

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**

**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 36-2800**

30 AUGUST 2017

Personnel



**WPAFB QUARTERLY AND ANNUAL
RECOGNITION PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction complies with AFI 36-1001, *Managing the Civilian Performance Program*, AFI 36-1004, *The Air Force Civilian Recognition Program*, and AFI 36-2805, *Special Trophies and Awards*. This publication establishes responsibilities and procedures for implementing and administering the Wright-Patterson Air Force Base Instruction 36-2800, quarterly and annual awards for Airman (Amn), Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), Field Grade Officer (FGO), Civilian, Category I, II, III, Innovation, First Sergeant of the Year, Honor Guard Member of the Year, Squadron of the Year, Spouse of the Year, and the Youth of the Year awards. This also outlines procedures for the ABW Large and Small Team of the Quarter Awards. The omission of a specific requirement to meet quarterly and annual awards does not automatically guarantee eligibility. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. **Chapter 857**, Decorations and Awards, Executive Order 9397, SSN. System of records notice F036 AFPC V, *Awards and Decorations*, applies. This publication does not apply to the Air National Guard or the Air Force Reserve Center (ANG/AFRC) units. Using the AF Form 847, *Recommendation for Change of Publication*, refer changes and conflicts to 88 ABW/CCCE, 5135 Pearson Rd, Wright-Patterson AFB OH 45433. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

This version incorporates the following changes: updated requirements for Civilian Categories due to Acquisition Demo changes, IBM Form Viewer AF FM 1206 replaced with PDF AF FM 1206, new headers for Enlisted Categories on AF FM 1206, Team Wright-Patterson (TWP) Quarterly Awards POC changed from First Sergeants to WPAFB Top 3, no Face to Face Boards (FFB) for Quarterly 88 ABW Awards, no FFB for TWP Quarterly and Annual Awards (only 88 ABW annual awards). Time off awards delegated to units from 88 ABW/CC.

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*Section A—88th Air Base Wing (ABW)***1. Responsibilities.**

1.1. 88 ABW Commander (88 ABW/CC).

1.1.1. Receive all board results and is the final approval for all award results.

1.1.2. Promote active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

1.1.3. Approve the appropriate selection of mementos for personnel recognition.

1.1.4. Recognize all award winners at an appropriate, quarterly/annual awards ceremony.

1.2. 88 ABW Vice Commander (88 ABW/CV).

1.2.1. Ensure officer board members are selected and fair and accurate processes are used.

1.2.2. Oversee, review and resolve all splits, and monitor the officer recognition board process.

1.2.3. Ensure eligible officer award recipient packages are forwarded for competition to higher headquarters awards programs.

1.3. 88 ABW Command Chief (88 ABW/CCC).

1.3.1. Oversee the wing awards program.

1.3.2. Approve the quarterly and annual board dates.

1.3.3. Monitor enlisted recognition board selection criteria and procedures.

1.3.4. Ensure eligible enlisted award recipient packages are forwarded for competition to higher headquarters award programs.

1.3.5. Act as the coordinating agency to arrange 88 ABW annual awards ceremony. This ceremony is usually a lunch held in February of each year.

1.3.6. Verify board scores in conjunction with each board president.

1.3.7. Announce boards and award ceremonies as required and prepare necessary communications to notify nominees, organizations and sponsors.

1.3.8. Make arrangements with the appropriate agencies in preparation of the formal awards ceremony.

1.3.9. Coordinate invitations of sponsors and distinguished visitors.

1.3.10. Purchase approved mementos, ensure required engraving is accomplished for recipients, coordinate completion of plaques and ensure distribution of all donations and gifts from the sponsors to the award recipients.

1.3.11. Coordinate a 1-day (quarter) or 3-day (annual) pass from the 88 ABW/CC for military members who win quarterly and annual awards (Delegated to units).

1.3.12. Coordinate 8-hour Time-Off Award from 88 ABW/CC for CAT 1-3 winners (Delegated to units).

1.4. 88 ABW Command Chief Executive Assistant (88 ABW/CCCE)

1.4.1. Oversee and monitor the recognition board processes, scoring and nomination procedures, etc.

1.4.2. Ensure board members are selected and fair/consistent processes are used. Assist 88 ABW/CC and 88 ABW/CCC with scheduling, appointment, notification and administration of selection boards.

1.4.3. Suspense each group/directorate via email for award nomination packages.

1.4.4. Collect group/directorate nomination packages and prepare a folder for each board member for each category. Board package will be electronic as specified in wing processes.

1.4.5. 88 ABW/CCCE will specify in the suspense which format is required.

1.4.5.1. Required information will be AF FORM 1206, Nomination for Award (must use current version) and for civilians there must be a Privacy Act Form (See Attachments 4-6).

1.4.6. Ensure eligible 88 ABW award recipient packages are forwarded for competition to higher headquarters award programs as applicable.

1.4.7. Coordinate with designated WPAFB Top 3 Committee to conduct Team Wright-Patt awards ceremony.

1.5. 88 ABW Commander's Action Group Section (88 ABW/CCEA).

1.5.1. Assist 88 ABW/CC, 88 ABW/CCC, and 88 ABW/CCCE with Workflow tasking.

1.6. 88 ABW Public Affairs (88 ABW/PA).

1.6.1. Arrange for photographer, publicity and provide names to SkyWrighter.

2. Eligibility.

2.1. Only members assigned to the 88 ABW can compete in 88 ABW annual/quarterly awards.

2.2. Nominees are representative of a quality force and therefore must be able to stand the test of "whole-person" scrutiny. The program pertains to all units assigned to 88 ABW. Award recipients selected are eligible for higher headquarters award programs as applicable.

2.3. Commanders and CCFs will ensure nominees meet applicable fitness standards. Personnel not meeting standards are ineligible for 88 ABW annual/quarterly awards.

2.4. Personnel who have reported negative quality indicators during any portion of the award period, including but not limited to an Unfavorable Information File (UIF), failed fitness test, disciplinary action such as a court-martial conviction or punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ), during the year proceeding the award period are ineligible for award competition for the award period.

2.5. Personnel will be nominated for the grade category they served in the majority of the award period for quarterly and annual awards unless stated otherwise. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member will compete in the Airman of the Quarter category.

3. 88 ABW Award Categories.

