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15TH WING**

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Personnel

WING AWARDS PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Program and Air Force Instruction (AFI) 36-2805, Special Trophies and Awards. This instruction governs and prescribes the procedures required for implementation of quarterly and annual award/recognition programs for the 15th Wing (15 WG). This instruction applies to all military and DoD civilian personnel assigned to the 15 WG. Read this in conjunction with AFPD 36-10, Civilian Performance and Recognition, AFI 36-1001, Managing the Civilian Performance Program, and AFI 36-1004, Managing the Civilian Recognition Program. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; 265, policies and regulations; **Chapter 857**, Decorations and Awards; as implemented by AFI 36-2608; and E.O. 9397 (SSN) as amended. The applicable Privacy Act System of Record Notices SORN(s) are: F036 AF PC C, Military Personnel Records System; F036 AF PC Q, Personnel Data System (PDS); and F036 AFPC V, Awards and Decorations, applies and are available at: <http://dpclo.defense.gov/privacy/SORNS/component/airforce/index.html>. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this instruction to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publications. This publication may be supplemented at any level. Requests for waivers must be submitted to the OPR listed above for consideration and approval.

SUMMARY OF CHANGES

The publication has been revised. This rewrite of 15WGI 36-2805 includes a change in the number of bullets needed for the quarterly and annual 1206. Also, a new scoring system is implemented for the quarterly and annual awards. Finally, the board composition changes to include CGO board members.

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Chapter 1

GENERAL INFORMATION

1.1. Purpose. To establish award procedures and guidelines for the 15th Wing (15 WG) Recognition Program, to include quarterly and annual awards. The 15 WG is comprised of the following: 647th Air Base Group (647 ABG), 15th Maintenance Group (15 MXG), 15th Medical Group (15 MDG), 15th Operations Group (15 OG), and the 15th Wing Staff Agencies (15 WSA).

1.1.1. This program is an incentive program to recognize superior performance and outstanding achievements of all 15 WG personnel and to directly contribute to overall unit morale. These guidelines apply to all officer, enlisted, and civilian personnel.

1.2. Responsibilities.

1.2.1. Commander (15 WG/CC).

1.2.1.1. Provide final approval for the 15 WG Recognition Programs and awards.

1.2.1.2. Provide resources and funding to support the recognition program and awards.

1.2.1.3. Provide management guidance and direction for the recognition program.

1.2.1.4. Provide and endorse selections of all wing award winners, upon approval.

1.2.2. Command Chief Master Sergeant (15 WG/CCC).

1.2.2.1. Maintain overall responsibility and provide management oversight for the 15 WG Recognition Program.

1.2.2.2. Serve as the advisor to the 15 WG/CC for the 15 WG Recognition Program and remain the delegated authority to waive provisions of this guidance, as necessary.

1.2.2.3. Establish and publish guidance and criteria for the 15 WG Recognition Program.

1.2.2.4. Establish wing recognition program suspense dates. Suspense dates may include, but are not limited to: program announcements, nomination packages, evaluation boards, board compositions, ceremony dates, and any other suspense dates deemed necessary.

1.2.2.5. Serve as the board president for all Senior Non-Commissioned Officer (SNCO) boards (quarterly and/or annual) as well as the First Sergeant of the Year board, unless otherwise directed.

1.2.2.6. Appoint board presidents and members for all awards boards (quarterly and/or annual). Establish additional criteria for each specific board, if needed.

1.2.2.7. Validate all wing award winner selections. Provide written recommendation results via memorandum to the 15 WG/CC for endorsement and public release.

1.2.2.8. Ensure annual award winner selections are forwarded to Higher Headquarters for nomination into additional award programs (i.e., 12 Outstanding Airman of the Year).

1.2.2.9. Provide general feedback to Group Superintendents and First Sergeants on the award packages, trends, and board observations in order to assist with future processes.

1.2.3. Executive Assistant to the 15 WG Command Chief (15 WG/CCCE).

1.2.3.1. Serve as the program monitor and advisor to the 15 WG/CCC on all administrative matters of the wing recognition program, unless otherwise directed.

1.2.3.2. Notify the 15 WG/CCC of any changes that could potentially effect the 15 WG Recognition Program.

1.2.3.3. Disseminate wing recognition program suspense dates to Group Superintendents, Group Executive Officers, and First Sergeants. This includes, but not limited to: 647 ABG, 15 MDG, 15 MXG, 15 OG, and 15 WSA.

1.2.3.4. Serve as the focal point for turn-in of all wing award nomination packages. *Note: Should the 15 WG/CCCE compete in any wing category of competition (quarterly and/or annual), an alternate representative will be appointed by the 15 WG/CCC to serve as the focal point.*

1.2.3.5. Submit all annual award nomination names to the 15 WG Legal Office for eligibility verification by the Automated Military Justice Analysis and Management System (AMJAMS).

1.2.3.6. Compile and upload all wing award nomination packages to the 15 WG/CCCE SharePoint for board downloading and scoring purposes.

1.2.3.7. Grant/revoke access to the 15 WG/CCCE SharePoint. *Note: Should the 15 WG/CCCE SharePoint become unavailable, award nomination packages will be emailed to all board presidents and board members.*

1.2.3.8. Schedule, notify, and oversee administration of face-to-face evaluation boards. Brief board presidents and board members on any updates/changes of board processes.

