

**BY ORDER OF THE COMMANDER  
SCOTT AIR FORCE BASE (AMC)**

**SCOTT AIR FORCE BASE  
INSTRUCTION**



**36-2803**

**7 JANUARY 2019**

**Personnel**

**SCOTT AFB AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 36-2803, *The Air Force Military Awards and Decorations Program* and AFI 36-1004, *The Air Force Civilian Recognition Program*. This instruction establishes uniform policy and procedures for nomination, selection and award of the 375th Air Mobility Wing (375 AMW) and applies to all Regular AF (RegAF) military and civilian personnel assigned or attached to the 375 AMW. The overall objective is to recognize outstanding performers and individual achievements on a continuing basis. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate functional chain of command.

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## ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. Major changes include: reduced number of lines required on all quarterly nominations, a limit of 10 acronyms to be used on an AF Form 1206, *Nomination For Award*, removal of volunteer category, addition of team and flight award, updated headings and submission process. If AF and/or Headquarters Air Mobility Command (HQ AMC) make policy changes affecting this program, changes will supersede this instruction.

### **1. Recognition Program.**

1.1. Objective. Recognize outstanding personnel assigned to 375 AMW, Scott AFB.

1.2. Responsibilities.

1.2.1. The 375 AMW Commander (375 AMW/CC) is responsible for:

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

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

1.2.2. The 375 AMW Vice Commander (375 AMW/CV) is responsible for:

1.2.2.1. Overseeing the company grade officer (CGO), field grade officer (FGO), and civilian recognition program.

1.2.2.2. Ensuring board presidents for the CGO, FGO, and civilians rotate between each major unit.

1.2.2.3. Submitting the wing nomination to HQ AMC for the AMC Outstanding Company Grade Officer of the Year Award (CGO only), and AMC Civilian Employee of the Year.

1.2.3. The 375 AMW Command Chief (375 AMW/CCC) is responsible for:

1.2.3.1. Overseeing the enlisted recognition program.

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

1.2.3.3. Briefing board presidents on procedures as appropriate.

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

1.2.3.5. The 375 AMW/CCC will publish a detail quarterly and annual awards schedule (inclusive dates, board & ceremony dates, etc.) each calendar year after 375 AMC/CC approval. Nominations are due to the 375 AMW/CCCE no later than 1200 hours on the suspense date. Late submissions will not be accepted unless approved by the 375 AMW/CCC.

1.2.4. The 375 AMW Command Chief Executive Assistant (375 AMW/CCCE) is responsible for:

1.2.4.1. Administering the recognition program.

- 1.2.4.2. Providing an annual schedule of the wing boards to all 375 AMW subordinate units.
  - 1.2.4.3. Maintaining a list of nominees and packages on the award recipients in accordance with RDS.
  - 1.2.4.4. Preparing and distributing the nomination packages to the board members no later than (NLT) 2 duty days prior to the board date.
  - 1.2.4.5. Sending invitations to sponsors of the base recognition program.
  - 1.2.4.6. Collecting RSVPs from the sponsors and validates nominees attendance.
  - 1.2.4.7. Ensuring appropriate elements are prepared (i.e., plaques/mementos etc.).
  - 1.2.4.8. Working with the awards committee to ensure recognition events are accomplished.
  - 1.2.4.9. Overseeing the rotation of enlisted board presidents.
  - 1.2.4.10. Selecting board dates and notifying members.
  - 1.2.4.11. Forwarding the award winner names to the 375 AMW/CCC and 375 AMW/CC for approval.
- 1.2.5. Group commanders and the 375 AMW Director of Staff (375 AMW/DS) are responsible for:
- 1.2.5.1. Providing board members as requested by the 375 AMW/CCCE.
  - 1.2.5.2. Providing replacement board members if selected members become unavailable. **Note:** Emphasis is placed on commander's responsibility to provide a board member if tasked.
  - 1.2.5.3. Establishing nomination procedures to select deserving personnel assigned.
  - 1.2.5.4. Ensuring all nominees are notified of their selection.
  - 1.2.5.5. Submitting nominations to the 375 AMW/CCCE by the suspense date.
- 1.2.6. Awards board presidents are responsible for:
- 1.2.6.1. Briefing board members on their duties and responsibilities prior to the board convening.
  - 1.2.6.2. Ensuring board members understand and know how to effectively score award packages.
  - 1.2.6.3. Completing tabulations on the board tally sheet and ensuring the sheets are forwarded to the 375 AMW/CCCE.
  - 1.2.6.4. Acting as a voting member only in the event of a tie.
  - 1.2.6.5. Briefing board members, when applicable, on the confidentiality of the board proceedings.
  - 1.2.6.6. Assigning topics (annual only i.e., POA, current events ...) to the board members so they may ask questions.

