

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 36-2802

16 MARCH 2022



Personnel

**WING QUARTERLY AND ANNUAL
RECOGNITION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFMAN 36-2806, *Awards and Memorialization Program*. It establishes policies and procedures relating to the 42d Air Base Wing (42 ABW) quarterly and annual awards. 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 (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Affected units must coordinate through the OPR of this publication any draft publications implementing this instruction prior to certification and approval. This publication applies to members or units assigned to or associated with the 42 ABW and Maxwell-Gunter AFB. Compliance with attachments in this publication is mandatory. 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 rewrite updates the quarterly and annual awards process; adds the Freedom to Serve Champion Awards and clarifies rank/grade requirements on quarterly and annual award boards.

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1. General. The Wing Quarterly and Annual Recognition programs provide recognition for outstanding military and civilian members who demonstrate exceptional duty performance, personal character, integrity, initiative and effort to improve themselves, as well as to enhance their unit's efficiency and effectiveness.

1.1. Purpose. The programs are designed to recognize outstanding Field Grade Officers (FGO); Company Grade Officers (CGO); Senior Noncommissioned Officers (SNCO); Noncommissioned Officers (NCO); Airman (AMN); First Sergeants (1st Sgts) (Annual only); Additional First Sergeants (Annual only); Honor Guard Members (HGM); Honor Guard Program Manager (HGPM) (Annual only); Team and Volunteer Members; and Civilian Employees assigned to or associated with the 42 ABW.

1.2. Intent to not Obtain Commission. For annual nominations, AMN, NCO, SNCO, First Sergeants, and Honor Guard nominees must be willing to sign a letter of intent that they have not applied for a commissioning program and if selected as a 12 Outstanding Airmen of the Year (12 OAY), will not apply for a commissioning program at any time during their tenure as one of the 12 OAY.

2. Responsibilities:

2.1. The 42d Air Base Wing Commander (42 ABW/CC):

2.1.1. Has approval authority over board recommendations for all 42 ABW award recipients.

2.1.2. Presents awards (or designated representative) during the recognition programs.

2.2. The 42d Air Base Wing Command Chief Master Sergeant (42 ABW/CCC):

2.2.1. Acts as the overall 42 ABW Recognition Program Manager.

2.2.2. Requests 42 ABW Vice Commander (42 ABW/CV) select FGOs, and coordinates with organization representatives or their designees to select SNCOs and NCOs to serve as board members. The 42 ABW/CCC will select First Sergeant and HGM of the Year board members. Board members will not be in the direct rating chain of command of a nominee (rater or rater's rater) for any board conducted under this recognition program.

2.2.3. Schedules dates, times, and locations for all award boards listed in the instruction.

2.2.4. Office will notify organization representatives, or their designees and board presidents of dates, times, and locations boards will convene.

2.2.5. Office briefs board presidents on procedures and will ensure president is provided with the names, ranks, units, and email of fellow board members before board.

2.2.6. Office will ensure nominees' packages are sent to the board members and president no later than 72 hours prior to board convening date.

2.3. The Board President (see [Attachment 4](#) for additional guidance):

2.3.1. Contacts each board member to notify them of the date, time, and place the board will convene. While it is preferred that all board members meet to discuss the merits of

the nomination packages, the board president may elect to conduct virtual boards. Ensures the members are not in the direct chain of the nominees.

2.3.2. Ensures nominations are given a fair and equitable evaluation.

2.3.3. Ensures the use of Maxwell AFB Form 29, *42 ABW Award Board Member Score Sheet*, to determine the winner. Reviews, reconciles (if necessary), collects all score sheets and records/annotates onto the provided Maxwell AFB Form 30, *42 ABW Award Board President Score Sheet*.

2.3.4. Advises board members not to reveal their scores prior to the announcement by the 42 ABW Commander.

2.3.5. Ranks each nominee or nomination package on the Maxwell AFB Form 30. The president scores packages and maintains authority for deciding winner in case of a tie.

2.4. The 42d Air Base Wing Protocol (42 ABW/CCP):

2.4.1. Extends invitations to civilian community distinguished visitors (DV) for the 42 ABW quarterly and annual programs.

2.4.2. Coordinates RSVPs with the group Senior Enlisted Leaders' points of contacts (POC) to ensure sufficient seating.

2.4.3. Announces the date, time and location of the quarterly or annual awards recognition programs. Ensures appropriate publicity is accomplished through the base news media, base bulletin and, if desired by the award winner.

2.5. The 42 ABW Command Chief Executive Assistant (42 ABW/CCCE):

2.5.1. Acts as the overall 42 ABW Recognition Program Monitor and designated representative of the 42 ABW/CCC on all matters pertaining to the program.

2.5.2. Procures awards for each winner and obtains appropriate engraving.

2.5.3. Prepares congratulatory letters for signature by 42 ABW/CC and 42 ABW/CCC for annual award and quarterly award winners.

2.5.4. Provides support to schedule promotion ceremony committees, dates for the quarterly awards ceremonies and annual awards banquets with the club manager or designated representatives.

2.5.5. Coordinates with group Senior Enlisted Leaders' points of contacts (POC) as necessary for each ceremony.

2.5.6. Schedules winners for photo appointments (per AETC requirements, annual awards only). Posts photos on the Wing Awards recognition board. Obtains electronic file from Public Affairs Studio.

