

**BY ORDER OF THE COMMANDER
MINOT AIR FORCE BASE**

**MINOT AIR FORCE BASE
INSTRUCTION 36-2801**

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Personnel

**QUARTERLY/
ANNUAL AWARDS PROGRAM**



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(Colonel Sloan L. Hollis)

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This instruction implements AFI 36-2803, *The Air Force Military Awards and Decorations Program*, and applies to the 5th Bomb Wing (5 BW) quarterly and wing annual awards program. This instruction does not apply to Air Force Reserve, Air National Guard, tenant units, or Civil Air Patrol members. The program's purpose is to recognize outstanding Military and Civilian personnel assigned to the 5 BW and associate units, as appropriate. The program provides commanders the opportunity to select and nominate eligible personnel for recognition as outstanding military and civilian members who demonstrate exceptional duty performance, public service, personal character, integrity, initiative and effort to improve themselves and/or enhance their unit's efficiency and effectiveness. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by 10 U.S.C. Chapter 857. System of Records Notice F036 AFPC V, *Awards and Decorations*, applies. The authority to waive wing requirement in this publication is the 5th Bomb Wing Commander, submit requests for waivers through the chain of command. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

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Chapter 1

PROGRAM OVERVIEW

1.1. Objective.

- 1.1.1. Recognizing superior performance and outstanding achievements of personnel assigned to the 5 BW.
- 1.1.2. Contribute to the overall unit morale by recognizing outstanding performers.
- 1.1.3. Participation in this program is strictly voluntary.

1.2. Award Categories.

- 1.2.1. Airman (Amn) of the Quarter/Year. Enlisted in the grades of E-1 through E-4.
- 1.2.2. Noncommissioned Officer (NCO) of the Quarter/Year. Enlisted in the grades of E-5 through E-6.
- 1.2.3. Senior Noncommissioned Officer (SNCO) of the Quarter/Year. Enlisted in the grades of E-7 through E-8.
- 1.2.4. Base Honor Guard Member of the Quarter/Year. 5 BW members of the Minot AFB Honor Guard program.
- 1.2.5. First Sergeant of the Year (FSOY). 5 BW enlisted members who possess the 8F000 Air Force Specialty Code.
- 1.2.6. Company Grade Officer (CGO) of the Quarter/Year. Officers in the grades of O-1 through O-3.
- 1.2.7. Field Grade Officer (FGO) of the Quarter/Year. Officers in the grades of O-4 through O-5.
- 1.2.8. Outstanding Civilian of the Quarter/Year.
 - 1.2.8.1. Category 1. Civilian Technician. The nominees must be a GS-1 through GS-6, NF-1, NF-2, and CY-01 through CY-03, NA-1 through NA-11 or WG-01 through WG-08. Duties do not normally require advanced technical or mechanical skills.
 - 1.2.8.2. Category 2. Civilian Specialist. The nominees must be a GS-7 through GS-11, WG-09 and above, WL, WS-01 through WS-04, IA-3, NF-3, CY-04, or NA-12 or above, NL, or NS. Duties routinely require advanced technical or mechanical skills.
 - 1.2.8.3. Category 3. Civilian Manager. The nominees must be a GS-12 and above, WS-05 and above or NF-4.
- 1.2.9. CMSgt Robert Herrington (ret) Spirit of Service Award (Annual). Enlisted, Officers, and Civilians may apply.
- 1.2.10. Dormitory of the Quarter/Year.
- 1.2.11. The 5 BW Commander's Innovation Award (Annual).

1.3. Eligibility Requirements.

1.3.1. Military Awards.

1.3.1.1. Nominations must be in the grade category held by the nominee on the accountability date listed in [paragraph 1.4](#).

1.3.1.2. Nominees must be assigned to the unit on the accountability date listed in [paragraph 1.4](#) to be considered for annual awards. Additionally, deployed members assigned to the unit, as of the accountability date, are authorized to participate in the annual awards program.

1.3.1.3. Members deployed during the quarter must be at home station over half of the award period to qualify. However, if the deployed location does not have a recognition program, members are authorized to participate in the local quarterly awards program.

1.3.1.4. Nominees must not have an Unfavorable Information File or any incidents of a discreditable nature during the award period.

1.3.1.5. Nominees must have a current passing fitness assessment score throughout the entire award period.

1.3.1.6. First Sergeant of the Year nominees must have been awarded the Special Duty Identifier (SDI) 8F000 and must be currently serving in a First Sergeant position for at least six months.

