

**BY ORDER OF THE  
39TH AIR BASE WING COMMANDER  
(USAFE)**

**AFMAN36-2806\_INCIRLIKSUP**

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**MILITARY AWARDS PROGRAM**

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This instruction implements Department of the Air Force Manual (DAFMAN) 36-2806, *Military Awards: Criteria and Procedures* and establishes guidelines for nomination and selection of outstanding military and civilian personnel of the quarter and year. This instruction applies to all military personnel assigned or attached to the 39th Air Base Wing (39 ABW). 39 ABW Freedom of Information Act office is responsible for maintaining the publication record set of this instruction. This publication requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Section 857. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using DAF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Record Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This publication is substantially revised and must be completely reviewed.

Document transitioned from bullet style to narrative format, changed title of document from 39 ABW Recognition Guide to 39 ABW Military Awards Program, and added Air and Space Outstanding Unit Award guidance.

## Chapter 1

### PURPOSE AND RESPONSIBILITIES

#### 1.1. Purpose.

1.1.1. 39 ABW will conduct its quarterly and annual awards programs to recognize the superior performance and outstanding achievement of assigned/deployed wing personnel according to this guide, governing AFIs, and annual higher headquarters awards guidance. If Headquarters Air Force (HAF), Headquarters United States Air Forces in Europe - Air Forces Africa (HQ USAFE-AFAFRICA), and/or 3rd Air Force (3 AF) make policy changes affecting the wing's awards program, those changes will supersede this guide and will be incorporated into the next revision of this guide. Changes to this guide should be requested through the 39 ABW Executive Assistant to the Command Chief (39 ABW/CCCE).

1.1.2. Restrictions: To compete, military and civilian personnel must not be under investigation, have an unfavorable information file, or be on a control roster. Further, military personnel must meet dress and appearance standards and have a documented current and passing fitness score during the entire award period.

1.1.3. 39 ABW Annual Awards, USAF 12 Outstanding Airmen of the Year (12 OAY), and USAF First Sergeant of the Year programs run concurrently with 39 ABW annual recognition program with winners being submitted for the appropriate enlisted categories in the 12 OAY and/or First Sergeant of the Year programs at the 3 AF and USAFE-AFAFRICA level. Do not confuse these programs as separate recognition programs. Nomination requirements for 12 OAY and/or USAF First Sergeant of the Year will be used for 39 ABW annual award nomination submissions to higher headquarters. Guidance on annual award nomination requirements is received each year (normally in December) from HAF and HQ USAFE-AFAFRICA/3 AF via email and will be forwarded to unit POCs by 39 ABW/CCCE via Teams Tasker. Note: 39 ABW/CCE or 39 ABW/CCA may task in lieu of 39 ABW/CCCE.

#### 1.2. Program Responsibilities.

1.2.1. 39 ABW Commander (39 ABW/CC), or designee will:

1.2.1.1. Receive all board results and approve winners.

1.2.1.2. Promote active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

1.2.1.3. Approve purchase of quarterly and annual recognition trophies or mementos.

1.2.1.4. Recognize award winners at an appropriate ceremony or venue. Examples include in the members' work center/unit, wing-wide awards ceremony, Wing Commander's Call, or other appropriate venue.

1.2.2. 39 ABW Deputy Commander (39 ABW/CD) will:

1.2.2.1. Oversee the company grade officer (CGO), field grade officer (FGO), and Civilian Categories recognition program.

1.2.2.2. Monitor board member selection process, criteria, and procedures.

1.2.2.3. Oversee, monitor, and review/resolve all ties within the officer recognition board process.

1.2.2.4. Ensure eligible annual 39 ABW officer award recipient packages are forwarded to 39 ABW/CCC for competition in 3 AF annual recognition programs.

1.2.3. 39 ABW Command Chief (39 ABW/CCC) will:

1.2.3.1. Approve board members.

1.2.3.2. Collect Board Presidents' feedback and score sheets. Once score sheets are validated, 39 ABW/CCC will present recommendations to 39 ABW/CC for final approval.

