

**BY ORDER OF THE COMMANDER
OF THE 47TH FLYING TRAINING
WING**



**AIR FORCE MANUAL 36-2806 AIR
EDUCATION AND TRAINING
COMMAND SUPPLEMENT**

**LAUGHLIN AIR FORCE BASE
Supplement
4 MAY 2022**

Personnel

**QUARTERLY AND ANNUAL AWARDS
PROGRAMS**

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*, AFD 36-1, *Appropriated Funds Civilian Management and Administration*, Air Force Manual (AFMAN) 36-2806, *Awards and Memorialization Program*, DODI1400.25V451, *Civilian Recognition Program*, and requirements of Title 5, Code of Federal Regulation (CFR), Part 451 (Awards). It prescribes the Laughlin Air Force Base (AFB) Airmen, Noncommissioned Officers (NCOs), Senior NCOs (SNCOs), First Sergeants, Additional Duty First Sergeants, Field Grade Officers (FGO), Company Grade Officers (CGOs), Honor Guard, Civilian employees (appropriated and non-appropriated funds) Quarterly and Annual Awards program. The purpose of the Awards program is to ensure 47 FTW personnel are recognized for their superior job/duty performance, dedication to duty, and/or efforts to become effective professional military leaders. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by title 10 U.S.C. Section 857 and E.O. 9397. Systems of records notice F036 AF PC V, Awards and Decorations apply. This publication does not apply to the Air Force Reserve (AFR) or Air National Guard (ANG). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System

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CHAPTER 1

GENERAL INFORMATION

1.1. Purpose of the this Recognition Program: The purpose of this program is to recognize individual and group outstanding performance, stimulate competition, increase mission effectiveness, emphasize individual and organizational teamwork awards programs, foster morale and esprits de corps, and sustain commitment to excellence.

1.2. General Responsibilities: Awards Program Management/Monitors. Overall management of this program and monitoring of the enlisted awards program is the responsibility of the 47 FTW/CCC. The 47 FTW/ CV will monitor the officer awards program and the Director of Staff (DS) will monitor the civilian awards program. The 47 FTW/CCCE (Command Chief Exec) office will be responsible for compiling and distributing enlisted, officer, and civilian nomination packages to board members electronically.

1.3. Eligibility and Disqualifications.

1.3.1. The following requirements determine if military personnel are eligible or ineligible for an award:

1.3.2. Nominees will be nominated for the grade category they served in for at least 51 percent of the award period.

1.3.3. Nominees must not have had an open unfavorable information file (UIF) or control roster action during the award period.

1.3.4. Nominees must not have had any incidents of any disciplinary action during the award period.

1.3.5. Nominees for Annual Awards are not required to have previously been Quarterly Award winners.

1.3.6. Nominees may not have had any physical fitness assessment failures during the award period.

Table 1.1. Military Categories.

Airman Category (AMN)	Airman Basic-Senior Airman
Noncommissioned Officer Category (NCO)	Staff Sergeant-Technical Sergeant
Senior NCO Category (SNCO)	Master Sergeant-Senior Master Sergeant
Company Grade Officer Category (CGO)	Second Lieutenant-Captain
Field Grade Officer Category (FGO)	Any Major except Squadron Commander
First Sergeant	First Sergeant must hold the SDI 8F000 Air Force Specialty Code
Honor Guard Member/Program Manager	All Honor Guard Personnel Eligible
Team Award	Team Charter must describe what the team's mission/scope was during the nomination period

Table 1.2. Civilian Categories.

