

**BY ORDER OF THE COMMANDER  
19TH AIRLIFT WING (AMC)**

**LITTLE ROCK AIR FORCE BASE  
INSTRUCTION 36-2802**

**10 MAY 2024**

**Personnel**

**LITTLE ROCK AFB RECOGNITION  
PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of the Air Force Policy Directive 36-28, *Awards Program* and Department of the Air Force Manual 36-2806, *Military Awards: Criteria and Procedures*. This instruction establishes the Little Rock AFB Recognition Program to recognize enlisted personnel, officers, civilians, and spouses who have performed duties and/or community service in a continually outstanding manner during a specified period of time. This supplement does not apply to the Air National Guard or Air Force Reserve units assigned or attached to Little Rock Air Force Base, Arkansas. Ensure all records created as a result of processes prescribed in this publication are maintained In Accordance With (IAW) Air Force Instruction 33-322, *Records Management*, and disposed of IAW with the Air Force Records Information Management System located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s through the chain of command to the 19th Airlift Wing Command Chief (19 AW/CCC) electronic mail account ([19AWCCCCommandChief@us.af.mil](mailto:19AWCCCCommandChief@us.af.mil)). This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

***SUMMARY OF CHANGES***

This rewrite updates the quarterly and annual awards process; adds the Innovator of the Quarter, Dorm of the Quarter, Dorm Room of the Quarter, and Team of the Quarter.

	1.	Program Objectives.....	3
	2.	General.....	3
	3.	Responsibilities.....	3
	4.	Eligibility, Nomination, and Selection Criteria for Amn, NCO, SNCO, First Sergeant, CGO and FGO Categories. (19 AW only).....	4
Table	1.	Military Requirement for Board Members and Presidents for Each Category.....	6
	5.	Eligibility, Nomination, and Selection Criteria for Dorm of the Quarter and Dorm Room of the Quarter. ....	7
	6.	Innovator of the Quarter Award.....	7
	7.	Eligibility, Nomination, and Selection Criteria for CIV I, CIV II, and CIV III Categories. (19 AW only).....	8
Table	2.	Civilian Requirement for Board Members and Presidents for Each Category. ....	9
	8.	Eligibility, Nomination, and Selection Criteria for NAF I, NAF II and NAF III Categories. (19 AW only).....	10
	9.	Eligibility, Nomination, and Selection Criteria for the Volunteer of the Quarter/Year Category. (Active Duty, Civilian, Retirees and Family Members of active duty and retirees over 18 years of age are Eligible) .....	10
	10.	Eligibility, Nomination, and Selection Criteria for Key Spouse of the Quarter/Year Category. (19 AW only) .....	11
	11.	Eligibility, Nomination, and Selection Criteria for Base Honor Guard Member of the Quarter/Year Category. (19 AW & 314 AW Personnel are Eligible).....	13
	12.	Team Recognition Award.....	13
	13.	Eligibility, Nomination, and Selection Criteria for Individual Mobilization Augmentee (IMA) of the Year Category. (19 AW only).....	14
	14.	Eligibility and Nomination Criteria for Team Little Rock Combat Airlifter of the Week Awards Program. (All military or DoD civilian Little Rock AFB Personnel are Eligible).....	14
	15.	Cornerstone Award.....	14
<b>Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>			<b>16</b>
<b>Attachment 2—1206 FOR AMN, NCO, SNCO, CGO, FGO</b>			<b>18</b>
<b>Attachment 3—SAMPLE STATEMENT OF INTENT (ANNUAL AWARDS)</b>			<b>20</b>

Attachment 4—SAMPLE BIOGRAPHY (ANNUAL AWARDS)	21
Attachment 5—SAMPLE PUBLIC RELEASE STATEMENT (ANNUAL AWARDS)	22
Attachment 6—SAMPLE QUARTERLY AWARDS SCORE SHEET	23
Attachment 7—DORM OF THE QUARTER RUBRIC	24
Attachment 8—DORM ROOM OF THE QUARTER RUBRIC	26
Attachment 9—INNOVATOR OF THE QUARTER	28

**1. Program Objectives.** Recognizing superior performance is an important leadership responsibility and directly enhances mission accomplishment. This program seeks to recognize individuals who perform superbly in the following areas: 1) primary duties, 2) self-improvement, 3) base and/or community involvement, and 4) truly embodying the Whole Airman Concept. This program is not a substitute for other Air Force award programs but does provide a single point of reference and standardization of the Little Rock AFB Recognition Programs.

**2. General.** Questions or requests for information relative to a particular award/program should be directed to the respective Office of Primary Responsibility (OPR).