1.3.2. Civilian Awards.

1.3.2.1. Commanders are responsible for verifying that the nominees are submitted for the appropriate award category by comparing job descriptions and personal knowledge of employees' organizational roles by category definitions.

1.3.2.2. Nominations must be in the category held by the nominee on the accountability date listed in [paragraph 1.4](#).

1.3.2.3. Nominees must be assigned to the unit on the accountability date listed in [paragraph 1.4](#) to be considered.

1.3.2.4. Nominees must not have a disciplinary action(s) pending or taken during the award period.

1.4. Recognition Periods.

1.4.1. First Quarter. 1 January through 31 March.

1.4.1.1. Accountability Date. 15 February.

1.4.2. Second Quarter. 1 April through 30 June.

1.4.2.1. Accountability Date. 15 May.

1.4.3. Third Quarter. 1 July through 30 September.

1.4.3.1. Accountability Date. 15 August.

1.4.4. Fourth Quarter. 1 October through 31 December.

1.4.4.1. Accountability Date. 15 November.

1.4.5. Annual. 1 January through 31 December.

1.4.5.1. Accountability Date. 2 July.

1.5. Group Composition.

1.5.1. The 5th Mission Support Group (MSG). 5 CS, 5 CONS, 5 LRS, 5 CES, 5 SFS, 5 FSS and 5 MSG Staff.

1.5.2. The 5th Maintenance Group (MXG). 5 AMXS, 5 MXS, 705 MUNS, 5 MUNS, 5 MOF and 5 MXG Staff.

1.5.3. The 5th Operations Group (OG). 5 OSS, 23 BS, 69 BS and 5 OG Staff.

1.5.4. The 5th Medical Group (MDG). 5 MDOS, 5 MDSS and 5 MDG Staff.

1.5.5. Wing Staff Agencies (WSA). 5 CPTS and Wing Staff.

1.5.6. Tenant Units. Tenant Units will compete through their parent organizations' quarterly/annual awards programs.

Chapter 2

PROGRAM ROLES RESPONSIBILITIES

2.1. The Commander (5 BW/CC).

- 2.1.1. Is the authority for the 5 BW Awards program for military and civilian personnel.
- 2.1.2. Promotes active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.
- 2.1.3. Approves quarterly and annual board recommendations prior to the release of any final award selection.

2.2. The Vice Commander (5 BW/CV).

- 2.2.1. Administers the officer and civilian awards program.
- 2.2.2. Monitors officer and civilian recognition board selection criteria and procedures.
- 2.2.3. Chairs the quarterly and annual officer and civilian boards. In the absence of the 5 BW/CV, the 5 BW/CC will select a group commander to chair the boards.
- 2.2.4. Conducts a pre-briefing for board members prior to the board, ensuring board members understand the procedures and importance of the recognition program.

2.3. The Command Chief Master Sergeant (5 BW/CCC).

- 2.3.1. Administers the enlisted awards program.
- 2.3.2. Monitors enlisted recognition board selection criteria and procedures.
- 2.3.3. Conducts a pre-briefing for board members prior to the board, ensuring board members understand the procedures and importance of the recognition program.
- 2.3.4. Directs 5 BW First Sergeants' Council members to set up the wing quarterly awards ceremony.
- 2.3.5. Establishes a committee to plan and execute the wing annual awards banquet.
- 2.3.6. Chairs the quarterly and annual SNCO and First Sergeant of the Year boards.
- 2.3.7. Selects board presidents for the Amn and NCO boards.
- 2.3.8. Appoints the president of enlisted boards to conduct the pre-briefing, if unable to do so in person, due to scheduling conflicts.
- 2.3.9. Coordinates with the enlisted board president on problems attaining final board results.
- 2.3.10. Sends all received gifts to 5 BW/JA for an ethics review before distribution.

2.4. The Command Chief Executive Assistant (5 BW/CCCE).

- 2.4.1. Coordinates with the 5 BW/CCC and publishes the 5 BW quarterly and annual awards schedule every January.
- 2.4.2. Collects and distributes military award packages to the board presidents. Package folders will contain:
 - 2.4.2.1. A copy of each nominee's AF Form 1206, *Nomination for Award*.

