd Quarter: (Apr-Jun) Hosted by 75 CEG

ABW Board Member Names and Packages Due: 9 Jul 21

ABW Board Convenes: 15 Jul 21

ABW Awards Ceremony at Base Theater: 29 Jul 21

3rd Quarter: (Jul-Sep) Hosted by 75 ABW/SC

ABW Board Member Names and Packages Due: 8 Oct 21

ABW Board Convenes: 15 Oct 21

ABW Awards Ceremony at Base Theater: 28 Oct 21

4th Quarter: (Oct-Dec) Hosted by 75 ABW/MSG

ABW Board Member Names and Packages Due: 10 Jan 21

ABW Board Convenes: 18 Jan 22

ABW Awards Ceremony at Base Theater: 27 Jan 22

Annual: (Jan-Dec) Hosted by 75 ABW/CCC Designated Team

ABW Board Member Names and Packages Due: 6 Jan 22

ABW Board Convenes: 12 Jan 22

ABW Awards Ceremony: TBD

2. The 1206s will use the following naming convention:

Quarterly:

Amn.75MSG.CY21.Q1.LastName.FirstName
NCO.75MDG.CY21.Q1.LastName.FirstName
SNCO.75SC.CY21.Q1.LastName.FirstName
CGO.75WSA.CY21.Q1.LastName.FirstName
CatI.75MDG.CY21.Q1.LastName.FirstName
CatII.75MSG. CY21.Q1.LastName.FirstName
CatIII.75SC. CY21.Q1.LastName.FirstName
Team.75CEG. CY21.Q1.LastName.FirstName
Vol.75MDG.CY21.Q1.LastName.FirstName

Annual:

75ABW 1206 LastName FirstName AMN
75ABW_1206_LastName_FirstName_NCO
75ABW_1206_LastName_FirstName_SNCO
75ABW_1206_LastName_FirstName_1SG
75ABW 1206 LastName FirstName CGO
75ABW_1206_LastName_FirstName_FGO
75ABW_1206_LastName_FirstName_CivCatI
75ABW_1206_LastName_FirstName_CivCatII
75ABW 1206 LastName FirstName CivCatIII
75ABW_1206_LastName_FirstName_Team
75ABW_1206_LastName_FirstName_Vol

3. Upload packages in the respective category folder on the SharePoint at [2021 Quarterly Awards](#)
In order to properly recognize our Airmen, it is imperative that Groups and Directorates align their recognition programs to meet the ABW suspenses identified above.
4. Please direct any questions to the 75 ABW/CCC office at 777-5567.

CHRISTOPHER L. WALKER, CMSgt, USAF
Command Chief

Attachment 3

CIVILIAN AWARDS CATEGORIES – REMOVAL OF ACQDEMO TIERS

Figure A3.1. Civilian Awards Categories – Removal of ACQDEMO Tiers.

Civilian Awards Categories - Removal of AcqDemo Tiers

| CATEGORY | PAY CODES GRADE/RANK | |
|--------------|---|-------------------|
| Civilian I | DU 01-03 | NJ 01-02 |
| | DX 01-02 | NK 01-02 |
| | GG 01-08 | NL 01-15 |
| | GS 01-08 | WG 01-09 |
| | NA 01-15 | WL 01-07 |
| | NF 01-02 | WS 01-05 |
| | NH 01 | |
| Civilian II | | NF 03-04 |
| | DO 01 DR 01 | NH 02 |
| | DU 04 | NJ 03-04 NK 03 |
| | DX 03-04 | WG 10-14 |
| | GG 09-12 | WL 08-14 |
| | GS 09-12 | WS 06-14 |
| Civilian III | DO 02-03 | |
| | DR 02-03 | |
| | GG 13-14 | |
| | GS 13-14 | |
| | NF 05 | |
| | NH 03 NH-04 (EOCS ≤ 91) WG, WL, WS-15 | |

Attachment 10

TEAM OF THE YEAR CATEGORY

Figure A10.1. Team of the Year Category.

| NOMINATION FOR AWARD | | |
|--|--|---------------------------------------|
| AWARD Team of the Year | CATEGORY (If Applicable) Team | AWARD PERIOD 01 Jan XX - 31 Mar XX |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last) Hill AFB Chapel | MAJCOM, FOA, OR DRU AFMC | |
| DAFSC/DUTY TITLE N/A | NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 777-1234 & COMM: (801) 777-1234 | |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 75 ABW/HC/5711 E Ave/Hill AFB/UT/84056 | | |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Erik A. Tisher/DSN: 777-4321 & COMM: (801) 777-4321 | | |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SIGNIFICANT ACCOMPLISHMENTS: | | |
| | | |
| (Common acronyms only, the use of an acronym list is not permitted) | | |