**3. Responsibilities.**

3.1. The 19 AW Commander (19 AW/CC) is the authority for the Little Rock AFB Recognition Program and is responsible for:

3.1.1. The wing recognition program and approval of award recipients.

3.1.2. Approval of purchase of quarterly and annual recognition plaques or memento.

3.2. The 19 AW Command Chief Master Sergeant (19 AW/CCC) is responsible for executing the Little Rock AFB Recognition Program Instruction and will:

3.2.1. Coordinate with each base agency to ensure all applicable quarterly and annual awards are included herein (not inclusive of functional awards).

3.2.2. Changing the board procedures/composition due to unique circumstances.

3.2.3. Briefing board presidents on procedures as appropriate.

3.2.4. Submitting the wing nominations to 18th Air Force (18 AF) and HQ AMC as appropriate.

3.2.5. The 19 AW/CCC will publish a detailed quarterly and annual awards schedule (inclusive dates, board, and ceremony dates, etc.) each calendar year after 19 AW/CC approval. Nominations are due to the 19 AW Command Chief Executive Assistant (19 AW/CCCE) no later than 1200 hours on the suspense date. Late submissions will not be accepted unless approved by the 19 AW/CCC.

3.2.6. Process additions, changes, and deletions to this instruction.

3.3. The 19 AW/CCCE is responsible for:

3.3.1. Administering the recognition program.

Unfavorable Information File (UIF) or Article 15 during the award period. Enlisted personnel must be current with professional military education (PME) requirements. Group commanders and 19 AW/DS will submit one AF FORM 1206 (PDF VERSION) (Attachment 1) for all quarterly/annual military categories (submitted via email to 19 AW/CCCE). Annual nominations must include the following: statement of intent ([Attachment 2](#)), photo (head and shoulders, Service Dress, blue background with US flag), biography ([Attachment 3](#)), and public release statement ([Attachment 4](#)), and other products IAW MAJCOM guidance.

4.5. Quarterly Nomination Packages for Amn, NCO, SNCO, CGO and FGO Categories will consist of:

4.5.1. The most current version of AF FORM 1206 (PDF VERSION), Nomination for Award, (Attachment 1) will be submitted for each nominee. AF FORM 1206 will be single-spaced typewritten, size 12 font, and in narrative format. The AF FORM 1206 is not to exceed more than fourteen (14) lines total with headers. Accomplishments must have occurred during the quarter for which the nomination is submitted. Quarterly nominations will include two (2) headings of accomplishments. Do NOT include additional text at the end of a heading. Avoid using uncommon acronyms and abbreviations. Only USAF approved acronyms are to be used which can be found on (<https://www.afpc.af.mil/Career-Management/Acronyms/>). Otherwise please use plain language that fits the performance statement of action and impact or result/outcome. The following headings must appear in this order on the AF FORM 1206:

4.5.2. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES: This area will be four (4) performance statements and eight (8) lines, not including header. Consider the quality, quantity, results, and impact of the Airman's knowledge and ability to accomplish tasks. Initiative and/or motivation describes the degree of willingness to execute duties, motivate colleagues and develop innovative new processes. Consider skill level awarding course, CDC timeliness completion, course exam results, and completion of core task training. Consider duty position requirements, qualifications, career field certifications (if applicable), and readiness requirements. Consider the impact the Airman made to train others. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations and include awards received.

4.5.3. WHOLE AIRMAN CONCEPT: This area will be two (2) performance statements and four (4) lines, not including header. Consider how well the Airman adopts, internalizes, demonstrates, and insists on adherence of our Air Force Core Values of Integrity First, Service Before Self, and Excellence in All We Do. Consider effort the Airman devoted to improve their subordinates, their work center/unit, and themselves. Consider how well the Airman promotes camaraderie, enhances esprit de corps, and develops Air Force ambassadors. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4.6. Annual Nomination Packages for Amn, NCO, SNCO, First Sergeant, CGO, and FGO of the Year will follow MAJCOM guidance for that year. Guidance for the enlisted awards can be found on the myPers and/or myFSS website via the AF Portal. The biography typically follows paragraph format without a photo.

4.7. Board Guidance for the Amn, NCO, SNCO, First Sergeant, CGO, and FGO Categories.

4.7.1. Selection boards will convene as scheduled by the wing. In person boards are recommended.

4.7.2. Groups and WSA will provide board members and a board president as determined by the wing.

4.7.3. Board members will review AF FORM 1206s and record their scores on the score sheet provided by the OPR. While it is possible for scores to be the same, all board members must rank order each nominee (with #1 being the recommended winner). They are not permitted to have the same “rank order” number for more than one nominee (i.e., board members cannot have two #2s).

4.7.4. Board members will submit their Quarterly/Annual Awards Score Sheet (**Attachment 5**) with the applicable scoring and ranking to the pre-identified president of your respective board.