Civilian Non-Supervisory, Category I	GS-1 through GS-6; WG-1 through WG-7; WS-1 through WS-11; GG-1 through GG-10; WL-1 through WL-5; CY-1 through CY-2; NA-1 through NA-10; NF-1 through NF-2; NL-1 through NL-5; NS-1 through NS-7
Civilian Non-Supervisory, Category II	GS-7 through GS-10; WG-8 through WG-15; WS-12 through WS-13; WL-6 through WL-10; NF-3; NL-7; NS-8 through NS-10
Civilian Non-Supervisory, Category III	GS-11 and above; WS-14 and above; GG-11 through GG-13; GP-12 through GP-15; WL-11 and above; NF-4 and above
Civilian Non-Supervisory, Category IV	All Administratively Determined
Civilian Supervisory, Category I	GS-1 through GS-6; WG-1 through WG-7; WS-1 through WS-11; GG-1 through GG-10; WL-1 through WL-5; CY-1 through CY-2; NA-1 through NA-10; NF-1 through NF-2; NL-1 through NL-5; NS-1 through NS-7
Civilian Supervisory, Category II	GS-7 through GS-10; WG-8 through WG-15; WS-12 through WS-13; WL-6 through WL-10; NF-3; NL-7; NS-8 through NS-10
Civilian Supervisory, Category III	GS-11 and above; WS-14 and above; GG-11 through GG-13; GP-12 through GP-15; WL-11 and above; NF-4 and above
Civilian Supervisory, Category IV	All Administratively Determined

1.4. Competition Periods and Estimated Suspense

1.4.1. The annual AETC Outstanding Airmen of the Year Award criteria (OAY, FSOY, Honor Guard, Officer, and Civilian) may vary IAW with HQ AETC/CCM and DAF guidelines. AETC/A1KM will release TMT taskers with current criteria upon receipt of those guidelines

1.4.2. Since suspenses for annual awards change every year, Group SELs may contact 47 FTW/CCCE for updated TMT taskers.

1.4.3. For quarterly awards, please refer to **Table 1.3**. Competition Periods and Estimated Suspense. Contact 47 FTW/CCCE for any timeline questions.

Table 1.3. Competition Periods and Estimated Suspense.

Competition Periods	Tasker due to Wing	Board grades 1206s in Award Rating System
1st Quarter (January-March)	First Week of April	Second Week of April
2d Quarter (April-June)	First Week of July	Second Week of July
3rd Quarter (July-September)	First Week of October	Second Week of October
4th Quarter (October-December)	First Week of January	Second Week of January
Annual (January-December)	Second Week of January*	Third Week of January*

NOTE: For annual awards, winning member's Group SEL is responsible for Wing-directed edits. SEL must return corrected winning package to the Wing in time to meet TMT deadlines. Contact 47 FTW/CCCE for TMT timelines.

*These taskers are tentative in nature and could change yearly. Annual taskers are determined by TMT; Wing releases TMT taskers as they are received.

CHAPTER 2

2.1. NOMINATION PROCEDURES

2.1. 1. Commanders and First Sergeants will actively advertise the nomination procedures for the Laughlin AFB quarterly and annual awards after coordinating taskers with 47 FTW/CCCE. Section leaders (supervisors) will verify achievements and shall conduct quality force reviews and/or background checks to ensure there is no derogatory or reportable (information not derogatory but may bring discredit upon the Air Force or the Department of Defense) information on the person, and then nominate those qualified for the appropriate award. Annual nominations are not limited to quarterly winners. Nominations will be reserved for those members who have gone “above and beyond” in the performance of their duties and merit special recognition. Quarterly awards will include significant accomplishments only for that quarter, while annual awards will include significant accomplishments for the entire year, 1 January to 31 December.

2.2. When nominating a military member for an award, the title of the AF Form 1206 submitted should read: Quarterly example: “47 FTW – 47 MSG – 47 SFS – NCO – SSgt Josephine E. Somebody – CY22Q1 (Jan-Mar)”

Annual example: “47 FTW – 47 OG – 47 OSS – NCO – SSgt Michael McSnuffy – CY22 (Annual)”

2.3. Headers descriptions .

2.3.1. LEADERSHIP AND 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.

2.3.2. 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.

2.4. Categories.

2.4.1. AMN/NCO/SNCO Awards.

2.4.1.1. AMN/NCO/SNCO Quarterly Nominees . AF Form 1206 will be one page, not to exceed 9 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY – 5 Lines, WHOLE AIRMAN CONCEPT – 2 Lines.

