

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 81ST TRAINING  
WING (AETC)**



**KEESLER AIR FORCE BASE  
INSTRUCTION 36-2802**

**24 MAY 2018**

**Personnel**

**WING RECOGNITION PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 36-28, *Awards and Decorations Programs*, and AFI 36-2805, *Special Trophies and Awards*, and provides guidelines for nomination and selection of outstanding military and civilian personnel of the quarter and year. This publication applies to all military personnel assigned or attached to the 81st Training Wing (81 TRW), including the AFRC were mentioned but not the ANG. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change Publication*. Attachment 1 is a glossary of references and supporting information. 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.

**SUMMARY OF CHANGES**

This publication is substantially revised and must be completely reviewed. New attachment examples have been added for scoring awards.

**1. GENERAL.**

1.1. The quarterly and annual award programs serve a two-fold purpose: recognize superior performance and contribute positively to morale. 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 fitness score of 75 or greater.

## **2. RESPONSIBILITIES.**

### **2.1. Unit Commanders/Superintendents/First Sergeants will:**

2.1.1. Create an environment that encourages commanders and supervisors to develop and recognize personnel regularly, using all methods of recognition, including the formal quarterly and annual recognition program. Questions concerning quality force indicators (e.g. failed Official Fitness Assessment or Non-judicial punishment, etc. during the inclusive dates of the award) should be directed to the 81 TRW/CCC prior to submission to Awards & Decorations (BOS/SVHA).

2.1.2. Submit all completed nomination packages to the Awards & Decorations (BOS/SVHA organizational email account) in accordance with announced suspense dates/times.

2.1.3. Provide required quarterly/annual board members as tasked by Awards and Decorations.

### **2.2. The Command Chief will:**

2.2.1. Gather award nomination packages from 81 TRW/CCCE or designated Awards Program Monitor and provide feedback to the Wing Commander after board results have been finalized.

### **2.3. The Command Chief's Executive Assistant (81 TRW/CCCE) will:**

2.3.1. Coordinate with Awards & Decorations (BOS/SVHA) on creating/publishing a forecasted yearly schedule for all quarterly and annual awards (see attachment 11).

2.3.2. Serve as the collection point for completed board score sheets and AF Form 1206s, *Nomination for Award*, from Awards & Decorations (BOS/SVHA), First Sergeants' Council, 81 FSS Superintendent, etc.

2.3.3. Be the OPR for the military/civilian awards program to include budgeting for plaques/trophies.

2.3.4. Order appropriate recognition plaques and/or awards.

2.3.5. Update/coordinate annual award photos located at the front entrance of the headquarters facility.

### **2.4. Awards and Decorations (BOS/SVHA) will:**

2.4.1. Serve as the central focal point for administering the enlisted, officer, and civilian recognition programs.

2.4.2. Notify group commanders, group superintendents, and wing staff agencies when nomination packages are due.

2.4.3. Task groups and wing staff agencies for required members for all enlisted, officer, and civilian boards.

2.4.4. Provide a recorder and/or consolidate board results and forward minutes to 81 TRW/CCCE.

**2.5. Board President will:**

2.5.1. Select board members.

2.5.2. Receive all nomination packages and board member names from Awards & Decorations (BOS/SVHA).

2.5.3. Determine type of board to be utilized (physical/electronic).

2.5.4. Brief all board members on procedures, time and location of board (when applicable,) and ensure fair and impartial scoring of all packages.

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

2.5.6. Forward completed board results to Awards & Decorations (BOS/SVHA).

2.5.7. Further Instruction can be located on attachment 9: *BOARD PRESIDENT'S GUIDE*.

**2.6. Board Members will:**

2.6.1. Receive electronic/physical nomination packages from respective Board President and/or Awards & Decorations (BOS/SVHA).

2.6.2. Review Board Member guidance prior to scoring packages (para 7.1.).

2.6.3. Score AF Form 1206s prior to board, evaluating each nominee based entirely on the information contained in the package. Evaluation of each nominee will be based upon accomplishments occurring only during the award period.