1.2.3.3. Publishes award schedule prior to the start of the calendar year.

1.2.3.4. Provide updated sample DAF Form 1206, Nomination for Award, for each award category on 39 ABW/CCC's Microsoft Teams page.

1.2.3.5. Schedule either in-person or virtual boards for enlisted annual awards categories.

1.2.4. 39 ABW Command Chief's Executive Assistant (39 ABW/CCCE) will:

1.2.4.1. Establish suspense dates for nomination packages.

1.2.4.2. Serve as the collection point for electronic nomination packages and board score sheets from designated Board Presidents.

1.2.4.3. Assemble and distribute completed DAF Form 1206s and score sheets electronically to Board Presidents and Board Members of each category and establish suspense dates. Suspense dates will be pushed to group executives via Microsoft Teams for dissemination to the squadrons.

1.2.4.4. Reserve locations for DAF Form 1206 review boards if requested by 39 ABW/CCC or 39 ABW/CD.

1.2.4.5. Coordinate with Project Officers to order appropriate recognition plaques and/or awards for Wing level winners.

1.2.5. Unit Commanders/Senior Enlisted Leaders/First Sergeants will: Create an environment that encourages supervisors to develop and recognize personnel regularly, using all methods of recognition, including the formal quarterly and annual recognition program.

1.2.6. Group and WSA Leadership will: E-mail all completed nomination packages to 39 ABW/CCCE in accordance with announced suspense dates/times.

1.2.7. Board Presidents will:

1.2.7.1. Receive all nomination packages from 39 ABW/CCCE.

1.2.7.2. Brief all board members on procedures and ensure fair and impartial scoring of all packages.

1.2.7.3. Correlate individual raw scores and rankings to determine category winners. Discuss and mitigate any scoring discrepancies. The board president will be the deciding factor if a tie occurs.

1.2.7.4. Request an in-person board review and scoring of the packages, if desired. During this time, board members may discuss package contents, questions, or concerns.

1.2.7.5. Provide feedback to board members on how the board process went. Gather feedback from board members and up-channel collected feedback to 39 ABW/CCCE.

1.2.7.6. Forward completed board results to 39 ABW/CCCE.

1.2.8. Board Members will:

1.2.8.1. Receive electronic nomination packages from 39 ABW/CCCE.

1.2.8.2. Review Board Member guidance prior to scoring packages.

1.2.8.3. Score DAF Form 1206s, evaluating each nominee based solely on the information contained in the package. Evaluation of each nominee will be based upon accomplishments occurring only during the award period.

1.2.8.4. Conduct in-person review boards at the discretion of the board president.

1.2.8.5. Provide feedback on packages to the board president.

1.2.8.6. Not discuss board results. Final approval rests with 39 ABW/CC.

## Chapter 2

### TITAN OF THE WEEK PROGRAM

2.1.1. The Commander's Titan of the Week is used to recognize outstanding performers throughout 39 ABW (including tenant organizations), on a weekly basis. Accomplishments and achievements should highlight the member's contributions to 39 ABW's diverse mission and the Incirlik Air Base community.

2.1.2. Enlisted in the grades of E1 – E6, Officers in the grades of O1 – O3, and civilians are eligible.

2.1.3. Units assigned to 39 ABW and deployed/tenant units (i.e., AMS, OSI, AFN, etc.) will be selected on a rotational basis, as scheduled by 39 ABW Public Affairs (39 ABW/PA).

2.1.4. Each member submitted for the award will be recognized at the member's work-center by 39 ABW/CC and 39 ABW/CCC, where the supervisor or designated representative will present the member with the Titan of the Week and provide a brief description of his/her accomplishments prior to official recognition.

2.1.5. 39 ABW/CCCE will establish suspense dates and collect submissions.

2.1.6. Accomplishments will be written in a narrative format and will not exceed 6 sentences. The narrative should focus on duty accomplishments and impact on the mission. Self-improvement accomplishments or volunteer work may be discussed during the presentation but should not be the focus of the recognition.

2.1.7. The most current template for Titan of the Week will be e-mailed to Squadron Commander and Senior Enlisted Leader by 39 ABW/CCCE when their squadron is selected.

