

**BY ORDER OF THE COMMANDER
WHITEMAN AIR FORCE BASE
(AFGSC)**

**WHITEMAN AIR FORCE BASE
INSTRUCTION 36-2802**

9 September 2025



Personnel

**509TH BOMB WING QUARTERLY
AND ANNUAL AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 509 BW/CCC

Certified by: 509 BW/CC
(Colonel Joshue D. Wiitala)

Pages: 15

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It implements standardized, nomination, selection, and presentation procedures for quarterly and annual award programs hosted by the 509th Bomb Wing (509 BW). It applies to all personnel assigned to the 509 BW to include tenant units/organizations. This instruction requires maintaining information protected by the Privacy Act of 1974, authorized by 10 USC, Chapter 857, *Decorations and Awards*, and EO 9397, *System of Records Notice*, F036 AF PC V, *Awards and Decorations*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the 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 Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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.

1.	Overview.....	3
2.	Roles and Responsibilities.....	3
3.	Quarterly Awards Program	6

4.	Annual Awards Program.....	9
5.	Board Composition.....	12
6.	Board Scoring.....	13
Attachment 1 - GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		14
Attachment 2 - DAF FORM 1206 NOMINATION FOR AWARD INSTRUCTIONS		15

1. Overview.

1.1. The Quarterly and Annual Awards Programs serve a two-fold purpose: recognize superior performance and contribute positively to morale. To compete, military and civilian personnel must not be under investigation, have an unfavorable information file, or be on a control roster.

1.2. For all awards (quarterly, annual, 509 BW, HHQ, and Privately Sponsored), military personnel must meet dress and appearance standards and have a documented current and passing fitness score without a failure during the respective award period. Nominees must have been stationed on Whiteman AFB for at least half of the nominated award period to complete. They must also have held the rank/grade, et cetera, nominated for at least half of the award period to compete in a specified category.

1.3. Civilian personnel must be full-time permanent DoD employees having served at least 90 days in the nominated position. Civilian nominees must not have been on a Performance Improvement Plan within the specified award period.

2. Roles and Responsibilities.

2.1. The 509th Bomb Wing Commander will:

2.1.1. Host quarterly award ceremonies and an annual awards banquet.

2.1.2. Approve a budget for suitable mementos for wing quarterly and annual awards and tenant unit annual awards.

2.1.3. Approve quarterly and annual award winner selections.

2.1.4. Reserve the authority to reject or modify award nominations, with or without replacement.

2.2. The Command Chief Master Sergeant will:

2.2.1. Administer the 509 BW recognition program for military and civilian personnel, including determining suspense schedules and ceremony dates.

2.2.2. Manage selection of Board Presidents and Board Members.

2.2.3. Provide quality control review of completed board results for the BW/CC, BW/CD, and the BW/DS.

2.2.4. Serve as the principal advisor to the Awards Committee for quarterly and annual award ceremonies.

2.2.5. Plan a budget for the purchases of suitable mementos for wing and tenant unit awards.

2.3. The Command Chief's Executive Assistant (509 BW/CCCE) will:

- 2.3.1. Comply with the 12 Outstanding Airmen of the Year and Civilian Employee of the Year Award programs call for submission messages.
- 2.3.2. Act as OPR for group and wing staff nomination packages and retain wing board results.
- 2.3.3. Manage the board process for Airman, Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Innovator, First Sergeant, Team, and Honor Guard Quarterly and Annual Award nominations.
- 2.3.4. Coordinate board meeting times, dates, and locations with Board President and Board Members.
- 2.3.5. Collect completed Board President ranking sheets, including Tenant Unit winners, and forward to BW/CCC.
- 2.3.6. Procure suitable mementos for all award winners.
- 2.3.7. Coordinate photographic support for official photos with BW/PA and maintain/update the 509 BW Quarterly and Annual Awards display board.

2.4. The Director of Staff (509 BW/DS) will:

- 2.4.1. Manage the board process for Company Grade Officer (CGO), Field Grade Officer (FGO), Key Support Liaison Team, and Civilian categories.
- 2.4.2. Coordinate board meeting times, dates, and locations with Board President and members.
- 2.4.3. Forward completed board results to the 509 BW/CCCE.