1.2.3.9. Collect and provide general feedback to the 15 WG/CCC on the award packages, trends, and board observations in order to assist with future processes.

1.2.3.10. Prepare official memorandums with award selection results for approval and endorsement by the 15 WG/CCC and 15 WG/CC.

1.2.3.11. Order and prepare mementos for all wing award winners. Mementos will be presented during the 15 WG Quarterly Recognition Ceremonies and/or the 15 WG Annual Awards Ceremony, unless otherwise directed.

1.2.4. Board Presidents.

1.2.4.1. Ensure all board members have access to the 15 WG/CCCE SharePoint as well as access to all applicable award nomination packages. Coordinate with the 15 WG/CCCE if SharePoint access is still required.

1.2.4.2. Ensure each nominee is given a fair and equitable consideration. Brief all board members to consider each nominee's duty assignment circumstances within reasonable expectations.

1.2.4.3. Ensure all board members (including board president) have evaluated and scored each award nomination package utilizing the scoring process identified in this instruction.

1.2.4.4. Facilitate face-to-face evaluation boards. This includes, but not limited to:

1.2.4.4.1. Ensure all board members are aware of the date, time, location, and uniform requirements for the face-to-face evaluation boards. *Note: Uniform requirement will be the Air Force Service Dress (Class A).*

1.2.4.4.2. Ensure all board member questions are appropriate and opinionated. Board panel questions will be regarding current Department of Defense topics.

1.2.4.4.3. Ensure the board president's chair is centered and directly facing the nominee's chair. Board members will sit on left and right sides of the board president.

1.2.4.4.4. Conduct an introduction of all board members (or allow each board member to introduce themselves). Ensure each nominee is given an opportunity to introduce him/herself prior to the start of the board panel questions.

1.2.4.4.5. Conduct closing comments after all board panel questions have been asked. Ensure each nominee is given an opportunity to provide closing comments prior to being dismissed from the board.

1.2.4.5. Ensure all board rankings are transcribed to the master score sheet providing a final ranking order of merit for all nominees. Results must be submitted to 15 WG/CCCE no later than 1200 on the day that the boards formally convene, unless otherwise directed.

1.2.4.5.1. If a scoring disparity significantly affects the order of merit, the board president will request the particular packages to be rescored.

1.2.4.5.2. In the event of a tie, the board president will use their respective scores to break the tie. If a significant scoring disparity still exists, the WG/CCC will deconflict scoring differences and provide results to the WG/CC.

1.2.4.6. Advise board members not to reveal or discuss board proceedings prior to approval and public release by the 15 WG/CC.

1.2.4.7. Collect and provide general feedback to the 15 WG/CCCE on the award packages, trends, and board observations in order to assist with future processes.

1.2.5. **Board Members.**

1.2.5.1. Evaluate and score all award nomination packages, fairly and equitably, prior to the face-to-face evaluation board formally convening. All packages will be scored in accordance with guidance outlined in **Chapter 4**.

1.2.5.2. Provide appropriate and opinionated board panel questions to the board president for review and dissemination to the other board members. Board panel questions will be regarding current Department of Defense topics. Avoid using excessively long questions.

1.2.5.3. Coordinate with the board president for the date, time, location, and uniform requirements for the face-to-face evaluation boards. *Note: Uniform requirement will be the Air Force Service Dress (Class A).*

1.2.5.4. Arrive (in uniform) 15 minutes early to the face-to-face evaluation boards. Hand-carry all packages and score cards in case of a significant scoring disparity.

1.2.5.5. Provide all final and signed score cards to the board president for consolidation.

1.2.5.6. Provide general feedback to the board president on the award packages, trends, and board observations in order to assist with future processes.

1.2.6. Board Nominees /Supervisory Chain (Face-to-Face only).

1.2.6.1. Coordinate with unit leadership for information regarding date, time, location, uniform requirements, and board panel set-up for the face-to-face evaluation boards.

Note: Uniform requirement will be the Air Force Service Dress (Class A).

1.2.6.2. Ensure nominee is familiar with the reporting statement for the face-to-face evaluation boards. "Sir/Ma'am, (rank/name) reports to the awards boards as directed."

1.2.6.3. Ensure nominee arrives 15 minutes early (in uniform) to the face-to-face evaluation boards.

1.2.6.4. Provide general feedback to unit leadership on the trends and observations in order to assist with future processes.

Chapter 2

AWARDS

2.1. Quarterly and Annual Award Categories.

2.1.1. **Airman (AMN) Category.** Open to members in the ranks of: Airman Basic (AB), Airman (AMN), Airman First Class (A1C), and Senior Airman (SrA). The award title for this category is “AMN of the Quarter/Year”.

2.1.2. **Non-Commissioned Officer (NCO) Category.** Open to members in the ranks of: Staff Sergeant (SSgt) and Technical Sergeant (TSgt). The award title for this category is “NCO of the Quarter/Year”.

2.1.3. **Senior Non-Commissioned Officer (SNCO) Category.** Open to members in the ranks of: Master Sergeant (MSgt) and Senior Master Sergeant (SMSgt). Chief Master Sergeant (CMSgt) Selects are not eligible to compete. The award title for this category is “SNCO of the Quarter/Year”.