2.6.4. Report to physical (when applicable) board locations at the specified time as determined by the board president.

2.6.5. Provide feedback on packages to the Board President.

**3. CATEGORIES FOR RECOGNITION.**

3.1. Personnel must have served in the applicable rank or grade for the majority of the period for which they are nominated.

**3.2. Active Duty Personnel**

3.2.1. Airman of the Quarter/Year: Airman Basic through Senior Airman.

3.2.2. NCO of the Quarter/Year: Staff Sergeant through Technical Sergeant.

3.2.3. SNCO of the Quarter/Year: Master Sergeant through Senior Master Sergeant.

3.2.4. CGO of the Quarter/Year: 2d Lieutenant through Captain.

3.2.5. FGO of the Quarter/Year: Major through Lieutenant Colonel.

### 3.3. Civilian Personnel

- 3.3.1. Civilian Non-Supervisory Category I of the Quarter/Year: GS-1 through GS-6; WG-1 through WG-7; WS-1 through WS-11; GG-1 through GG-10.
- 3.3.2. Civilian Non-Supervisory Category II of the Quarter/Year: GS-7 through GS-10; WG-8 through WG-15; WS-12 through WS-13; GG-11 through GG-13; WL-6 through WL-10.
- 3.3.3. Civilian Non-Supervisory Category III of the Quarter/Year: GS-11 and above; WS-14 and above; GP-12 through GP-15; WL-11 and above
- 3.3.4. Civilian Supervisory Category I of the Quarter/Year: GS-1 through GS-6; WG-1-WG-7; WS-1 through WS-11; GG-1 through GG-10; WL-1 through WL-5.
- 3.3.5. Civilian Supervisory Category II of the Quarter/Year: GS-7 through GS-10; WG-8 through WG-15; WS-12 through WS-13; GG-11 through GG-13; WL-6 through WL-10.
- 3.3.6. Civilian Supervisory Category III of the Quarter/Year: GS-11 and above; WS-14 and above; GP-12 through GP-15; WL-11 and above.
- 3.3.7. First Sergeant of the Year (no Quarter): Only 8F000.
- 3.3.8. Honor Guard Member of the Quarter/Year: Only Base Honor Guard Members.
- 3.3.9. Dragon Lair Award of the Quarter (No Annual): Dorm residents only.
- 3.3.10. Volunteer of the Quarter/Year: Open to everyone.
- 3.3.11. Team of the Quarter/Year: All teams.

## 4. QUARTERLY AWARD PROGRAM.

### 4.1. General Guidance:

- 4.1.1. Individuals compete in the grade held for the majority of the award period.
- 4.1.2. All 81 TRW organizations are eligible to compete. **Note:** all Keesler tenants are eligible to compete for Team and Volunteer categories.
- 4.1.3. The following categories will be considered for a weighted score:
  - 4.1.3.1. Active duty member quarterly awards will have an AF Form 1206 package.
    - 4.1.3.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (three (3) bullets).
    - 4.1.3.1.2. WHOLE AIRMAN CONCEPT (two (2) bullets).
  - 4.1.3.2. Civilian quarterly awards will have an AF Form 1206 package.
    - 4.1.3.2.1. JOB ACCOMPLISHMENTS (three (3) bullets).
    - 4.1.3.2.2. OTHER ACCOMPLISHMENTS (two (2) bullets).
- 4.1.4. Use bulleted, short statements or key points; include specific facts, achievements, and examples identifying the nominee's accomplishments.

4.1.5. Use standard DOD, Air Force commonly known acronyms and abbreviations; spell out non-standard acronyms and follow AFH 33-337, *The Tongue and Quill*, guidelines for appropriate use. Acronym legend/listing IS NOT AUTHORIZED.

4.1.6. Headers will NOT contain any additional text.

#### **4.2. Individual Categories and Header Descriptions (All Active Duty):**

4.2.1. Nominations for active duty positions must include the following areas and cite examples that occurred only during the award period:

4.2.1.1. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** Describe significant accomplishments and how well the member performed assigned primary and additional duties. Include efforts to lead and produce timely, high quality/quantity mission-oriented results. 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 so forth.