1.2.7. Awards board members are responsible for:

1.2.7.1. Meeting and conducting boards on the prescribed day at the predetermined location and time.

1.2.7.2. Unless directed otherwise by the 375 AMW/CCC, quarterly boards will be package only. Annual military boards will include face-to-face boards. Officer and civilian's boards will be package only, unless directed by the 375 AMW/CC or CV. Board members will review the score sheet prior to the board convening ([Attachment 2](#)).

1.2.8. The 375th Force Support Squadron Superintendent (375 FSS/CCC) is responsible for:

1.2.8.1. Establishing nomination procedures for Base Honor Guard (375 FSS/FSZH) to select deserving personnel assigned.

1.2.8.2. Ensuring all Base Honor Guard nominees are notified of their selection.

1.2.8.3. Submitting nominations and recommended winner to 375 AMW/CCCE by the suspense date.

1.3. Wing Nominations/Suspense Dates.

1.3.1. Groups under the 375 AMW to include Wing Staff Agencies (WSA) may submit one nomination in the Junior Enlisted, NCO, SNCO, CGO, FGO, and Civilian per category for the wing quarterly award boards. **Note:** One does not need to win a wing quarterly award to compete for annual awards.

1.3.2. Quarterly awards inclusive dates will be as follow: The 1st Quarter, Nov-Jan; 2d Quarter, Feb-Apr; 3d Quarter, May-Jul; 4th Quarter, Aug-Oct. The quarterly and annual award will be based on facts and achievements occurring and/or concluding during the quarterly or annual award period (Jan-Dec) ([Attachment 6](#)).

1.3.2.1. The military and civilian annual award winners will be the wing nominees for the next level.

## 2. Military Award Program.

2.1. General. The recognition program is administered on a calendar year basis. All Regular Air Force military will compete in the grade they held for the majority of the award period. Members must have been assigned to an organization within the wing for at least 25% of the award period to compete. Individuals must not have received or have pending any disciplinary action during the award period. Grade criteria are as follows:

2.1.2. O-4 through O-5 for field grade officer.

2.1.3. O-1 through O-3 for company grade officer.

2.1.4. E-7 through E-8 for senior noncommissioned officer.

2.1.5. E-5 through E-6 for noncommissioned officer.

2.1.6. E-1 through E-4 for junior enlisted.

2.1.7. E-7 through E-8 for first sergeant (must have AFSC 8F000).

2.1.8. All RegAF serving in the honor guard during award period.

## 2.2. Military Quarterly Award Nomination Procedures.

2.2.1. Each group may submit no more than one nominee in each category to the wing quarterly recognition boards.

2.2.3. Use the AF Form 1206 (latest version located on e-publishing), front page only ([Attachment 4](#)).

2.2.4. Military Categories: Accomplishments must have occurred during the period of the award. Nominations must be restricted to 8 lines including headings (six lines of data and two category headings).

2.2.5. "LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES" – 4 bullets.

2.2.6. "WHOLE AIRMAN CONCEPT" – 2 bullets.

2.2.7. Use bullet statements under each subtitle heading, not on the same line as headings. A legend will be used at the bottom of the AF Form 1206 for all acronyms used, a limit of 10 acronyms will be allowed (only for quarterly awards).