2.4.2.2. Current fitness assessment score sheet (military nominees only).

2.4.2.3. AMS SURF (military nominees only).

2.4.2.4. Board member score sheet.

2.4.2.5. Consolidated score sheet (board president only).

2.4.3. Advertises the wing suspense for all award packages in each category.

2.4.4. Ensures all nomination packages and score sheets are made available to all board members.

2.4.5. Notifies board members of the names, date, time, and place for boards to be held.

2.4.6. Notifies all nominees of their respective boards and informs them of the date, time, and place of the board.

2.4.7. Receives all score sheets after board completion and consolidates packages for files.

2.4.8. Coordinates board results with 5 BW/CC/CV/CCC as appropriate for approval.

2.4.9. Requests and picks up plaques/engravings for all Wing Staff Agencies, and 5 BW quarterly and annual award winners.

2.5. Honor Guard Leadership (5 FSS/FSOX).

2.5.1. Executes the Honor Guard awards program and boards.

2.5.2. Provides the nomination packages (AF Form 1206, Fitness assessment score sheet, AMS SURF) of the Honor Guard quarterly and annual nominees and the president's score sheet to 5 BW/CCCE no later than the wing suspense for quarterly and annual award winners.

2.6. Wing Protocol (5 BW/CCP).

2.6.1. Invites all community leaders and distinguished visitors (DV) to the award ceremonies.

2.6.2. Provides community leaders with the name and rank of the award recipients.

2.6.3. Provides a list of all community supporters to the 5 BW First Sergeants' Council members.

2.7. The 5 BW First Sergeants' Council members.

2.7.1. Organizes and executes all quarterly awards ceremonies.

2.7.2. Coordinates all dates and times for the ceremonies with the installation commander's executive assistant (5 BW/CCEA) and 5 BW/CCCE for 5 BW/CC/CV/CCC calendars.

2.7.2.1. Changes to the year's schedule will be coordinated with 5 BW/CCEA and 5 BW/CCCE prior to publicizing changes.

2.7.3. Schedules the base theater to conduct the quarterly awards ceremony.

2.7.4. Coordinates e-invite to all 5 BW personnel.

2.7.5. Submits final script to 5 BW/CCP for review 5 duty days prior to ceremony.

2.8. The Wing Annual Awards Committee.

2.8.1. Organizes and executes the annual awards ceremony.

2.8.2. Coordinates date and time with 5 BW/CCEA and 5 BW/CCCE for 5 BW/CC/CV/CCC calendars.

2.8.2.1. Changes to the year's schedule must be coordinated with 5 BW/CCEA and 5 BW/CCCE prior to publicizing changes.

2.8.2.2. Annual award trophies coordinated with 5 BW/CCCE and 5 BW/CCEA for 5 BW/CC approval.

2.8.2.3. Submits final script to 5 BW/CCP for review 5 duty days prior to ceremony.

2.9. Public Affairs (5 BW/PA).

2.9.1. Takes official photos of the award winners.

2.9.2. Ensures appropriate publicity is accomplished.

2.9.3. Includes photos of winners in the appropriate media outlets.

2.9.4. Arranges for hometown news release, as requested.

Chapter 3

NOMINATION PROCESS AND PROCEDURES

3.1. Nomination Procedures.

- 3.1.1. Each group may nominate one individual per category to be considered for the wing boards.
- 3.1.2. The Superintendent, Airmen Dorm Leadership, will nominate no more than 4 dorms to be considered for the wing boards.
- 3.1.3. Nominations must be submitted to the 5 BW/CCCE no later than 1200L (noon) on the submission due date.
- 3.1.4. Packages will be submitted electronically in PDF format.
 - 3.1.4.1. All military nominations must include their AF Form 1206, current fitness assessment score sheet, and AMS SURF in a consolidated PDF.
 - 3.1.4.2. All civilian nominations must include their AF Form 1206.
 - 3.1.4.3. All nomination documents must be saved under the following naming convention: Group - Award Category of the Quarter/Year - Last Name (Quarter/Year) i.e. WSAFGOQ - Smith - 1Q, OG - AOY - Johnson – '16
 - 3.1.4.4. All annual civilian nominations must include their Exemplary Civilian Service Award citation.
- 3.1.5. Late and incomplete submissions will not be considered unless they are previously coordinated with the 5 BW/CCCE and approved by either the 5 BW/CV (for officer and civilian nominations) or the 5 BW/CCC (for enlisted nominations).
- 3.1.6. With the exception of the Honor Guard nominees, annual nominations are not limited to prior wing quarterly award winners/nominees. Additional selection criteria and procedures beyond what is contained within this and higher headquarters' guidance are left up to the individual squadrons/groups.