2.5. Commanders and Staff Agency Chiefs will:

- 2.5.1. Select deserving nominees to compete for quarterly and annual award recognition.
- 2.5.2. Conduct quality of force reviews on all nominees prior to submission of nomination packages (i.e., under investigation, unfavorable information files, control roster, dress and appearance, and fitness standards).

2.6. Board Presidents will:

2.6.1. Facilitate open discussion to resolve any disparities or outliers that could invalidate the scoring results. Resolution is required when the ranking order is inconsistent with a winner based on total points (e.g., Amn Jones has the least total points, but two of the three Board Members have the nominee ranked as their number one).

2.6.2. Provide constructive feedback to respective Board Members to strengthen content of award nominations.

2.6.3. Email completed board results to the 509 BW/CCCE and 509 BW/DS immediately following board completion.

2.6.4. Not disclose board proceedings or results to anyone other than the 509 BW/CC, 509 BW/CD, 509 BW/CCC, 509 BW/CCE), or 509 BW/CCCE prior to the announcement of winners at the formal award ceremony.

2.7. The Civilian Personnel Office (CPO) will:

2.7.1. Upon request from the individual's Commander, process Civilian Notable Achievement Awards and Time-Off Awards for Wing-level award winners. The supervisor must submit a DAF Form 3670 , along with other required documents to CPO.

2.7.2. Wing-level Appropriated Fund award winners are authorized to receive a \$150 Notable Achievement Award for Quarterly Awards and a \$250 Notable Achievement Award for Annual Awards.

2.7.3. Wing-level Non-Appropriated Fund (NAF) award winners are authorized to receive a \$150 Notable Achievement Award for Quarterly Awards and a \$250 Notable Achievement Award for Annual Awards. The NAF HRO is responsible for funding and processing NAF cash awards.

2.7.4. Upon request from the individual's Commander, process Time-Off Awards for Squadron- and Group-level award winners. Squadron- and Group-level award winners are eligible to receive a one-day (8 hour) Time-Off Award for Quarterly awards and a two-day (16 hour) Time-Off Award for Annual awards.

2.8. Quarterly/Annual Award Committees

2.8.1. The Quarterly Award Ceremony Committee is a volunteer group charged with designing, coordinating, and conducting all aspects of the quarterly award ceremony. The Whiteman AFB Top 3 will lead these ceremonies.

2.8.2. The Annual Award Ceremony Committee is a volunteer group charged with designing, coordinating, and conducting all aspects of the 509 BW Annual Awards Banquet.

3. Quarterly Awards Program.

3.1. General Guidance

3.1.1. Each Group and Wing Staff (collective) may select one nominee per category to compete for Wing-level recognition.

3.1.2. Unless otherwise specified, write-ups will be single spaced using the current DAF Form 1206, *Nomination for Award*. Performance statements are mandatory. Properly formatted and completed nominations will be sent to the 509 BW/CCCE, unless otherwise specified in award package guidance.

3.1.3. Performance Statements will be written in Times New Roman, 12-point font. Maximum award nomination length is 20 lines (including headers), unless otherwise directed.

3.1.4. Use of Acronyms and abbreviations will be minimized and only approved Air Force acronyms and abbreviations will be used.

3.1.5. Headers will not contain any additional text.

3.1.6. Using a Readiness, NSI, or INSI grade or overall Major Graded Areas (MGA) grade is prohibited on all award nominations. Unclassified talking points and impacts may be made available on request by the 509 BW/IG.

3.1.7. Nominations must cite achievements that occurred only during the award period.

3.2. Airman, NCO, SNCO, CGO, FGO of the Quarter

EXECUTING THE MISSION: This section will not exceed 3 lines. Illustrate how the member effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission.

LEADING PEOPLE: This section will not exceed 3 lines. Describe how the member fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission.