2.2.8. Upload all submissions to the 375 AMW Awards Tracker EIM site.

## 2.3. Military Annual Award Nominations Procedures.

2.3.1. Each group may submit one nomination in each category to the wing annual recognition boards.

2.3.2. List only those accomplishments that occurred during award period of 1 January-31 December.

2.3.3. The annual nominee does not have to be a quarterly recipient during the year of the annual award nominated.

2.3.4. Categorical groups under the 375 AMW including WSA may submit one nomination in each category.

2.3.5. The members selected during the wing annual enlisted boards (Junior Enlisted, NCO, and SNCO) will compete for the 12 Outstanding Airmen of the Year (12 OAY) Award. The winner of the wing annual CGO and first sergeant board will compete for the AMC CGO or First Sergeant of the Year Award.

2.3.6. Nomination packages for the wing annual award boards in the enlisted categories must meet the requirements for submission for the 12 OAY Award IAW AFI 36-2805, *Special Trophies and Awards*, and higher headquarters guidance for the 12 OAY awards.

2.3.7. Nomination packages for the wing annual award board in the CGO category must meet the requirements for submission for the AMC Outstanding Company Grade Officer of the Year Award IAW *AMC Guidance*.

2.3.8. The members selected as the wing USAF First Sergeant of the Year category will compete for the AMC First Sergeant of the Year Award. First sergeants assigned to HQ AMC and tenant units will compete through their respective chains of command.

2.3.9. First sergeants must be in an authorized 8F000 position to be eligible for the annual award.

2.3.10. Packages will comply with higher headquarters guidance for the USAF First Sergeant of the Year Award.

### 3. Civilian Award Program.

3.1. General. The recognition program is administered on a calendar year basis. All appropriated and non-appropriated fund (NAF) civilians assigned or attached to 375 AMW will compete in the grade they held for the majority of the award period. Members must have been assigned to an organization within the wing for at least 25% of the award period to compete. Individuals must not have received or have pending any disciplinary action during the award period or 6 months prior to award period. Each unit will contact Civilian Personnel Section to ensure records are reviewed prior to member's package submission. Grade criteria are as follow:

3.1.1. GS-/GG-01 through 08, WG-/WL-01 through 08, NA-/NL-/NS-01 through 08, CC-01 through 05, NF-I and II for Category I.

3.1.2. GS-/GG-09 through GS-12, WG-/WL-09 and above, WS-01 through 12, NA-09 and above, NL-/NS-09 through 12, NF-III and IV for Category II.

3.1.3. GS-/GG-/GM-13 and above, WS-/NL-/NS-13 and above, NF-V and above for category III.

#### 3.2. Civilian Quarterly Award Nomination Procedures.

3.2.1. Each group may submit no more than one nominee in each category to the wing quarterly recognition boards.

3.2.2. Use the AF Form 1206 (latest version located on e-publishing), front page only.

3.2.3. Civilian Categories. Accomplishments must have occurred during the period of the award. Nominations must be restricted to 8 lines including headings (six lines of data and two category headings).

3.2.4. "LEADERSHIP AND JOB PERFORMANCE" – 4 bullets.

3.2.5. "OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS" – 2 bullets.

3.2.6. Use bullet statements under each subtitle heading, not on the same line as headings. A legend will be used at the bottom of the AF Form 1206 for all acronyms used, a limit of 10 acronyms will be allowed (only for quarterly awards).

3.2.7. Upload all submissions to the 375 AMW Awards Tracker EIM site:

3.2.8. Each unit will be required to complete appropriate paperwork for granting a Notable Achievement Award or Time-Off Incentive Award for appropriated fund winners, reference in [paragraph 6.11](#). The original award justification can be maintained in the Supervisor Employee Work folder. The winner will only receive one Notable Achievement Award or Time-Off Incentive Award at the highest level won.

#### 3.3. Civilian Annual Award Nomination Procedures.

3.3.1. Each group including the wing staff agency (WSA) may submit one nomination in each category to the wing annual recognition board (375 AMW/CCCE).

3.3.2. Use an AF Form 1206 (latest version located on e-publishing), front page only.

3.3.2.1. Annual nominations will follow AMC Outstanding Civilian of the Year Award guidance.

3.3.3. The annual nominees do not have to be a quarterly winner of that year.

#### **4. Honor Guard Recognition Program.**

4.1. Eligibility.

4.2. Honor Guard members assigned to Scott AFB for at least 25% of the award period. Nominee shall be on standing guard during the quarter nominated.