## Chapter 3

### QUARTERLY AWARDS PROGRAM

#### 3.1. General Guidance.

3.1.1. Individuals compete in the grade held for the majority of the award period and satisfy a time on station minimum requirement of 30 days.

3.1.2. All 39 ABW organizations, to include geographically separated units (GSUs), are eligible to compete.

3.1.3. Nominations in all categories are limited to 12 lines (not including headers), single-spaced, using the most current **Department of the Air Force E-Publishing > Publications + Forms (af.mil)**. See each individual category below for specific line allocations.

3.1.4. Use performance statements, not to exceed three lines. Two-line statements are preferred but not required. Include specific facts, achievements, and examples identifying the nominee's accomplishments.

3.1.5. Use standard Air Force approved acronyms and abbreviations. Spell out non-standard acronyms and follow Tongue and Quill guidelines for appropriate use. Note: Acronym lists are not permitted. **Air Force Acronym and Abbreviation List**

3.1.6. Headers (x2) are required and must be capitalized. No additional information will appear on the header lines.

#### 3.2. 39 ABW Individual Categories (AMN, NCO, SNCO, CGO, FGO).

3.2.1. Nominations must include the following headings and cite examples that occurred only during the award period:

3.2.1.1. **Leadership And Job Performance in Primary Duties** (No more than 8 lines not including header): 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 the Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations.

3.2.1.2. **Whole Airman Concept** (No more than 4 lines not including header): 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 the military 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.

3.3. **39 ABW Civilian Categories.** Nominations must include the following headings and cite examples that occurred only during the award period:

**3.3.1. Significant Job Accomplishment** (No more than 8 lines not including header): Describe performance on the job that is clearly above expected standards and significantly enhances the mission. Describe improvements and cost-saving methods that impact the unit. Place emphasis on innovation, impact, and results.

**3.3.2. Self-Improvement/Base and Community Involvement** (No more than 4 lines not including header): Include activities such as self-development efforts through education or personal-improvement training, participation in the AF Suggestion Program, participation in civic or community affairs, volunteer work, or other noteworthy activities. Describe monetary, non-monetary, and non-job-related recognition received. Place emphasis on impact and results.

### **3.4. 39 ABW Team Award of the Quarter.**

3.4.1. Nominations will be for groups of forty-five or fewer people, organized for a common purpose. **A list of all team members will be annotated on the second page of the DAF Form 1206.**

3.4.2. 39 ABW, to include GSUs, are eligible to compete.

3.4.3. Nominations must include the following headings and cite examples that occurred only during the award period:

**3.4.3.1. Mission Accomplishments** (No more than 8 lines not including header): Describe significant team accomplishments to include process, impact and results that affect the Wing, MAJCOM, and/or Air Force.

**3.4.3.2. Team Accomplishments** (No more than 3 lines not including header): Describe a process where the team participated in cost savings, time savings, and/or improved capability to enhance the wing's mission. Describe the improvements made and the savings to the wing's mission. It must be quantified and verifiable. Quantified savings must include encompassed manpower (human capital), man-hours (time), and/or cost.

### **3.5. 39 ABW Volunteer of the Quarter.**

3.5.1. 39 ABW, to include GSUs, are eligible to compete.

3.5.2. Nominations must include the following heading and cite examples that occurred only during the award period: **Base or Community Involvement** (No more than 8 lines not including header): Define the scope and impact of the member's positive leadership and involvement in the military community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (e.g., President of Top 3, member of Air Force Sergeants Association or Air Force Association, etc.).

### **3.6. 39 ABW Honor Guard Member of the Quarter.**

3.6.1. Nominations must include the following headings and cite examples that occurred only during the award period:

**3.6.1.1. Leadership And Job Performance in Honor Guard Duties** (No more than 6 lines not including header): Describe significant leadership accomplishments and how the member performed assigned additional duty. 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 mission.

3.6.1.2. **Significant Self-Improvement to Funeral Honors & Operations** (No more than 3 lines not including header): Describe 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, etc.). 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.

3.6.2. 39 FSS Marketing and Designs the office of primary responsibility and will determine winners within the Honor Guard organization. They are not required to provide a package.