3.2. Administrative Procedures for Submission of Nominations.

- 3.2.1. Quarterly award nomination package will be submitted in accordance with (IAW) the applicable attachments in this instruction using an AF Form 1206.
- 3.2.2. Dorm of the quarter and year do not require packages. The board will score each nominated dorm in four categories: Appearance of exterior, interior, common areas and two rooms selected by representatives of the nominated dorm.
- 3.2.3. Enlisted quarterly nominations will be submitted IAW [Attachment 2](#) and consist of eight lines: two mandatory headings and six bullets. Nominations will include and be scored on the categories below.
 - 3.2.3.1. Heading for Quarterly Enlisted Categories.
 - 3.2.3.1.1. Leadership and Job Performance in Primary Duties (six lines, including header). Describe scope of responsibility, significant leadership accomplishments and how well the member performed assigned primary, and additional duties.

- 3.2.3.1.2. Whole Airman Concept (two lines, including header). Show how the member developed or improved skills related to primary duties or to support the community (e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, and off-duty education related to primary duties). Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.
- 3.2.4. Officer quarterly nominations will be submitted IAW **Attachment 3** and consist of eight lines (two mandatory headings and six bullets). Nominations will include and be scored on the categories below.
- 3.2.4.1. Heading for Quarterly Officer Categories.
- 3.2.4.1.1. Leadership and Job Performance in Primary Duties (six lines, including header). Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.
- 3.2.4.1.2. Whole Airman Concept (two lines, including header). Show how the member developed or improved skills related to primary duties or to support the community (e.g., formal training, certifications, and off-duty education related to primary duties). Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.
- 3.2.5. Civilian quarterly nominations will be submitted IAW **Attachment 6** and consist of seven lines, including one mandatory heading.
- 3.2.5.1. Headings for Quarterly Civilian Categories.
- 3.2.5.1.1. Performance in Primary Duties (six bullets). Example justifications for this heading are outstanding performance by exceeding established goals (duty, squadron, MAJCOM, etc.) or reducing resource (time, money, manpower, etc.) requirements.
- 3.2.6. Honor Guard quarterly nominations will be submitted IAW **Attachment 7** and consist of five lines (including header) outlining their practice/detail hours and impact on military and local communities. The top four members with the most practice and detail hours will be nominated, rather than nominations by each group. Header for nomination packages is Significant Accomplishments.
- 3.2.7. Annual award nomination packages will be submitted IAW the applicable attachments in this instruction using an AF Form 1206 and Air Force requirements or as directed from Higher Headquarters (HHQ).
- 3.2.8. All annual enlisted, CGO, civilian and FSOY submissions will be submitted IAW **Attachment 4** and consist of 18 lines including two mandatory headings or in accordance with HHQ requirements.
- 3.2.8.1. Acronym listings are not permitted on annual packages. However, packages can use common acronyms (i.e. TDY, SFS, PCS, etc.) unless directed otherwise by HHQ.
- 3.2.8.2. Headings for annual enlisted, civilian, CGO and FSOY categories.

- 3.2.8.2.1. Leadership and Job Performance in Primary Duties (12 lines). 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 by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations as allowed per classification guidelines. Include awards received (e.g., NCO of the Quarter, Maintenance Professional of the Year).
- 3.2.8.2.2. Whole Airman Concept (4 lines). Show how the member developed or improved skills related to primary duties or to support the community (e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, certifications, and off-duty education related to primary duties). Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.
- 3.2.9. All annual FGO award nominations will be submitted IAW **Attachment 5** and consist of 12 lines including two mandatory headings.
- 3.2.9.1. Headings for Annual Awards in the FGO Category.
- 3.2.9.1.1. Leadership and Job Performance in Primary Duties (8 lines). Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.
- 3.2.9.1.2. Whole Airman Concept (2 lines). Show how the member developed or improved skills related to primary duties or to support the community (e.g., formal training, career development course completion, On-the-Job Training, certifications, and off-duty education related to primary duties). Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.
- 3.2.10. Honor Guard annual nominations will be submitted IAW **Attachment 8** and consist of 19 lines (including two mandatory headings).
- 3.2.10.1. The Honor Guard nominations are not permitted an acronym listing; however, common acronyms can be used (i.e. TDY, SFS, PSC, etc.)
- 3.2.10.2. Headings for Annual Honor Guard Categories.
- 3.2.10.2.1. Leadership and Job Performance in Honor Guard Duties (12 lines).
- 3.2.10.2.2. Significant Self-Improvement to Military Funeral Honors and Operations (5 lines).
- 3.2.11. The Superintendent, Airmen Dorm Leader will submit dorms to be considered to the 5 BW/CCCE no later than 1200L (noon) on the submission due date.
- 3.2.12. All CMSgt Robert Herrington (ret) Spirit of Service Award annual nominations will be submitted and consist of 9 lines (including mandatory heading). Both military and civilians may compete.
- 3.2.12.1. Heading for CMSgt Robert Herrington (ret) Spirit of Service Award

3.2.12.2. Base and Community Involvement (8 lines). Define the scope and impact of the member's positive leadership and involvement in both on and off base communities.