4.2.1. Nominees will process through their squadron commander and first sergeant before being nominated.

4.2.2. The Scott AFB Honor Guard Superintendent/NCOIC will recommend a winner out of those nominated for the quarterly and annual awards to the 375 FSS/CCC. The 375 FSS/CCC will forward nominations to the 375th Mission Support Group (MSG)/CCC for all MSG nominations to be sent to the 375 AMW/CCCE.

#### **5. Flight and Team Recognition Program.**

5.1. Team Award Eligibility.

5.1.1. Any civilian or members of any rank assigned to the 375 AMW, which are part of a team that goes above and beyond on a project(s). The team may be part of the same unit e.g. an aircrew or medical team or a mixture of different units e.g., wing event committee, private orgs, etc.

5.1.2. High performing teams will be identified through multiple venues by the wing commander, command chief (weekly drive-arounds, showcase Airman presentations, unit visits etc.). The wing commander with the advisement from the CV and CCC will select three teams per quarter to be highlighted during the quarterly recognition ceremony and the wing commander will announce the winner during this venue. No nomination write up for this award required.

5.2. Flight Award Eligibility.

5.2.1. Any flight assigned to the 375 AMW, which goes above and beyond to accomplish the mission through innovative process improvement, has enhanced mission capability, improved operational performance, produced validated savings and/or a positive effect on operations, procedures, health, safety, welfare, and morale, and achieved sustained results.

5.3. Flight Nomination Procedures.

5.3.1. Each group may submit no more than one flight nomination under the wing annual recognition program.

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

5.3.3. Use the AF Form 1206 (latest version located on e-publishing), front page only ([Attachment 5](#)).

5.3.4. Accomplishments must have occurred during the period of the award. Nominations must be restricted to 15 lines including headings (twelve lines of data and three category headings).

5.3.4.1. "EXECUTE AND STRENGTHEN THE MISSION" – 4 bullets.

5.3.4.2. "DEVELOP AND CARE FOR AIRMAN AND THEIR FAMILIES" – 4 bullets.

5.3.4.3. "STRENGTHEN MISSION AND COMMUNITY PARTNERSHIPS" – 4 bullets.

5.3.5. Upload all flight award submissions to the 375 AMW Awards Tracker EIM site.

## **6. Board Member Selection Criteria/Scoring Procedures.**

6.1. The 375 AMW/CV (officer/civilian), 375 AMW/CCC (enlisted) or designated representative will serve as staff advisor for the selection process.

6.2. The 375 AMW/CCCE will provide a board schedule to each participating organization. Those organizations will in-turn solicit for volunteers to serve as board members and return the selections to the 375 AMW/CCCE by the established suspense date.

6.2.1. The Awards Committee is comprised of personnel from the 375 MSG, 375th Operations Group (375 OG), 375th Medical Group (375 MDG), 375th Communications Group (375 CG), and the WSA.

6.3. Wing boards will consist of at least four members and a president for military awards. No less than three committee members will review and score civilian, officer, and flight award packages. The president is a non-voting member except in the case of an overall tie.

6.4. Board members will be rotated among wing organizations.

6.5. Board member grade requirements are as follows:

6.5.1. FGO: O-5 or O-6 (President: O-6) and a CGO representative (voting member).

6.5.2. CGO: O-4 or O-5 (President: O-6).

6.5.3. SNCO: E9.

6.5.4. Junior Enlisted: NCOs (President: E-9).

6.5.5. NCO: SNCOs (President: E-9).

6.5.6. First Sergeant: Group superintendents.

6.5.7. Flight Award (President: O-6) and a current flight chief and CGO member (voting member).

6.5.8. Civilian: To be determined by 375 AMW/CV.

6.6. Selection Boards.

6.6.1. Quarterly award boards will be held on predetermined dates after the quarter has ended.



6.6.2. Annual award boards will be held no later than February of each year, to meet 18 AF schedule.

6.6.3. Selection is based on ranking of the AF Form 1206 under ordinal scoring system (rank order).

6.6.4. Quarterly award boards will be package only. Military (enlisted only) annual award boards will include a formal face-to-face board. Board members must review and score nomination packages prior to the actual board. Board members will review and score packages using criteria set forth by the board president.