4.2.1.2. **WHOLE AIRMAN CONCEPT:** 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. Individual Categories and Header Descriptions (Civilians)**

4.3.1. **JOB ACCOMPLISHMENTS:** Describe significant accomplishments, specifically how the member performed beyond their 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 affected the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, enhanced On-the-Job Training, and so forth. Include results of actions taken that may affect Air Force, MAJCOM, and/or Numbered Air Force-level. Include any awards received during this period; e.g., Civilian of the Quarter, Professional of the Year, and so forth.

4.3.2. **OTHER ACCOMPLISHMENTS:** Outline the scope and impact of the member's involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events they may have led or participated. Include Professional Development, 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 community activity that significantly enhanced the member's value as a military citizen.

#### 4.4. Team of the Quarter Award:

4.4.1. Nominations will be for groups organized for a common purpose (i.e. projects and duty) (see attachment 7 in accordance with AFI 36-2868, *Chief of Staff Team Excellence Award*).

4.4.2. All Team Keesler units and tenants are eligible to compete. One submission per Group/Tenant unit authorized.

4.4.3. Nominations must include the following area and cite examples that occurred only during the award period.

4.4.3.1. TEAM ACCOMPLISHMENTS : Describe significant team accomplishments to include process, impact and results that affect Team Keesler.

**Note:** Five lines (excluding header).

#### 4.5. Volunteer of the Quarter:

4.5.1. Team Keesler and tenant units are eligible to compete. One submission per Group/Tenant unit authorized.

4.5.2. Nominations must include the following areas and cite examples that occurred only during the award period (see attachment 8):

4.5.2.1. BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, etc. **Note:** Five lines (excluding header).

#### 4.6. Base Honor Guard Member of the Quarter:

4.6.1. 81 FSS Superintendent is the primary office of responsibility and will determine winners. 81 FSS Superintendent will submit winning packages and score sheets to Awards & Decorations (BOS/SVHA).

4.6.2. The Honor Guard Member of the Quarter (NCO & Airman). Each Honor Guard Flight NCOIC will nominate one NCO & one Airman from their flight each quarter/year via AF Form 1206. The HG NCOIC & Superintendent will review packages for accuracy and completion and forward the packages to the 81 FSS Superintendent.

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

4.6.3.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES: Describe significant leadership accomplishments and how 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 and/or the

mission. Include results of inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. **Note:** Four lines (excluding header).

**4.6.3.2. SIGNIFICANT SELF-IMPROVEMENT TO FUNERAL HONORS & OPERATIONS:** 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 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. **Note:** One line (excluding header).

**4.6.4. Honor Guard member of the quarterly awards will have a AF Form 1206 package:**

**4.6.4.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD** (four (4) bullets).

**4.6.4.2. SIGNIFICANT SELF-IMPROVEMENT TO FUNERAL HONORS & OPERATIONS** (one (1)bullet).

#### **4.7. Dragon's Lair Award:**

**4.7.1.** First Sergeant Council is responsible for oversight of the Dragon Lair Award, which is awarded to the dorm resident who maintained the highest room standards for a given quarter. The 81 TRW/CC and 81 TRW/CCC will judge/determine a winner. Dorm residents who exceeded dormitory standards and have gone above and beyond will be recognized during the respective 81 TRW quarterly awards ceremony. See AFI 32-6005/Keesler AFB Sup 1, *Unaccompanied Housing Management*.

**4.7.2.** Nominations for award will not exceed one from each Group.

### **5. ANNUAL AWARD PROGRAM.**

#### **5.1. General Guidance:**

**5.1.1.** Individuals compete in the grade they held for the majority of the award period. IAW AFPD 36-28, *Awards and Decoration Programs*.

**5.1.2.** Nominations for AMN and NCO, SNCO, First Sergeant, CGO, FGO and Civilians will be single-spaced, size 12 font, using the most current AF Form 1206, and the line requirements as outlined in AFI 36-2805, *Special Trophies and Awards*, and the latest AETC award guidance.

**5.1.3.** Use bulleted, short statements or key points; include facts, achievements, and examples identifying the nominees accomplishments.

**5.1.4.** Use standard DoD, Air Force commonly used approved acronyms and abbreviations; spell out non-standard acronyms and follow AFH 33-337, *Tongue and Quill*, guidelines for appropriate use. Acronym legend/listing IS NOT AUTHORIZED.