4.7.5. Discussion or questions on any nomination is ONLY permitted with the board president.

4.7.6. Contact the 19 AW/CCC for additional guidance about board members/president or expectations for scoring.

4.8. Board member / president grade requirements for the Amn, NCO, SNCO, CGO, and FGO Categories are as follows:

**Table 1. Military Requirement for Board Members and Presidents for Each Category.**

<u><b>Award Category</b></u>	<u><b>Member Requirement</b></u>	<u><b>President Requirement</b></u>
<b>Airman</b>	NCO / CAT I Equivalent	Chief/Chief Select
<b>Non-Commissioned Officer</b>	SNCO / CAT I Equivalent	Chief/Chief Select
<b>Senior Non-Commissioned Officer</b>	Group SEL/ Equivalent / CAT II Equivalent	19 AW CCC
<b>Company Grade Officer</b>	Major (O-4) or Lt Colonel (O-5) GS-13/14	Major (O-4) or Lt Colonel (O-5)
<b>Field Grade Officer</b>	Colonel (O-6) GS-14	Colonel (O-6)

4.8.1. There will be one board member for each category per group (OG, MSG, MXG, MDG, WSA) every quarter. There will be one board president per category which will change each quarter, the rotation will be sent out annually.

4.9. Awards presentation for Amn, NCO, SNCO, First Sergeant, CGO, and FGO Categories.

4.9.1. After review of the board presidents submission of the winners, the Wing CC will have the final approval of all winners.

4.9.2. The quarterly awards program completes at the wing-level, while the annual wing award winner (except FGO) will compete at the next higher level through the Numbered Air Force (NAF) or Major Command (MAJCOM).

## **5. Eligibility, Nomination, and Selection Criteria for Dorm of the Quarter and Dorm Room of the Quarter.**

5.1. The 19 AW First Sergeants are the OPR for Dorm of the Quarter and Dorm Room of the Quarter.

5.2. The Dorm of the Quarter was established to recognize Airmen for keeping the shared living areas clean, organized, and promote esprit de corps within the dorm community.

5.3. Nominations are not warranted, all dormitories assigned to the 19 AW will be inspected by a panel of First Sergeants.

5.4. First Sergeants will inspect each dorm, using the Dorm of the Quarter rubric ([Attachment 6](#)).

5.4.1. The winning dorm will be presented with a check at the 19 AW Quarterly Awards ceremony.

5.4.2. The “Big Check” is presented to the first place Dorm Representative council member and Dorm Manager by the 19th Airlift Wing Commander and Command Chief.

5.4.3. The funds will be used for quality-of-life dorm improvements and morale.

5.4.4. The winning dorm will make the purchase announcement during the Airman Dorm Council meeting along with Airman Dorm Leader, Dorm Superintendent, and Dorm First Sergeant.

5.5. The Dorm Room of the Quarter was established to recognize an Airman in the dorm community for keeping their private living space clean/organized, and exceeding required housing standards within their dorm room.

5.5.1. Each First Sergeant will nominate one Airman each quarter.

5.5.2. A panel of First Sergeants will inspect each dorm room, using the Dorm Room of the Quarter rubric ([Attachment 6](#)).

5.5.3. The winning dorm room will be recognized at the 19 AW Quarterly Award ceremony.

5.5.4. The winner will be presented with a gift card and certificate by 19th Airlift Wing Commander and Command Chief.

## **6. Innovator of the Quarter Award.**

6.1. The 19 AW Innovator of the Quarter Award is open to all Team Little Rock Members.

6.2. The activities highlighted must have taken place or implemented in the three-month period the quarterly award is being submitted for.

6.3. Submissions can be for individual or a team.

6.4. Previous innovation award recipients are not eligible to compete within 1 year of the previous award.

6.5. Submit one AF FORM 1206 with a three-to-five-line narrative description of the member’s innovation implementation and/or efforts ([Attachment 7](#)).

6.5.1. Include what benefit this has for the base or Air Force as a whole.

6.5.2. Innovation is not limited to the invention of something, but can include fresh ideas, process improvements, financial savings, training enhancements, etc.

## **7. Eligibility, Nomination, and Selection Criteria for CIV I, CIV II, and CIV III Categories. (19 AW only)**

7.1. 19 AW/CCCE is the OPR for Civilian (CIV) Category I, II, and III of the Quarter/Year.

7.2. The quarterly/annual nominees must be assigned/attached to the 19 AW.

7.3. Nominees must have served in the applicable grade or been assigned to their unit/group for at least half of the award period (46 days for quarterly awards and follow MAJCOM guidance for annual award requirements). Each nominee's AF FORM 1206 (PDF VERSION) (**Attachment 1**). Annual nominations must include the following: statement of intent (**Attachment 2**), photo, biography (**Attachment 3**), public release statement (**Attachment 4**), and other products IAW MAJCOM guidance.

7.4. Nominees for CIV Category I, Category II, and Category III must be appropriated fund (APF) Air Force employees assigned to units on Little Rock AFB or to their subordinate reporting units.