6.7. Board scoring procedures.

6.7.1. All quarterly and annual boards will score the AF Form 1206 in the same manner using the following procedures:

6.7.1.1. Military headings include:

6.7.1.2. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES.

6.7.1.3. WHOLE AIRMAN CONCEPT.

6.7.2. Civilian headings include:

6.7.2.1. LEADERSHIP AND JOB PERFORMANCE.

6.7.2.2. OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS.

6.7.3. Flight Awards headings include:

6.7.3.1. EXECUTE AND STRENGTHEN THE MISSION.

6.7.3.2. DEVELOP AND CARE FOR AIRMAN AND THEIR FAMILIES.

6.7.3.3. STRENGTHEN MISSION AND COMMUNITY PARTNERSHIPS.

6.7.2. Board members will review and break any ties on their individual scoring sheet. Board members will rank order the candidates (#1 is best) ([Attachment 2](#)).

6.7.2.1. Annual board members will use the same score sheets provided and assign a total score.

6.7.2.2. The board president will consolidate, transcribe, and add up the total scores onto the wing award board sheet. Variances of more than one whole point will be discussed. The nominee with the lowest score (rank order) will be selected as the board's recommendation.

6.7.2.3. The board president's score will only be used to resolve a tie.

6.7.2.4. For those annual award packages meeting the AF 12 OAY process, they must be consistent with current 12 OAY guidelines. The officer and civilian annual award packages will be consistent with current AMC guidance. The maximum number of lines will be consistent with applicable guidelines.

6.8. Formal Face-to-Face/Presentation Military (enlisted only) Annual Award Board.

6.8.1. The military annual award board will be a presentation or face-to-face board.

6.8.2. If a military nominee cannot attend the board (if applicable) due to unforeseen circumstances (contingency, deployment, TDY, emergency leave, hospitalization), the 375 AMW/CCC or designated representative will determine course of action to ensure equitable representation of nominee. The areas scored on the presentation board include: Bearing and Behavior, Dress and Appearance, and Communication.

6.8.3. Board Questions (when applicable).

6.8.3.1. The board members formulate and ask opinionated questions. The questions will be general military knowledge and current events and be reviewed by the board president prior to convening the boards.

6.8.3.2. The board president will evaluate and determine the appropriateness of the questions.

6.8.3.3. The board president is a non-voting member and the president's score will only be used to resolve a tie.

6.9. Quarterly/Annual Award Presentations.

6.9.1. Quarterly Recognition Ceremonies.

6.9.1.1. Barring conflicts with the wing schedule, quarterly recognition ceremonies will be held as advertised. The awards committee will manage these events.

6.10. Annual Recognition Ceremony.

6.10.1. The annual awards ceremony will be held after the boards and nominees are selected. Awards will be presented at an appropriate ceremony. The 375 AMW/CCC will assign a POC for this event.

6.11. Additional Guidance for Civilian Awards:

6.11.1. Wing quarterly award recipients receive a memento and either a \$200.00 cash Notable Achievement Award or a 2-day Time-Off Incentive Award. The decision of which award to grant will be at the discretion of management. Wing annual award recipients receive a memento and either a \$300.00 cash Notable Achievement Award or a 3-day Time-Off Incentive Award. The decision of which award to grant will be at the discretion of management. The winner will only receive one Notable Achievement Award or Time-Off Incentive Award at the highest level won.

6.11.2. NAF awards will be paid with NAF funds.

6.11.3. Supervisors will use the table below to ensure standardization among award recipients, regardless of the employee's category level described in [Paragraph 3.28](#).