**5.1.5.** Headers will NOT contain any additional text.

#### **5.2. AMN, NCO, SNCO, First Sergeant, CGO, and FGO:**

5.2.1. Nominations must include the following areas and cite examples that occurred only during the award period. AF Form 1206 packages will be single-spaced, size 12 font, using the most current AF Form 1206. Refer to the latest AETC award guidance for bullet break out.

5.2.2. Awards will have a AF Form 1206 package.

5.2.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.

5.2.2.2. WHOLE AIRMAN CONCEPT.

**5.3. Civilian of the Year Award:**

5.3.1. Nominations must include the following areas and cite examples that occurred only during the award period. AF Form 1206 packages will be single-spaced, size 12 font, using the most current AF Form 1206. Refer to the latest AETC award guidance for bullet break out.

5.3.2. Awards will have an AF Form 1206 package.

5.3.2.1. JOB ACCOMPLISHMENTS.

5.3.2.2. OTHER ACCOMPLISHMENTS.

**5.4. Base Honor Guard Member and Base Honor Guard Program Manager of the Year Award:**

5.4.1. The 81 FSS Superintendent is the primary office of responsibility and will determine winners. Winning packages and score sheets will be submitted to Awards & Decorations.

5.4.2. Nominations must include the following areas and cite examples that occurred only during the award period. AF Form 1206 packages will be single-spaced, size 12 font, using the most current AF Form 1206. Refer to the latest AETC award guidance for bullet break out.

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

5.4.3.1. LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES.

5.4.3.2. SIGNIFICANT SELF-IMPROVEMENT TO FUNERAL HONORS & OPERATIONS.

**5.5. Volunteer of the Year Award:**

5.5.1. Team Keesler and Tenant units are eligible to compete.

5.5.2. Nominations must include the following areas and cite examples that occurred only during the award period. AF Form 1206 packages will be single-spaced, size 12 font, using the most current AF Form 1206.

5.5.2.1. BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President

of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, etc. **Note:** 10 lines (excluding header).

#### **5.6. Team of the Year Award:**

5.6.1. Team Keesler and tenant units are eligible to compete.

5.6.2. Nominations will be for groups of people organized for a common purpose in accordance with AFI 36-2868. **Note:** Teams will not be allowed to add members once their package has been received by the wing.

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

5.6.3.1. **TEAM ACCOMPLISHMENTS:** Describe significant team accomplishments to include process, impact and results that affect Team Keesler. Note: 10 lines (excluding header).

### **6. BOARD COMPOSITION.**

#### **6.1. Airman Boards Quarter/Year.**

6.1.1. Board President – One (1) CMSgt.

6.1.2. Board Members – Four (4) NCOs.

#### **6.2. NCO Boards Quarter/Year.**

6.2.1. Board President – One (1) CMSgt.

6.2.2. Board Members – Four (4) SNCOS.

#### **6.3. SNCO of the Quarter/Year.**

6.3.1. Board President – 81 TRW/CCC.

6.3.2. Board Members – Group/WSA Superintendents.

#### **6.4. CGO/FGO of the Quarter/Year.**

6.4.1. Board President – 81 TRW/CV.

6.4.2. Board Members – Four (4) Squadron Commanders

#### **6.5. Civilian Categories of the Quarter/Year.**

6.5.1. Board President – GS-14.

6.5.2. Board Members – Civilian Development Working Group.

#### **6.6. Volunteer of the Quarter/Year.**

6.6.1. Board President – One (1) SNCO.

6.6.2. Board Members – Four (4) NCOs or GS-12s or above.

#### **6.7. Team of the Quarter/Year.**

6.7.1. Board President – One (1) SNCO.

6.7.2. Board Members – Four (4) SNCOS GS-12s or above.

**6.8. First Sergeant of the Year.**

6.8.1. 81 TRW/CCC.

6.8.2. Group/WSA Superintendents.

**6.9. Honor Guard Member/Base Honor Guard Member of the Year.**

6.9.1. 81 FSS Superintendent is the primary office of responsibility and will determine winners. Winning packages and score sheets will be submitted to Awards & Decorations (BOS/SVHA).