2.6. CCM and POCs:

2.6.1. Coordinate with 42 ABW/CCCE to ensure nominees are prepared for 42 ABW Quarterly/Annual awards ceremonies.

2.6.2. Coordinate with 42 ABW/CCCE to ensure estimated number of attendees accounted for no later than 48 hours prior to each event.

2.6.3. Prepare the script and program for each event. Provide a draft of each for protocol no later than 2 weeks prior and to the 42 ABW/CCC for review no later than 72 hours prior to each event.

2.6.4. Contact and confirm appropriate support from the Chapel, Honor Guard and Public Affairs Studio for each event.

2.6.5. Work closely with 42 ABW/CCP and 42 ABW/CCCE as they contact all on- and off-base organizations supporting the awards program, confirm their attendance/non-attendance and establish a seating plan and chart.

2.6.6. Provide a Master of Ceremonies and Proffer for all 42 ABW Quarterly Awards Ceremonies.

2.6.7. Contact all 42 ABW nominees and coordinate uniform/dress requirements, rehearsal times and general information for each event.

2.7. Annual Awards Committee Lead:

2.7.1. Coordinate with 42 ABW/CCCE to determine dates of the Quarterly Awards Ceremonies and the Annual Awards Banquet.

2.7.2. Coordinate with the club manager or the designated representative to establish the date, time, menu and pricing for the annual banquet and luncheon.

2.7.3. Ensure estimated number of attendees accounted for no later than 72 hours prior to each event.

2.7.4. Prepare the script and program for each event. Provide a draft of each for 42 ABW/CCP no later than 2 weeks prior and to the 42 ABW/CCC for review no later than 72 hours prior to each event.

2.7.5. Contact and confirm appropriate support from the Chapel, Honor Guard and Public Affairs Studio for each event.

2.7.6. Work closely with 42 ABW/CCP and 42 ABW/CCCE as they contact all on- and off-base organizations supporting the awards program, confirm their attendance/non-attendance and establish a seating plan and chart.

2.7.7. Provide a Master of Ceremonies and proffer, for the Annual Awards Banquet/ceremony.

2.7.8. Contact all nominees and coordinate uniform/dress requirements, rehearsal times and general information for each event.

3. Award Categories:

3.1. Airman (AMN). AMN in grades E-1 through E-4.

3.2. Noncommissioned Officer (NCO). NCOs in grades E-5 and E-6.

3.3. Senior Noncommissioned Officer (SNCO). SNCOs in grades E-7 and E-8).

3.4. Company Grade Officer (CGO). CGOs in grades O-1 through O-3.

3.5. Field Grade Officer (FGO). FGOs in grades O-4 through O-5.

3.6. First Sergeant. First Sergeants who have graduated from the USAF First Sergeant Academy and have been awarded the 8F000 SDI for at least 6 months and are currently performing duty in an authorized/funded position.

3.7. Additional Duty First Sergeant. Airmen in the grades of E-6 or E-7 who have served in the position of First Sergeant during the award period.

3.8. Honor Guard Member (HGM). HGMs who have completed initial training and are currently performing duties as a Base Honor Guard Ceremonial Guardsman.

3.8.1. There is only one category of competition for the quarterly and annual Honor Guard Member of the Quarter/Year award. Each flight may submit one nominee that will meet the 42 ABW boards. The Honor Guard Program Manager may compete for USAF Base Honor Guard Program Manager of the Year.

3.8.2. For annual nominations the member must have performed at least 6 months of the year.

3.9. Civilians. The civilian categories include the following:

3.9.1. Category I. Grades GS-1 through GS-6, NA-1 through NA-14, NF-I and NF-II, NL-1 through NL-12, NS-1 through NS-5, WG-1 through WG-6, WL-1 through WL-5. (See [Figure A2.3](#))

3.9.2. Category II. Grades GS-7 through GS-10, NA-15 and above, NF-III, NL-13 and above, NS-6 through NS-19, WG-7 through WG-11, WL-6 through WL-12, WS-1 through WS-8. (See [Figure A2.3](#))

3.9.3. Category III. Grades GS-11 and above, NF-IV and NF-V, WG-12 through WG-15, WL-13 through WL-15, WS-9 and above. (See [Figure A2.3](#))

3.10. Volunteers. Volunteer of the Quarter/Annual can be active duty military or federal civilians. MDG, MSG, and WSA may each submit one nominee (Military or Civilian).

3.11. Team. This award recognizes the team that provided the most significant and recognizable contributions to the mission. A team consists of three to fifteen eligible candidates (military and/or civilian). Exceptions should be routed through the 42 ABW/CCC for consideration.

3.12. Dorm of the Quarter. This award recognizes an airman in the grades of E-1 through E-4 who has consistently demonstrated superior care and cleanliness of their dorm room. Each First Sergeant is eligible to nominate one room per unit and the First Sergeant Council will conduct the final evaluations to select the "Dorm of the Quarter."

3.13. Key Spouse of the Year. This award recognizes the Key Spouse who has made the most significant impact on our Airmen, Guardian and Families. Each nominee must have served in a unit throughout the entire award period (1 January – 31 December); be a current Key Spouse volunteer; and be engaged in activities that support unit families and the unit's ability to support the mission.

3.14. Freedom to Serve Champion of the Year. This award recognizes the Airman, Guardian or family member who best removed barriers, promoted inclusion and contributed to welfare, morale or status so that every member can rise to their best. Each member must have served throughout one-half of the award period; be engaged in Diversity & Inclusion efforts or

inclusion initiatives; or perform selfless acts to remove personal or professional barriers so all individuals may have equal opportunity to perform at the highest level, and ensure the ability to fight tonight, fight tomorrow, and have freedom to serve.