- 3.1. See Attachment 7 for Military and Civilian Individual Awards Categories.
- 3.2. Large Team (quarterly award only): A team consists of 16 or more members which may consist of military or civilian (to exclude contractors) or a combination working on a common project. Standing teams or teams assembled for a specific task may be considered.
- 3.3. Small Team (quarterly award only): A team consists of 15 or less members who may consist of military or civilian (to exclude contractors) or a combination working on a common project. Standing teams or teams assembled for a specific task may be considered.
- 3.4. Innovation Team (quarterly award only): Commanders/Directors of 88 ABW organizations may nominate one individual/team per quarter, who has demonstrated excellence in the area of innovation. Commanders/Directors will establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their organizations.
- 3.5. First Sergeant (CCF) of the Year (annual award only): Master Sergeant through Senior Master Sergeant (E-7 through E-8). Nominees must serve in the CCF AFSC and have held the 8F000 SDI for at least 6 months of the award period in order to be eligible. Each unit with an authorized position may submit one nomination to the wing through their group/directorate. Tenant units will submit all nominations via their parent organization processes and will not compete in the 88 ABW program. Specific guidance will be sent out each year in message format from 88 ABW/CCC. Suspense will be aligned with the combined 88 ABW annual awards and 12 OAY programs. Questions should be directed to the 88 ABW/CCC.
- 3.6. Squadron of the Year (annual award only): Squadrons are commander-nominated and must be assigned to the 88 ABW.
- 3.7. Spouse of the Year (annual award only): Nominees will be a civilian spouse of an assigned 88 ABW member.
- 3.8. Youth of the Year (annual award only): Nominees will be a civilian youth of an assigned 88 ABW member. Youth nominees must be between the ages of 13-18. Nominations will include specific accomplishments that clearly state the youth's service to their school, community and Air Force.

4. Consideration Periods for Awards.

- 4.1. Quarterly.
 - 4.1.1. 1st Quarter. 01 January through 31 March.
 - 4.1.2. 2nd Quarter. 01 April through 30 June.
 - 4.1.3. 3rd Quarter. 01 July through 30 September.
 - 4.1.4. 4th Quarter. 01 October through 31 December.
- 4.2. Annual: Inclusively from 01 January thru 31 December.

5. Nomination Process.

5.1. Each group/directorate will establish nomination procedures to ensure eligible individuals are considered for recognition and can submit one nomination for each award category for quarterly and annual awards program.

5.2. Recognized 88 ABW groups/directorate are: 88 Wing Staff Agencies (WSA), 88 CG, 88 MSG, 88 MDG and 88 CEG.. Senior leadership will be responsible for submission within established timelines.

5.3. Quarterly and Annual Award packages are due to the 88 ABW/CCCE by the wing-established suspense date.

5.4. Quarterly and annual nomination packages will be turned in electronically via Sharepoint.

5.4.1. There are no face-to-face boards (FFB) for 88 ABW quarterly awards. Nominations will be graded via virtual boards NLT 7 duty days after due date of nomination package. The announcement ceremony will be conducted NLT 14 duty days after virtual boards are concluded.

5.4.2. The FFB for 88 ABW annual awards will be conducted NLT 14 duty days after due date of nomination package. Quality check (QC) of annual nomination packages will be conducted immediately after the FFBs within 5 duty days. The announcement ceremony will be conducted NLT the third week of February after QCs are concluded.

5.4.3. Quarterly and annual award submissions are for the preceding period and may not include accomplishments outside the timeframe specified. For example, to include an accomplishment from March (first quarter) in the nomination package for April-June (second quarter) award period is not permitted.

5.5. Military Quarterly Award Nomination (AF Form 1206) Formats:

5.5.1. AF FORM 1206, Nomination for Award (Available on E-Pubs).

5.5.1.1. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. Do not use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings. Do not use gender specific terminology. Limit specialty specific acronyms and abbreviations.

5.5.1.2. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.5.1.2.1. **(2Qtr17_SNCO_88 MSG_Doe, John) .**

5.5.1.2.2. **(3Qtr17_CAT I_88 MDG_Johnson, Mike) .**

5.5.1.3. Nominations will be fifteen lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.5.1.3.1. AMN and NCO Headers will include:

5.5.1.3.2. **JOB PERFORMANCE IN PRIMARY DUTY:** 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

5.5.1.3.3. **LEADERSHIP AND FOLLOWERSHIP: (No more than 2 lines)** 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, certifications, education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.5.1.3.4. **WHOLE AIRMAN CONCEPT: (No more than 2 lines)** Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

5.5.1.3.5. SNCO Headers will include:

5.5.1.3.6. **JOB PERFORMANCE IN PRIMARY DUTY :** 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

5.5.1.3.7. **WHOLE AIRMAN CONCEPT: (No more than 2 lines)** Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

5.5.1.3.8. CGO/FGO Headers will include:

5.5.1.3.9. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY :** 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

5.5.1.3.10. SIGNIFICANT SELF-IMPROVEMENT : (No more than 2 lines)

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, certifications, education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.5.1.3.11. BASE/COMMUNITY INVOLVEMENT : (No more than 2 lines)

Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of CGOC, Special Observance committees, etc.

5.6. Civilian Quarterly Award Nomination Packages will include:

5.6.1. AF FORM 1206, Nomination for Award (Available on E-Pubs). Nominee's permission for award submission is required. The attached Privacy Act Statement (see Attachment 3) and Statement of Release (see Attachment 4) must be signed and dated by the nominee, and accompany the nomination package.

5.6.1.1. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

5.6.1.2. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.6.1.2.1. (2Qtr17_SNCO_88 MSG_Doe, John) .

5.6.1.2.2. (3Qtr17_CAT I_88 MDG_Johnson, Mike) .

5.6.1.3. Nominations will be fifteen lines long including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. There is no standard for the number of lines required under each header; however, both headers are required even if no bullets are used in the section of OTHER ACCOMPLISHMENTS. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.6.1.4. Civilian Nomination Headings:

5.6.1.4.1. **JOB ACCOMPLISHMENTS :** Describe significant 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, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Technician of the Month, Maintenance Professional of the Month and so forth.

5.6.1.4.2. **OTHER ACCOMPLISHMENTS** : Accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale boosting activities and so forth.

5.7. Team Quarterly Award Nomination Packages will include:

5.7.1. **TEAM CHARTER** (maximum of three total lines): Describe the team's mission and scope during the nomination period.

5.7.2. **ACCOMPLISHMENTS (maximum of 10 total lines)**: describe significant team accomplishments/impact/results and how well the team performed chartered duties.

5.7.3. Restrict comments in quarterly nominations to events/achievements that occurred within the current quarter.

5.7.4. For team awards, include team lead and team member names at the bottom of AF FORM 1206.

5.7.5. Team Categories:

5.7.5.1. Large Teams: Sixteen members or more; which may consist of military or civilian (to exclude contractors) (any combination, any rank/grade).

5.7.5.2. Small Teams: Fifteen members or less; which may consist of military or civilian (to exclude contractors) (any combination, any rank/grade).

5.8. Innovation Award Package will include:

5.8.1. **(Maximum of three lines)** : Describe the individual or team's contribution and demonstration of innovation or innovative processes.

5.8.2. For team awards, include team lead and team member names at the bottom of AF FORM 1206.

5.9. Annual Awards: The 88 ABW Annual Awards program is specifically designed to recognize military and civilian wing members to determine nominees for higher echelon awards such as, the **AFMC's Annual Excellence Award, AF Twelve Outstanding Airmen of the Year (12 OAY) and the First Sergeant of the Year**. This program also recognizes the **Squadron of the Year, Spouse of the Year and Youth of the Year**.