2.1.4. **Company Grade Officer (CGO) Category.** Open to members in the ranks of: Second Lieutenant (2nd Lt), First Lieutenant (1st Lt), and Captain (Capt). Major (Maj) Selects are not eligible to compete. The award title for this category is “CGO of the Quarter/Year”.

2.1.5. **Civilian Categories.** Open to members in the grades/categories listed below. The award title for this category is “Civilian Category I/II/III of the Quarter/Year”.

2.1.5.1. **Category I.** Open to members in the grades: WG-1 through WG-8, WL-1 through WL-7, WS-1 through WS-7, and GS-1 through GS-6.

2.1.5.2. **Category II.** Open to members in the grades: WG-9 through WG-10, WL-8 through 11, WS-8 through WS-11, and GS-7 through GS-10.

2.1.5.3. **Category III.** Open to members in the grades: WG-11 and above, WL-12 and above, WS-12 and above, GS-11 and above.

2.1.6. **Volunteer Category .** Open to members in all ranks to include civilians. The award title for this category is “Volunteer of the Quarter/Year”.

2.1.7. **Team Category .** Open to any team comprised of three or more members and may contain any rank combinations. The award title for this category is “Team of the Quarter/Year”.

2.1.8. **Honor Guard Category.** Open to members currently serving on the 15 WG Honor Guard Team. The award title for this category is “Honor Guard of the Quarter/Year”. *Note: For additional Honor Guard award guidance, please refer to the 647th FSS/FSO.*

2.1.9. **First Sergeant Category (annual only).** Open to members currently serving as a 15 WG First Sergeant with an 8F000 Special Duty Identifier (SDI). Members must have served a minimum of six months to be eligible to compete. The award title for this category is “First Sergeant of the Year”.

2.2. Quarterly and Annual Award Periods.

2.2.1. Quarterly Award Periods.

2.2.1.1. First Quarter: 1 January through 31 March

2.2.1.2. Second Quarter: 1 April through 30 June

2.2.1.3. Third Quarter: 1 July through 30 September

2.2.1.4. Fourth Quarter: 1 October through 31 December

2.2.2. Annual Award Period.

2.2.2.1. Annual: 1 January through 31 December

Chapter 3

AWARD NOMINATION REQUIREMENTS

3.1. Eligibility.

3.1.1. Quarterly and/or annual award nominees must be a member of the 15 WG to be eligible for consideration in the 15 WG Recognition Program.

3.1.2. Quarterly award nominees will compete in the category for the rank worn the majority of the quarter (minimum 46 days).

3.1.3. Annual award nominees will compete in the category for the rank worn the majority of the year (minimum 181 days).

3.1.4. Annual award nominees must have at least 181 days of time on station at Joint Base Pearl Harbor-Hickam.

3.1.5. Nominees are ineligible for consideration if any of the following conditions exist during any part of the award period. The member:

3.1.5.1. Received a score of less than 75.0% on an official Air Force Fitness Assessment.

3.1.5.2. Had, or currently has, an Unfavorable Information File (UIF).

3.1.5.3. Was, or is currently, placed on a Control Roster.

3.1.5.4. Was, or is currently, the subject of a criminal or an administrative investigation.

3.1.5.5. Was, or is currently, serving punishment (suspended or unsuspended) under Article 15 Uniform Code of Military Justice (UCMJ), courts-martial, or convicted by civilian court.

3.1.5.6. Has any other form of quality force indicators as identified by the unit First Sergeant.

3.2. Award Nomination Procedures.

3.2.1. Each group within the 15 WG may nominate one member for each category of competition (quarterly and/or annual) to compete in the 15 WG Recognition Program. Nominations will be based on achievements that occurred during the award period.

3.2.2. All award nomination packages will flow from the individual's unit selection processes, through the respective group chain of command, to the 15 WG via the 15 WG/CCCE or designated representative.

3.2.3. All award nomination packages will be submitted no later than the suspense date documented on memorandum by the 15 WG/CCC. Nomination packages will be emailed to the 15 WG/CCCE Organizational Inbox (15wg.ccce@us.af.mil), unless otherwise directed.

3.3. Quarterly Award Nomination Package Requirements.

3.3.1. Quarterly award nomination packages will include:

3.3.1.1. **AF Form 1206, *Nomination for Award***. Nominations will include specific facts and achievements showing that the individuals are exceptional. Achievements

should distinguish the member from his/her peers. Submit in original Adobe PDF format (not scanned) and in accordance with para 3.3.4. *For an example, refer to Attachment 2.*

3.3.1.1.1. **Acronyms.** Common acronyms may be used as long as the meaning is clear (e.g. TDY, AF, PACAF, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is prohibited on all quarterly nomination packages.

3.3.1.2. **Records Review RIP (AMS Brief).** Nominees must submit a consolidated SURF from AMS, and it must be current within 30 days of submittal. Submit in Adobe PDF and portrait format.

3.3.1.3. **Air Force Fitness Management System (AFFMS) fitness history.** Submit as a single page, in Adobe PDF, and portrait format. If an official fitness assessment is conducted during the timeframe of the award boards, an updated score card must be provided upon completion.