MANAGING RESOURCES: This section will not exceed 3 lines. Denote how the member manages assigned resources effectively and takes responsibility for actions/behaviors to maximize organizational performance

IMPROVING THE UNIT: This section will not exceed 3 lines. Convey how the member demonstrates critical thinking and fosters innovation to find creative solutions and improve mission execution.

ADDITIONAL CONSIDERATION: This section will not exceed 3 lines. Articulate the scope and impact of the individual's efforts to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any relevant training, professional development, off-duty education or other personal

development, or any activity that significantly enhanced the individual's value as a military citizen.

3.3. Innovator of the Quarter

3.3.1. This award is open to all ranks/grades and includes military and civilian personnel.

3.3.2. Maximum nomination length is 10 lines.

SIGNIFICANT ACCOMPLISHMENTS: Describe how the nominee created new ideas or improved quality and productivity. Show how the nominee found ways to reduce costs and improve efficiency, streamline processes, save money, and/or save time.

3.4. Team of the Quarter

3.4.1. Teams of military members and/or federal civilians that typically consisting of 10 or fewer individuals assigned to the 509th Bomb Wing.

3.4.2. Maximum award nomination is 10 lines.

SIGNIFICANT ACCOMPLISHMENTS: Describe how the teams approached organizational needs and requirements to enrich and ensure mission accomplishment (people, facilities, resources, etc.). List significant results achieved based on what was asked, going above and beyond (Benchmarks). Team accomplishments, awards, certifications, accreditation, milestones, and results from inspections and superior performer, etc.

3.5. Honor Guardsman of the Quarter will be managed by 509 MSG/SEL or a designated representative.

3.6. Civilian Category I/II/III of the Quarter

3.6.1. Civilian Category I includes employees in grades GS-01 to GS-06, WG-/WL-01 through WG-/WL-08, NF I to NF III, and NA-/NL-01 through NA-/NL-08.

3.6.2. Civilian Category II includes all employees in grades GS-07 to GS-10, WG-/WL-09 and above, NF III to NF IV, and NA-/NL-09 and above.

3.6.3. Civilian Category III includes all employees in grades GS-11 and up, all WS grades, NF III to NF V Supervisory, and all NS grades.

3.6.4. Nominations must include the following areas:

EXECUTING THE MISSION: This section will not exceed 3 lines. Illustrate how the member effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission.

LEADING PEOPLE: This section will not exceed 3 lines. Describe how the member fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission.

MANAGING RESOURCES: This section will not exceed 3 lines. Denote how the member

manages assigned resources effectively and takes responsibility for actions/behaviors to maximize organizational performance

IMPROVING THE UNIT: This section will not exceed 3 lines. Convey how the member demonstrates critical thinking and fosters innovation to find creative solutions and improve mission execution.

ADDITIONAL CONSIDERATION: This section will not exceed 3 lines. Articulate the nominee's significant accomplishments, which may include training and education activities, additional duties, community and/or civic activities, and family enhancement.

3.7. Key Support Liaison Team of the Quarter

3.7.1. Teams must consist of any military, civilian, or family members assigned to Whiteman AFB and currently certified under the Commander's Key Support Liaison Program (CKSP).

3.7.2. Maximum award length is 10 lines.

SIGNIFICANT ACCOMPLISHMENTS: Nomination packages must clearly articulate the team's significant contributions as key support liaisons under the Commander's Key Support Liaison Program. Performance statements should demonstrate how the team served as a critical link between leadership and unit families, ensuring effective two-way communication that enhanced awareness and trust. The nomination should highlight proactive efforts to identify and address family readiness needs, especially during deployments, emergencies, or transitions showcasing how their engagement directly improved the quality of life for Airmen and their families. Nominations should emphasize the team's collaboration with base agencies and external support partners, outlining how their coordination ensured timely delivery of essential resources and services had a positive impact on Airmen and their families. Performance statements must also show the direct impact of these efforts on unit morale, cohesion, and mission readiness.