5.10. Military (Amn, NCO, SNCO, First Sergeant, Honor Guard, CGO, and FGO) Annual Award Nomination Packages will include:

5.10.1. AF FORM 1206, Nomination for Award.

5.10.1.1. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings. Do not use gender specific terminology. For annual awards only, do not use uncommon acronyms or, if used, list acronyms on the 1206. Refer to the Tongue & Quill.

5.10.1.2. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.10.1.2.1. (Annual17_SNCO_88 MSG_Doe, John) .

5.10.1.2.2. (Annual17_CGO_88 MDG_Johnson, Mike) .

5.10.1.3. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.10.1.3.1. AMN/NCO Headers will include:

5.10.1.3.2. **JOB PERFORMANCE IN PRIMARY DUTY** : 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

5.10.1.3.3. **LEADERSHIP AND FOLLOWERSHIP: (No more than 4 lines)** 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, certifications, education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.10.1.3.4. **WHOLE AIRMAN CONCEPT: (No more than 4 lines)** Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3 or CGOC, dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

5.10.1.3.5. SNCO Headers will include:

5.10.1.3.6. **JOB PERFORMANCE IN PRIMARY DUTY:** 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

5.10.1.3.7. **WHOLE AIRMAN CONCEPT: (No more than 4 bullets)** Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

5.10.1.3.8. CGO/FGO Headers will include:

5.10.1.3.9. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:** 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

5.10.1.3.10. **SIGNIFICANT SELF-IMPROVEMENT: (No more than 4 lines)** 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, certifications, education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.10.1.3.11. **BASE/COMMUNITY INVOLVEMENT: (No more than 4 lines)** Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of CGOC, Special Observance committees.

5.11. Civilian Annual Award Nomination Packages will include:

5.11.1. AF FORM 1206, Nomination for Award (Available on E-Pubs). Nominee's permission for award submission is required. The attached Privacy Act Statement (see Attachment 3) and Statement of Release (see Attachment 4) must be signed and dated by the nominee, and accompany the nomination package.

5.11.1.1. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings. Do not use gender specific terminology. For annual awards only, do not use uncommon acronyms or, if used, list acronyms on the 1206. Refer to the Tongue & Quill.

5.11.1.2. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.11.1.2.1. (Annual17_CAT I_88 MSG_Doe, John) .

5.11.1.2.2. (Annual17_CAT II_88 MDG_Johnson, Mike) .

5.11.1.3. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.11.1.4. Civilian Nomination Headings:

5.11.1.4.1. **JOB ACCOMPLISHMENTS** : Describe significant 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, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Technician of the Month, Maintenance Professional of the Month and so forth.

5.11.1.4.2. **OTHER ACCOMPLISHMENTS** : Accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale-boosting activities and so forth.

5.12. Squadron of the Year Award Nomination Packages will include:

5.12.1. AF FORM 1206, Nomination for Award (must use current version).

5.12.2. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. Do not use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings. Do not use gender specific terminology. For annual awards only, do not use uncommon acronyms or, if used, list acronyms on the 1206. Refer to the Tongue & Quill.

5.12.3. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.12.3.1. (Annual17_CS_88 CG) .

5.12.3.2. (Annual17_MDOS_88 MDG) .

5.12.4. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.12.4.1. Squadron of the Year Headings:

5.12.4.1.1. **JOB ACCOMPLISHMENTS (maximum of 21 lines)**: Describe significant accomplishments and how well the squadron 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 squadron that positively impacted the unit, Group, Wing or base as well as the mission. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Technician of the Month, Maintenance Professional of the Month and so forth.

5.12.4.1.2. **VOLUNTEER ACCOMPLISHMENTS (maximum of seven lines):** Define the scope and impact of the unit's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events. This can be individual and unit accomplishments.

5.13. Spouse of the Year Award Nomination Packages will include:

5.13.1. AF FORM 1206, Nomination for Award (must use current version).

5.13.2. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings. Do not use gender specific terminology. For annual awards only, do not use uncommon acronyms or, if used, list acronyms on the 1206. Refer to the Tongue & Quill.

5.13.3. AF FORM 1206 File Name: Nomination for Award and titled as time period, category, group/directorate and member's name:

5.13.3.1. (Annual17_JONES_SPOY_88 CG) .

5.13.3.2. (Annual17_JONES_SPOY_88 MDG) .

5.13.4. Nominations will be a maximum of 30 lines including headers. Headers are required and must be capitalized. Do not place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.13.4.1. Spouse of the Year Headings:

5.13.4.1.1. **PARTICIPATION IN BASE AND/OR COMMUNITY ACTIVITIES (maximum of 21 lines):** Define the scope and impact of the spouse's professional/personal leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation on councils, professional military organizations, associations and events.

5.13.4.1.2. **SELF-IMPROVEMENT EFFORTS (maximum of seven lines):** Show how the spouse developed or improved skills: certifications, education, and so forth. Include any off-duty education; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the spouse's value as a military citizen.

5.14. Youth of the Year Annual Award Nomination Packages will include:

5.14.1. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. Do not use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings. Do not use gender specific terminology. For annual awards only, do not use uncommon acronyms or, if used, list acronyms on the 1206. Refer to the Tongue & Quill.

5.14.2. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

5.14.2.1. (Annual17_SMITH_YOY_88 CG) .

5.14.2.2. (Annual17_SMITH_YOY_88 MDG) .

5.14.3. Nominations will be a maximum of thirty lines including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

5.14.3.1. Youth of the Year Headings:

5.14.3.1.1. **ACADEMIC ACCOMPLISHMENTS (maximum of 19 lines):** Show how the youth accomplished education, certifications, and so forth. Include any class achievements, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the youth's value as a military citizen.

5.14.3.1.2. **PARTICIPATION/CONTRIBUTION IN BASE AND/OR COMMUNITY ACTIVITIES (maximum of five lines):** Define the scope and impact of the youth's professional/personal leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation on councils, professional military organizations, associations and events.

5.14.3.1.3. **DEMONSTRATED LEADERSHIP OR LEADERSHIP POTENTIAL (maximum of three lines):** Describe significant leadership accomplishments in and out of school. Define the scope and level of responsibilities and the impact. Include any new initiatives or developed by the youth achieved that had lasting, positive impacts and include awards received.

6. Board Composition.

6.1. 88 ABW Awards Boards: each group/directorate will provide board members as prescribed in this guidance and as requested by appropriate agencies. Nominee packages will be prepared for all board members for scoring purposes. After packages are tallied, score sheets will be returned to 88 ABW/CCCE for 88 ABW CC/CCC's approval.

6.1.1. Records Review Board: All Military of the Quarter (not annual), Civilian of the Quarter/Year, Team of the Quarter, Innovation Team of the Quarter, Squadron of the Year, Spouse of the Year, and Youth of the Year nominees will have their packages reviewed by a board comprised of a Board President and board members. These award categories will not meet a FFB. Resulting scores are based off of the AF FORM 1206.