2.4.1.2. **AMN/NCO/SNCO Annual Nominees** . AF Form 1206 will be one page, not to exceed 18 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY – 12 Lines, WHOLE AIRMAN CONCEPT – 4 Lines.

2.4.2. First Sergeants/Additional Duty First Sergeants (1st Sgt).

2.4.2.1. **1st Sgt Annual Nominee.** AF Form 1206 will be one page, not to exceed 18 lines, including headings. Category line breakouts will be as follows: IMPACT ON UNIT MISSION READINESS & EXECUTION – 6 Lines, FOSTERING RESILIENCE IN TERMS & COMMUNITY – 5 Lines, DEVELOPING SELF & OTHERS – 4 Lines.

2.4.3. Honor Guard (HG) Award.

2.4.3.1. **Guardsman Quarterly Nominee** . No AF Form 1206 is required for quarterly Guardsman award. HG Program Manager chooses the top four HG performers and selects a grading board. Board members (preferably with HG or similar training experience) are chosen by the Program Manager to grade the four top Guardsmen performers. Program Manager does NOT participate in the Guardsmen grading. Board members submit their scores to the Program Manager, and Program Manager reports the winner to 47 FTW/CCCE.

2.4.3.2. **Guardsman Annual Nominee** . AF Form 1206 will be one page, not to exceed 19 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD Duties – 12 lines, SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS – 5 lines.

2.4.3.3. **HG Program Manager Annual Nominee** . AF Form 1206 will be one page, not to exceed 19 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES – 12 lines, SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS – 5 lines.

2.4.4. CGO/FGO Award .

2.4.4.1. **CGO/FGO Quarterly Nominee** . AF Form 1206 will be one page, not to exceed 9 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY – 5 Lines, WHOLE AIRMAN CONCEPT – 2 Lines.

2.4.4.2. **CGO/FGO Annual Nominee** . AF Form 1206 will be one page, not to exceed 18 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY – 12 Lines, WHOLE AIRMAN CONCEPT – 4 Lines.

2.4.5. Volunteer Award.

2.4.5.1. **Volunteer Quarter Nomination.** Open to members in all ranks to include civilians. AF Form 1206 will be one page, not to exceed 7 lines, including headings. Category line breakouts will be as follows: ACCOMPLISHMENTS – 6 Lines.

2.4.5.2. **Volunteer Annual Nomination.** Open to members in all ranks to include civilians. AF Form 1206 will be one page, not to exceed 13 lines, including headings. Category line breakouts will be as follows: ACCOMPLISHMENTS – 12 lines.

2.4.6. **Team Award.**

2.4.6.1. **Team Quarter Nomination .** AF Form 1206 will be one page, not to exceed 7 lines, including headings. Category line breakouts will be as follows: CONTRIBUTIONS TO WING MISSION – 6 Lines.

2.4.6.2. **Team Annual Nomination .** AF Form 1206 will be one page, not to exceed 13 lines, including headings. Category line breakouts will be as follows: CONTRIBUTIONS TO WING MISSION – 12 lines.

2.4.7. **Civilian Award.**

2.4.7.1. **Civilian Categories I, II, III, IV Quarterly Nominee .** AF Form 1206 will be one page, not to exceed 9 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND PERFORMANCE IN PRIMARY DUTY – 5 Lines; WHOLE AIRMAN CONCEPT – 2 Lines.

2.4.7.2. **Civilian Categories I, II, III, IV Annual Nominee.** AF Form 1206 will be one page, not to exceed 18 lines, including headings. Category line breakouts will be as follows: LEADERSHIP AND PERFORMANCE IN PRIMARY DUTY – 12 Lines; WHOLE AIRMAN CONCEPT – 4 Lines.