4. Annual Award Program.

4.1. Overview Guidance

- 4.1.1. Requirements/guidance provided by the Headquarters Air Force (HAF), AFGSC, and Eighth Air Force (8 AF) take precedence over these guidelines.
- 4.1.2. Each Group and Wing Staff (collective) may select one nominee per competition category to compete for wing-level recognition.
- 4.1.3. Enlisted Wing Annual Award winners will be nominated to compete for the Outstanding Airman of the Year Award.
- 4.1.4. Individuals do not need to be a quarterly award winner to be eligible or compete for an annual award.
- 4.1.5. Unless otherwise specified, write-ups will be single spaced using the current DAF Form 1206, *Nomination for Award*. Performance statements are mandatory. Properly formatted and completed nominations will be sent to the 509 BW/CCCE, unless otherwise specified in award package guidance.
- 4.1.6. Use of Acronyms and abbreviations will be minimized and only approved Air Force acronyms and abbreviations will be used.
- 4.1.7. Headers will not contain any additional text.
- 4.1.8. Using a Readiness, NSI, or INSI grade or overall Major Graded Areas (MGA) grade is prohibited on all award nominations. Unclassified talking points and impacts may be made available on request by the 509 BW/IG.
- 4.1.9. Nominations must cite achievements that occurred only during the award period.

4.2. Airman, NCO, SNCO, and First Sergeant of the Year

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: This section will not exceed 18 lines. Describe significant accomplishments and how well the individual 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. Show how the individual developed or improved skills related to primary duties, e.g., formal training, Career Development Course enrollment or completion, or On-the-Job Training. Include results of Air Force, MAJCOM, and Numbered Air Force inspections and/or evaluations. Include awards earned and received during the award period.

WHOLE AIRMAN CONCEPT: This section will not exceed 6 lines. Define the scope and impact of the individual's efforts to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development, e.g., class, course, certifications, degree enrollment and/or completion, and grade point average. Cite any other relevant training or activity that significantly enhanced the individual's value as a military citizen.

4.3. CGO and FGO of the Year

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: This section will not exceed 18 lines. Describe significant leadership accomplishments and how well the individual 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 individual that positively impacted the unit and/or the mission. Show how the individual developed or improved skills related to primary duties, e.g., formal training, Career Development Course enrollment or completion, and On-the-Job Training. Include results of Air Force, MAJCOM, and Numbered Air Force inspections and/or evaluations. Include awards earned and received during the award period.

WHOLE AIRMAN CONCEPT DUTY: This section will not exceed 6 lines. Define the scope and impact of the individual's efforts to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Cite any relevant training or activity that significantly enhanced the individual's value as a military citizen. Personal development is authorized; however, work towards and/or completion of Advanced Academic Degrees and/or Professional Military Education is not allowed.

4.4. Innovator of the Year

4.4.1. This award is open to all ranks/grades and includes military and civilian personnel.

4.4.2. Maximum nomination length is 24 lines.

SIGNIFICANT ACCOMPLISHMENTS: Describe how the nominee demonstrated leadership, cutting edge thinking, problem solving, ability to integrate widely, efficiencies/effectiveness/timelines, ability to replicate, demonstration of long-term success affordability and reduced cost.

4.5. Team of the Year

4.5.1. Teams of military members and/or federal civilians that typically consisting of 10 or fewer individuals assigned to the 509th Bomb Wing.

4.5.2. Maximum award nomination is 24 lines.

SIGNIFICANT ACCOMPLISHMENTS: Describe how the team approached organizational needs and requirements to enrich and ensure mission accomplishment (people, facilities, resources, etc.). List significant results achieved based on what was asked, going above and beyond (Benchmarks). Team accomplishments, awards, certifications, accreditation, milestones, and results from inspections and superior performer, etc.

4.6. Civilian I/II/III of the Quarter

3.8.1. Civilian Category I includes employees in grades GS-01 to GS-06, WG-/WL-01 through WG-/WL-08, NF I to NF III, and NA-/NL-01 through NA-/NL-08.

3.8.2. Civilian Category II includes all employees in grades GS-07 to GS-10, WG-/WL-09 and above, NF III to NF IV, and NA-/NL-09 and above.