## Chapter 4

### ANNUAL AWARDS PROGRAM

#### 4.1. General Guidance.

4.1.1. Individuals compete in the grade they held for the majority of the award period. **Note: There is no time on station requirement for this award.**

4.1.2. All 39 ABW organizations, to include GSUs, are eligible to compete.

4.1.3. A write-up of no more than 26 typewritten lines (including stand-alone headings), single-spaced, size 12 point-font, using the front side only of **Department of the Air Force E-Publishing > Publications + Forms (af.mil)**. Performance statements are mandatory. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers Accomplishments from the nominee's previous base within the award period may be included.

4.1.4. Common acronyms may be used if the meaning is clear (e.g., TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used and must be spelled out. **Note: Uncommon and career field specific acronyms are NOT authorized on award packages. Acronym lists are not permitted.**  
**Air Force Acronym and Abbreviation List**

4.1.5. Headers will NOT contain any additional text.

4.1.6. 39 ABW Annual Award winners for Amn, NCO, and SNCO categories will be considered for 12 OAY award submission based on USAFE guidance.

4.1.7. The Command Section 39 ABW/CCA, in coordination with 39ABW/CCCE, will distribute any changes to the annual awards submissions based on Air Force and USAFE guidance. All applicable documents will be posted on 39 ABW/CCC SharePoint.

**4.2. 39 ABW Individual Categories (Amn, NCO, SNCO, CGO, FGO). Nominations must include the following headings and cite examples that occurred only during the award period:**

4.2.1. **Leadership and Job Performance in Primary Duty** (No more than 18 lines not including header): 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 the 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.

4.2.2. **Whole Airman Concept** (No more than 6 lines not including header): Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development, e.g., class, course, certifications, degree enrollment and/or

completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

**4.3. 39 ABW Civilian Category I, II and III of the Year. Nominations must include the following headings and cite examples that occurred only during the award period:**

**4.3.1. Significant Job Accomplishment** (No more than 16 lines not including header): Describe performance on the job that is clearly above expected standards and significantly enhances the mission. Describe improvements and cost-saving methods that impact the unit. Place emphasis on innovation, impact, and results.

**4.3.2. Self-Improvement/Base and Community Involvement** (No more than 4 lines not including header): Include activities such as self-development efforts through education or personal-improvement training, participation in the AF Suggestion Program, participation in civic or community affair, volunteer work or other noteworthy activities. Describe monetary, non-monetary, and non-job-related recognition received. Place emphasis on impact and results.

**4.3.3. NOTE:** If instructions are different in USAFE Tasker, default to USAFE instructions.

**4.4. 39 ABW First Sergeant of the Year.** Nominations must include the following headings and cite examples that occurred only during the award period:

**4.4.1. Impact on Unit Mission Readiness and Execution** (No more than 12 lines not including header): Describe significant leadership and people centered initiatives that support the mission and/or ensure a mission-ready force. Define the scope and level of responsibilities and the impact, in addition to new initiatives or innovative techniques and projects that improved the unit's ability to accomplish the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received.

**4.4.2. Fostering Resilience in Teams and Community** (No more than 6 lines not including header): Show development or improvement of resilience and/or quality of life on the installation, unit, and community. Provide examples such as resilience education, events, training, or community service events in the local area.

**4.4.3. Developing Self and Others** (No more than 6 lines not including header): Define the scope and impact of positive leadership and involvement in both the military and civilian community. Include initiatives that fostered leadership, professional, and personal development among across all enlisted and officer tiers, peers, as well as civilian and spouse development initiatives. Further show how those initiatives serve improve mission impact, development of the team/Airmen, or improvement in the community.

**4.5. 39 ABW Honor Guard Program Manager/Member of the Year.**

**4.5.1.** Nominations must include the following headings and cite examples that occurred only during the award period:

**4.5.1.1. Leadership and Job Performance in Honor Guard Duties** (No more than 12 lines not including header): Describe significant leadership accomplishments and how the member performed assigned additional duty. 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 and/or the mission.

4.5.1.2. **Significant Self-Improvement to Military Funeral Honors & Operations** (No more than 5 lines not including header): Describe 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, etc. 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.