**7. BOARD SCORING.****7.1. General Guidance:**

7.1.1. Packages will be scored on a 6-10 point scoring scale (see attachment 10) based on the whole-person concept, and forward selections to the board president.

7.1.2. Board Presidents/Members may discuss the contents of the packages, questions or concerns amongst the other members within their board. Board members are not entitled to know who the winner of the category is as final approval rests with the commander.

7.1.3. Members must be fair and impartial and set aside any bias (signed oath on each score sheet). Evaluate packages based on the substance of the nomination. 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.

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

**7.2. Board Presidents.**

7.2.1. Board Presidents are responsible for the outcome and integrity of the board.

7.2.2. Board Presidents will review and score all packages. Board President’s score will only be used in the event of a tie that affects the outcome.

7.2.3. Board Presidents may assemble the board in person to discuss each package (If applicable). 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.

7.2.4. Record all board member’s scores on the master score sheet.

7.2.5. The winner is the nominee who received the highest cumulative ranking from the board members. The Board President is not obligated to provide the winner of the category as the commander has final approval on the nominees.

7.2.6. Ensure board members sign (wet or digitally) the score sheets. Return all score sheets to include the master score sheet immediately to the Awards & Decorations (BOS/SVHA).

7.2.7. Further Instruction can be located on attachment 9, *BOARD PRESIDENT’S GUIDE*

### 7.3. Board Members.

7.3.1. All packages will be scored on the score sheet provided in the appropriate category folder (see attachments 3 and 4 for examples).

## 8. AWARD CEREMONIES.

8.1. All nominees should be present at the Quarterly/Annual Awards Ceremony. In the event a winning nominee cannot attend, the squadron commander or representative will accept the award on their behalf.

### 8.2. QUARTERLY AWARDS.

8.2.1. The Keesler Airman, 5/6, Top 3, CGO, and AFSA councils will collectively plan, organize and execute the quarterly awards ceremony. The 81 TRW/CCC will provide oversight.

8.2.2. The 81 TRW/CC and 81 TRW/CCC or their designated representative will present the awards.

### 8.3. MEDALLION AND ANNUAL AWARDS CEREMONY.

8.3.1. The medallions and annual awards ceremonies will be held in January/February in order to meet AETC nomination suspense.

8.3.2. The 81 TRW/CCC will appoint a SNCO to serve as chairperson for the medallion and annual award committee. The chairperson will plan, organize, and oversee the medallion and annual awards ceremonies. The 81 TRW/CCC will provide oversight.

## 9. CIVILIAN TIME-OFF AWARDS.

9.1. Civilian winners are eligible for Time-Off Awards (TOAs) based on the HIGHEST/LAST level at which they won a quarterly/annual award.

9.1.1. Quarterly Awards: Squadron Level (4 hrs); Group Level (8 hrs); Wing Level (12 hrs).

9.1.2. Annual Awards: Squadron Level (8 hrs); Group Level (12 hrs); Wing Level (16 hrs)

9.1.3. TOAs are awarded based on the HIGHEST/LAST level at which a person was declared the winner. For example Squadron-level quarterly winner who do not win at the next level receive a single TOA for 4 hours; Group-level quarterly winners who do not win at the next level receive a single TOA for 8 hours; Wing-level quarterly winners receive a single TOA for 12 hours. Therefore, the civilian quarterly award winner should receive no more than 12 cumulative hours including all lesser unit awards, and the annual award winner should receive no more than 16 cumulative hours including all lesser unit awards. Units are responsible for initiating and processing all TOAs for their personnel using the electronic Standard Form 52 (SF 52), *Request for Personnel Action*.

## 10. FUNCTIONAL AWARD COORDINATION.

All functional awards, special awards and trophies, etc., covered by AFI 36-2805, *Special Trophies and Awards*; AETCI 36-2801, *AETC Recognition Program*; or other DoD instructions must be released by 81 TRW/CC prior to final submission.