3.3.2. Nomination packages will be consolidated into one Adobe PDF with the exception of the AF Form 1206, which will be submitted in original format.

3.3.3. Incomplete and/or non-standardized packages will not be accepted. No exceptions.

3.3.4. See [Figure 3.1](#) for quarterly AF Form 1206 requirements.

Figure 3.1. AF Form 1206 Requirements.

Category of Competition	AF Form 1206 Headings (verbatim)	Single Line Bullets
AMN/NCO/SNCO CGO	Leadership and Job Performance in Primary Duty	7
	Significant Self-Improvement	2
	Base or Community Involvement	2
	<i>Note: Limited to 14 total lines including headings</i>	
Civilian Categories I/II/III	Job Performance	7
	Significant Contributions/Achievements	2
	Recognition	2
	<i>Note: Limited to 14 total lines including headings</i>	
Volunteer	Significant Volunteer Accomplishments	7
	<i>Note: Limited to eight total lines including headings</i>	
Team	Specific Accomplishments	7
	<i>Note: Limited to eight total lines including headings</i>	

3.4. Annual Award Nomination Package Requirements.

3.4.1. Annual award nomination packages will include:

3.4.1.1. **AF Form 1206, Nomination for Award.** Nominations should include specific facts and achievements showing that the individuals are exceptional. Achievements

should distinguish the member from his/her peers. Submit in original Adobe PDF format (not scanned) and in accordance with para 3.4.4. *For an example, refer to Attachment 3.*

3.4.1.1.1. **Acronyms.** Common acronyms may be used as long as the meaning is clear (e.g. TDY, AF, PACAF, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is prohibited on all annual nomination packages.

3.4.1.2. **Records Review RIP (AMS Brief).** Nominees must submit a consolidated SURF from AMS, and it must be current within 30 days of submittal. Submit in Adobe PDF and portrait format.

3.4.1.3. **Air Force Fitness Management System (AFFMS) fitness history.** Submit in Adobe PDF and portrait format (one page). If an official fitness assessment is conducted during the timeframe of the award boards, an updated score card must be provided upon completion.

3.4.1.4. **Air Force Official Biography.** The official biography will not contain any privacy information (i.e. birth date, birth place, and/or family information). Maximum length is two pages. Submit in Adobe PDF and portrait format. *For additional guidance, refer to AFH 33-337.*

3.4.1.5. **Air Force Narrative Biography.** The narrative portion of the biography will be single-space format. Double-space between the nominee's name and AFSC. Maximum length is one page. Submit in Adobe PDF and portrait format. *For additional guidance, refer to AFI 36-2805.*

3.4.1.6. **Air Force Citation (First Sergeants only).** Limit the citation to approximately 50-70 keywords properly describing the nominee's accomplishments or achievements. Left and right margins must be 1 ½ inches. Submit in Adobe PDF and landscape format. *For additional guidance, refer to AFI 36-2805.*

3.4.1.7. **Air Force Official Photos.** Official Photo requirements are as follows:

3.4.1.7.1. Full length (5x7): Air Force Blue Service Uniform (Class B). Short-sleeve blue shirt, slacks/skirt, all accouterments, no tie/tie-tab, no hat. Nominee will stand at a 45-degree angle with a solid white backdrop and no flag. Submit photo in ".jpg" format and file size will be no larger than 500KB. **Note:** *Civilians and CGOs are exempt from the full length photo requirement.*

3.4.1.7.2. Head & shoulders (8x10): Air Force Service Dress Uniform (Class A). Service dress coat, blue shirt, slacks/skirt, all accouterments, tie/tie-tab, no hat. Nominee will stand at a 45-degree angle with a solid blue backdrop and flag. Submit photo in ".jpg" format and file size will be no larger than 500KB. **Note:** *A solid gray backdrop may be used if blue is unavailable.*

3.4.1.8. **Statement of Intent.** The statement of intent will be addressed to the Air Force Personnel Center's Recognition Programs Section (AFPC/DPSIDR). The statement will be digitally signed and dated by the nominee. Submit in Adobe PDF and portrait format. *For an example, refer to Attachment 4.*

3.4.1.9. **Statement of Release.** The statement of release will be addressed to Air Force Personnel Center's Recognition Programs Section (AFPC/DPSIDR). The statement will

be digitally signed and dated by the nominee. Submit in Adobe PDF and portrait format. For an example, refer to Attachment 5.

3.4.2. Nomination packages will be consolidated into one Adobe PDF with the exception of the AF Form 1206 and official photos, which will be submitted in original format.

3.4.3. Incomplete and/or non-standardized packages will not be accepted. No exceptions.

3.4.4. See [Figure 3.2](#) for annual AF Form 1206 requirements.

Figure 3.2. Annual AF Form 1206 Requirements.