4.5.2. 39 FSS/FSZ is the office of primary responsibility and will determine winners, as outlined in section 3.5.

4.5.3. **NOTE:** If instructions are different in USAFE Tasker, default to USAFE instructions.

#### **4.6. 39 ABW Volunteer of the Year.**

4.6.1. 39 ABW, to include GSUs, are eligible to compete.

4.6.2. Nominations must include the following headings and cite examples that occurred only during the award period: **Base or Community Involvement** (No more than 20 lines not including header): Define the scope and impact of the member's positive leadership and involvement in the military community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events, e.g., President of Top 3, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, etc.

4.6.3. Wing level members qualify to be submitted for the Volunteer Service Medal in accordance with Department of Defense Instruction 1348.33, DoD Military Decorations and Awards Program.

#### **4.7. 39 ABW Team Award of the Year.**

4.7.1. Nominations will be for groups of forty-five or less people, organized for a common purpose. A list of all team members will be annotated on the second page of the DAF Form 1206.

4.7.2. 39 ABW, to include GSUs, are eligible to compete.

4.7.3. Nominations must include the following headings and cite examples that occurred only during the award period: **Team Accomplishments** (No more than 20 lines not including header): Describe significant team accomplishments to include process, impact and results that affect the Wing, MAJCOM, and/or Air Force.

## Chapter 5

## BOARD COMPOSITION AND GUIDELINES

**5.1. Board Composition.** Award boards will be composed in accordance with Table 5.1 and 5.2.

**Table 5.1. Quarterly Awards.**

<b>Quarterly Awards</b>		
<b>Category</b>	<b>Board Members</b>	<b>Board President</b>
Airman	Senior Non-Commissioned Officers	Senior Master Sergeant
Non-Commissioned Officer	Senior Non-Commissioned Officers	Chief Master Sergeant
Senior Non-Commission Officer	Group SELs/WSA SEL	Command Chief
Volunteer	Senior Non-Commissioned Officers	Command Chief
Team	Senior Non-Commissioned Officers	Command Chief
Company Grade Officer	Squadron Commanders	Deputy Commander
Field Grade Officer	Group/WSA Commanders	Deputy Commander
Civilian Category I	Company Grade Officers	Deputy Commander
Civilian Category II	Field Grade Officers	Deputy Commander
Civilian Category III	Group/WSA Commanders	Deputy Commander

**5.2. Table 5.2. Annual Awards.**

<b>Annual Awards</b>		
<b>Category</b>	<b>Board Members</b>	<b>Board President</b>
Airman	Group SELs/WSA SEL	Command Chief
Non-Commissioned Officer	Group SELs/WSA SEL	Command Chief
Senior Non-Commission Officer	Group SELs/WSA SEL	Command Chief
Volunteer	Senior Non-Commissioned Officers	Command Chief
Team	Senior Non-Commissioned Officers	Command Chief

Company Grade Officer	Squadron Commanders	Deputy Commander
Field Grade Officer	Group/WSA Commanders	Deputy Commander
Civilian Category I	Company Grade Officers	Deputy Commander
Civilian Category II	Field Grade Officers	Deputy Commander
Civilian Category III	Group/WSA Commanders	Deputy Commander

## 5.2. Board Scoring.

### 5.2.1. General Guidance.

5.2.1.1. Board Presidents/Members may discuss the contents of the packages, questions, or concerns only amongst the other members within their board.

5.2.1.2. Members must be fair and impartial and set aside any bias. Evaluate packages based on the substance of the nomination. Do not grade packages based on grammatical errors or misspellings. Keep in mind it is not the “importance” of one’s job being rated, but rather what the individual accomplished within their job/scope of responsibility.

5.2.1.3. Compare the accomplishments of each nominee and score accordingly. Look for Action and Result, or Impact. What did they do, how well they did it, the impact on the mission/people, etc.

### 5.2.2. Board Presidents.

5.2.2.1. Responsible for the outcome and integrity of the board.

5.2.2.2. Review and score all packages. The Board President’s score will only be used in the event of a tie that affects the outcome.