3.15. Freedom to Serve Team of the Year. This award recognizes the team whose efforts resulted in the removal of a barrier, or barriers, that directly affected the mission and community, promoted inclusion and contributed to inclusion, welfare, and morale. For award eligibility purposes, a team is defined as group or committee of two or more individuals. Each team must have served throughout one-half of the award period; be engaged in Diversity & Inclusion; be engaged in Diversity & Inclusion efforts or inclusion initiatives; or perform selfless acts to remove personal or professional barriers so all individuals may have equal opportunity to perform at the highest level and have freedom to serve.

4. Award Periods and Titles:

4.1. Quarterly Awards. Quarterly awards periods are: 1 January through 31 March (1st Qtr); 1 April through 30 June (2d Qtr); 1 July through 30 September (3rd Qtr); and 1 October through 31 December (4th Qtr). "42 ABW" will be used on the AF Forms 1206, *Nomination for Award*, for those members who compete and are selected for recognition in the 42 ABW program. The resulting award titles are: FGO of the Qtr; CGO of the Qtr; SNCO of the Qtr; NCO of the Qtr; Amn of the Qtr; Honor Guard Member of the Qtr; Volunteer of the Qtr; Team of the Qtr; Civilian of the Qtr, Cat I; Civilian of the Qtr, Cat II; Civilian of the Qtr, Cat III; Dorm of the Qtr.

4.2. Annual Awards. The annual award period is 1 January through 31 December. The resulting award titles are: Airman of the Year; FGO of the Year; CGO of the Year; SNCO of the Year; NCO of the Year; First Sergeant of the Year; Additional Duty First Sergeant of the Year; Team of the Year; Honor Guard Member of the Year; Civilian of the Year, Cat I Supervisory and Non-Supervisory; Civilian of the Year, Cat II Supervisory and Non-Supervisory; Civilian of the Year, Cat III Supervisory and Non-Supervisory; Volunteer of the Year; and Key Spouse of the Year. "42 ABW" will be used on the AF Forms 1206 for those members who compete and are selected for recognition in the 42 ABW program.

5. Nomination Requirements:

5.1. Unit of Assignment. Personnel must be assigned to or associated with Maxwell-Gunter units for a minimum of one-half the nomination period to be eligible for consideration in Maxwell-Gunter recognition programs.

5.2. Rank or Grade. Personnel must have served in one of the applicable ranks or grades from [paragraph 3.1](#) through [paragraph 3.9](#) of this instruction for one-half of the nomination period for the category they are nominated for. Personnel with a promotion sequence number will compete with their respective peers in the rank they possess at the time of the nomination, except as noted in [paragraph 3.1](#) and [paragraph 3.3](#).

5.3. First Sergeants. First Sergeants must have served in the position of the First Sergeant and held SDI 8F000 for at least 6-months during the award period. The First Sergeant will be nominated by the unit/organization where they spent the majority of the nomination period and must have been assigned to a Maxwell-Gunter as a First Sergeant for at least 90 days of this period.

5.4. Additional Duty First Sergeants. Additional Duty First Sergeants must have served in the position for the First Sergeant during the award period. The Additional Duty First Sergeant will be nominated by the unit/organization where they spent the majority of the nomination period and must have been assigned to a Maxwell-Gunter unit/organization for at least 90 days of this period. The Additional Duty First Sergeant must have completed a First Sergeant Symposium.

5.5. Other Requirements. Nominees must not be on, nor have been on, a control roster during the award period; not have failed a fitness assessment during the award period and currently meet minimum acceptable standards on the fitness assessment program; not be under investigation during the award period; and not have had an open/active unfavorable information file (UIF) or Article 15 during the award period.

6. Nomination Procedures:

6.1. Group/Unit Nomination Procedures. Groups/units will establish their own procedures for determining their nominees. Nominations can only come from those listed in [paragraph 6.2](#).

6.1.1. Annual nominations are not limited to prior 42 ABW quarterly award winners.

6.2. Nomination Authority and Eligibility. Nomination authority and eligibility includes:

6.2.1. The 42d Mission Support Group (42 MSG), 42d Medical Group (42 MDG), and the 42 ABW Staff Agencies (WSA) may nominate one individual in each category to be considered by the quarterly and annual boards for the 42 ABW recognition program. In addition, all 42 ABW First Sergeants will compete at wing level in one central competition for annual awards and the group commanders will partake in the nomination process.

6.2.2. Only those units whose first sergeant is in an authorized/funded 8F000 position and has graduated from the USAF First Sergeant Academy may nominate their first sergeant for First Sergeant of the Year.

6.2.3. Additional Duty First Sergeants must have been assigned to a Maxwell-Gunter unit/organization for at least a 90-day period. The unit/organization where they spent the majority of the nomination period may nominate their member.

6.2.4. Only an honor guard flight chief, superintendent and/or OIC may nominate members for an HGM award (one member per flight) who are actively participating in the program.

6.3. Nomination Packages. Military and civilian nomination packages flow from individual squadron or unit selection boards, through group level boards (where applicable), to the 42 ABW boards.

6.4. Documenting AF Form 1206—Quarterly Awards. Document each quarterly nomination using 5 lines (NOT including headings) on an AF Form 1206, *Nomination for Award*. Use of acronyms is permitted on quarterly packages. Follow template guidance in [Attachment 2](#).