3.2.13. The 5th Bomb Wing Commander's Innovation Award

3.2.13.1. Recognizes an individual or team whose actions demonstrate innovation in cost and manpower savings to improve efficiency, operational readiness, and replication of innovation across the 5 BW.

3.2.13.1.1. Write-up limited to one page (including stand-alone headings), single-spaced, size 12-point font, using only the AF Form 1206. Bullet format is mandatory. Only common acronyms known throughout the Air Force will be authorized. Use the following headings:

3.2.13.1.1.1. **Summary:** Three to five lines summarizing the purpose, accomplishments, and benefits of the award submission.

3.2.13.1.1.2. **The 5 BW Innovation:** Not to exceed 20 lines. Innovations and/or projects that have produced tangible and/or intangible benefits for operations, procedures, and morale. May include cost savings, efficient/effective operations, or enhanced operational support. Individual or team innovations and/or projects that positively impacted the 5 BW that have been approved by the proper authority and have started implementation within the award dates.

3.2.13.1.1.3. **Practicality of Implementation:** Describe if the initiative was readily integrated into existing systems (was it cost-effective to implement, and the return on investment). Describe if the initiative lead to more potential uses or applications within other functions of the organization.

3.2.13.1.1.4. **Team Nomination Awards:** Include rank and full name of all team members on the second page.

Chapter 4

WING BOARDS

4.1. Wing Quarterly and Annual Boards.

4.1.1. Wing enlisted boards will be comprised of a representative from each group including the Wing Staff Agencies (when possible), for a total of six board members.

4.1.2. Officer and civilian boards will be comprised of a representative from each group for a total of five board members.

4.1.3. Quarterly boards are “package only” boards. Individual Annual boards with the exception of the civilian, CGO, FGO, CMSgt Robert Herrington (ret) Spirit of Service and 5 BW innovation categories will be comprised of a package and a personal interview for each nominee.

4.1.4. The term “board” is used universally from hereon in to reference both quarterly and annual boards.

4.1.5. Groups will provide 5 BW/CCCE names of board members no later than 10 duty days prior to the scheduled board date unless otherwise directed by the 5 BW/CCCE. 5 BW/CCCE will communicate final board composition to the 5 BW/CV and the 5 BW/CCC.

4.1.6. The board president is responsible for explaining board procedures to the board members.

4.1.7. The board president is not a voting member unless needed to break a tie.

4.1.8. Board members will provide scores IAW this instruction, guidance from their respective board president, and ensure no ties are submitted.

4.1.9. Enlisted Boards.

4.1.9.1. Each enlisted board will have a CMSgt or designated representative that will serve as the board president, as appointed IAW **paragraph 4.1.9.4**.

4.1.9.2. Selection of the respective enlisted board presidents will be made by 5 BW/CCC.

4.1.9.3. SNCO Boards. The 5 BW/CCC or his/her representative will preside as the board president for all SNCO boards.

4.1.9.3.1. The SNCO board will be comprised of group superintendents to include the WSA Superintendent. If unavailable, another CMSgt or the next highest ranking SNCO may fill the role.

4.1.9.4. Airman and NCO Boards. The 5 BW/CCC will appoint a CMSgt or designated representative to serve as the president for each board. The board will be comprised of SNCOs from each group and the WSA superintendent.

4.1.9.5. FSOY Award Board. The 5 BW/CCC will preside over the FSOY Board. Group superintendents, WSA superintendent, and the senior First Sergeant (if not nominated for the award) will serve as board members.

4.1.10. Officer Boards. The 5 BW/CV has the overall responsibility for the officer boards.

- 4.1.10.1. The 5 BW/CV will preside over the officer boards.
- 4.1.10.2. CGO boards will be comprised of squadron commanders.
- 4.1.10.3. FGO board will be comprised of group commanders. If a group commander is unavailable, the respective deputy group commander will take their place.
- 4.1.11. Civilian Boards. The 5 BW/CV has the overall responsibility for civilian boards.
 - 4.1.11.1. The 5 BW/CV will preside over civilian boards.
 - 4.1.11.2. Civilian boards will be comprised of deputy group commanders.
- 4.1.12. Honor Guard Board. The quarterly awards board for the Honor Guard will consist of one CMSgt, one First Sergeant (appointed by the ranking 5 BW First Sergeant Council member), and the Honor Guard NCOIC.
 - 4.1.12.1. Board scheduling and notification for board members and nominees is the responsibility of the Honor Guard NCOIC.
- 4.1.13. The Annual Honor Guard board will consist of one CMSgt, two First Sergeants and the Honor Guard NCOIC.
- 4.1.14. The Annual and Quarterly dormitory boards will consist of one CMSgt, two First Sergeants and the Superintendent, Airmen Dorm Leader.