- 6.1.2. FFB: In addition to the Records Review board, annual military nominees will meet a FFB. Resulting scores are based on the AF FORM 1206 and board presentations (annual).
- 6.1.3. SNCO Board: Will be comprised of the 88 ABW/CCC as the Board President and all 88 ABW Group Chiefs as board members.
- 6.1.4. NCO Board: Will be comprised of a CMSgt or SMSgt as a Board President and three SNCOs.
- 6.1.5. Amn Board: Will be comprised of a SMSgt or MSgt as a Board President and three NCOs.
- 6.1.6. First Sergeant of the Year Board (annual award only): Will be comprised of the 88 ABW/CCC as Board President and all 88 ABW Group Chiefs.
- 6.1.7. CGO of the Quarter/Year Boards: Will be comprised of the 88 ABW/CV as Board President and will convene all wing-level selection boards. The 88 ABW/CV will ensure the 88 WSA, MDG, MSG and CG each provide one Major, Lieutenant Colonel, or Colonel from their respective group/directorate to serve as a member of the CGO awards board.
- 6.1.8. FGO of the Year Award (annual award only): Will be comprised of the 88 ABW/CV as Board President and all Group Commanders.
- 6.1.9. Civilian of the Quarter/Year Boards: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Each group/directorate must provide a representative to serve as a member on the civilian awards board. Each group/directorate may submit one nomination per award category.
- 6.1.10. Team Awards: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Each group/directorate must provide a representative to serve as a member on the civilian awards board. Each group/directorate may submit one nomination per award category.
- 6.1.11. Innovation Award: Will be comprised of the 88 ABW/CC and 88 ABW/CCC.
- 6.1.12. Squadron of the Year Award: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). It will be comprised of all Group Commanders. The President of the Board will rotate amongst Group Commanders with all remaining Group Commanders as members of the board.
- 6.1.13. Spouse of the Year Award: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Will be comprised of one CMSgt (Board President), one CGO, one NCO, and one GS 9-12 or equivalent civilian board members. Each group/directorate may submit one nomination per award category.

6.1.14. Youth of the Year Award: The 88 ABW/CCCE will convene all wing-level selection boards. This board is conducted as Records Review Board only (virtual board). Will be comprised of one SMSgt (Board President), one CGO, one NCO, and one GS 9-12 or equivalent civilian board members. Each group/directorate may submit one nomination per award category.

7. 88 ABW Board Procedures and Scoring.

7.1. Board Member/President Responsibilities. The goal of the Civilian Category and Military Board processes is to select the most deserving nominee using the Board Scoring criteria below. This is a “whole-person” program.

7.1.1. Board Member Responsibilities.

7.1.1.1. Score each package individually based on the applicable board scoring instructions. Do not score headings. Only score the content of the bullets.

7.1.1.2. Enter the scores into the applicable Board Score Sheet (see Attachment 5) total the score for each nominee.

7.1.1.3. Rank order each nominee (1, 2, 3, 4, etc.). The nominee with the highest total score will be the #1 and so on.

7.1.1.4. Break all ties. You must have a #1, #2, #3, #4, etc.

7.1.1.5. Legibly write name and sign the bottom of the score sheet. Provide feedback on the AF Forms 1206 by writing on them. The more feedback received, the greater chances of winning at the next level of competition.

7.1.1.6. Return all score sheets to the Board President for ranking.

7.1.2. Board President Responsibilities. The Board President must be stationed at WPAFB and will act as a Board Member for their respective category, as well as complete the following:

7.1.2.1. Enter each board member’s ranking into the Board Score Tally Sheet (see Attachment 5).

7.1.2.2. Total the rankings. The nominee with the highest overall ranking (lowest total number) will be the winner for that category.

7.1.2.3. Ensure the board determines a clear winner. Ties or other concerns must be remedied during the boarding process. The board must determine a clear #1, #2 and #3. Ties after third place do not have to be broken.

7.1.2.4. Collect all board packages/material/folders and return them to the 88 ABW/CCCE (via email).

7.2. **Military Category Face-to-Face Board (FFB).** The primary purpose of the FFB is to ensure the professionalism and appearance of assigned Airmen is commensurate with written performance. There are two areas evaluated during the interview: (1) Military Image/Bearing and (2) Communication Skills. FFB will only be used for annual awards.

7.2.1. Each board member will prepare two opinionated questions for the nominee and will score the member based on the nominee's answer to their questions.

7.2.1.1. The questions will be from the following four categories: (1) Military and Civilian Current Events, (2) Standards of Conduct (**chapter 6** of Air Force Handbook 1), (3) Dress and Appearance (AFI 36-2903), and (4) Customs and Courtesies (**Chapter 8** of Professional Development Guide).

7.2.1.2. All opinionated questions will be based on AFPAM 36-2241, Air Force Handbook 1; AFI 36-2618, The Enlisted Force Structure; and current media such as local and base newspaper, Air Force Times, Airman Magazine, etc.

7.3. 88 ABW/CCCE responsibilities:

7.3.1. Ensure the AF FORM 1206 is limited to fifteen lines for quarterly or thirty lines for annual. Category headings are required to be included in the body.

7.3.2. Board results and nomination packages are retained by 88 ABW/CCC in accordance with Air Force Records Disposition Schedule, Table 36-33, Rule 3.

7.4. Scoring:

7.4.1. Selection will be based on a combination of the AF FORM 1206 and FFB (annual) using the Quarterly/Annual Awards Score Sheet.

7.4.2. The AF FORM 1206 for AMN and NCO is worth a total of 30 points for quarterly/annual awards, with up to 20 points for **Job Performance**, up to 5 points for **Leadership and Followership** and up to 5 points for **Whole Airman Concept**.

7.4.2.1. For SNCO the AF FORM 1206 is worth a total of 30 points for quarterly/annual award, with up to 20 points for **Leadership and Job Performance** and up to 10 points for **Whole Airman Concept**.

7.4.2.2. For CGO the AF FORM 1206 is worth a total of 30 points for quarterly/annual awards, with up to 20 points for **Leadership/Job Performance**, up to 5 points for Significant Self Improvement and up to 5 points for Base/Community Involvement.

7.4.2.3. For civilian awards, the AF FORM 1206 is worth 30 points for quarterly/annual awards, with up to 20 points for **Job Accomplishments** and up to 10 points for **Other Accomplishments**.

7.4.3. FFB is worth a total of 20 points for annual, up to 10 points for **Military Image/Bearing** and up to 10 points for **Communication Skills**. Board members will evaluate each nominee and score them using the "Quarter/Year Score Sheet. Nominees are required to physically appear before the FFB. Individual exceptions will be granted for deployments, TDYs, emergency leave, or similar circumstances. The request must be coordinated through the respective Group Chief to be excused by the Wing Command Chief. If excused, nominees will receive an "average" of all other nominees' interview scores for their interview score. Nominees that are not excused will receive zero points for interview score. Board members will evaluate each nominee during the interview.