6.4.1. Prior to turning in packages, the following items will be redacted from each of the documents. Redacted items: name, pronouns, race/ethnicity, and gender. Redaction of information will be either “X” in its place or completely blacked out. Name of the Nominee will be replaced with “Unit Abbreviation & Nominee” (i.e., WSA Nominee, MSG Nominee, MDG Nominee).

6.5. Documenting AF Form 1206—Annual Awards. Document each annual nomination using no more than 18 lines (including headings) on an AF Form 1206, *Nomination for Award*. Annual nominations will only use acronyms common to all Air Force members and WILL NOT include an acronym table. Follow template guidance in [Attachment 3](#).

6.5.1. Prior to turning in packages, the following items will be redacted from each of the documents. Redacted items: name, pronouns, race/ethnicity, and gender. Redaction of information will be either “X” in its place or completely blacked out. Name of the Nominee will be replaced with “Unit Abbreviation & Nominee” (i.e., WSA Nominee, MSG Nominee, MDG Nominee).

6.6. Preparing Organization Packages. Organizations will prepare and submit nominations on AF Form 1206 in accordance with [Attachment 2](#) and [Attachment 3](#) of this instruction. Redacted 1206s will be sent to the organizational e-mail boxes. The body of the nomination email will list the rank and name of redacted nominee. In addition, a record review statement will be included, “A review of the official personnel records was conducted on DD MMM YYYY and revealed no information that would bring discredit to the award.” Administrative staff will hold on to the names and will not release names until award announcement.

6.7. Board Requirements and Nomination Deadlines:

6.7.1. 42 ABW board member names & nomination packages are due IAW the schedule provided by the ABW/CC each year. Should any of these days be a weekend or holiday, packages will be due the next duty day or as determined by the 42 ABW Team.

6.7.2. Forward FGO, CGO, SNCO, NCO, AMN, HGM and civilian packages to the 42 ABW/CCC org mailbox IAW award committee instructions.

6.7.3. Packages not received by the deadline will be returned without action.

7. Board Composition and Procedures:

7.1. Board Composition. 42 ABW Board composition will be made up of FGOs, SNCOs, NCOs, and civilians assigned to or associated with the 42 ABW. All FGOs in the grade of O-4 through O-6, NCOs in the grades of E-6 through E-9 or equivalents and civilians in the grades of GS-7 and above assigned to or associated with 42 ABW are eligible to serve as board members. Boards may be combined as necessary (i.e., Airmen Board and Civilian CAT I Boards combined and graded by one Board). A minimum of four members constitute a board. Board members and names will consist of the following:

7.1.1. FGO: One O-6 and three O-5s.

7.1.2. CGO: One O-5 and three O-4s.

7.1.3. SNCO: 42 ABW/CCC and three E-9s.

7.1.4. NCO: One CMSgt three E-8s/E-7s.

7.1.5. AMN: One SMSgt and three E-7s/E-6s.

7.1.6. First Sergeant of the Year and Additional Duty First Sergeant of the Year: The 42 ABW/CCC will serve as the board president. The board should consist of at least three additional members; at least two first sergeants (if available) and one CMSgt selected by the 42 ABW/CCC for First Sergeant of the Year. The 42 ABW/CCC will designate the

board members for Additional Duty First Sergeant of the Year to the First Sergeant Council.

7.1.7. HGM of the Year: The 42 ABW/CCC or his/her designated representative will serve as the board president. The board will consist of at least three additional members; one of whom is the superintendent or the OIC of the honor guard.

7.1.8. Civilian: One civilian in the grade of GS-13 or above (board president), three civilians in the grade of GS-12 or equal or greater equivalent grade of the nominees.

7.1.9. Volunteer/Team: One E-7 (board president) and three E-6s for board members.

7.2. Board Evaluations:

7.2.1. Quarterly. Board members will evaluate each individual nomination package using the provided Maxwell AFB Form 29, *42 ABW Award Board Member Score Sheet*. Board presidents will then compile each individual nomination package score on the provided Maxwell AFB Form 30, *42 ABW Award Board President Score Sheet*. Board members will submit completed score sheets to the board president.

7.3. Scoring Procedures. Packages will be scored and ranked individually by each member and documented on the provided score sheet.

7.3.1. Scoring Packages. Nominees will be given point consideration for each category of their respective AF Form 1206 package.

7.3.1.1. AMN, NCO Packages Headers: *JOB PERFORMANCE IN PRIMARY DUTIES; LEADERSHIP AND FOLLOWERSHIP; and WHOLE AIRMAN CONCEPT.*

7.3.1.2. NCO, FGO, CGO, First Sergeant, Additional First Sergeant Packages Headers: *LEADERSHIP AND FOLLOWERSHIP IN PRIMARY DUTIES and WHOLE AIRMAN CONCEPT.*

7.3.1.3. CIV CAT I-III Package Headers: *JOB PERFORMANCE IN PRIMARY DUTIES; LEADERSHIP AND FOLLOWERSHIP; and OTHER ACCOMPLISHMENTS.*

7.3.1.4. Honor Guard Package Headers: *LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY HONOR GUARD DUTIES and SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS.*

7.3.1.5. Volunteer Package Headers: *BASE OR COMMUNITY INVOLVEMENT.*

7.3.1.6. Team Package Headers: *SIGNIFICANT AND RECOGNIZABLE CONTRIBUTIONS. TEAM MEMBERS: TEAM MEMBER #.* **NOTE:** Team members will be identified in the body of the email with RANK/First Name/Last Name and Number of Days Assigned.