DEBRA A. LOVETTE, Colonel, USAF  
Commander, 81st Training Wing

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

AETCI 36-2801, *AETC Recognition Program*, 30 October 2017  
AFH 33-337, *The Tongue and Quill*, 27 May 2015  
AFI 32-6005, *Unaccompanied Housing Management*, 12 December 2017  
AFI 36-2805, *Special Trophies and Awards*, 14 March 2013  
AFI 36-2868, *Chief of Staff Team Excellence Award*, 18 March 2009  
AFMAN 33-363/ Keesler AFB Sup 1, *Management of Records*, 23 April 2015  
AFPD 36-28, *Awards and Decorations Programs*, 26 April 2016

***Prescribed Forms***

No prescribed forms.

***Adopted Forms***

AF Form 1206, *Nomination for Award*  
AF Form 847, *Recommendation for Change of Publication*.  
SF 52, *Request for Personnel Action*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive  
**AMN**—Airman  
**CGO**—Company Grade Officer  
**CGOC**—Company Grade Officer Council  
**FGO**—Field Grade Officer  
**FWS**—Federal Wage System  
**GS**—General Schedule  
**MTL**—Military Training Leader  
**NCO**—Noncommissioned Officer  
**OAY**—Outstanding Airmen of the Year  
**OPR**—Office of Primary Responsibility  
**WG**—Wage Grade  
**WL**—Work Leader  
**WS**—Wage Supervisor

**WSA**—Wing Staff Agency

## Attachment 2

## EXAMPLE ACTIVE DUTY QUARTER/ANNUAL BOARD MEMBER SCORE SHEET

Table A2.1. Example Active Duty Quarter/Annual Board Member Score Sheet.

81 TRW AWARD BOARD MEMBER SCORE SHEET					
ACTIVE DUTY CATEGORY NOMINEES	Ann Snuffy J. Smith	A1C Jane B. Doe	SrA Bruce B. Wayne	MSgt Lex Luther	
Overall Package Score*	7.5	8.5	9	8	
FINAL RANKING	4	2	1	3	
Board Member:	Date:				
X _____					
<b>BOARD MEMBER OATH:</b>					
Oath to the board president/members:					
“I SOLEMNLY AFFIRM THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND THE EFFICIENCY OF THE UNITED STATES AIR FORCE.”					

\*Note: See Attachment 10 for scoring consideration standards

## Attachment 3

## EXAMPLE CIVILIAN QUARTER/ANNUAL BOARD MEMBER SCORE SHEET

Table A3.1. Example Civilian Quarter/Annual Board Member Score Sheet.

81 TRW AWARD BOARD MEMBER SCORE SHEET										
CIVILIAN CATEGORY NOMINEES	Mr. Snuffy J. Smith	Mrs. Jane B. Doe	Mr. Bruce B. Wayne	Mr. Lex Luther						
<b>Overall Package Score*</b>	7.5	8	9	8.5						
<b>FINAL RANKING</b>	4	3	1	2						
<b>Board Member:</b>	<b>Date:</b>									
<b>X</b>										
<b>BOARD MEMBER OATH:</b>										
Oath to the board president/members:										
"I SOLEMNLY AFFIRM THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND THE EFFICIENCY OF THE UNITED STATES AIR FORCE."										

\*Note: See Attachment 10 for scoring consideration standards

## Attachment 4

## EXAMPLE QUARTERLY AND ANNUAL BOARD PRESIDENT SCORE SHEET

Table A4.1. Example Quarterly and Annual Board President Score Sheet.

81 TRW AWARD PRESIDENT SCORE SHEET									
NOMINEES		SrA Snuffy J. Smith	A1C Jane B. Doe	SrA Bruce B. Wayne	A1C Clark Kent				
BOARD MEMBERS		Overall Rankings							
TSgt Jones, Snuffy		2	4	3	1				
TSgt Doe, John		3	2	4	1				
TSgt Kent, Clark		4	1	3	2				
TSgt Luther, Lex		3	2	1	4				
<b>TOTAL SCORE</b>		12	9	11	8				
<b>FINAL RANK (LOWEST SCORE WINS)</b>		4	2	3	1				
Board President:		Date:							
<b>X</b>									
<b>BOARD MEMBER OATH: (by signing above member agrees to the following statement)</b>									
Oath to the board president/members:									
"I SOLEMNLY AFFIRM THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND THE EFFICIENCY OF THE UNITED STATES AIR FORCE."									