**Table 1.1. Standardized Civilian Incentive Award.**

Standardized Civilian Incentive Award		
Highest Award Level Achieved	Quarterly	Annual
Squadron	4 Hours Time Off	1 Day Time Off or \$100
Group	1 Day Time Off	2 Days Time Off or \$200
Wing	2 Days Time Off or \$200	3 Days Time Off or \$300

LESLIE A. MAHER, Colonel, USAF  
Commander

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

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

AFI 36-2805, *Special Trophies and Awards*, 21 June 2018

AFI 36-2905, *Fitness Program*, 21 October 2013

AMCI 36-2808, *Air Mobility Command Distinguished Personnel Awards Program*, 2 May 2018

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 971, *Supervisor's Employee Brief*

AF Form 1206, *Nomination for Award*

***Abbreviations and Acronyms***

**AF**—Air Force

**AMC**—Air Mobility Command

**AMCI**—Air Mobility Command Instruction

**AMW**—Air Mobility Wing

**CC**—Commander

**CCC**—Command Chief

**CCCE**—Command Chief's Executive Assistant

**CG**—Communications Group

**CGO**—Company Grade Officer

**CPTS**—Comptroller Squadron

**CD**—Deputy Commander

**DS**—Director of Staff

**EOPF**—Electronic Official Personnel Folder

**FGO**—Field Grade Officer

**FSMC**—Civilian Personnel Office

**FSS**—Force Support Squadron

**GS**—General Schedule

**HQ**—Headquarters

**IAW**—In Accordance With

**MDG**—Medical Group

**NAF**—Non Appropriated Fund

**NLT**—No Later Than

**NCO**—Noncommissioned Officer

**OAY**—Outstanding Airmen of the Year

**OG**—Operations Group

**PA**—Public Affairs

**PDG**—Professional Development Guide

**PME**—Professional Military Education

**PT**—Physical Training

**RIP**—Record of Individual Personnel

**RPA**—Request for Personnel Action

**SNCO**—Senior Noncommissioned Officer

**USTRANSCOM**—United States Transportation Command

**WG**—Wage Grade

**WL**—Wage Leader

**WS**—Wage Supervisor

Attachment 2

WING AWARD BOARD MEMBER SCORE SHEET

Figure A2.1. Wing Award Board Member Score Sheet.

**375th Air Mobility Wing**

**Wing Award Board Score Sheet**

**Annual or 1st 2d 3d 4th Quarter**

Circle Category: Jr Enlisted NCO SNCO 1ST SGT CGO FGO Civ CAT I II III

RANK/NAME OF NOMINEE	Group	OG Board Member	MSG Board Member	MDG Board Member	CG Board Member	WSA Board Member	Board President	Rank Order
	OG							
	MSG							
	MDG							
	CG							
	WSA							
<p>Date: _____</p> <p><b>Board President/Member</b></p> <p>Signature: _____ Printed Name: _____</p>								

Attachment 3

CIVILIAN NOMINATION FOR AWARD GUIDANCE

Figure A3.1. Civilian Nomination for Award Guidance.

NOMINATION FOR AWARD		
AWARD 375 AMW Quarterly/Annual Recognition Program	CATEGORY (If Applicable) Jr Enl/(S)NCO/F/CGO	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt / Bucky M. Barnes	MAJCOM, FOA, OR DRU AMC	
DAFSC/DUTY TITLE 3F5X1 / Administration	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 314-576-0000 / COMM: (618)-256-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Example: 375 AMW/XX, 101 Heritage Drive, Suite 210, Scott AFB, IL 62225		
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 PRIMARY DUTY: (No additional information on this line)		
<ul style="list-style-type: none"> <li>- 4 bullets for quarterly award.</li> <li>- Annual awards will follow 12 OAY guidance for enlisted or AMC guidance for officers OTY (CGO/FGO).</li> <li>- Describe significant accomplishments: how well the member performed assigned and additional duties.</li> <li>- Define the scope and level of responsibilities and the impact on the mission and unit.</li> <li>- Include any new initiatives or techniques developed by the member that positively impacted the unit and/or mission.</li> <li>- Describe efforts to train others.</li> <li>- Show how the member developed or improved skills related to primary duties e.g., formal training, Career Development Course, enrollment or completion, On-the-Job Training, and so forth.</li> <li>- Include results of Air Force, Major Command, and Numbered Air Force-level inspections and/or evaluations.</li> <li>- Include awards received, e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.</li> <li>- Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.</li> <li>- Add the impact of the member's actions to create a caring, respectful, and dignified environment.</li> <li>- Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.</li> </ul>		
WHOLE AIRMAN CONCEPT: (No additional information on this line)		
<ul style="list-style-type: none"> <li>- 2 bullets for quarterly award.</li> <li>- Annual awards will follow 12 OAY guidance for enlisted or AMC guidance for officers OTY (CGO/FGO).</li> <li>- Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both military and civilian community.</li> <li>- Include any off-duty education or other personal development: e.g., class, course, certification, degree enrollment and/or completion, grade point average.</li> <li>- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</li> <li>- Common acronyms may used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise limit uncommon acronyms to <u>no more than 10</u> using an acronym list for quarterly awards.</li> <li>- Annual awards acronyms will follow 12 OAY guidance for enlisted and AMC guidance for officers (CGO/FGO).</li> </ul>		
ACRONYMNS:		
<ul style="list-style-type: none"> <li>- See above guidance for details</li> </ul>		
NOTE: CRITERIA AND FORMATTING GUIDANCE MUST BE ADHERED TO, IF NOT, PACKAGE WILL NOT BE CONSIDERED AND ELIMINATED FROM REVIEW.		