7.3.1.7. Key Spouse Package Headers: *KEY ACCOMPLISHMENTS and OTHER ACCOMPLISHMENT/COMMUNITY EFFORTS.*

7.3.1.8. Freedom to Serve Champion Headers: *SIGNIFICANT AND RECOGNIZABLE CONTRIBUTIONS.*

7.4. Rank/Score Disparity. At times the board president will be required to resolve a scoring tie or scoring disparity. Under these circumstances the board president will lead a discussion of each package to resolve scoring ties, scoring disparity and scrambled scores until the board members reconcile the dispute. After packages have been reconciled, board members will re-tally packages to see if the process resulted in a change of rankings, thereby breaking the tie. If the review did not break the tie, the Board President will reveal their rank order, thereby resolving disputes.

7.5. Award Winner Selection. Award winner selection will be determined by the nominee who has the highest rank order (#1) from each category, with the final approval made by the 42 ABW/CC.

7.5.1. The 42 ABW winners are recognized at the 42 ABW Quarterly Awards Ceremonies and Annual Awards Banquet.

7.5.2. The 42 ABW military winners in their category will be nominated to AU for annual award consideration and follow-on competition in the AETC and Air Force 12 Outstanding Airmen of the Year (12 OAY) Program (Ref: AFMAN 36-2806, *Awards and Memorialization Program*). Tenant/Associate winners not assigned to an AETC unit will participate in the associated parent command program.

7.5.3. Each enlisted military annual winner must sign a statement of intent agreeing that if selected as an AU and MAJCOM nominee, they will obtain the required retention to compete at Air Force level. MAJCOM nominees must have sufficient retention to serve on the AFA Enlisted Advisory Council for a 12-month period commencing the month of their induction (September), if selected as one of the 12 OAY. Review AETC and Air Force requirements on AF Portal.

ERIES L.G. MENTZER, Colonel, USAF
Commander

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

DoDD 5500.07, *Standards of Conduct*, 29 November 2007

AFPD 36-28, *Awards and Decorations Programs*, 27 June 2018

AFMAN 36-2806, *Awards and Memorialization Program*, 10 June 2019

AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, 12 December 2014

AFTTP 3-4, *Airman's Manual*, 11 January 2019

AFH 1, *The Airman Handbook*, 1 October 2017

Prescribed Form

Maxwell AFB Form 29, *42 ABW Award Board Member Score Sheet*

Maxwell AFB Form 30, *42 ABW Award Board President Score Sheet*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

1st Sgt—First Sergeant

42 ABW—42d Air Base Wing

AETC—Air Education and Training Command

AFSC—Air Force Specialty Code

AU—Air University

CGO—Company Grade Officer (grades O-1 – O-3)

DOD—Department of Defense

FGO—Field Grade Officer (grades O-4 – O-6)

HGM—Honor Guard Member

AMN—Airman (grades E-1 – E-4)

MAJCOM—Major Command

NCO—Noncommissioned Officer (grades E-5 and E-6)

NSPS—National Security Personnel System

OAY—Outstanding Airmen of the Year

OIC—Officer in Charge

POC—Point of Contact

QTR—Quarter

SNCO—Senior Noncommissioned Officer (grades E-7 – E-9)

UIF—Unfavorable Information File

YR—Year

Attachment 2

SAMPLE AF FORMS 1206 (QUARTERLY AWARDS)

Figure A2.1. Sample AF Form 1206 – AMN/NCO.

NOMINATION FOR AWARD		
AWARD 42 ABW Quarterly Award	CATEGORY (If Applicable) AMN/NCO	AWARD PERIOD 1 January - 31 March 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First MI Last	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE AFSC/Outstanding Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493- XXXX Commercial (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/SYMBOL/Address, Maxwell AFB/AL 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank (Spell out if possible)/First, MI, Last/DSN: 493- Commercial (334) 953-		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB PERFORMANCE IN PRIMARY DUTIES:</p> <p>-4 Bullets</p> <p>-Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed or enhanced that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include recognition received; e.g. (coining, appreciation letters, certificates, etc.)</p> <p>LEADERSHIP AND FOLLOWERSHIP:</p> <p>-1 Bullet</p> <p>-Show how the member developed or improved skills related to primary duties; e.g formal training, certifications, off-duty education. Include PME awards earned during in-residence attendance. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>WHOLE AIRMAN CONCEPT:</p> <p>-1 Bullet</p> <p>-Define the scope and impact of the member's positive leadership and involvement in military and civilian community. Include leadership, membership, and participation unit advisory councils, professional military organizations, associations, and events; e.g. President Top 3, Enlisted Dining-Out Committee Chair, Member of Air Force Sergeants Association, or Air Force Association, Sunday School Teacher.</p> <p>ACRONYMS:</p> <p>-Acronym listing allowed for Quarterly - No Acronym listing for annual.</p>		
<p>AF FORM 1206, 20170802</p> <p>PREVIOUS EDITIONS ARE OBSOLETE</p> <p>FOR OFFICIAL USE ONLY (When filled in)</p>		

Figure A2.2. Sample AF Form 1206 – SNCO/CGO/FGO/1st Sgt.