## Attachment 5

## AF FORM 1206 ACTIVE DUTY INDIVIDUAL CATEGORY QUARTERLY AWARD EXAMPLE

Figure A5.1. AF Form 1206 Active Duty Individual Category Quarterly Award Example.

NOMINATION FOR AWARD		
AWARD AMN of the Quarter	CATEGORY (If Applicable) Appropriate Category	AWARD PERIOD DD MMM - DD MMM YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/John E. Doe	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE 3S051/ Career Development Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 597-XXXX & COMM: 228-377-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 81 FSS/FSMPD/301 Fisher Street, Keesler AFB, MS 39534	RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: 597-XXXX & COMM: 228-377-XXXX	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: : Describe significant accomplishments and how well the member performed assigned primary and additional duties. Include efforts to lead and produce timely, high quality/quantity mission-oriented results. 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 so forth. Note: Three lines (excluding header).		
WHOLE AIRMAN CONCEPT: 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. Note: Two lines (excluding header).		

## Attachment 6

AF FORM 1206 CIVILIAN INDIVIDUAL CATEGORY QUARTERLY AWARD  
EXAMPLE

Figure A6.1. Civilian Individual Category Quarterly Award Example.

NOMINATION FOR AWARD		
AWARD Civilian of the Quarter	CATEGORY (If Applicable) Appropriate Category	AWARD PERIOD DD MMM - DD MMM YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-X / John E. Doe	MAJCOM, FOA, OR ORU AETC	
DAFSC/DUTY TITLE 1234/Training Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 597-XXXX & COMM: 228-377-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 81 FSS/FSMPD/301 Fisher Street, Keesler AFB, MS 39534	RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: 597-XXXX & COMM: 228-377-XXXX	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)  JOB ACCOMPLISHMENTS: Describe significant accomplishments, specifically how the member performed beyond their 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 affected the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, enhanced On-the-Job Training, and so forth. Include results of actions taken that may affect Air Force, MAJCOM, and/or Numbered Air Force-level. Include any awards received during this period; e.g., Civilian of the Quarter, Professional of the Year, and so forth. Note: Three lines (excluding header).  OTHER ACCOMPLISHMENTS: Outline the scope and impact of the member's involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events they may have led or participated. Include Professional Development, 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 community activity that significantly enhanced the member's value as a military citizen. Note: Two lines (excluding header).		

## Attachment 7

## AF FORM 1206 – TEAM CATEGORY QUARTERLY AWARD EXAMPLE

Figure A7.1. Team Category Quarterly Award Example.

NOMINATION FOR AWARD		
AWARD Team of the Quarter	CATEGORY (If Applicable) Team	AWARD PERIOD DD MMM - DD MMM YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Air Traffic Control Tower		MAJ/COM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 1C1X1/Air Traffic Control	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 597-XXXX & COMM: 228-377-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE WSA/OSF/301 Fisher Street, Keesler AFB, MS 39534		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: 597-XXXX & COMM: 228-377-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
TEAM ACCOMPLISHMENTS Describe significant team accomplishments to include process, impact and results that affect Team Keesler. Note: Five lines (excluding header).		

## Attachment 8

## AF FORM 1206 – VOLUNTEER CATEGORY QUARTERLY AWARD EXAMPLE

Figure A8.1. Volunteer Category Quarterly Award Example.

NOMINATION FOR AWARD		
AWARD Volunteer of the Quarter	CATEGORY (If Applicable) Volunteer	AWARD PERIOD DD MMM - DD MMM YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/John E. Doe	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE 2S0X1/NCOIC, Material Control	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 597-XXXX & COMM: 228-377-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 81 LRS/LGRVM/301 Fisher Street, Keesler AFB, MS 39534	RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: 597-XXXX & COMM: 228-377-XXXX	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of Top 3, enlisted dining-out committee, member of Air Force Sergeants Association or Air Force Association, Sunday school teacher, etc. Note: Five lines (excluding header).		

**Attachment 9****BOARD PRESIDENT'S GUIDE**

**A9.1. Purpose.** The purpose of this guide is to assist you as the board president in ensuring the board process runs smoothly and professionally and the nominees feels about having had quality evaluations.