5.2.2.3. May request an in-person review board to discuss each package and oversee the board scoring process. During this time, the board members may discuss package contents, questions, or concerns. **Note: Although board members may have a difference of opinion, address significant disparities of score.**

5.2.2.4. Record all board members scores on the master score sheet.

5.2.2.5. Ensure the nominee submitted to 39 ABW/CC as the board’s recommendation for the award is the package that received the lowest cumulative ranking from the board members.

5.2.2.6. Ensure board members print their rank/name and sign score sheets prior to collecting them. Return all score sheets, to include the master score sheet, immediately to 39 ABW/CCCE.

### 5.2.3. Board Members.

5.2.3.1. Score all packages on the score sheet provided. All score sheet templates are provided via e-mail by 39 ABW/CCCE or 39 ABW/CCA.

5.2.3.2. Review and score each package, including those that may be from the board member’s unit. Score packages based on the information provided. Do not seek out additional sources of information to take into consideration for board scoring.

5.2.4. Ranking Packages. Once scores are calculated, rank packages 1 – 4, with 1 being the package with the highest score.

## Chapter 6

### AWARDS AND RECOGNITION CEREMONIES

#### **6.1. Project Officer Nomination Process for Ceremonies (Quarterly, Annual, etc.).**

6.1.1. The Top III will provide nomination packages to 39 ABW/CCCE for the SNCO Induction Ceremony.

6.1.2. Nomination packages will be submitted to 39 ABW/CCCE by the Group Senior Enlisted Leader for Annual Awards Ceremony and Air Force Ball.

6.1.3. 39 ABW/CCC will select the individual(s) who will plan, organize, and oversee the ceremonies and he/she will provide oversight. **Note: All nomination packages and requirements will be tasked out in Teams by 39 ABW/CCCE or 39 ABW/CCA.**

#### **6.2. Quarterly Awards Ceremony.**

6.2.1. The designated unit will plan, organize, and execute the quarterly awards ceremony 39 ABW/CCCE will provide oversight: 1st Quarter – 39 WSA, 2nd Quarter – 39 WSSG, 3rd Quarter – 39 MSG, 4th Quarter – 39 MDG.

6.2.2. 39 ABW/CC and 39 ABW/CCC, or their designated representative(s), will present the awards.

6.2.3. All participants will wear the uniform of the day unless otherwise specified by 39 ABW/CC.

**6.3. Annual Awards Ceremony.** The annual awards ceremonies will be held in February to meet USAFE nomination suspense.

**6.4. Award Plaques.** The award plaques design will be submitted by the Project Officer for approval by 39 ABW/CCC and ordered at least one month before the ceremony. The Project Officer will coordinate payment to the vendor with 39 ABW/CCCE.

#### **6.5. Other Ceremonies.**

6.5.1. 39 ABW/CCC and 39 ABW/CCCE will provide oversight of the following ceremonies, but not limited to: POW/MIA, 9/11 Memorial, Promotion Release Ceremonies (SSgt/TSgt ran by the 5/6, MSgt/SMSgts ran by the Top III, etc.), and First Sergeant Appreciation Day.

6.5.2. It will be 39 ABW/CCC's determination on how POCs for these events will be selected.

## Chapter 7

### AIR AND SPACE OUTSTANDING UNIT AWARD.

**7.1. General Guidance.** Generally, in accordance with (IAW) DAFMAN36-2806, para A9.4.: Numbered organizations are recommended for the Air and Space Outstanding Unit Award (ASOUA).

7.1.1. Not Utilized

7.1.2. DAFMAN 36-2806 states that unnumbered units may not be nominated for the ASOUA. The unit must be squadron level or higher.

7.1.3. All unit award nominations will be accomplished on the latest version of the AF Form 1206, Nomination for Award, using "Performance Statement" format only (bullets are not authorized), using a single page (front and back) 1206.

7.1.4. A request for a subordinate organization to share a unit award with an unlike parent organization must be submitted as an exception-to-policy (ETP).

7.1.5. Exceptionally Meritorious Service recommendations: Must cover a period of no more than 2 years/no less than 1 year and must close NLT 31 December.