Category of Competition	AF Form 1206 Headings (verbatim)	Single Line Bullets
AMN/NCO/SNCO CGO First Sergeant	Leadership and Job Performance in Primary Duty	19
	Significant Self-Improvement	4
	Base or Community Involvement	4
	<i>Note: Limited to 30 total lines including headings</i>	
Civilian Categories I/II/III	Job Performance	19
	Significant Contributions/Achievements	4
	Recognition	4
	<i>Note: Limited to 30 total lines including headings</i>	
Volunteer	Significant Volunteer Accomplishments	14
	<i>Note: Limited to 15 total lines including headings</i>	
Team	Specific Accomplishments	14
	<i>Note: Limited to 15 total lines including headings</i>	

3.4.5. 15 WG annual award winners will move on to compete at the Numbered Air Force (NAF) and Major Command (MAJCOM) levels for the 12 Outstanding Airmen of the Year (12 OAY) Program. For additional guidance on the 12 OAY Program, refer to AFI 36-2805.

3.4.5.1. Annual volunteer, team, and civilian award winners do not compete for 12 OAY.

Chapter 4

AWARD BOARDS

4.1. Quarterly and Annual Award Board Compositions.

4.1.1. Quarterly and annual award board compositions will be comprised of SNCOs, First Lieutenants and/or Captains, and Field Grade Officers (FGOs). Each board panel will contain five board members to include the board president.

4.1.2. Each group within the 15 WG is responsible for providing (1) FGO, (1) 1st Lt or Capt, (1) CMSgt, and four (4) SNCOs for both quarterly and annual award board compositions. The four (4) SNCOs may be any combination of MSgts and/or SMSgts.

4.1.3. Rank requirements for each board composition are as follows:

4.1.3.1. **AMN Category:** MSgt or SMSgt. *Note: MSgt-Selects may serve as an AMN Category board member.*

4.1.3.2. **NCO Category:** MSgt or SMSgt.

4.1.3.3. **SNCO Category:** CMSgt (normally Group Superintendent) *The 15 WG/CCC will act as board president, unless otherwise directed. *Note: CMSgts will serve as SNCO board member. Exception: SMSgt Group Superintendents may serve as a SNCO Category board member.*

4.1.3.4. **CGO Category:** FGO. *Note: CGO award boards do not contain face-to-face evaluation boards; CGO award board scores are only based off of the nomination package (AF Form 1206, SURF, PT).*

4.1.3.5. **Civilian Category I:** 1st Lt or Capt *Note: Civilian award boards do not contain face-to-face evaluation boards; civilian award board scores are only based off of the nomination package (AF Form 1206).*

4.1.3.6. **Civilian Categories II/III:** FGO (same board members from CGO board). If numerous packages are submitted, additional FGOs may be solicited to participate. *Note: Civilian award boards do not contain face-to-face evaluation boards; civilian award board scores are only based off of the nomination package (AF Form 1206).*

4.1.3.7. **Volunteer Category:** MSgt or SMSgt *Note: Volunteer award boards do not contain face-to-face evaluation boards; volunteer award board scores are only based off of the nomination package (AF Form 1206).*

4.1.3.8. **Team Category:** MSgt or SMSgt (same board members from Volunteer board). *Note: Team award boards do not contain face-to-face evaluation boards; team award board scores are only based off of the nomination package (AF Form 1206).*

4.1.3.9. **Honor Guard Category:** Honor Guard boards are conducted by 647th FSS/FSO. *Note: Hickam CMSgts will be solicited to participate on the Honor Guard board panels.*

4.1.3.10. **First Sergeant Category (annual only):** CMSgt (Group Superintendent). *The 15 WG/CCC will act as board president, unless otherwise directed.

4.2. Quarterly Award Board Scoring. Quarterly award nomination packages will be scored fairly and equitably in order to determine a final order of merit to include a winner for each category of competition.

4.2.1. **Quarterly AF Form 1206 Scoring.** Each section on the AF Form 1206 will have a weighted value. See [Figure 4.1](#) for the weighted values.

Figure 4.1. Quarterly AF Form 1206 weighted values.

Category of Competition	AF Form 1206 Sections	Weighted Value
AMN/NCO/SNCO CGO	Leadership and Job Performance in Primary Duty	80%
	Significant Self-Improvement	10%
	Base or Community Involvement	10%
Civilian Categories I/II/III	Job Performance	80%
	Significant Contributions/Achievements	10%
	Recognition	10%
Volunteer	Significant Volunteer Accomplishments	N/A
Team	Specific Accomplishments	N/A
<i>Note: Scoring legends are listed on the score cards. For an example, see Attachment 6.</i>		

4.2.2. **Scoring Calculations.** Instructions to calculate the AF Form 1206 score is as follows:

4.2.2.1. **Step One.** Score each bullet on the AF Form 1206 independently with a numerical value between six (6) to ten (10) points -- in half point (0.5) increments.