After all nominees have met the board, each board member will rank nominees by merit order one through X (number of packages) ensuring there are no ties. After ranking the nominees, board members should record the rank only on the “Quarterly/Annual Awards Score Sheet.”

7.5. Recording Process:

7.5.1. For military awards, board members will consolidate scores from the AF FORM 1206 and FFB into the “Quarterly/Annual Awards Score Sheet.” For civilian awards, board members will consolidate scores from the AF FORM 1206 only. Final scores will be given to the board president and/or recorder when all records have been scored. The board president and/or recorder computes the total score of each eligible by adding the ranking order of all the voting members (i.e. a candidate ranked by the board as #1, #2, #1, #1 will receive a total score of 5). After computing the total scores they will determine an order-of-merit by ranking the lowest score first and the highest score last on the “Quarterly/Annual Awards Final Score Sheet.” In the event two or more members have the same overall score, the board president’s score will be used to break the tie. Additionally, all nominees will be completely ranked in order of merit in case a selectee becomes disqualified.

7.6. 88 ABW Quarterly/Annual Awards Ceremony and Memento Procurement: An appropriate ceremony will be organized to recognize and present award recipients with mementos on a quarterly and annual basis.

7.6.1. Appropriate mementos will be purchased and presented with approval of the 88 ABW/CCC.

7.7. Approval Authority: The 88 ABW/CC or designated representative is the final approving authority for all board results and will make the public release.

8. Award Recognition.

8.1. Winners will be announced at the 88 ABW Quarterly/Annual Recognition Ceremony. The POC for these events will be Installation Command Chief or designee.

8.2. The 88 ABW Public Affairs Office will ensure award winners are given maximum publicity through Wright-Patterson Public Website and the SkyWrighter.

Section B—Team Wright-Patterson (TWP)

9. General Information.

9.1. Overview. The 88 ABW will simultaneously administer the TWP Quarterly and Annual Recognition Program.

9.2. TWP Quarterly and Annual Recognition Program: As the host wing, 88 ABW will be the primary administrator of the TWP Awards Program. Assistance will be requested of all participating units to ensure proper recognition of installation personnel. Assistance will range from providing nomination submissions, appropriate funding for recognition

mementos, board members, ceremony participants, and planners. All personnel assigned and physically located at WPAFB and associated 88 ABW units are eligible to compete in the TWP Awards program. (**Note:** 88 ABW competes both as Host Wing and through AFLCMC for Annuals).

9.2.1. TWP Awards Eligibility: Military and civilian personnel assigned to WPAFB, units directly associated with the 88 ABW and physically co-located at WPAFB are eligible for nomination in the appropriate category. For further eligibility requirements, see paragraph 11.

9.2.2. TWP Awards Categories: Award winners will be determined for the same categories as described in this instruction. TWP will also have an Honor Guard Member of the Quarter/Year category. Each tenant unit should establish their own selection criteria within their unit to select a nominee and may submit one nominee per category to the board. All nominations must be accomplished IAW this instruction.

9.2.3. Information on Annual Awards requirements is received each year from HQ AF via message and will be sent out by 88 ABW/CCC as a tasker (normally sent out in December of each year).

10. Responsibilities.

10.1. Installation Commander (88 ABW/CC).

10.1.1. Receive all board results and is the final approval for all selections.

10.1.2. Promote active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

10.1.3. Approve the appropriate selection of mementos for personnel recognition.

10.1.4. Recognize all award winners at an appropriate, quarterly/annual awards ceremony.

10.2. Installation Vice Commander (88 ABW/CV).

10.2.1. Ensure officer board members are selected and fair and accurate processes are used.

10.2.2. Oversee, review and resolve all splits, and monitor the officer recognition board process.

10.2.3. Ensure eligible officer award recipient packages are forwarded for competition to higher headquarters awards programs.

10.3. Installation Command Chief (88 ABW/CCC).

10.3.1. Oversee the wing awards program.

10.3.2. Approve the quarterly and annual board dates.

10.3.3. Monitor enlisted recognition board selection criteria and procedures.

10.3.4. Ensure eligible enlisted award recipient packages are forwarded for competition to higher headquarters award programs.

10.3.5. Act as the coordinating agency to arrange TWP Annual Awards ceremony. This ceremony is usually a dinner held in late February of each year.

10.3.6. Verify board scores in conjunction with each Board President.

10.3.7. Announce boards and award ceremonies as required and prepare necessary communications to notify nominees, organizations and sponsors.

10.3.8. Make arrangements with the appropriate agencies in preparation of the formal awards ceremony.

10.3.9. Coordinate invitations of sponsors and distinguished visitors.

10.3.10. Purchase approved mementos, ensure required engraving is accomplished for recipients, coordinate completion of plaques and ensure distribution of all donations and gifts from the sponsors to the award recipients.

10.3.11. Delegate coordination of time off passes to groups. Military members of the quarter/annual award winners receive a 1 to 3-day pass.

10.3.12. Delegate coordination of time off passes to groups. Civilians receive an 8-Hour Time-Off Award for CAT 1-3 winners.

10.4. 88 ABW Command Chief Executive Assistant (88 ABW/CCCE).

10.4.1. Set the timeline for package due dates, board dates and TWP Awards Ceremony date.

10.4.2. Assist 88 FSS/FSM with taskings as needed.

10.5. 88 ABW FSS/FSM will:

10.5.1. Oversee and monitor the civilian and military recognition board processes, scoring and nomination procedures, etc.

10.5.2. Ensure board members are selected and fair/consistent processes are used.

10.6. WPAFB Top 3.

10.6.1. Act as the coordinating agency on behalf of the 88 ABW/CCC to arrange TWP Quarterly Awards function.

10.6.2. Coordinate and arrange the seating, arrange place cards, menu selection, pro-rata sheets, arrange stage displays, coordinate with the Visitor Center to escort all off-base sponsors to the quarterly awards ceremony and work script/emcee issues in conjunction with the 88 ABW/CCCE and 88 FSS.

11. Eligibility.

11.1. All members physically co-located at WPAFB, to include mission partners, DoD, NAF, non-US APF and APF civilians are eligible. Air Expeditionary Force (AEF) deployments do not count as time assigned to WPAFB. Individuals deployed downrange are eligible for award consideration *only* if the unit commander verifies or validates in writing that no suitable awards program exists at the deployed location.

11.2. Nominees are representative of a quality force and therefore must be able to stand the test of “whole-person” scrutiny. The program pertains to all tenant units at Wright-Patterson AFB.

11.3. Commanders and CCFs will ensure nominees meet applicable fitness standards. Personnel not meeting standards will not be considered.

11.4. Personnel who have reported negative quality indicators during any portion of the award period, including but not limited to a UIF, failed fitness test, disciplinary action such as a court-martial conviction or punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ), during the year proceeding the award period are ineligible for award competition for the award period.