4.2. Nominee Evaluation Process.

- 4.2.1. The board will evaluate each nominee's package and in-person interview (when applicable) and provide a final score for each.
 - 4.2.1.1. Each board member will evaluate and score all nominee packages using the board score sheet for the board assigned (see [Attachment 9](#) for example).
 - 4.2.1.2. Board members will assign a point value to each performance line on the AF Form 1206 nomination package using the scoring methodology from 6.0 to 10.0 in half point increments. Once all lines are scored, board members will total all points for each nominee, complete the board members score sheet and provide to the board president.
 - 4.2.1.3. After collecting all the scored packages, the president will calculate the nominees total score. The nominee with the largest value will be merit ranked number 1, the second largest will be merit ranked number 2, and so on until all nominees have received a merit rank order within their respective category.
- 4.2.2. Results are not final until the 5 BW/CC approves the recommendations from each board. Once approved, results for all boards will be passed to the 5 BW/CCCE.
- 4.2.3. Resolution of ties and score sheet differences will be documented by the board president. All board member score sheets and related documentation will be returned to the 5 BW/CCCE as part of the final package.
- 4.2.4. The 5 BW/CCCE will schedule the quarterly and annual dormitory visits for the selected board members. Board members will assign a point value, using the scoring methodology from 6.0 to 10.0 in half point increments, for each of the 4 categories (appearance of exterior, interior, common areas and 2 rooms).

4.3. Uniform Requirements for In-Person Boards and Annual Award Ceremonies.

4.3.1. Service dress is the uniform for board members and nominee's meeting the in-person annual board. If an in-person board is not convened, the uniform of the day will be utilized for board members. Mess Dress, semi-formal uniform, or the established dress as approved by the 5 BW/CC will be worn by all military members attending the annual awards banquet. Civilians will wear equivalent civilian attire.

4.4. Nominee Availability and Meeting the Boards.

4.4.1. Annual nominees are responsible for knowing the in-person board date as publicized.

4.4.2. Nominees will be notified of the board time no later than five days prior to the board.

4.4.3. If a nominee is unable to meet the board in person, the absent nominee will receive the mean score of the nominees that met the board.

4.4.3.1. The face-to-face board may be canceled if more than 50 percent of nominees are unable to attend.

4.4.3.2. The board will primarily score on professional military bearing, dress & appearance, and ability to communicate. It is the nominee's responsibility to prepare for the board.

4.4.3.3. Enlisted category questions. Each board member will submit two opinion-based questions which will be reviewed and approved by the president of the board in advance. Below are some basic principles or topics that are examples to help develop questions to use on the board.

4.4.3.3.1. Mission. The primary task of a military organization is to perform its mission. This is paramount, and everything else must be subordinate to this objective. As an Airman, your primary responsibility is to lead people successfully carrying out the unit's mission.

4.4.3.3.2. Leadership. Effective leadership is essential to mission success. Increased proficiency in core skills, knowing the mission of the Air Force, command and wing objectives, and knowing the proper way to wear the uniform are examples that will help improve Airmanship.

4.4.3.3.3. Leading by Example. You must set the example for others to follow. People will observe your positive or negative characteristics and often times emulate them. Airmen of all ranks want to follow leaders who don't consider themselves above certain tasks, duties or supporting wing events.

4.4.3.3.4. Core Values. Central to every Airman are the Air Force Core Values of living by Integrity First, Service Before Self, and Excellence in All We Do.

4.4.3.3.5. Current Events. Staying abreast of current events completes the "whole person" concept.

4.4.3.4. Honor Guard Category Questions. Each board member will submit two or more opinion-based questions which will be reviewed and approved by the president of the board in advance. The following topics will be used to develop questions to use on the board.

4.4.3.4.1. Military Bearing.

4.4.3.4.2. Drill and Ceremony.

4.4.3.4.3. Dress and Appearance.

Chapter 5

WINNER RECOGNITION

5.1. Wing Annual Award Winners. The 5 BW/CCCE will ensure winning packages are prepared for approval by the wing commander and will coordinate purchase of awards. The Wing Commander will determine presentation format.