4.2.2.2. **Step Two.** Add all the points from the first section of the AF Form 1206, which should range from 42 points (minimum) to 70 points (maximum). *Example: Bullet lines 1-7 multiplied by 6 points each (minimum), equates to 42 points. Bullet lines 1-7 multiplied by 10 points each (maximum), equates to 70 points.*

4.2.2.3. **Step Three.** Add all the points from the second section of the AF Form 1206, which should range from 12 points (minimum) to 20 points (maximum). *Example: Bullet lines 8-9 multiplied by 6 points each (minimum), equates to 12 points. Bullet lines 8-9 multiplied by 10 points each (maximum), equates to 20 points.*

4.2.2.4. **Step Four.** Add all the points from the third section of the AF Form 1206, which should range from 12 points (minimum) to 20 points (maximum). *Example: Bullet lines 10-11 multiplied by 6 points each (minimum), equates to 12 points. Bullet lines 10-11 multiplied by 10 points each (maximum), equates to 20 points.*

4.2.2.5. **Step Five.** Calculate the composite percentage of each section. Divide each section's total points by the maximum points in that section, then multiply by each section's respective weighted value. Round your number to 1 decimal place (see [Figure 4.2](#)). *Example: Nominee received 63 points in the first section. First, divide 63 by 70 to receive .9. Next, multiply this number 80 to receive a weighted value of 72.*

- 4.2.2.5.1. First Section: Total section score should range from 48 points (minimum) to 80 points (maximum).
- 4.2.2.5.2. Second Section: Total section score should range from 6 points (minimum) to 10 points (maximum).
- 4.2.2.5.3. Third Section: Total section score should range from 6 points (minimum) to 10 points (maximum).
- 4.2.2.6. **Step Six.** Add each weighted section (from step five) all together in order to achieve an overall AF Form 1206 score. The overall AF Form 1206 score should range from 60 points (minimum) to 100 points (maximum). *Example: The top section (48 points), middle section (6 points), and bottom section (6 points) added together equates to 60 points (minimum score).*

Figure 4.2. Calculating AF Form 1206 score.

$$\left(\frac{\text{1st Section Score}}{70} \right) \times 80 = \underline{\quad A \quad}$$

$$\left(\frac{\text{2nd Section Score}}{20} \right) \times 10 = \underline{\quad B \quad}$$

$$\left(\frac{\text{3rd Section Score}}{20} \right) \times 10 = \underline{\quad C \quad}$$

$$A + B + C = \underline{\quad 1206 \text{ SCORE} \quad}$$

4.2.3. Face-to-Face Evaluation Board Scoring Requirements.

- 4.2.3.1. Face-to-Face evaluation boards will be conducted for AMN, NCO, and SNCO categories of competition. All other categories of competition will be scored off of the nomination package and the AF Form 1206 scoring requirements.
- 4.2.3.2. Score each nominee independently with a numerical value between one (1) and four (4) points -- in half point (0.5) increments. Scoring legends are listed on the score cards for reference.
- 4.2.3.3. If a nominee is unable to attend the face-to-face evaluation boards, due to extenuating circumstances, that particular nominee will receive an average face-to-face evaluation board score. Absences must be excused by the nominee's Group Superintendent and/or First Sergeant prior to the day of the boards formally convening.

4.2.3.3.1. Average face to face board scores will be independently determined by each board member. Each board member will total their own board scores and then divide by the number of nominees that physically attended the board. That numerical value, rounded to 1 decimal place, will be used as their own average board score.

4.2.4. Overall Board Scores.

4.2.4.1. Overall board scores will be independently determined by each board member. Scores from both the AF Form 1206 and the face-to-face evaluation board will be added together to determine each nominee's overall board score. Overall board scores should range from 61 points (minimum) to 104 points (maximum). This board score will be used to determine the rank of each nominee for the board member's score card. The ranking of each nominee will be transcribed to the board president's score card to determine the winner.

4.2.4.2. Individual board members are not permitted to send the board president a tie between nominees. If a tie on an individual board member's score card exists, he/she will independently break all ties before providing rankings to the board president.

4.2.4.3. After all rankings have been transcribed to the board president's score card, the board president will total the scores for each nominee to determine the final order of merit. The nominee with the least number of points will be the ranked #1 and winner of their category.

4.2.4.4. In the event of an overall tie, the board president will use his/her's own score card to break the tie. If a significant scoring disparity still exists, the WG/CCC will provide results to the WG/CC for final determination.

4.3. Annual Award Board Scoring. Annual award nomination packages will be scored fairly and equitably in order to determine a final order of merit to include a winner for each respective category of competition.

4.3.1. **Annual AF Form 1206 Scoring.** Each section on the AF Form 1206 will have a weighted value. See [Figure 4.3](#) for the weighted values.

Figure 4.3. Annual AF Form 1206 weighted values.

Category of Competition	AF Form 1206 Sections	Weighted Value
AMN/NCO/SNCO CGO First Sergeant	Leadership and Job Performance in Primary Duty	80%
	Significant Self-Improvement	10%
	Base or Community Involvement	10%
Civilian Categories I/II/III	Job Performance	80%
	Significant Contributions/Achievements	10%
	Recognition	10%
Volunteer	Significant Volunteer Accomplishments	N/A
Team	Specific Accomplishments	N/A
<i>Note: Scoring legends are listed on the score cards. For an example, see Attachment 7.</i>		

4.3.2. Scoring Calculations. Instructions to calculate the AF Form 1206 score is as follows:

4.3.2.1. Step One. Score each bullet on the AF Form 1206 independently with a numerical value between six (6) to ten (10) points -- in half point (0.5) increments.