Attachment 4

EXAMPLE MILITARY NOMINATION FOR AWARD

Figure A4.1. Example Military Nomination for Award.

NOMINATION FOR AWARD		
AWARD 375 AMW Quarterly/Annual Recognition Program	CATEGORY (If Applicable) Flight	AWARD PERIOD Year
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Official Manager Center	MAJCOM, FOA, OR DRU AMC	
DAFSC/DUTY TITLE 3F5X1 / Official Mail Clerks	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 314-576-0000 / COMM: (618)-256-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Example: 375 AMW/XX, 101 Heritage Drive, Suite 210, Scott AFB, IL 62225		
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)		
EXECUTE AND STRENGTHEN THE MISSION		
- 4 bullets		
- Describe how your flight executes operational and support missions through innovative process improvement, enhancing mission capability and operational performance, produced validated tangible savings and/or a positive effect on operations/procedures while sustaining results that optimally leverage Airmen, resources and partnership (i.e. Execute HHQ Operational Missions, support Wing and Mission Partners, and effectively leverage resources).		
- The flight award is only for annual award submission (no quarterly award for this category)		
DEVELOP AND CARE FOR AIRMAN AND THEIR FAMILIES		
- 4 bullets		
- Describe how the unit deliberately develops personnel and how they care for the families to optimize both mission and partners. Consider how your initiatives produced a positive effect on personnel development and their families, health, safety, welfare, and morale, and achieved sustained results.		
STRENGTHEN MISSION AND COMMUNITY PARTNERSHIPS		
- 4 bullets		
- Describe how your flight initiatives built and maintained relationships based on mutual understanding in order to enhance mission execution and Airmen growth.		
- Common acronyms may used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise limit uncommon acronyms to no more than 10 using an acronym list for quarterly awards.		
ACRONYMNS:		
- See above guidance for details		
NOTE: CRITERIA AND FORMATTING GUIDANCE MUST BE ADHERED TO, IF NOT, PACKAGE WILL NOT BE CONSIDERED AND ELIMINATED FROM REVIEW.		



Attachment 5

EXAMPLE FLIGHT NOMINATION AWARD

Figure A5.1. Example Flight Nomination Award.

<u>375 AMW RECOGNITION PROGRAM</u>			
<u>Key Dates 2018-2019</u>			
<i>*These dates are subject to change*</i>			
EVENT	SUSPENSE FOR	BOARD DATE	CEREMONY
PACKAGES/BOARD MEMBERS			
Wing 1st Quarter Jan - Mar 2018	20 Apr 2018	27 Apr 2018	1500, Friday, 1 Jun 2018 (Library Auditorium)
<b>OMIT 2<sup>nd</sup> Quarter</b>			
Wing 3rd Quarter Apr - Jul 2018	17 Aug 2018	21 Aug 2018	1500, Friday, 30 Aug 2018 (Scott Event Center)
Wing 4th Quarter Aug - Oct 2018	15 Nov 2018	20 Nov 2018	1500, Friday, 14 Dec 2018 (Library Auditorium)
Wing Annual	17 Jan 2019	22 Jan 2019	0730, Wednesday, 6 Feb 2019 (Scott Event Center)
Wing 1st Quarter Nov 2018 - Jan 2019	14 Feb 2019	19 Feb 2019	1500, Friday, 8 Mar 2019 (Scott Event Center)
Wing 2nd Quarter Feb - Apr 2019	16 May 2019	21 May 2019	1500, Friday, 7 June 2019 (Scott Event Center)
Wing 3rd Quarter May - Jul 2019	15 Aug 2019	20 Aug 2019	1500, Friday, 6 Sept 2019 (Scott Event Center)
Wing 4th Quarter Aug - Oct 2019	14 Nov 2019	19 Nov 2019	1500, Friday, 6 Dec 2019 (Scott Event Center)
Wing Annual	16 Jan 2020	21 Jan 2020	Time TBD, Friday, 7 Feb 2020 (Breakfast/Dinner - Scott Event Center)