7.4.1. CIV Category I includes: GS-08 and below and WG (grade)/WL (leader) 08 and below employees.

7.4.2. CIV Category II includes: GS-09 through GS-12, WG (grade)/WL (leader) 09 and above, and WS-01 through WS-12 (supervisor) employees.

7.4.3. CIV Category III includes: GS-13 and above and WS-13 and above (supervisor) employees.

7.5. Quarterly Nomination Packages for CIV I, CIV II, and CIV III Categories will consist of:

7.5.1. AF FORM 1206 (PDF VERSION), Nomination for Award, must address specific achievements and accomplishments during the period covered by the nomination. AF FORM 1206 will be single-spaced typewritten, size 12 font, and in narrative format. Quarterly nominations will include two headings of accomplishments Leadership and Job Performance and Other Significant Accomplishments/Community Efforts. Do NOT include additional text at the end of a headings. Only USAF approved acronyms are to be used which can be found on (<https://www.afpc.af.mil/Career-Management/Acronyms/>). Otherwise please use plain language that fits the performance statement of action and impact or result/outcome. The following headings must appear in this order on the AF FORM 1206 (PDF VERSION):

7.5.2. JOB DESCRIPTION: In no more than three lines not including the header, describe the nominee's primary job responsibilities and duties. This heading is for informational purposes only and does not count against the 7 total lines not including headers.

7.5.3. LEADERSHIP AND JOB PERFORMANCE: This area will be three (3) performance statements six (6) lines not including headers: Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or developments of new techniques, procedures, or processes which resulted in increased mission effectiveness. Provide factual and

substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well your nominee improved operations. Highlight any support he or she provided for special projects. Explain any other outstanding services the employee provided that benefited the organization's mission. All accomplishments must have occurred during the 3-month nomination period.

7.5.4. OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS: This area will be one (1) performance statement and two (2) lines not including headers: Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, additional duties, community and (or) civic activities, and family enhancement.

7.5.5. Annual Nomination Packages for CIV I, CIV II, and CIV III Categories will comply with MAJCOM guidance. Guidance can be located on the AMC/A1 portal until received via TMT.

#### 7.6. Board Guidance for CIV I, CIV II, and CIV III Categories

7.6.1. Selection boards will convene as scheduled by the 19 AW/CCCE.

7.6.2. Groups will provide board members/president as requested by the wing. Board member requirements for all levels are O-4/GS-09 or higher.

7.6.3. Board members will score AF FORM 1206s using the score sheet provided, then they will rank order each nominee (with #1 being the recommended winner). They are not permitted to have the same "rank order" number for more than one nominee (i.e., board members cannot have two #2s).

7.6.4. Board members will submit their score sheet via email to the predetermined board president.

7.6.5. Below is the requirement for board members and presidents for each category.

**Table 2. Civilian Requirement for Board Members and Presidents for Each Category.**

<b><u>Award Category</u></b>	<b><u>Member Requirement</u></b>	<b><u>President Requirement</u></b>
<b>CIV CAT I</b>	CIV CAT II or higher CGO	FGO CAT II or higher
<b>CIV CAT II</b>	CIV CAT III FGO	Squadron Commander
<b>CIV CAT III</b>	LT Col or higher GS-14 or higher	Group CC or equivalent

7.6.6. Discussion or questions on any nomination is only permitted with the respective board president.

7.6.7. Contact the 19 AW/CCCE for additional guidance.

#### 7.7. Awards presentation for CIV I, CIV II, and CIV III Categories.

7.7.1. The top finisher will be recognized as the wing award winner.



7.7.2. The quarterly awards program completes at the wing, while the annual wing award winner will compete at the next higher level through the MAJCOM.

7.7.3. Only one civilian award, supervisors of wing-level award winners are encouraged to contact Civilian Personnel Office regarding issuing Time Off Awards to their superior performers. The winner's immediate commander will determine the type and/or amount of the award.

**8. Eligibility, Nomination, and Selection Criteria for NAF I, NAF II and NAF III Categories. (19 AW only)**

8.1. 19 Force Support Squadron Commander (19 FSS/CC) is the OPR for Non-Appropriated Fund (NAF) Employee of the Year (Category I, II and III).

8.2. Nominees for NAF I, II, and III Employee of the Year must be assigned as a NAF employee on Little Rock AFB, Arkansas.

8.2.1. NAF category I includes: NA, CY-01, NF-I

8.2.2. NAF category II includes: NL, CY-02, NF-II

8.2.3. NAF category III includes: NS, NF-III, NF-IV

8.3. Nomination processes and deadlines will be established and publicized by 19 FSS/CC.

**9. Eligibility, Nomination, and Selection Criteria for the Volunteer of the Quarter/Year Category. (Active Duty, Civilian, Retirees and Family Members of active duty and retirees over 18 years of age are Eligible)**

9.1. The Military and Family Readiness Center (M&FRC) (19 FSS/FSFR) is the OPR for Volunteer of the Quarter/Year.

9.2. The quarterly/annual nominees must be active duty, family members over 18 years of age, retired military personnel and their family members over 18 years of age, or any civilian personnel assigned to Little Rock Air Force Base, Arkansas.