4.3.2.2. Step Two. Add all the points from the first section of the AF Form 1206, which should range from 114 points (minimum) to 190 points (maximum). *Example: Bullet lines 1-19 multiplied by 6 points each (minimum), equates to 114 points. Bullet lines 1-19 multiplied by 10 points each (maximum), equates to 190 points.*

4.3.2.3. Step Three. Add all the points from the second section of the AF Form 1206, which should range from 24 points (minimum) to 40 points (maximum). *Example: Bullet lines 20-23 multiplied by 6 points each (minimum), equates to 24 points. Bullet lines 20-23 multiplied by 10 points each (maximum), equates to 40 points.*

4.3.2.4. Step Four. Add all the points from the third section of the AF Form 1206, which should range from 24 points (minimum) to 40 points (maximum). *Example: Bullet lines 24-27 multiplied by 6 points each (minimum), equates to 24 points. Bullet lines 24-27 multiplied by 10 points each (maximum), equates to 40 points.*

4.3.2.5. Step Five. Calculate the composite percentage of each section. Divide each section's total points by the maximum points in that section and multiply by each section's respective weighted value. Round your number to 1 decimal place (see [Figure 4.1](#)). *Example: Nominee received 171 points in the first section. First, divide 171 by 190 to receive .9. Next, multiply this number 100 to receive 90. Finally, multiply 90 by 80% to receive a weighted value of 72.*

4.3.2.5.1. First Section: Total section score should range from 48 points (minimum) to 80 points (maximum).

4.3.2.5.2. Second Section: Total section score should range from 6 points (minimum) to 10 points (maximum).

4.3.2.5.3. Third Section: Total section score should range from 6 points (minimum) to 10 points (maximum).

4.3.2.6. **Step Six.** Add each weighted section (from step five) all together in order to achieve an overall AF Form 1206 score. The overall AF Form 1206 score should range from 60 points (minimum) to 100 points (maximum). *Example: The top section (48 points), middle section (6 points), and bottom section (6 points) added together equates to 60 points (minimum score).*

4.3.3. **Face-to-Face Evaluation Board Scoring Requirements.**

4.3.3.1. Face-to-Face evaluation boards will be conducted for AMN, NCO, SNCO, and First Sergeant categories of competition. All other categories of competition will be scored off of the nomination package and the AF Form 1206 scoring requirements.

4.3.3.2. Score each nominee independently with a numerical value between six (6) and ten (10) points -- in half point (0.5) increments. Scoring legends are listed on the score cards for reference.

4.3.3.3. If a nominee is unable to attend the face-to-face evaluation boards, due to extenuating circumstances, that particular nominee will receive an average face-to-face evaluation board score. Absences must be excused by the nominee's Group Superintendent and/or First Sergeant prior to the day of the boards formally convening.

4.3.3.3.1. Average face to face board scores will be independently determined by each board member. Each board member will total their own board scores and then divide by the number of nominees that physically attended the board. That numerical value, rounded to 1 decimal place, will be used as their own average board score.

4.3.4. **Overall Board Scores.**

4.3.4.1. Overall board scores will be independently determined by each board member. Scores from both the AF Form 1206 and the face-to-face evaluation board will be added together to determine each nominee's overall board score. Overall board scores should range from 102 points (minimum) to 170 points (maximum). This board score will be used to determine the rank of each nominee for the board member's score card. The ranking of each nominee will be transcribed to the board president's score card to determine the winner.

4.3.4.2. Individual board members are not permitted to send the board president a tie between nominees. If a tie on an individual board member's score card exists, he/she will independently break all ties that exist before providing rankings to the board president.

4.3.4.3. After all rankings have been transcribed to the board president's score card, the board president will total the scores for each nominee to determine the final order of merit. The nominee with the least number of points will be the ranked #1 and winner of their category.

4.3.4.4. In the event of an overall tie, the board president will use his/her's own score card to break the tie. If a significant scoring disparity still exists, the WG/CCC will provide results to the WG/CC for final determination.

KEVIN J. GORDON, Col, USAF
Commander

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

AFI 36-2803, *The Air Force Awards and Decorations Program*, 18 December 2013

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

AMJAMS—Automated Justice Analysis and Management System

AMN—Airmen

AMS—Assignment Management System

CGO—Company Grade Officer

FGO—Field Grade Officers

MAJCOM—Major Command

NAF—Numbered Air Force

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

PACAF—Pacific Command

SNCO—Senior Noncommissioned Officer

SURF—Single Unit Retrieval Format

OAY—Air Force 12 Outstanding Airmen of the Year

UCMJ—Uniformed Code of Military Justice

UIF—Unfavorable Information File

Attachment 2

QUARTERLY AF FORM 1206, NOMINATION FOR AWARD


Figure A2.1. Quarterly AF Form 1206, Nomination for Award.

NOMINATION FOR AWARD		
AWARD Quarterly	CATEGORY (If Applicable) AMN	AWARD PERIOD 1 Jan - 31 Mar 2016
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/First M. Last		MAJCOM, FOA, OR DRU PACAF
DAFSC/DUTY TITLE 9X911/Information Analyst	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 449-9999 & Comm: 808-449-9999	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 15 WG/CCCE/800 Scott Circle/JBPH-H/HI/96853		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt. Col/Fist M. Last/DSN: 449-9999 & Comm: 808-449-9999		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> - Bullet - Bullet - Bullet - Bullet - Bullet - Bullet - Bullet <p>(Leave one blank line in between sections)</p> <p>SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - Bullet - Bullet <p>(Leave one blank line in between sections)</p> <p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - Bullet - Bullet <p>ACRONYMS (Prohibited)</p>		

Attachment 4

STATEMENT OF INTENT


Figure A4.1. Statement of Intent.