11.5. Air Force Reserve members assigned to TWP may compete in the military categories. Units are highly encouraged to consider Air Force Reserve members especially when activated or performing annual tours.

11.6. Personnel will be nominated for the grade category they served in the majority of the award period for quarterly and annual awards unless stated otherwise. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member will compete in the Airman of the Quarter category.

12. TWP Award Categories.

12.1. See Attachment 7 for Military and Civilian Individual Awards Categories.

12.2. Honor Guard (HG) of the Quarter/Year: HG Program Manager oversees this award and the process in coordination with the 88 ABW/CCC. Refer to SVSI 34-29 for specific program requirements. The annual HG awards aid in deriving nominations for Chief Master Sergeant of the Air Force HG Awards.

12.3. Dorm of the Quarter: All dormitories are eligible for nominations.

12.4. Dorm Room of the Quarter: Any dormitory resident that qualifies under **Chapter 3** may be nominated.

12.5. First Sergeant (CCF) of the Year (annual award only): Master Sergeant through Chief Master Sergeant (E-7 through E-9). Nominees must serve in the CCF AFSC and have held the 8F000 SDI for at least 6 months of the award period in order to be eligible. Each unit with an authorized position may submit one nomination to the wing through their group/directorate. Mission partners will submit all nominations via their parent organization processes and will not compete in the 88 ABW Program. Specific guidance will be sent out each year in message format from 88 ABW/CCC. Suspense will be aligned with the combined 88 ABW Annual Awards and 12 OAY programs. Questions should be directed to the 88 ABW/CCC.

13. Consideration Periods for Awards.

13.1. Quarterly.

13.1.1. 1st Quarter. 01 January through 31 March.

13.1.2. 2nd Quarter. 01 April through 30 June.

13.1.3. 3rd Quarter. 01 July through 30 September.

13.1.4. 4th Quarter. 01 October through 31 December.

13.2. Annual: Inclusively from 01 January thru 31 December.

14. Nomination Process.

14.1. All mission partners residing physically on WPAFB are eligible to participate in the TWP Awards Program.

14.2. Each group/directorate will establish nomination procedures to ensure eligible individuals are considered for recognition and can submit one nomination for each award category for quarterly and annual awards program.

14.3. Quarterly and Annual Award packages are due to the 88 FSS/FSM by the wing-established suspense date.

14.3.1. The Records Review Boards will be conducted NLT 7 duty days after due date of nomination package. The announcement ceremony will be conducted NLT 14 duty days after RRBs are concluded.

14.3.2. Annual Awards guidance will be driven from AFMC. Annual nomination packages will be turned in electronically via SharePoint. Annual nomination packages are due on the wing established suspense date. The RRB will be conducted NLT 14 duty days after due date of nomination package. QC of annual nomination packages will be conducted immediately after the RRBs within 5 duty days. The announcement ceremony will be conducted NLT the third week of March after QCs are concluded.

14.3.3. Quarterly and annual award submissions are for the preceding period and may not include accomplishments outside the timeframe specified. For example, to include an accomplishment from March (first quarter) in the nomination package for April-June (second quarter) award period is not permitted.

14.4. Military (Amn, NCO, SNCO, CGO)/HG Quarterly/Annual Award Nomination Packages will include:

14.4.1. AF FORM 1206, Nomination for Award (must use current version).

14.4.1.1. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings. Do not use gender specific terminology. Limit specialty specific terminology. For annual awards only, do not use uncommon acronyms or list acronyms on the 1206. Refer to the Tongue & Quill.

14.4.1.2. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

14.4.1.2.1. (2Qtr17_SNCO_88 MSG_Doe, John).

14.4.1.2.2. (3Qtr17_CAT I_88 MDG_Johnson, Mike).

14.4.1.3. Nominations will be 15 lines including headers for quarterly awards and 30 lines including headers for annual awards. Headers are required and must be capitalized. DO NOT place additional information on header lines. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

14.4.1.3.1. AMN/NCO Headers will include:

14.4.1.3.2. **JOB PERFORMANCE IN PRIMARY DUTY:** 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

14.4.1.3.3. **LEADERSHIP AND FOLLOWERSHIP: (maximum of 2 lines for quarterly awards and maximum of 4 lines for annual awards)** 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, certifications, education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

14.4.1.3.4. **WHOLE AIRMAN CONCEPT: (maximum of 2 lines for quarterly awards and maximum of 4 lines for annual awards)** Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3 or CGOC, dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

14.4.1.3.5. SNCO Headers will include:

14.4.1.3.6. **JOB PERFORMANCE IN PRIMARY DUTY:** 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

14.4.1.3.7. **WHOLE AIRMAN CONCEPT: (maximum of 2 lines for quarterly awards and maximum of 4 lines for annual awards)** Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership,

membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of Top 3, enlisted dining-in/out committees, member of Air Force Sergeants Association, Sunday school teacher and so forth.

14.4.1.3.8. CGO/FGO Headers will include:

14.4.1.3.9. **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY** : 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, and Numbered Air Force-level inspections and/or evaluations, to include awards received.

14.4.1.3.10. **SIGNIFICANT SELF-IMPROVEMENT** : (maximum of 2 lines for quarterly awards and maximum of 4 lines for annual awards) 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, certifications, education related to primary duties, and so forth. Include completion of any professional military education as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion or grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

14.4.1.3.11. **BASE/COMMUNITY INVOLVEMENT** : (maximum of 2 lines for quarterly awards and maximum of 4 lines for annual awards) Define the scope and impact of the member's professional leadership, image and involvement in both the military and civilian community. Include leadership, membership or participation in unit advisory councils, professional military organizations, associations and events; e.g., President of CGOC, Special Observance committees etc.

14.5. Civilian Award Nomination Packages will include:

14.5.1. AF FORM 1206, Nomination for Award (Available on E-Pubs). Nominee's permission for award submission is required. The attached Privacy Act Statement (see Attachment 3) and Statement of Release (see Attachment 4) must be signed and dated by the nominee, and accompany the nomination package.

14.5.1.1. Prepare the AF FORM 1206 in an action/impact/result-oriented, factual, yet precise format. DO NOT use generalities and flowery prose; be specific and do not repeat the same facts in different bullets or under different headings.

14.5.1.2. AF FORM 1206 File Name: Nomination for award and titled as time period, category, group/directorate and member's name:

14.5.1.2.1. (2Qtr17_SNCO_88 MSG_Doe, John) .

14.5.1.2.2. (3Qtr17_CAT I_88 MDG_Johnson, Mike) .

14.5.1.3. Nominations will be fifteen lines for quarterly awards and thirty lines for annual awards, including headers. Headers are required and must be capitalized. DO NOT place additional information on header lines. There is no standard for the number of lines required under each header; however, both headers are required even if no bullets are used in the section of OTHER ACCOMPLISHMENTS. Use bullet format. Single space all single line bullets. Double bullets will be indented and single spaced underneath the main bullet.