9.3. Nominations may be submitted by anyone (Squadron Commanders, First Sergeants, community leaders, interested observers, etc.).

9.4. Submit nominations to 19 FSS/FSFR (via email: [andrea.hammock.1@us.af.mil](mailto:andrea.hammock.1@us.af.mil) -OR- drop off at Bldg 940, M&FRC)

9.5. Quarterly Nomination Packages for the Volunteer Category.

9.5.1. Submit nominations on plain bond paper with the following information on the cover page: name of nominee, organization, phone number, and the name of the individual submitting the nomination and their phone number.

9.5.2. Content within the nomination should be simple and limited to 6 lines.

9.5.3. Comments must be limited to the volunteer's activities during the award period.

9.6. Annual Nomination Packages for the Volunteer Category.

9.6.1. Submit nominations on plain bond paper with the following information on the cover page: name of nominee, organization, phone number, and the name of the individual submitting the nomination and their phone number.

9.6.2. Content within the nomination should be simple and limited to 10 lines.

9.6.3. Comments must be limited to the volunteer's activities during the award period.

**9.7. Board Guidance for the Volunteer Category.**

9.7.1. Selection boards will convene as scheduled by the wing.

9.7.2. Groups and WSA will provide board members as requested by 19 FSS/FSFR. The Volunteer of the Quarter/Year board will consist of up to seven (7) board members (at the discretion of the Volunteer Coordinator depending on the number of nominations). There will be one SNCO or CGO board member who will represent each of the following groups: 19 OG, 19 MXG, 19 MSG, 19 MDG, 19 AW Staff Agencies, 314 AW, 314 OG, and 314 MXG.

9.7.3. Board members will score nominations IAW guidance provided by 19 FSS/FSFR, then they will rank order each nominee (with #1 being the recommended winner). They are not permitted to have the same "rank order" number for more than one nominee (i.e., board members cannot have two #2s). Greater impact should be given to the volunteer supporting Little Rock AFB. However, off-base volunteer activities will count as well.

9.7.4. Board members will submit their score sheet, with the applicable ranking, to the A&FRC Volunteer Coordinator (president of the board). Contact the 19 FSS/FSMC for additional guidance about board members/president or expectations for scoring and additional products.

**10. Eligibility, Nomination, and Selection Criteria for Key Spouse of the Quarter/Year Category. (19 AW only)**

10.1. The M&FRC is the OPR for the Key Spouse of the Quarter/Year. To be eligible, the Key Spouse must have served within a unit throughout the award period, be a current Key Spouse volunteer and be engaged in activities that support unit families and the unit's ability to support the mission. Units must validate Key Spouse achievements covering the time frame used for nomination of the award. The Key Spouse of the Quarter/Year packages will be reviewed by a three-person selection panel consisting of a Senior Leadership Spouse, a group commander, Chief, or First Sergeant, and an M&FRC staff member.

10.2. The Key Spouse Award was established to recognize the personal sacrifice and dedication of a key spouse. Key spouses provide unwavering support for active-duty military and their families, while providing a prime example of selflessness. The criteria used to select the recipient include impact on their respective unit and on the Little Rock AFB, Arkansas community, as well as volunteerism and other key spouse related efforts.

10.2.1. A Key Spouse can be nominated by Commanders, First Sergeants, Key Spouse Mentors, and/or Group/WSA Spouses. All packages are submitted to the 19 FSS/FSH, Key Spouse Coordinator.

**10.3. Quarterly Nomination Packages for the Key Spouse Category.**

10.3.1. Nomination packages consist of the most current version of AF FORM 1206 (PDF VERSION), Nomination for Award (front side only).

10.3.2. Quarterly nominations are limited to (ten) 10 lines in paragraph/sentence form. Nominations should clearly express the outstanding accomplishments of the Key Spouse.

10.3.3. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below.

10.4. Headings for the AF FORM 1206 (PDF VERSION) are: (1) Key Accomplishments, (2) Other Accomplishments/Community Efforts.

10.4.1. KEY ACCOMPLISHMENTS: (six (6) lines for quarterly not including headers) Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. Describe how well the nominee improved unit family cohesion. Explain any other outstanding services the Key Spouse provided that benefited the unit's mission. All accomplishments must have occurred during the award nomination period.

10.4.2. OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS: (two (2) lines for quarterly not including headers) Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, and community and/or civic activities.

10.5. Annual Nominations Packages for the Key Spouse Category.

10.5.1. Nomination packages consist of the most current version of AF FORM 1206 (PDF VERSION), Nomination for Award (front side only).

10.5.2. Annual nominations are to adhere to AMC Guidelines. Narrative format is mandatory and refer to the following links for narrative format guidance (<https://www.afpc.af.mil/Career-Management/Awards/>).