NOMINATION FOR AWARD		
AWARD 42 ABW Quarterly Award	CATEGORY (if Applicable) SNCO/CGO/FGO/1st Sgt	AWARD PERIOD 1 January - 31 March 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First MI Last	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE AFSC/Outstanding Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493- XXXX Commercial (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/SYMBOL/Address, Maxwell AFB/AL 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank (Spell out if possible)/First, MI, Last/DSN: 493- Commercial (334) 953-		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND FOLLOWERSHIP IN PRIMARY DUTIES:</p> <p>-4 Bullets</p> <p>-Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed or enhanced that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include recognition received; e.g. (coining, appreciation letters, certificates, etc.)</p> <p>WHOLE AIRMAN CONCEPT:</p> <p>-2 Bullets</p> <p>-</p> <p>ACRONYMS:</p> <p>-Acronym listing allowed for Quarterly - No Acronym listing for annual.</p> <p>Senior Noncommissioned Officer (SNCO). SNCOs in grades E-7 and E-8 (excluding E-9 selects).</p> <p>Company Grade Officer (CGO). CGOs in grades O-1 through O-3 (excluding O-4 selects).</p> <p>Field Grade Officer (FGO). FGOs in grades O-4 through O-5 (excluding O-6 selects).</p>		

Figure A2.3. Sample AF Form 1206 – CIVILIAN CATEGORY I, II, & III.

NOMINATION FOR AWARD		
AWARD 42 ABW Quarterly Award	CATEGORY (If Applicable) CIV Cat I/II/III	AWARD PERIOD 1 January - 31 March 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First MI Last	MAJCOM, FOO, OR ORU AETC	
DAFSC/DUTY TITLE AFSC/Outstanding Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493- XXXX Commercial (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE Unit/SYMBOL/Address, Maxwell AFB/AL 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank (Spell out if possible)/First, MI, Last/DSN: 493- Commercial (334) 953-		
SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)		
JOB PERFORMANCE IN PRIMARY DUTIES: -4 Bullets -Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed or enhanced that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include recognition received; e.g. (coining, appreciation letters, certificates, etc.)		
LEADERSHIP AND FOLLOWERSHIP: -1 Bullet -Show how the member developed or improved skills related to primary duties; e.g formal training, certifications, off-duty education. Include PME awards earned during in-residence attendance. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.		
OTHER ACCOMPLISHMENTS: -1 Bullet		
ACRONYMS: -Acronym listing allowed for Quarterly - No Acronym listing for annual.		
CIVILIAN CATEGORIES: Category I. Grades GS-1 through GS-6, NA-1 through NA-14, NF-I and NF-II, NL-1 through NL-12, NS-1 through NS-5, WG-1 through WG-6, WL-1 through WL-5. Category II. Grades GS-7 through GS-10, NA-15 and above, NF-III, NL-13 and above, NS-6 through NS-19, WG-7 through WG-11, WL-6 through WL-12, WS-1 through WS-8. Category III. Grades GS-11 and above, NF-IV and NF-V, WG-12 through WG-15, WL-13 through WL-15, WS-9 and above.		

Figure A2.4. Sample AF Form 1206 – Honor Guardsman/Honor Guard Flight Chief.

NOMINATION FOR AWARD		
AWARD 42 ABW Quarterly Award	CATEGORY (If Applicable) Honor Guard	AWARD PERIOD 1 January - 31 March 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First MI Last	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE AFSC/Outstanding Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493- XXXX Commercial (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/SYMBOL/Address, Maxwell AFB/AL 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank (Spell out if possible)/First, MI, Last/DSN: 493- Commercial (334) 953-		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY HONOR GUARD DUTIES: -4 Bullets Eligibility: Honor Guardsman (Quarterly) Any rank serving in Honor Guard capacity. Eligibility: Honor Guardsman Flight Chief (Quarterly) Honor Guard member serving in a HG Flight Chief capacity.		
SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS: -2 Bullets -		
ACRONYMS: -Acronym listing allowed for Quarterly - No Acronym listing for annual.		

Figure A2.5. Sample AF Form 1206 – Volunteer.

NOMINATION FOR AWARD		
AWARD 42 ABW Quarterly Award	CATEGORY (if Applicable) Volunteer	AWARD PERIOD 1 January - 31 March 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/First MI Last	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE AFSC/Outstanding Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493- XXXX Commercial (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/SYMBOL/Address, Maxwell AFB/AL 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank (Spell out if possible)/First, MI, Last/DSN: 493- Commercial (334) 953-		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) BASE OR COMMUNITY INVOLVEMENT: -Exactly 5 Bullets -Eligibility: Any military (Enlisted or Officer) -Eligibility: Any government civilian - - ACRONYMS: -Acronym listing allowed for Quarterly - No Acronym listing for annual.		

Figure A3.2. Sample AF Form 1206 – Civilian of the Year.

NOMINATION FOR AWARD		
AWARD 20XX Civilian (Non-Supervisory/Supervisory) of the Year	CATEGORY (if Applicable) Cat I/II/III/IV	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Grade / John E. Doe		MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE Self explanatory / Chief, Whatever Office	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & Commercial: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS / 1234 Houston Street, Suite 1 / Base X / XX / 00000-0000 (this is the nom's unit, office symbol, etc)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / Jane E. Doe / DSN: 225-2222 & Commercial: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) JOB ACCOMPLISHMENTS: (see TMT for brief explanation)		
OTHER ACCOMPLISHMENTS: (see TMT for brief explanation)		
<p>REMINDERS:</p> <ul style="list-style-type: none"> - 18 TYPWRITTEN LINES ONLY, INCLUDING HEADERS - Headers are to stand alone from the bullets - Ensure top portion of 1206 is correct (use the example above) - Use the headers provided above - Headers should always be in upper case (capitalized) - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Blank lines are not to be inserted between headers - Be consistent with abbreviations throughout 1206 - Acronym legend/listing IS NOT AUTHORIZED - No gender specific verbiage--should be "Airmen" vs males or females 		

Figure A3.3. Sample AF Form 1206 – Honor Guard of the Year.