**A9.2. Know Your Board Members.** Ensure you know the ranks, names and units of your fellow board members.

A9.2.1. Ensure the nominees ranks and names are written on the score sheets that are provided in your board's packages.

**A9.3. Package Review.** Explain the criteria for packages review and ensure board members:

A9.3.1. Focus on the information listed on the AF Form 1206 and scores each package accordingly.

A9.3.2. Recognize that the quantity of information provided on the AF Form 1206 is not and should not be the determining factor

A9.3.3. Remember that the quality of information provided on the AF Form 1206, for the period being considered, is the most significant discriminator and of extreme importance.

A9.3.4. Are reminded that in order to be fair and consistent in their scoring, they MUST set aside all prejudices and evaluated the packages in accordance with the guidelines as provided in KAFBI 36-2802, *Wing Recognition Programs*.

A9.3.5. Provide honest, objective, and unbiased review and evaluation of all nominations; continuing the integrity and credibility for which this program is noted.

**A9.4. Score the Package Properly.** Ensure all board members score each nominee or package and provide you with their completed/signed score sheet.

**A9.5. Complete the Master Score Sheet.** Ensure you use the Board President Master Score Sheet to consolidate the information provided by each board member. The Board President will break all ties.

**A9.6. Prohibit Early Release.** Upon completion of the entire evaluation process, remind the board members not to discuss their scores with each other or anyone else until after the winners are announced by the 81 TRW/CC.

**A9.7. Thank Everyone.** Thank each board member for their participation and efforts in making the recognition program meaningful and successful.

**A9.8. Return All Material.** Ensure all items used or pertaining to the board (score sheets, packages, pencils, calculators, etc.) are returned to the Awards & Decorations.

**A9.9. Board Member Responsibilities:**

A9.9.1. Board Members will obtain packages from the Awards and Decorations and/or the Board President at least two days prior to the day and time of the board.

A9.9.2. Board members are responsible for scoring packages IAW paragraph 7 and attachment 10 of this instruction during the board and returning to the Board President as soon as possible.

**A9.10. BOARD MEMBER OATH:**

A9.10.1. Oath to the board president/members:

A9.10.1.1. "I SOLEMNLY AFFIRM THAT I WILL PERFORM THE DUTIES IMPOSED UPON ME WITHOUT PREJUDICE OR PARTIALITY, HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN AND THE EFFICIENCY OF THE UNITED STATES AIR FORCE."

## Attachment 10

## SCORING CONSIDERATION STANDARDS

Figure A10.1. Scoring Consideration Standards.

## SCORING CONSIDERATION STANDARDS

*Please weigh each package base on the suggested description of reflective performance below*

Absolutely Superior	10	Outstanding
Outstanding Package	9.5	Outstanding

Outstanding packages reflect:

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

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

Above average packages reflect:

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

Average	7.5	Average
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Average package should/could contain:

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

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

Below average package should/could contain:

1. Did job, no real specific results

## Attachment 11

## EXAMPLE QUARTERLY AND ANNUAL BOARD SCHEDULE MEMORANDUM

Figure A11.1. Example Quarterly and Annual Board Schedule Memorandum.

 DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 81ST TRAINING WING (AETC)

MEMORANDUM FOR All 81 TRW PERSONNEL

FROM: 81 TRW/CCC

SUBJECT: Calendar Year 20XX Quarterly and Annual Board Schedule

1. The calendar year 20XX quarterly and annual board schedule is as follows:

Period	Nominations due to BOS/SVHA	81 TRW Board	81 TRW Ceremony
1st QTR	2nd week in April	3rd week in April	4th week in April
2nd QTR	2nd week in July	3rd week in July	4th week in July
3rd QTR	2nd week in October	3rd week in October	4th week in October
4th QTR	2nd week in January	3rd week in January	4th week in January
Annual	TBD	TBD	February

2. The annual award suspense's are driven by HQ AETC and 2 AF.

3. My POC for this matter is the 81 TRW Command Chief Executive Assistant (CCCE) at DSN 597-8874.

JOHN E. DOE, CMSgt, USAF  
Command Chief