**POCs:**  
**ALL MILITARY PACKAGES/1206's:** TSgt Jason Rhone 256-5286  
**ALL VOLUNTEER PACKAGES/1206's:** TSgt Jason Rhone 256-5286  
**ALL CIVILIAN PACKAGES:** TSgt Jason Rhone 256-5286  
**WING CEREMONIES:** The responsibility will rotate between Groups for each quarter.  
 2018 4<sup>th</sup> Quarter - WSA  
 2019 1<sup>st</sup> Quarter - MDG  
 2019 2<sup>nd</sup> Quarter - MSG  
 2019 3<sup>rd</sup> Quarter - OG  
 2019 4<sup>th</sup> Quarter - CG

## Attachment 6

## 375 AMW RECOGNITION PROGRAM DATES

Figure A6.1. The 375 AMW Recognition Program Dates.

<u>375 AMW RECOGNITION PROGRAM</u>			
<u>Key Dates 2018-2019</u>			
<i>*These dates are subject to change*</i>			
EVENT	SUSPENSE FOR PACKAGES/BOARD MEMBERS	BOARD DATE	CEREMONY
Wing 1st Quarter Jan - Mar 2018	20 Apr 2018	27 Apr 2018	1500, Friday, 1 Jun 2018 (Library Auditorium)
<b>OMIT 2<sup>nd</sup> Quarter</b>			
Wing 3rd Quarter Apr - Jul 2018	17 Aug 2018	21 Aug 2018	1500, Friday, 30 Aug 2018 (Scott Event Center)
Wing 4th Quarter Aug - Oct 2018	15 Nov 2018	20 Nov 2018	1500, Friday, 14 Dec 2018 (Library Auditorium)
Wing Annual	17 Jan 2019	22 Jan 2019	0730, Wednesday, 6 Feb 2019 (Scott Event Center)
Wing 1st Quarter Nov 2018 - Jan 2019	14 Feb 2019	19 Feb 2019	1500, Friday, 8 Mar 2019 (Scott Event Center)
Wing 2nd Quarter Feb - Apr 2019	16 May 2019	21 May 2019	1500, Friday, 7 June 2019 (Scott Event Center)
Wing 3rd Quarter May - Jul 2019	15 Aug 2019	20 Aug 2019	1500, Friday, 6 Sept 2019 (Scott Event Center)
Wing 4th Quarter Aug - Oct 2019	14 Nov 2019	19 Nov 2019	1500, Friday, 6 Dec 2019 (Scott Event Center)
Wing Annual	16 Jan 2020	21 Jan 2020	Time TBD, Friday, 7 Feb 2020 (Breakfast/Dinner - Scott Event Center)

**POCs:**  
**ALL MILITARY PACKAGES/1206's:** TSgt Jason Rhone 256-5286  
**ALL VOLUNTEER PACKAGES/1206's:** TSgt Jason Rhone 256-5286  
**ALL CIVILIAN PACKAGES:** TSgt Jason Rhone 256-5286  
**WING CEREMONIES:** The responsibility will rotate between Groups for each quarter.  
 2018 4<sup>th</sup> Quarter - WSA  
 2019 1<sup>st</sup> Quarter - MDG  
 2019 2<sup>nd</sup> Quarter - MSG  
 2019 3<sup>rd</sup> Quarter - OG  
 2019 4<sup>th</sup> Quarter - CG