3.8.3. Civilian Category III includes all employees in grades GS-11 and up, all WS grades, NF III to NF V Supervisory, and all NS grades.

3.8.4. Nominations must include the following areas:

JOB PERFORMANCE, LEADERSHIP, INNOVATION, AND WHOLE AIRMAN CONCEPT: This section will not exceed 22 lines. Characterize the nominee's personal leadership as evidenced by character, conduct, and willingness to accomplish goals and accept additional responsibility. This could include leadership qualities applied to a specific Air Force problem or development of new techniques, procedures, or processes that resulted in improved mission effectiveness. Provide factual and substantiated examples of the nominee's significant achievements and performance above general job requirements. Describe how well the nominee improved operations, highlight support provided for special projects, and explain any other outstanding services the nominee provided that benefited the organization's mission.

OTHER SIGNIFICANT ACCOMPLISHMENTS/COMMUNITY EFFORTS: This section will not exceed 4 lines. Describe the nominee's significant accomplishments, which may include training and education activities, additional duties, community and/or civic activities, and family enhancement.

4.7. Honor Guardsman of the Quarter will be managed by 509 MSG/SEL or a designated representative.

4.8. Key Support Liaison of the Year: Refer to Key Support Liaison of the Year Award message disseminated late fall of each calendar year.

4.8.1. Teams must consist of any military, civilian, or family members assigned to Whiteman AFB and currently certified under the Commander's Key Support Liaison Program (CKSP).

4.8.2. Maximum award length is 10 lines.

SIGNIFICANT ACCOMPLISHMENTS: Nomination packages must clearly articulate the team's significant contributions as key support liaisons under the Commander's Key Support Liaison Program. Performance statements should demonstrate how the team served as a critical link between leadership and unit families, ensuring effective two-way communication that enhanced awareness and trust. The nomination should highlight proactive efforts to identify and address family readiness needs, especially during deployments, emergencies, or transitions showcasing how their engagement directly improved the quality of life for Airmen and their families. Nominations should emphasize the team's collaboration with base agencies and external support partners, outlining how their coordination ensured timely delivery of essential resources and services had a positive impact on Airmen and their families. Performance statements must also show the direct impact of these efforts on unit morale, cohesion, and mission readiness.

5. Board Composition.

5.1. Airman, NCO, Team, and Innovator of the Quarter/Year

5.1.1. Board President - The Board President will be a SNCO (E-7 or E-8).

5.1.2. Board Members - Board Members will be a SNCO (E-7 or E-8). Each Group, including Wing Staff, will provide one SNCO to act as a Board Member.

5.2. SNCO of the Quarter/Year

5.2.1. Board President - 509 BW/CCC or designee.

5.2.2. Board Members - Board members will be a CMSgt. Each Group, including Wing Staff, will provide one CMSgt (or Senior Enlisted Leader) to act as a Board Member.

5.3. CGO, FGO, and Key Support Liaison of the Quarter/Year

5.3.1. Board President - 509 BW/CD or designee.

5.3.2. Board Members - Group Commanders (delegable to Deputy Group Commanders).

5.4. Civilian Employee Category I/II/III of the Quarter/Year

5.4.1. Board President - 509 BW/CD or designee.

5.4.2. Board Members - Group Commanders (delegable to Deputy Group Commanders)

6. Board Scoring

6.1. Overview

6.1.1. Board Presidents/Members may discuss the contents of the packages, questions, or concerns amongst the other members within their Board.

6.1.2. Board Members must be fair and impartial and set aside any bias and will evaluate packages based on the substance of the nomination. Keep in mind it is not the "importance" of one's job being rated, but rather, what the individual accomplished within their job/scope of responsibility.