	DEPARTMENT OF THE AIR FORCE 15TH WING JOINT BASE PEARL HARBOR-HICKAM HAWAII	XX Month 2016		
<p>MEMORANDUM FOR 15 WG/CC 11 AFCC PACAF/AIKPD AFPC/DPSIDR <u>IN TURN</u></p>				
<p>FROM: Rank Last, First M.</p>				
<p>SUBJECT: 12 Outstanding Airmen of the Year (12 OAY) Statement of Intent</p>				
<p>1. I have not applied for a commissioning program and if selected as a 12 OAY, will not apply for a commissioning program until no earlier than 1 March following notification of 12 OAY selection.</p> <p>2. If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted and recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM Commander or MAJCOM Command Chief to travel to any events or venues deemed appropriate, which may have a positive impact upon Air Force recruiting and retention.</p> <p>3. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.</p>				
<table border="1"><tr><td data-bbox="813 1247 1088 1293" style="text-align: center;">DIGITAL SIGNATURE</td></tr><tr><td data-bbox="808 1297 1092 1346">FIRST M. LAST, Rank, USAF Official Duty Title</td></tr></table>			DIGITAL SIGNATURE	FIRST M. LAST, Rank, USAF Official Duty Title
DIGITAL SIGNATURE				
FIRST M. LAST, Rank, USAF Official Duty Title				

Attachment 5

STATEMENT OF RELEASE

Figure A5.1. Statement of Release.

	DEPARTMENT OF THE AIR FORCE 15TH WING JOINT BASE PEARL HARBOR-HICKAM HAWAII	XX Month 2016	
MEMORANDUM FOR 15 WG/CC 11 AFCC PACAF/A1KPD AFPC/DPSIDR <u>IN TURN</u>			
FROM: Rank Last, First M.			
SUBJECT: 12 Outstanding Airmen of the Year (12 OAY) Statement of Release			
<ol style="list-style-type: none">1. I do / do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act information of Personally Identifying Information (PII) found in AFI 33-332, <i>Air Force Privacy Act Program</i>, Chapter 6, Disclosing Records to Third Parties (http://www.e-publishing.af.mil/shared/media/epubs/AFI33-332.pdf).2. I understand those transmitting personal information via e-mail will exercise caution and adequately safeguard it IAW AFI 33-332, paragraph 2.2.4. subparagraphs, and 2.2.5.3. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment.4. DISCLOSURE STATEMENT: Voluntary. If permission is not granted, it will not preclude member, who is signing below, from 12 OAY competition.			
<table border="1" style="margin: 0 auto;"><tr><td style="padding: 2px 10px;">DIGITAL SIGNATURE</td></tr></table> FIRST M. LAST, Rank, USAF Official Duty Title			DIGITAL SIGNATURE
DIGITAL SIGNATURE			

Attachment 6
QUARTERLY AWARDS SCORE CARD

Figure A6.1. Quarterly Awards Score Card.



Joint Base Pearl Harbor-Hickam
15 WING QUARTERLY AWARDS BOARD
Board Member Score Sheet



Board Member: _____ **Signature:** _____ **Date:** _____

Nominee	Leadership and Job Performance (Bullets 1-7)	Significant Self-Improvement (Bullets 8-9)	Base or Community Involvement (Bullets 10-11)	Face-to-Face Boards	Total Points	Rank Order	Comments
	(48 - 80 POINTS)	(6 - 10 POINTS)	(6 - 10 POINTS)	(1-4 POINTS)	(61 -104)	(1 - 5)	
Point Value	Scoring Legend for AF Form 1206 Bullets			Point Value	Scoring Legend for Face-to-Face Boards		
10	Absolutely Superior			4	Absolutely Superior		
9.5	Outstanding			3.5	Outstanding		
9	Few Could Be Better			3	Few Could Be Better		
8.5	Strong			2.5	Strong		
8	Slightly Above Average			2	Average		
7.5	Average			1.5	Slightly Below Average		
7	Slightly Below Average			1	Lowest		
6.5	Well Below Average			Comments:			
6	Lowest						

Attachment 7
ANNUAL AWARDS SCORE CARD

Figure A7.1. Annual Awards Score Card.



Joint Base Pearl Harbor-Hickam

15 WING ANNUAL AWARDS BOARD

Board Member Score Sheet



Board Member: _____ **Signature:** _____ **Date:** _____

Nominee	Leadership and Job Performance (Bullets 1-7)	Significant Self-Improvement (Bullets 8-9)	Base or Community Involvement (Bullets 10-11)	Face-to-Face Boards	Total Points	Rank Order	Comments
	(48 - 80 POINTS)	(6 - 10 POINTS)	(6 - 10 POINTS)	(6-10 POINTS)	(66-110)	(1 - 5)	
Point Value	Scoring Legend for AF Form 1206 Bullets						
10	Absolutely Superior						
9.5	Outstanding						
9	Few Could Be Better						
8.5	Strong						
8	Slightly Above Average						
7.5	Average						
7	Slightly Below Average						
6.5	Well Below Average						
6	Lowest						