2.4.8. **Dorm of the Quarter Award.**

2.4.8.1. **Dorm Quarterly Nominee (Tasked to First Sergeants).** No AF Form 1206 is required for quarterly dorm award. First Sergeants from each Group choose the top dorm room and coordinate with 47 FTW/CCCE for walkthrough. 47 FTW/CC chooses top dorm room and winner is announce with quarterly award winners.

Note: Common acronyms may be used in AF Form 1206 as long as the meaning is clear (e.g.: TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. **THE USE OF AN ACRONYM LIST FOR ALL CATEGORIES WILL NOT BE PERMITTED.**

CHAPTER 3

BOARDING AND SCORING INFORMATION

3.1. 47 FTW Awards Package Rating Center

3.1.2. With the introduction of the 47 FTW Awards Package Rating Center, scoring of packages will be accomplished digitally. This rating system is administered by the 47 FTW/CCCE Laughlin AFB and may be accessed by requesting “Admin” or “User” privileges to 47FTWCCA.er@us.af.mil.

3.1.3. “Admin” privileges grant full privileges to the rating site, while “User” responsibilities will vary, according to what privileges the “Admin” assigns (e.g.: raters, package submitter, etc.)

3.1.3. 1. For User manuals, use the following links:

<https://www-r.aetc.af.mil/sc/awardssys/helpPackageRaters.asp>

<https://www-r.aetc.af.mil/sc/awardssys/helpPackageSubmitters.asp>

<https://www-r.aetc.af.mil/sc/awardssys/Help.asp>

3.1.4. During quarterly or annual award periods, the Groups will provide names of the board members to Admins. Admins will give board “user” privileges. Admins will select board members and give them “User” privileges in the 47 FTW Awards Package Rating Center, along with suspense deadlines.

Note: As of January 2022, all Wing Annual Awards are scored using this system.

3.2. Scoring of Packages.

3.2.1. Board members will assign a score based on the “whole person concept.” Each board member will score each package using a 10-6 scale with .5 increments. The board members will use the provided website link to perform all viewing and voting actions. All calculations will be done automatically by the system and reviewed by the CCE for accuracy. At least seventy-two (72) hours will be allotted for board processing. The nominee with the highest overall total will be the board’s recommended award recipient.

3.2. 2. Before the scoring process is finalized, the board president shall confirm with the section leader (supervisor) of the apparent highest-scoring nominee that the quality force reviews and/or background checks have been conducted with respect to the nominees, and if not, then they shall be conducted and the results taken into account in the scoring process.

3.2. 3. Note: If two nominees have the same score, the board president, acting in his or her own sole and unlimited discretion, must break the tie by selecting one of the two nominees before submitting the package (the system will NOT allow ties).

Table 3.1. Quarterly Board Members.

Category	President	Board Members
Airman Board	MSgt or above	SSgt or TSgt from each group

NCO Board	SMSgt, GS-09 or above	MSgt from each group
SNCO Board	47 FTW/CCC	CMSgt or appointed rep by CCM from each group
CGO/FGO Boards	CV	An O-4 or above from each group
Civilian Boards	DS	A GS-11 or above and SEL from each group
Team Board	47 FTW/CC	47 FTW/CCC, CV, and DS
Volunteer Board	A&FRC	An E-5, GS-9, Capt or above from each group
Honor Guard Board	HG Program Manager	HG or similar training experience
Dorm Board	47 FTW/CC	47 FTW/CCC

Table 3.2. Annual Board Members.

Category	President	Board Members
Airman Board	47 FTW/CCC	CMSgt or SNCO from each group
NCO Board	47 FTW/CCC	CMSgt or SNCO from each group
SNCO Board	47 FTW/CCC	CMSgt or SNCO from each group
CGO/FGO Boards	47 FTW/CV	Sq/CC or Equivalent from each group
Civilian Cat I, II, III, IV Board	47 FTW/CV	Sq/CC or Equivalent & SEL from each group
First Sergeant	47 FTW/CCC	CMSgt or SNCO from each group
Volunteer Board	A&FRC	E5, GS9, Capt or above from each group
Team Board	47 FTW/CV	Sq/CC or Equivalent from each group
Honor Guard	47 FTW/CCC	CMSgt or SNCO from each group

Table 3.2. Scoring Consideration.