5.1.1. Annual award winners may receive a gift from local donors. All gifts require an ethics legal review (prior to distribution) by 5 BW/JA. 5 BW/CCP will coordinate distribution of gifts with the award winner's First Sergeant or if not available the 5 BW/CCCE. The 5 BW/CCCE is responsible for mailing awards and any gifts to award winners not presently assigned at Minot AFB.

5.1.2. Civilian annual winners may receive the Exemplary Civilian Service Award Medal.

5.1.2.1. Each unit will draft the citation as a part of the nomination package. Reference AFI 36-1004, *The Air Force Civilian Recognition Program*, for additional award documentation and filing instructions. Questions may be directed to the Civilian Personnel Office.

5.1.2.2. The award of a civilian medal is documented in the Defense Civilian Personnel Data System (DCPDS), by way of MyBiz. After award presentation, the employee will access their MyBiz account and upload a scanned version of the citation. Questions may be directed to the Civilian Personnel Office.

5.2. Wing Quarterly Award Winners. The 5 BW/CCCE will ensure winning packages are prepared for and approved by the wing commander. The wing commander will determine presentation format.

5.2.1. Quarterly Award winners may receive a gift from local donors. All gifts will receive an ethics legal review, prior to dissemination by 5 BW/JA. 5 BW/CCP will coordinate distribution of gifts with the award winners. The 5 BW/CCCE is responsible for mailing awards and any gifts to award winners not presently assigned at Minot AFB.

BRADLEY L. COCHRAN, Colonel, USAF
Commander

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

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

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

AFPD 36-28, *Awards and Decoration Program*, 27 Jun 2018

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

AFI 36-1004, *The Air Force Civilian Recognition Program*, 29 August 2016

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1206, *Nomination for Award*, 2 August 2017

Abbreviations and Acronyms

CGO—Company Grade Officer

EES—Enlisted Evaluation System

FGO—Field Grade Officer

FSOY—First Sergeant of the Year

HHQ—Higher Headquarters

MDG—Medical Group

MSG—Mission Support Group

MXG—Maintenance Group

NCO—Noncommissioned Officer

OG—Operations Group

SDI—Special Duty Identifier

SNCO—Senior Noncommissioned Officer

SURF—Single Unit Retrieval Format

VTC—Video Teleconference

WSA—Wing Staff Agency

Attachment 2

QUARTERLY ENLISTED AF FORM 1206 TEMPLATE

Figure A2.1. Quarterly Enlisted AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 5 BW Quarterly Awards Program	CATEGORY (if Applicable) AMN/NCO/SNCO	AWARD PERIOD 1 Jul 18 - 30 Sep 18
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/John E. Doe	MAJCOM, FGA, OR DRU AFGSC	
DAFSC/DUTY TITLE 4Y0X1/Dental Technician	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 453-XXXX/COM: 701-723-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 5 MDOS/SGOD/194 Missile Ave Minot AFB, ND 58705		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane E. Commander/DSN: 453-XXXX & COMM: 701-723-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (5 Bullets)		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
WHOLE AIRMAN CONCEPT: (1 Bullet)		
- Line 1		
ACRONYMS: (not "ACRONYM LISTING:", just "ACRONYMS:")		
- Limit acronyms to 10 total function-specific acronyms (AF/AFGSC approved acronyms do not need to be listed)		

Attachment 3

QUARTERLY OFFICER AF FORM 1206 TEMPLATES

Figure A3.1. Quarterly Officer AF Form 1206 Templates.

NOMINATION FOR AWARD		
AWARD 5 BW Quarterly Awards Program	CATEGORY (If Applicable) FGO/CGO	AWARD PERIOD 1 Jul 18 - 30 Sep 18
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Maj/John E. Doe	MAJCOM, FGA, OR DRU AFGSC	
DAFSC/DUTY TITLE 21A3/Operations Officer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 453-XXXX/COM: 701-723-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 5 MXS/MXM/194 Missile Ave Minot AFB, ND 58705		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane E. Commander/DSN: 453-XXXX & COMM: 701-723-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (5 Bullets) - Line 1 - Line 2 - Line 3 - Line 4 - Line 5 WHOLE AIRMAN CONCEPT: (1 Bullet) - Line 1 ACRONYMS: (not "ACRONYM LISTING-", just "ACRONYMS:") - Limit acronyms to 10 total function-specific acronyms (AF/AFGSC approved acronyms do not need to be listed)		