10.5.3. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below.

10.5.4. Only approved/authorized acronyms located at the following (<https://www.afpc.af.mil/Career-Management/Acronyms/>) will be authorized.

10.6. Headings for the AF FORM 1206 (PDF VERSION) are: 1) Key Accomplishments and 2) Other Accomplishments/Community Efforts.

10.6.1. KEY ACCOMPLISHMENTS: Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. Describe how well the nominee improved unit family cohesion; explain any other outstanding services the Key Spouse provided that benefited the unit's mission. All accomplishments must have occurred during the award nomination period.

10.6.2. OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS: Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities and community and/or civic activities.

10.7. Board Guidance for the Key Spouse Category.

10.7.1. Selection boards will convene as scheduled by the wing.

10.7.2. Groups and WSA will provide board members as requested by 19 FSS/FSFR. The Key Spouse of the Quarter/Year board will consist of a Group Commander, Chief, First Sergeant, and the Key Spouse Coordinator.

10.7.3. Board members will score nominations IAW guidance provided by 19 FSS/FSFR, then they will rank order each nominee (with #1 being the recommended winner). They are not permitted to have the same "rank order" number for more than one nominee (i.e., board members cannot have two #2s).

10.7.4. Board members will submit their score sheet, with the applicable ranking, to the A&FRC Key Spouse Coordinator (president of the board).

10.7.5. Contact the 19 FSS/SEL for additional guidance about board members/president or expectations for scoring and additional products.

## **11. Eligibility, Nomination, and Selection Criteria for Base Honor Guard Member of the Quarter/Year Category. (19 AW & 314 AW Personnel are Eligible)**

11.1. The 19 FSS/CC will be the OPR for Base Honor Guard Member of the Quarter/Year Category.

11.2. The Honor Guard NCOIC will nominate Airmen who performed Honor Guard duties during the applicable recognition period.

11.3. The Honor Guard Office will convene a board and select a winner.

11.3.1. Each nominee will be selected based on the following: standards of conduct, level of professionalism, precision, dress and appearance, positive attitude, initiative, training standards, and drive to excel.

11.3.2. The nominees and winner shall be sent to the 19 AW/CCCE upon conclusion of the board.

11.4. The Honor Guard Member of the Quarter/Year will be recognized at the 19 AW Award Ceremonies.

## **12. Team Recognition Award.**

12.1. Team Award Eligibility.

12.1.1. Any flight or team (civilian or members of any rank) assigned to the 19 AW, which goes above and beyond to accomplish the mission through innovative process improvement, has enhanced mission capability, and improved operational performance.

12.2. Nomination Procedures.

12.2.1. Each group may submit no more than one team nomination per quarter.

12.2.2. Accomplishments must have occurred during the period of the award.

12.2.3. Use the AF FORM 1206 (PDF VERSION), front page only. Nominations will be narrative format and no more than five (5) lines. Only USAF approved acronyms are to be used which can be found on (<https://www.afpc.af.mil/Career-Management/Acronyms/>). Otherwise please use plain language that fits the performance statement of action and impact or result/outcome.

12.3. Board Guidance for the Team of the Quarter.

12.3.1. The 19 AW/CC, 19 AW/CD, and 19 AW/CCC will be the grading members for the nominations.

12.3.2. The winner will be announced at the Quarterly Awards Ceremony. The narrative that was submitted is what will be read out loud at the ceremony.

### **13. Eligibility, Nomination, and Selection Criteria for Individual Mobilization Augmentee (IMA) of the Year Category. (19 AW only)**

13.1. The Regional Integrated Office (RIO) for each IMA is the OPR for IMA of the Year.

13.2. Units send IMA awards directly to the RIO IAW the criteria and suspense dates provided by the RIO. IMA members typically receive an email from the RIO with details.

13.3. Contact AMC/A1 if unable to identify the contact information for a RIO.

### **14. Eligibility and Nomination Criteria for Team Little Rock Combat Airlifter of the Week Awards Program. (All military or DoD civilian Little Rock AFB Personnel are Eligible)**

14.1. The 19 AW Public Affairs (19 AW/PA) is the OPR for the Combat Airlifter of the Week Program.

14.2. This award recognizes outstanding performance of military and/or DoD civilians assigned to Little Rock AFB, Arkansas.

14.3. Selected personnel are only eligible for one (1) award in a 12 month period (1 January through 31 December).

14.4. 19 AW/PA will:

14.4.1. Establish a weekly rotational schedule for groups, wing staff agencies, and Mission Partners to submit an outstanding performer.

14.4.2. Send a reminder to the appropriate organization to ensure a Combat Airlifter of the week is submitted.

14.4.3. Coordinate with the appropriate Unit Commander's office the date/time of a coin presentation to the Combat Airlifter of the week.