NOMINATION FOR AWARD		
AWARD 20XX CMSAF Honor Guard Awards	CATEGORY (If Applicable) {*see note below}	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Master Sergeant / John E. Doe	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE Self explanatory	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & Commercial: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS / 1234 Houston Street, Suite 1 / Base X / XX / 00000-0000 (this is the nom's unit, office symbol, etc)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / Jane E. Doe / DSN: 225-2222 & Commercial: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES:		
SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS:		
*CATEGORY will have either: Base HG Mbr OR Base HG Prgrm Mgr		
REMINDERS:		
<ul style="list-style-type: none"> - Top portion of 1206 incorrect (use the example above) - Heading errors (use the ones provided above) - Headings should always be in upper case (capitalized) - Bullets need to begin below headers - Check spacing within bullets and at the beginning of the bullet - Check for misspellings - Blank lines are not to be inserted between headers - Be consistent with abbreviations throughout 1206 - Acronym legend/listing IS NOT AUTHORIZED - No gender specific verbiage--should be "Airmen" vs males or females 		

Figure A3.4. Sample AF Form 1206 – CGO/FGO of the Year.

NOMINATION FOR AWARD		
AWARD 20XX Officer of the Year Award	CATEGORY (If Applicable) CGO or FGO	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank / John E. Doe (DOR:)		MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE Self explanatory / Chief, Whatever Office	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 225-2222 & Commercial: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 123 FSS / 1234 Houston Street, Suite 1 / Base X / XX / 00000-0000 (this is the nom's unit, office symbol, etc)		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / Jane E. Doe / DSN: 225-2222 & Commercial: (402) 225-2222		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:		
WHOLE AIRMAN CONCEPT:		
REMINDERS:		
- 18 TYPWRITTEN LINES ONLY, INCLUDING HEADERS		
- Headers are to stand alone from the bullets		
- Ensure top portion of 1206 is correct (use the example above)		
- Use the headers provided above		
- Headers should always be in upper case (capitalized)		
- Bullets need to begin below headers		
- Check spacing within bullets and at the beginning of the bullet		
- Blank lines are not to be inserted between headers		
- Be consistent with abbreviations throughout 1206		
- Acronym legend/listing IS NOT AUTHORIZED		
- No gender specific verbiage--should be "Airmen" vs males or females		

Figure A3.6. Sample AF Form 1206 – Key Spouse of the Year.

NOMINATION FOR AWARD		
AWARD 20XX Key Spouse of the Year Award	CATEGORY (if Applicable) (leave blank)	AWARD PERIOD 1 Jan XX - 31 Dec XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Jane E. Doe / email:		MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE Key Spouse, Wherever	NOMINEE'S TELEPHONE (DSN & Commercial) Commercial: (402) 225-2222	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 1203 ABC / 1234 Houston Street, Suite 1 / Base X / XX / 00000-0000		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel / John E. Harris / DSN: 225-2222 & Commercial: (402) 225-2222 / john.e.harris.000@us.af.mil		
SPECIFIC ACCOMPLISHMENTS (Use angle-spaced, bullet format) KEY ACCOMPLISHMENTS:		
OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS:		
Notes:		
<ul style="list-style-type: none"> - The example above is just an example--the amount of bullets under each header is determined by the unit - Only 18 lines TOTAL, including headers - Bullets need to begin below headers - Be consistent with abbreviations throughout - Submitting to AETC Information such as Name and Email of Nominee will be need: Example: Jane E. Doe / email: 		

Figure A3.7. Sample AF Form 1206 – Volunteer of the Year.

NOMINATION FOR AWARD		
AWARD 42 ABW Annual Award	CATEGORY (If Applicable) Volunteer	AWARD PERIOD 1 January - 31 December 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Unit Abbrev & Nominee		MAJCOM, FGA, OR DRU AETC
DAFSC/DUTY TITLE AFSC/Outstanding Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493-XXXX Commercial (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/SYMBOL/Address, Maxwell AFB/AL 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank (Spell out if possible)/First, MI, Last/DSN: 493- Commercial (334) 953-		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) BASE OR COMMUNITY INVOLVEMENT: -12-15 Bullets -Eligibility: Any military (Enlisted or Officer) -Eligibility: Any government civilian		
ACRONYMS: -Acronym listing allowed for Quarterly - No Acronym listing for annual.		

Figure A3.8. Sample AF Form 1206 – Team of the Year.

NOMINATION FOR AWARD		
AWARD 42 ABW Team of the Year Award	CATEGORY (if Applicable) Team	AWARD PERIOD 1 January - 31 December 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team/Section Title		MAJCOM, FGA, OR DRU AETC
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493- XXXX Commercial (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/SYMBOL/Address, Maxwell AFB/AL 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Rank (Spell out if possible)/First, MI, Last/DSN: 493- Commercial (334) 953-		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SIGNIFICANT AND RECOGNIZABLE CONTRIBUTIONS (5-10 Bullets): -This award recognizes the team that provided the most significant and recognizable contributions to the mission.		
-TEAM MEMBERS (3-15 MEMBERS): -A team consists of candidates (military and/or civilian). -Exceptions should be routed through the 42 ABW/CCC for consideration. -Please list the number of team members only. -Example: -Team Member 1 ----- Email Body: Team Member 1 - Mr. John Doe, Days Assigned -Team Member 2 ----- Email Body: Team Member 2 - Ms. Jane Doe, Days Assigned -Team Member 3 ----- Email Body: Team Member S - SSgt James Doe, Days Assigned		
ACRONYMS -Acronyms listing allowed for Quarterly Only. No Acronym listing for Annual.		