Attachment 4

ANNUAL ENLISTED, CGO, CIVILIAN, FSOY AF FORM 1206 TEMPLATE

Figure A4.1. Annual Enlisted, CGO, Civilian, and FSOY AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 12 Outstanding Airman of the Year Award	CATEGORY (if Applicable) NCO	AWARD PERIOD 1 Jan - 31 Dec 17
RANK/NAME OF NOMINEE (First, Middle Initial, Last) TSgt/John E. Buck	MAJCOM, FGA, OR DRU AFGSC	
DAFSG/DUTY TITLE 4C071/NCOIC, Mental Health Clinic	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 453-XXXX & Commercial: (701) 723-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 5 MDOS/SGOW/194 Missile Ave/Minot AFB/ND/58704		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col/Jane E. Commander/DSN: 453-XXXX & Commercial: (701) 723-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-space, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
- Line 6		
- Line 7		
- Line 8		
- Line 9		
- Line 10		
- Line 11		
- Line 12		
WHOLE AIRMAN CONCEPT:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
NO ACRONYM LISTING FOR ANNUAL AWARDS & ONLY USE COMMON AIR FORCE ACRONYMS		

Attachment 5

ALL OTHER MILITARY ANNUAL AF FORM 1206 TEMPLATE FIGURE

Figure A5.1. All Other Military Annual AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD 5 BW Annual Awards	CATEGORY (if Applicable) FGO	AWARD PERIOD 1 Jan 18 - 31 Dec 18
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Maj/John E. Doe		MAJCOM, FGA, OR DRU AFGSC
DAFSG/DUTY TITLE 21A3/Operations Officer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 453-xxxx/COM: 701-723-xxxx	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 5 MXS/MXM/194 Missile Ave Minot AFB, ND 58705		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Jane E. Commander/DSN: 453-xxxx & COMM: 701-723-xxxx		
SPECIFIC ACCOMPLISHMENTS (Use single-quoted bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (8 Bullets)		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
- Line 6		
- Line 7		
- Line 8		
WHOLE AIRMAN CONCEPT: (2 Bullets)		
- Line 1		
- Line 2		
NO ACRONYM LISTING FOR ANNUAL AWARDS & ONLY USE COMMON AIR FORCE ACRONYMS		

Attachment 8

ANNUAL HONOR GUARD AF FORM 1206 TEMPLATE

Figure A8.1. Annual Honor Guard AF Form 1206 Template.

NOMINATION FOR AWARD		
AWARD Base Honor Guard Member of the Year	CATEGORY (If Applicable) N/A	AWARD PERIOD 1 Jan - 31 Dec 18
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Rank/John E. Doe	MAJCOM, FOA, OR DRU AFGSC	
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 5 BW/XXXX/ 475 Summit Drive/Minot Air Force Base/North Dakota/58705		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
- Line 6		
- Line 7		
- Line 8		
- Line 9		
- Line 10		
- Line 11		
- Line 12		
SIGNIFICANT SELF IMPROVEMENT TO MILITARY FUNERAL HONORS AND OPERATIONS:		
- Line 1		
- Line 2		
- Line 3		
- Line 4		
- Line 5		
NO ACRONYM LISTING FOR ANNUAL AWARDS & ONLY USE COMMON AIR FORCE ACRONYMS		

Attachment 9
SAMPLE BOARD SCORE SHEET

Figure A9.1. Sample Board Score Sheet.

QUARTERLY BOARD MEMBER'S SCORE SHEET

CATEGORY: AMN

Rank / Name of Nominee	Written Package Score	Ranking	Comments
MDG			
MSG			
MXG			
OG			
WSA			

Date: _____ Award Period: _____

Printed Name: _____

Signature: _____

Scoring Process:

1. When scoring, please read and consider the entire written product to ensure you get a "whole-package" view. Score the candidate's written package using the 6.5 to 10 point scale (shown below). Use of tenths is highly encouraged (i.e. 6.5, 6.6, 6.7), therefore as a board member, distinguish between nominees; no two nominees should receive the same score. Document your score for that candidate in the "Written Package Score" column above.

Scoring Scale:

- | | |
|----------------------|------------------------------------|
| 10 – Absolutely Tops | 8.0 – Slightly Better Than Average |
| 9.5 – Outstanding | 7.5 – Average |
| 9.0 – Few Better | 7.0 – Slightly Below Average |
| 8.5 – Strong | 6.5 – Well Below Average |