14.5.1.4. Civilian Nomination Headings:

14.5.1.4.1. **JOB ACCOMPLISHMENTS:** Describe significant 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, and Numbered Air Force-level inspections and/or evaluations. Include awards received such as Technician of the Month, Maintenance Professional of the Month and so forth.

14.5.1.4.2. **OTHER ACCOMPLISHMENTS:** Accomplishments pertaining to self-improvement, community service, Four Dimensions of Wellness, organizational morale boosting activities and so forth.

14.6. Dorm Room of the Quarter: Specifically designed to recognize any outstanding dorm room. Any First Sergeant and/or Airman Dorm Leader may nominate an Airman for Dorm Room of the Quarter.

14.7. Dorm of the Quarter: Specifically designed to recognize outstanding dormitories. Any First Sergeant and/or Airman Dorm Leader may nominate a dorm for Dorm of the Quarter.

15. Board Composition.

15.1. TWP Awards Boards: The 88 FSS/FSMPS will convene all base-level selection boards. Civilian board members will meet in person at the designated time and place set by the 88 FSS/FSMPS (See Attachment 2). Each group or mission partner may submit one nomination per award category.

15.1.1. Records Review Board: Military Quarterly and Annual boards will be RRBs. Scores are based on the AF FORM 1206 solely.

15.1.2. SNCO Boards: Will be comprised of a CMSgt as a Board President and two CMSgts as board members.

15.1.3. NCO Board: Will be comprised of a CMSgt or SMSgt as a Board President and two SNCOs.

15.1.4. Amn Board: Will be comprised of a SMSgt as a Board President and two NCOs.

15.1.5. First Sergeant of the Year: Will be comprised of the CCM as Board President and three CMSgts.

15.1.6. CGO of the Quarter/Year Boards: The 88 FSS/FSMPS will convene all base-level selection boards and ensure the tenant units to serve as board members. The 88 FSS/FSMPS will designate one member of the board as the presiding officer.

15.1.7. Civilian of the Quarter/Year Boards: The 88 FSS/FSMPS will convene all base-level selection boards. Civilian board members will meet in person at the designated time and place set by the 88 FSS/FSMPS. Each group/directorate must provide a representative to serve as a member on the civilian awards board. Each group/directorate may submit one nomination per award category.

15.1.8. Dorm and Dorm Room of the Quarter: Will be comprised of 88 ABW/CC and 88 ABW/CCC.

15.1.9. HG Board: HG Program Manager oversees this award and the process in coordination with the 88 ABW/CCC. Refer to SVSI 34-29 for specific program requirements.

16. TWP Board Procedures and Scoring.

16.1. 88 FSS/FSMPS will:

16.1.1. For military awards, the 88 FSS/FSMPS will ensure the AF FORM 1206 is limited to fifteen lines for quarterly or thirty lines for annual.

16.1.2. Board results and nomination packages are retained by 88 FSS/FSMPS in accordance with Air Force Records Disposition Schedule, Table 36-33, Rule 3.

16.2. Board Member/President Responsibilities. The goal of the Civilian Category and Military Board processes is to select the most deserving nominee using the Board Scoring criteria below. This is a “whole-person” program.

16.2.1. Board Member Responsibilities.

16.2.1.1. Score each package individually based on the applicable board scoring instructions. Do not score headings. Only score the content of the bullets.

16.2.1.2. Enter the scores into the applicable Board Score Sheet (see Attachment 5) total the score for each nominee.

16.2.1.3. Rank order each nominee (1, 2, 3, 4, etc.). The nominee with the highest total score will be the #1 and so on.

16.2.1.4. Break all ties. You must have a #1, #2, #3, #4, etc.

16.2.1.5. Legibly write name and sign the bottom of the score sheet. Provide feedback on the AF Forms 1206 by writing on them. The more feedback received, the greater chances of winning at the next level of competition.

16.2.1.6. Return all score sheets to the Board President for ranking.

16.2.2. Board President Responsibilities. The Board President must be stationed at WPAFB and will act as a Board Member for their respective category, as well as complete the following:

16.2.2.1. Enter each board member’s ranking into the Board Score Tally Sheet (see Attachment 6).

16.2.2.2. Total the rankings. The nominee with the highest overall ranking (lowest total number) will be the winner for that category.

16.2.2.3. Ensure the board determines a clear winner. Ties or other concerns must be remedied during the boarding process. The board must determine a clear #1, #2 and #3. Ties after third place do not have to be broken.

16.2.2.4. Collect all board packages/material/folders and return them to the 88 FSS POC (via email).

16.3. The AF FORM 1206 for AMN and NCO is worth a total of 30 points for quarterly/annual awards, with up to 20 points for **Job Performance**, up to 5 points for **Leadership and Followership** and up to 5 points for **Whole Airman Concept**. For SNCO the AF FORM 1206 is worth a total of 30 points for quarterly/annual award, with up to 20 points for **Leadership and Job Performance** and up to 10 points for **Whole Airman Concept**.

16.3.1. For CGO the AF FORM 1206 is worth a total of 30 points for quarterly/annual awards, with up to 20 points for **Leadership/Job Performance**, up to 5 points for Significant Self Improvement and up to 5 points for Base/Community Involvement.

16.3.2. For civilian awards, the AF FORM 1206 is worth 30 points for quarterly/annual awards, with up to 20 points for **Job Accomplishments** and up to 10 points for **Other Accomplishments**.

16.4. Recording Process:

16.4.1. Board members will consolidate scores from the AF FORM 1206 onto the "Quarterly/Annual Awards Score Sheet." Final scores will be given to the Board President and/or recorder when all records have been scored. The board president and/or recorder computes the total score of each eligible by adding the ranking order of all the voting members (i.e., a candidate ranked by the board as #1, #2, #1, #1 will receive a total score of 5). After computing the total scores they will determine an order-of-merit by ranking the lowest score first and the highest score last on the "Quarterly/Annual Awards Final Score Sheet." In the event two or more members have the same overall score, the board president's score will be used to break the tie. Additionally, all nominees will be completely ranked in order of merit in case an elected becomes disqualified.

16.5. TWP Quarterly/Annual Awards Ceremony and Memento Procurement: An appropriate ceremony will be organized to recognize and present award recipients with mementos on a quarterly and annual basis.

16.5.1. Appropriate mementos will be purchased and presented with approval of the 88 ABW/CCC.

16.6. Approval Authority: The 88 ABW/CC or designated representative is the final approving authority for all board results and will make the public release.

17. Award Recognition.

17.1. Winners will be announced at the TWP Quarterly/Annual Recognition Ceremony. The POC for these events will be Installation Command Chief or designee.

17.2. The 88 ABW Public Affairs Office will ensure award winners are given maximum publicity through Wright-Patterson Public Website and the SkyWrighter.