7.1.6. Outstanding Achievement recommendations: Must cover a period of less than 1 year and must close NLT 31 December (definitive beginning/end date).

### **7.2. ASOUA Recommendations.**

7.2.1. For exceptionally meritorious service of national and international significance: Include subordinate activities which will share the award with the parent unit or organization. Recommendation inclusive dates will not close later than December 31.

7.2.2. For outstanding achievement of national or international significance: An outstanding achievement award is intended to recognize a single specific act or accomplishment that is separate and distinct from the usual mission or regular functions of the unit.

7.2.3. The specific achievement must be sufficiently outstanding to be readily distinguishable from meritorious service and must clearly warrant immediate recognition.

7.2.4. A unit award that recognizes a single act of heroism or a single outstanding achievement does not necessarily preclude a meritorious service award. In such instances, to avoid duplication, the previously recognized act or outstanding achievement cannot be included in justification for the later award.

### **7.3. ASOUA Preparation.**

7.3.1. 39 ABW/CCC will select 2 members (1 SNCO/1 CGO) as point of contacts to track/consolidate Grp/Sq inputs for award packages.

7.3.2. Members selected as point of contacts must be available for the duration of the award period.

7.3.3. Additional guidance will be provided by 39 ABW/CCCE through email and TEAMS, once point of contacts are selected.

KEVIN M. LORD, Colonel, USAF  
Commander

**Attachment 1****Glossary of Reference and Supporting Information*****References*****None*****Prescribed Forms*****None*****Adopted Forms***DAF Form 1206, *Nomination for Award*, 13 March 2024DAF Form 847, *Recommendation for Change Publication*, 15 April 2022***Abbreviations and Acronyms*****GSU**—Geographically Separated Unit**OAY**—Outstanding Airman of the Year**PME**—Professional Military Education***Links to Forms and examples***

**<https://usaf.dps.mil:/f:/r/teams/39thABWLeadershipAdminTeams/Shared%20Documents/39%20ABW%20Front%20Office%20Public/03.Wing%20Templates/Annual%20and%20Quarterly%20Award%20Templates?csf=1&web=1&e=K2pC5a>**

## Attachment 2

## CIVILIAN CATEGORY GRADE BREAKOUTS

Table A2.1. Civilian Category Grade Breakouts.

<b><u>CATEGORY I</u></b>	<b><u>CATEGORY II</u></b>
GS-02 through GS-08	GS-09 through GS-13
CT-5 through CT-9	CT-1 through CT-4
M-3 through M-5	M-1 through M-2
FM-1 through FM-5	
FMA-1 through FMA-5	
<b>NOTE: Additional categories will be recognized if positions above category II are created within the 39 ABW.</b>	

Attachment 3

QUARTERLY DAF FM 1206 EXAMPLE

Figure A3.1. Quarterly DAF FM 1206 Example.

NOMINATION FOR AWARD		
AWARD 39th ABW Quarterly Awards	CATEGORY (if Applicable) SNCO	AWARD PERIOD 1 Jan 24 - 31 Mar 24
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/Sarah E. Doe	MAJCOM, FOA, OR DRU ACC, AFMC, USAFA, AFOTEC, AFDW & etc	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE UNIT OFFICE SYMBOL, STREET ADDRESS, BASE, STATE ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Johnson/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (No more than 8 lines not including header)		
<ul style="list-style-type: none"> <li>- MSgt Doe deployed an 18-member Radar, Airfield, and Weather Systems team which supported EUCOM's crisis response evacuation of 7M refugees and employed C2 systems at two locations valued at \$10M.</li> <li>- Sarah enabled the premier Suppression of Enemy Air Defense F-16 mission set. Her team sustained 125 systems across 19 programs and performed 2K maintenance actions for over \$12M in assets to support numerous operations.</li> <li>- She enabled a USMC exercise by deploying a 43-member Airfield Operation team with two air traffic control and landing systems, ultimately ensuring 10K Marines were combat-ready, and culminating in seven joint decorations.</li> <li>- MSgt Doe optimized four radars, analyzing 362K sq-miles in the CENTCOM AOR which fortified the ground-based C2 air picture by 21% and enabled 1.5K sorties exemplifying the SECAF's Operational Imperative II mission.</li> </ul>		
WHOLE AIRMAN CONCEPT (No more than 4 lines not including header)		
<ul style="list-style-type: none"> <li>- MSgt Doe organized two additional duty first sergeant symposiums. She teamed with 10 base agencies and 24 SMEs and, for the first time, included civilians in the course. Her efforts enabled the development of 156 NCOs and civilians.</li> <li>- Sarah crushed her last 3 classes and earned a Master's Degree in Organizational Leadership. She published an article on the base website on the benefits of continued learning. Her article received over 900 engagements.</li> </ul>		