Choice Number 1 (Best Package)	Rating 10
Choice Number 2	Rating 9.5
Choice Number 3	Rating 9
Choice Number 4	Rating 8.5
Choice Number 5	Rating 8
Choice Number 6	Rating 7.5
Choice Number 7	Rating 7
Choice Number 8	Rating 6.5
Choice Number 9 (Last choice)	Rating 6

3.3. Board Guidance.

3.3.1. **Selection Procedures.** 47 FTW/CCCE will task each group to provide board members for the Airman, NCO, SNCO, and First Sergeant boards. With the exception of SELs being part of civilian boards in addition to Sq/CCs or GS-11s in Tables 3.1. and 3.2., no more than

one representative from any specific Group will serve on the same board during a given quarter (other deviations should be the exception and only allowed when avoidance is impractical). Each group will submit a CMSgt, SMSgt or MSgt, and TSgt to sit on the enlisted annual boards. All nomination packages will be distributed electronically by 47 FTW/CCCE.

Note: 47 FTW/CCC will preside as board president for SNCO and First Sergeant Annual Awards boards.

Table 3.4. Annual/Quarterly Board Schedule.

Categories	1st Qtr	2d Qtr	3rd Qtr	4th Qtr	Annual
Honor Guard	WSA	OG	MSG	MDG	47FTW/CCC
AMN	WSA	OG	MSG	MDG	47FTW/CCC
NCO	WSA	OG	MSG	MDG	47FTW/CCC
SNCO	WSA	OG	MSG	MDG	47FTW/CCC
All Officers	47FTW/CV	47FTW/CV	47FTW/CV	47FTW/CV	47FTW/CV
All Civilians	47FTW/DS	47FTW/DS	47FTW/DS	47FTW/DS	47FTW/CV
Team	47FTW/CC	47FTW/CC	47FTW/CC	47FTW/CC	47FTW/CV
Volunteer	A&FRC	A&FRC	A&FRC	A&FRC	A&FRC

3.3.1.1. Each Group will rotate a Chief Master Sergeant (or an appointed representative by CCM) as the board president for each category every quarter. The board presidents are ultimately responsible for providing guidance to their board members regarding selection criteria, scoring methods, and other relevant matters. The president ensures board members score packages without prejudice or favoritism.

Note: The board will convene at the appointed date/time to discuss any concerns, as determined by TMT and released by 47 FTW/CCCE. The board president will consolidate all scores and submit the score sheet to the Award Rating System immediately upon board completion.

3.3.2. **The Winner Announcement.** The winner in each category will not be announced until the day of the 47 FTW/CC Awards Ceremony.

CRAIG D. PRATHER, Colonel, USAF
Commander

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

AFPD 36-1, Appropriated Funds Civilian Management and Administration, 18 Mar 2019

DAFPD 36-28, Awards Program, 24 May 2021

DODI1400.25V451_AFI36-1004, Civilian Recognition Program, 26 Aug 16

AFMAN 36-2806, Awards and Memorialization Program, 10 Jun 2019

HQ AETC Quarterly and Annual Awards Guidance, 22 Feb 2021

Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

AF Form 1206, Nomination for Award

Abbreviations and Acronyms

A&FRC—Airman and Family Readiness Center

AMN—Airman

CC—Commander

CGO—Company Grade Officer

CMSgt—Chief Master Sergeant

CV—Vice Commander

DS—Director of Staff

FGO—Field Grade Officer

FTW—Flying Training Wing

Gp—Group

HG—Honor Guard

MDG—Medical Group

MSG—Mission Support Group

NCO—Noncommissioned Officer **OG**—Operations Group

SNCO—Senior Noncommissioned Officer **UIF**—Unfavorable Information File **WSA**—Wing Staff Agencies