Figure A3.9. Sample AF Form 1206 – Freedom to Serve.

NOMINATION FOR AWARD		
AWARD Freedom to Serve Champion of the Year	CATEGORY (if Applicable) Team	AWARD PERIOD 1 January - 31 December 2021
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team/Committee Title	MAJCOM, FOA, OR DRU AETC	
DAFSC/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 493-XXXX Comm: (334) 953-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Unit/SYMBOL, Address, Maxwell AFB, AL, 36112		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj Nicholas R. Gardner/DSN: 493-3709 Comm: (334) 953 3709-(EXAMPLE)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) SIGNIFICANT AND RECOGNIZABLE CONTRIBUTIONS (4-8 Bullets EXAMPLE BULLETS PROVIDED):		
<ul style="list-style-type: none"> - Wg/CC appoint'd FTS Champion; design'd & co-author'd WIAP msn statement/vision/goal--historical org establish'd - Assist'd mbr w/religious accommodation: coord interview w/Chaplin/CC/draft'd memo--ensur'd 1st amendment right 		
<p>TEAM MEMBERS (2 OR MORE MEMBERS)</p> <ul style="list-style-type: none"> -A team consist of candidates (military, civilian, and/or dependents). -Exceptions should be routed through 42 ABW/CCC for consideration. -Please list the number of team members only. -Example: <ul style="list-style-type: none"> -Team Member 1 ---- Email Body: Team Member 1 - Ms. Jane Doe, Days Assigned -Team Member 1 ---- Email Body: Team Member 1 - Mr. John Doe, Days Assigned -Team Member 1 ---- Email Body: Team Member 1 - SSgt Jerry Doe, Days Assigned -Team Member 1 ---- Email Body: Team Member 1 - MSgt Jennifer Doe, Days Assigned 		
<p>Acronyms (EXAMPLES):</p> <ul style="list-style-type: none"> -Freedom To Serve (FTS) -Wing Inclusion Action Plan (WIAP) 		

NOMINATION FOR AWARD		
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		
Team/Committee Title		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) (Continued)		
<p>AF FORM 1206 Instructions: Team-(4-8), individual-(-5) Bullets using only AF Form 1206. Bullet format is mandatory. Common acronyms throughout the Air Force will be accepted and four uncommon acronyms will be accepted, defined in an acronyms list. The write up should focus on innovation, commitment, and selfless spirit of service to others. Bullets should include; a) operational or community impact; b) innovation; and c) inclusive leadership.</p> <p>a) Operational or Community Impact: How broadly do the accomplishments positively leverage inclusion to enhance mission readiness, effectiveness and accomplishment, or enhance quality of life in the community, on or off installation?</p> <p>b) Innovation: how broadly do the accomplishments capitalize on efficiencies and/or savings, and/or how will it contribute to the evolution of standard practices, or enhance community and installation relations?</p> <p>c) Inclusive Leadership: How Broadly do the accomplishments illustrate the leading of individual differences (demographic/cultural, cognitive/behavior, organizational/structural, global) while creating an all-encompassing philosophy and environment where all members are free to make their fullest contributions to the success of the team, have the ability to fight tonight, fight tomorrow, and where there are no unnecessary barriers to success, so all may have the freedom to serve?</p>		
AF FORM 1206, 20170802	PREVIOUS EDITIONS ARE OBSOLETE	FOR OFFICIAL USE ONLY (When filled in)

Attachment 4**BOARD PRESIDENT'S GUIDE**

- A4.1.** The purpose of this guide is to assist you as the Board President in ensuring the board runs smoothly and professionally and the nominees feel good about having had quality evaluations.
- A4.2.** Ensure you know the ranks, names and units of your fellow board members.
- A4.3.** Ensure the nominees' ranks and names are written on the Maxwell AFB Form 29, *42 ABW Board Member Score Sheets*, that are provided in your board's packages.
- A4.4.** Explain the criteria for review of the packages and ensure each Board Member:
- A4.4.1. Focuses on the information listed on the AF Form 1206, *Nomination for Award*, and scores each package accordingly.
 - A4.4.2. Recognizes that the quantity of information provided on the AF Form 1206 is not and should not be the determining factor.
 - A4.4.3. Remembers 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.
 - A4.4.4. Is reminded that in order to be fair and consistent in their scoring, they **MUST** set aside all prejudices and evaluate the packages in accordance with the guidelines as provided in this instruction.
 - A4.4.5. Provides an honest, objective and unbiased review/evaluation of all nominations; continuing the integrity and credibility our program is noted for.
- A4.5.** Ensure all Board Members score each nominee or package and provide you with their total scores on signed score sheet provided.
- A4.6.** Ensure you use the Maxwell AFB Form 30, *42 ABW Award Board President Score Sheet*, to consolidate the information provided by each board member.
- A4.7.** 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 42 ABW/CC.
- A4.8.** Thank each board member for their participation and efforts in making our recognition program a meaningful and successful one.
- A4.9.** Ensure all items used or pertaining to the board (score sheets, packages, calculators, etc.) are returned to the Recognition Program Monitor, 42 ABW/CCCE, for filing or future use.