BRADLEY W. McDONALD, Colonel, USAF
Commander

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

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

AFI 36-1001, *Managing the Civilian Performance Program*, 1 July 1999

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

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

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

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

AFHANDBOOK1, *Air Force Handbook 1*, 1 October 2015

Acronyms and Abbreviations

ABW— Air Base Wing

AFLCMC—Air Force Life Cycle Management Center

AFMC— Air Force Materiel Command

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

AFRDS— Air Force Records Dispositions

AMS— Air Mobility Squadron

APF— Appropriated Fund

CC/CV— Top 2 leadership

CCC— Command Chief

CG— Communications Group

IAW— In Accordance With

MDG— Medical Group

MSG— Mission Support Group

NAF— Numbered Air Force

FFB - Face-to-Face Board

TWP— Team Wright Patterson

WSA—Wing Staff Agencies

Attachment 2

TWP MILITARY BOARD SCHEDULE

figure A2.1. TWP Military Board Schedule.

Nomination Period/Board Composition	Board President	Board Member	Board Member
1 January-31 March- 1st Quarter			
CGO Board (FGOs)	AFRL	AFLCMC	AFMC
SNCO Board (CMSgts)	NASIC	88 ABW	AFIT
NCO Board (CMSgt, 2 SNCCs)	88 ABW	AFRL	AFMC
Airman (CMSgt, 2 SNCO/NCO)	AFMC	NASIC	AFICA
Honor Guard Boards	HG	HG	HG
1 April-30 June- 2nd Quarter			
CGO Board (FGOs)	88 ABW	AFRL	AFLCMC
SNCO Board (CMSgts)	AFRL	AFMC	NASIC
NCO Board (CMSgt, 2 SNCCs)	AFMC	AFIT	NASIC
Airman (CMSgt, 2 SNCO/NCO)	AFLCMC	AFIT	88 ABW
Honor Guard Boards	HG	HG	HG
1 July-30 September- 3rd Quarter			
CGO Board (FGOs)	NASIC	88 ABW	AFMC
SNCO Board (CMSgts)	AFMC	NASIC	AFRL
NCO Board (CMSgt, 2 SNCCs)	AFLCMC	88 ABW	AFIT
Airman (CMSgt, 2 SNCO/NCO)	AFRL	AFLCMC	AFICA
Honor Guard Boards	HG	HG	HG
1 October-31 December- 4th Quarter			
CGO Board (FGOs)	AFRL	AFLCMC	88 ABW
SNCO Board (CMSgts)	NASIC	AFMC	AFRL
NCO Board (CMSgt, 2 SNCCs)	AFIT	NASIC	AFLCMC
Airman (CMSgt, 2 SNCO/NCO)	88 ABW	AFMC	AFIT
Honor Guard Boards	HG	HG	HG

Attachment 3

PRIVACY ACT STATEMENT TEMPLATE

Figure A3.1. Privacy Act Statement Template.

AUTHORITY: Solicitation of personal information for USAF-endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (USC), Section 552a, and published in title 32, Code of Federal Regulations (CFR), Section 806b), and is authorized by federal statutes (5 USC 301 and 10 USC 8012).

PURPOSE: The principal purpose for the information's use is to provide publicity and recognition through military and/or civilian news media inherent to the recognition program.

ROUTINE USES: Routine uses may be made of the information and/or photographs by commanders and award selection board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.

DISCLOSURE IS VOLUNTARY: Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.

I HAVE READ THE ABOVE STATEMENT AND I DO AUTHORIZE RELEASE OF THE PERSONAL INFORMATION AND USE OF PHOTOGRAPH(S) FOR THE SPECIFIC AWARD BELOW. I AGREE TO GIVE PERMISSION TO USE MY NAME, GRADE, DUTY TITLE, AND BASE OF ASSIGNMENT IN THE ANNOUNCEMENT MESSAGE OR ANY PUBLICITY REGARDING THE AWARD.

TYPE NAME OF AWARD AND CATEGORY (IF APPLICABLE)

Signature of Nominee

Date

TYPE or PRINT Nominee's Name

Attachment 4

STATEMENT OF RELEASE TEMPLATE

Figure A4.1. Statement of Release Template.

SUBJECT: Statement of Release

1. I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act Information or Personally Identifying Information (PII) found in AFI 33-332, The Air Force Privacy and Civil Liberties Program, Chapter 6, Disclosing Records to Third Parties. I understand those transmitting personal information via email will exercise caution and adequately safeguard it IAW AFI 33-332, paragraphs 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment.
2. Disclosure Statement: Voluntary, if permission is not granted, it will not preclude member, who is signing below, from award competition.

FIRST NAME M.I. LAST NAME
GRADE, DAF
Duty Title

Attachment 5

BOARD MEMBER'S SCORE SHEET

Figure A5.1. Board Member's Score Sheet.

Board Member's Score Sheet

<i>NOMINEE</i>	<i>1206 (Max 24 Points)</i>	<i>RANK ORDER</i>	<i>COMMENTS</i>

RANKING

#1 _____
#2 _____
#3 _____

#4 _____
#5 _____

BOARD MEMBER NAME/INITIALS

Attachment 6

PRESIDENT'S SCORE SHEET

Figure A6.1. President's Score Sheet.

President's Score Sheet

<i>Nominee</i>	<i>Board Member Score</i>	<i>Board Member Score</i>	<i>Board President</i>	<i>Total Score</i>	<i>Final Rank Order</i>
EXAMPLE SMSGt. Samson	16	22	18	56	# 1, 2, 3, 4

Board Member #1 Name: _____

Board Member #2 Name: _____

Board President's Name: _____

President Signature: _____

Date: _____

Attachment 7

MILITARY AND CIVILIAN INDIVIDUAL AWARDS CATEGORIES

Figure A7.1. Military and Civilian Individual Awards Categories.

CATEGORY	PAY CODES GRADE/RANK	
Airman (Amn)	Airman Basic - Senior Airman (E-1 to E-4)	
Noncommissioned Officer (NCO)	Staff Sergeant - Technical Sergeant (E-5 to E-6)	
Senior Noncommissioned Officer (SNCO)	Master Sergeant - Senior Master Sergeant (E-7 to E-8)	
Company Grade Officer (CGO)	Second Lieutenant - Captain (O-1 to O-3)	
Field Grade Officer (FGO)	Major - Lt Colonel (O-4 to O-5)	
Civilian I	DU 01-03	NJ 01-02
	DX 01-02	NK 01-03
	GG 01-08	NL 01-15
	GS 01-08	WG 01-09
	NA 01-15	WL 01-07
	NF 01-02	WS 01-05
	NH 01	
Civilian II	DO 01-02	NF 03-04
	DR 01-02	NH 02-03
	DU 04	NJ 03-04
	DX 03-04	WG 10-15
	GG 09-12	WL 08-15
	GS 09-12	WS 06-19
Civilian III	DO 03	
	DR 03	
	GG 13-14	
	GS 13-14	
	NF 05	
	NH 04	