6.1.3. Compare the accomplishments of each nominee and then score accordingly. Look for Action, Result, and Impact.

6.1.4. Nomination packages will be e-mailed to every President and Board Member.

6.1.5. Board Members will not grade packages from their own Group/Unit.

6.2. Ranking Packages

6.2.1. Packages will be graded on a standard 6-10 point grading scale.

6.2.2. Once scored, each package/nominee will be rank ordered (1=best; 2=next best; etc.) based on the tallied points.

6.2.3. In the event of a tie, the Board President will serve as the tie breaker.

6.3. Board President

6.3.1. The Board President is responsible for the outcome and integrity of the Board. The Board President will submit the final score sheet to the 509 BW/CCCE.

6.3.2. A meeting between the Board President and Board Members may be conducted to tally final ranking of nominees. **NOTE:** Although Board Members may have a difference of opinion, significant score disparities that affect the outcome should be addressed. Any disparities that cannot be resolved should be reported with the final ranking sheet.

6.3.3. Record all Board Members's scores on the master score sheet.

6.3.4. The Board's selection is the nominee who received the lowest cumulative ranking from the Board Members. A final order of merit for all nominees will be provided to the 509 BW/CC or designee for approval.

WIITALA.JOSHUA
A.D.1238467906

Digitally signed by
WIITALA.JOSHUA.D.1238467906
Date: 2025.09.08 12:10:53 -05'00'

JOSHUA D. WIITALA, Colonel, USAF
Commander

Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

DAFI 90-160, *Publications Change Management*, 13 April 2022

Prescribed Forms

None.

Adopted Forms

DAF Form 1206, *Nomination for Award*

AF Form 1768, *Staff Summary Sheet*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

509 BW-509th Bomb Wing

509 BW/CC-509th Bomb Wing Commander

509 BW/CD-509th Bomb Wing Deputy Commander

509 BW/CCC-509th Bomb Wing Command Chief

509 BW/CCCE-509th Bomb Wing Command Chief Executive

509 BW/CCE-509th Bomb Wing Commanders Executive Officer

509 BW/DS-509th Bomb Wing Director of Staff

AFB-Air Force Base

AFGSC-Air Force Global Strike Command

AFPC-Air Force Personnel Center

BW-Bomb Wing

CGO-Company Grade Officer

FGO-Field Grade Officer

HAF-Headquarters Air Force

HRO-Human Resources Officer

INSI-Installation Nuclear Surety Inspection

MAJCOM-Major Command

NAF-Non-Appropriated Fund

NCO-Noncommissioned Officer

OAY-Outstanding Airman of the Year

I/NSI-Initial/Nuclear Surety Inspection

SNCO-Senior Noncommissioned Officer

**Attachment 2
DAF FORM 1206 NOMINATION FOR AWARD INSTRUCTIONS**

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FLDCOM, FOA OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
<p>SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806) EXECUTING THE MISSION (no more than 3 lines): This section will not exceed 3 lines. Illustrate how the member effectively uses knowledge, initiative, and adaptability to produce timely, high quality/quantity results to positively impact the mission.</p> <p>LEADING PEOPLE (no more than 3 lines): This section will not exceed 3 lines. Describe how the member fosters cohesive teams, effectively communicates, and uses emotional intelligence to take care of people and accomplish the mission.</p> <p>MANAGING RESOURCES (no more than 3 lines): This section will not exceed 3 lines. Denote how the member manages assigned resources effectively and takes responsibility for actions/behaviors to maximize organizational performance.</p> <p>IMPROVING THE UNIT (no more than 3 lines): This section will not exceed 3 lines. Convey how the member demonstrates critical thinking and fosters innovation to find creative solutions and improve mission execution.</p> <p>ADDITIONAL CONSIDERATION (no more than 3 lines): This section will not exceed 3 lines. Articulate the scope and impact of the individual's efforts to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any relevant training, professional development, off-duty education or other personal development, or any activity that significantly enhanced the individual's value as a military citizen.</p> <p>**** PLEASE NOTE: for Civilian Category I/II/III please see the additional consideration criteria ****</p> <p>- ADDITIONAL CONSIDERATION: This section will not exceed 3 lines. Articulate the nominee's significant accomplishments, which may include training and education activities, additional duties, community and/or civic activities, and family enhancement.</p>		