14.4.4. Photograph the presentation of a coin to the Combat Airlifter.

14.4.5. Highlight the Combat Airlifter of the week on media platforms

14.5. Groups, Wing Staff, and Mission Partners will: Nominate an individual to 19 AW/PA for recognition as Combat Airlifter of the week, in compliance with the schedule and required documentation.

14.5.1. Nominee must not have been convicted by court-martial or punished under Article 15 proceedings during or for one year proceeding the award period.

14.5.2. Nominee must not have or had an UIF during any part of the award period.

### **15. Cornerstone Award.**

15.1. The 19 AW/DS and 19 AW/PA are the OPR's for the Cornerstone Award. This is awarded to a community/civilian member that has played a pivotal role in supporting Little Rock AFB.

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

AFI 36-2805, Special Trophies and Awards, 14 March 2013

AFMAN 33-363, Management of Records, 1 March 2008

AFPD 36-28, Air Force Awards and Decorations, 9 May 2014

AFI 33-332, Air Force Privacy and Civil Liberties Program, 12 January 2015

***Adopted Forms***

AF FORM 1206 (PDF VERSION), Nomination for Award

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AMC**—Air Mobility Command

**AMN**—Airman

**AW**—Airlift Wing

**CC**—Commander

**CCC**—Command Chief Master Sergeant

**CCCA**—Command Chief Master Sergeant Assistant

**CGO**—Company Grade Officer

**CIV**—Civilian

**DAFI**—Department of the Air Force Instruction

**DS**—Director of Staff

**FGO**—Field Grade Officer

**FRC**—Family Readiness Center

**FSS**—Force Support Squadron

**GS**—General Schedule

**IMA**—Individual Mobilization Augmentee

**IMT**—Information Management Tool

**LRAFB**—Little Rock Air Force Base

**MAJCOM**—Major Command

**MDG**—Medical Group

**MSG**—Mission Support Group

**MXG**—Maintenance Group

**NAF**—Nonappropriated Fund

**NCO**—Noncommissioned Officer

**NCOIC**—Noncommissioned Officer In Charge

**OG**—Operations Group

**OPR**—Office of Primary Responsibility

**PME**—Professional Military Education

**RIO**—Regional Integrated Office

**RDS**—Records Disposition Schedule

**SEL**—Senior Enlisted Leader

**SNCO**—Senior Noncommissioned officer

**UIF**—Unfavorable Information File

**WSA**—Wing Staff Agency

Figure A2.2. 1206 for AMN, NCO, SNCO, CGO, FGO (Page 2).

NOMINATION FOR AWARD	
RANK/NAME OF NOMINEE (First, Middle Initial, Last)	
MSgt/GS-12/Capt John J. Doe	
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)	
<b>**Instructions**</b>	
<ul style="list-style-type: none"><li>- Nominations must highlight accomplishments during the award period under the headings of "Leadership and Job Performance in Primary Duty" and "Whole Airman Concept."</li><li>- 4 Performance Statements and 8 lines in the "Leadership and Job Performance in Primary Duty" section, not including the header.</li><li>- 2 Performance Statements and 4 lines in the "Whole Airman Concept" section, not including the header.</li><li>- Use a dash (-) followed by a space to distinguish between Performance Statements.</li><li>- White space on the right margin of a populated AF Form 1206 is both accepted and expected; white space will not be an indicator of quality.</li><li>- The number of achievements within the nomination will not be an indicator of quality. Not utilizing all lines will not be an indicator of quality. Quality will be determined by a holistic assessment of the Airman's actions/ accomplishments and impact of outcomes/results.</li><li>- Avoid using uncommon acronyms and abbreviations. Only utilize those identified on the approved Air Force Acronym and Abbreviation List. (<a href="https://www.afpc.af.mil/Career-Management/Acronyms/">https://www.afpc.af.mil/Career-Management/Acronyms/</a>)</li></ul>	
AF FORM 1206, 20170802	
PREVIOUS EDITIONS ARE OBSOLETE	
FOR OFFICIAL USE ONLY (When filled in)	



**Attachment 4****SAMPLE BIOGRAPHY (ANNUAL AWARDS)****Figure A4.1. SAMPLE BIOGRAPHY (ANNUAL AWARDS).****BIOGRAPHY**

**AIRMAN FIRST CLASS JOHN Q. DOE, JR.**

123-45-6789

**AFSC: 3A051, KNOWLEDGE OPERATIONS MANAGER**

Airman First Class John Q. Doe, Jr., is a knowledge operations manager assigned to the 123d Support Group, Jones AFB, Texas. He is XX years old.

Airman Doe was born in Lexington, Kentucky, on June 19, 20XX. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Peterson Award for spirit, dedication, and leadership, on and off the field.

After graduation from high school in 20XX, Airman Doe was locally employed and served as a church council officer for his church in Covington, Kentucky. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 20XX and was called to active duty in 19XX.