## Attachment 4

## ANNUAL DAF FM 1206 EXAMPLE

Figure A4.1. Annual DAF FM 1206 Example.

NOMINATION FOR AWARD		
AWARD 2023 Senior Non Commissioned Officer of the Year	CATEGORY (If Applicable) SNCO	AWARD PERIOD 1 Jan 22 - 31 Dec 23
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/Sarah E. Doe	MAJCOM, FGA, OR DRU USAFE	
DAFSC/DUTY TITLE DAFSC/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE UNIT OFFICE SYMBOL, STREET ADDRESS, BASE, STATE ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Johnson/DSN: XXXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b> (No more than 18 lines not including header)</p> <ul style="list-style-type: none"> <li>- MSgt Doe deployed an 18-member Radar, Airfield, and Weather Systems team which supported EUCOM's crisis response evacuation of 7M refugees and employed C2 systems at two locations valued at \$10M.</li> <li>- Sarah enabled the premier Suppression of Enemy Air Defense F-16 mission set. Her team sustained 125 systems across 19 programs and performed 2K maintenance actions for over \$12M in assets to support numerous operations.</li> <li>- She enabled a USMC exercise by deploying a 43-member Airfield Operation team with two air traffic control and landing systems, ultimately ensuring 10K Marines were combat-ready, and culminating in seven joint decorations.</li> <li>- MSgt Doe optimized four radars, analyzing 362K sq-miles in the CENTCOM AOR which fortified the ground-based C2 air picture by 21% and enabled 1.5K sorties exemplifying the SECAF's Operational Imperative II mission.</li> <li>- She eliminated radar airspace loss at 70 DOD and civilian airfields while her technicians analyzed nine border radars, executed six FAA conversions, and performed 1.2K systems checks protecting more than 10M flights annually.</li> <li>- MSgt Doe's team supported Allied nations by deploying a mobile Air Traffic Control Tower and moving 18.6 tons of cargo and five Airmen, thus filling a long-term EUCOM shortfall and upholding a 12-nation AFRICOM alliance.</li> <li>- MSgt Doe launched the base "Meals on Wheels" program during the COVID pandemic. She organized a 5-person team and sponsored 40 new families to the base. The program also ensured 250 Amn across 3 dorms had necessities.</li> <li>- She redesigned the unit Key Spouse Program by launching a social media site. Her efforts resulted in a 20% increase in membership and increased communications between the organization and the families regarding base events.</li> <li>- MSgt Doe epitomized AF's Accelerate Change or Lose by leading the charge in Action Order 'A'. She built virtual master classes using AF SMEs and the "Five &amp; Thrive" guide, increasing the knowledge base of over 1K families.</li> </ul> <p><b>WHOLE AIRMAN CONCEPT</b> (No more than 6 lines not including header)</p> <ul style="list-style-type: none"> <li>- MSgt Doe organized two additional duty first sergeant symposiums. She teamed with 10 base agencies and 24 SMEs and, for the first time, included civilians in the course. Her efforts enabled the development of 156 NCOs and civilians.</li> <li>- Sarah crushed her last 3 classes and earned a Master's Degree in Organizational Leadership. She published an article on the base website on the benefits of continued learning. Her article received over 900 engagements.</li> <li>- MSgt Doe led the initiative to build relationships with the Malaysian Air Force. She led a four-member team in developing a two-day first sergeant training course to educate the Malaysians on the benefits of a first sergeant corps.</li> </ul>		
AF FORM 1206, 20170802		
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