Upon completion of Basic Military Training at Lackland AFB, Texas, in 20XX, Airman Doe began technical training as a knowledge operations manager at Keesler AFB, Mississippi, where he was an honor graduate (December 20XX). He was then assigned to Jones AFB and began on-the-job training for his five-skill level.

Airman Doe is married to the former Jane Q. Smith. (Include nickname or preferred name and, if active duty, rank.) He actively participates in the local church, where he serves as a youth counselor. He was selected as the 123d Support Group Outstanding Airman of the Quarter and subsequently for 20XX. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

NOTE: Limit the biography to one single-spaced, typewritten page with 1" margins, using Times New Roman 12 font. This sample is very general. Ensure the biography of the nominee includes more specific information that strongly supports the nomination. Accomplishments in the following areas should be considered for inclusion: membership in organizations (including student), leadership roles, schools, and college/vocational credits (IAW AFI 36-2805, Attachment 2).

## Attachment 6

## SAMPLE QUARTERLY AWARDS SCORE SHEET

Figure A6.1. SAMPLE QUARTERLY AWARDS SCORE SHEET.

Nominee's Group/Name	PERFORMANCE IN PRIMARY DUTIES/ TRAINING REQUIREMENTS (75%) (Grade Section using 6-10 grading scale)	WHOLE AIRMAN CONCEPT (25%) (Grade section using 6-10 grading scale)	TOTAL SCORE	Rank Order (No double ranks)
MDG/				
MSG/				
MXG/				
OG/				
WSA/				

Inspection point criteria is based on the following:	Total Points Scored:
OUTSTANDING: > 65 points	
EXCELLENT: 64 – 55 points	
SATISFACTORY: 54 – 45 points	
UNSATISFACTORY: < 44 points	
Comments:	
<b><i>Any Questions may be directed to Dormitory Management</i></b>	
Inspector Name/Rank(printed): _____ Signature: _____	
Date: _____	

## Attachment 8

## DORM ROOM OF THE QUARTER RUBRIC

Figure A8.1. DORM ROOM OF THE QUARTER RUBRIC.

Dorm Number/Name:		Date of Inspection:	
<b>DORM ROOM INSPECTION CHECKLIST</b>			
<i>Overview: The Dorm Room of the Quarter is to recognize and reward Airmen in the dorms for being empowered to improve their personal quality of life and exceeding required housing standards within their dorm room.</i>			
<b>Item:</b>	<b>Description/Criteria</b>	<b>Pts.</b>	<b>Pts. OFF</b>
Bed:	Properly made with bedspread covering on and in good condition	3	
Carpet:	Clean, vacuumed and stains removed	3	
Shower/Toilet:	Clean floor/walls/curtains/fixtures to ensure all are free of mold/soap scum	4	
Prohibited Items:	Weapons of any kind, fireworks, fire and safety hazards and display of nudity. Heat producing devices i.e, coffee pots, curling irons, hair dryers, etc. <b>MUST BE</b> unplugged while not in use.	4	
Refrigerator:	Clean inside/outside, door seals clean and freezer defrosted.	2	
Sink:	Clean, free off dirt, soap scum and water spots; area under sink organized	1	
Mirror:	Clean, dust free, and no smudges	1	
Light Fixtures:	Clean and dust free.	1	
Windows:	Glass window sill and blinds clean and dust free; windows closed.	1	
Doors:	No scuff marks on main entrance; dorms and frames dust free.	1	
Vents:	Clean and dust free.	1	
Chairs:	Clean and dust edges and wood frames.	1	
Furniture(Yours or Gov't):	Chests, desk, dresser, TV ,etc. clean and dust free.	1	
Waste Basket:	Clean inside/outside; empty with new liner.	1	
Closets:	Clean and organized; if unlocked subject to inspection.	1	
Clothing & Personal Items:	Stored properly. Luggage and empty boxes removed from room. Clothing hung in closets or stored in chests. Shoes neatly under bed or in closets.	1	
Ledges, Shelves, ETC	Clean and dust free.	1	
Ceiling Fans:	Off, dust free, and in good condition.	1	
Walls:	Clean around sink, near doors and furniture, etc.	1	
Theme-based	Creativity/Organization skills	10	

Total Points Scored:  
Discrepancy point total  
Add bonus points:

**Inspection point criteria:****OUTSTANDING:** 29points or higher**EXCELLENT:** 26– 28 points**SATISFACTORY:** 23-25points**UNSATISFACTORY:** 22 POINTS OR LOWER**BONUS PINTS:** 1-4 = Fair, 5-6 = Good, 7-8 = Excellent, 9-10 = Outstanding**OVERALL ROOM RATING:** UNSATISFACTORY SATISFACTORY EXCELLENT OUTSTANDING**COMMENTS:**

*Any Questions may be directed to Dormitory Management*

Inspector Name/Rank(printed): \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_