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**Personnel**

**21ST SPACE WING RECOGNITION PROGRAM**

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OPR: 21 SW/CCA (Ms. Roxanne E. Brennan)

Certified by: 21 SW/CCC  
(CMSgt Vance M. Clarke)

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, Air Force Instruction 36-2805, *Special Trophies and Awards*, and provides guidelines for the nomination and selection of outstanding military and civilian personnel. It establishes and governs the 21st Space Wing and “Team Pete,” Peterson Air Force Base Quarterly/Annual Recognition Programs, and the 21st Space Wing Commander and Command Chief Master Sergeant Recognition Program. It applies to all personnel assigned to the 21st Space Wing, Peterson Air Force Base, Cheyenne Mountain Air Force Station, and Tenant Units. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C., Chapter 857, and E. O. 9397. System of records notice F900-AF-MP-A “Awards and Decorations” applies. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Records Disposition Schedule (RDS) which may be found on-line at <https://webrims.amc.af.mil>.

**SUMMARY OF REVISIONS.**

This revision formalizes the Peterson Air Force Base installation/“Team Pete” awards program and continues explanation of the 21 SW Awards Program. It changes board compositions, the formal scoring process to a 6-10 “whole-person” concept/ranking system, and the maximum number of lines of justification for quarterly/annual awards. A bar (|) indicates a revision from the previous edition.

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## Chapter 1

### 21ST SPACE WING AWARDS PROGRAM

**1.1. Overview.** The 21st Space Wing (SW) Awards Program is designed to recognize the superior performance and outstanding achievement of personnel. Nominees are representative of a quality force and therefore must be able to stand the test of “whole person/whole life/whole career” scrutiny. The program is detailed here and pertains to all units assigned to the 21 SW. Award recipients selected in 21 SW programs are eligible for higher headquarters awards programs as applicable. Installation and wing programs may run concurrent with shared boards, or may be managed separately. If boards are run simultaneous with the Team Pete, Peterson AFB Installation Awards, then specific 21 SW award recipients must be derived.

#### 1.2. Eligibility.

1.2.1. All members assigned to 21 SW units are eligible for wing quarterly or annual awards.

1.2.2. Individuals who won in any category the previous quarter are ineligible for submission the next quarter, i.e., if an individual won for the first quarter of 2004, they are not eligible for further competition until the third quarter of 2004. This does not apply to wing-level annual awards.

1.2.3. Personnel who have reported negative quality indicators during any portion of the award period, disciplinary action, UIF, etc., are ineligible for award competition.

1.2.4. Nominees will be nominated for the grade category they served in the majority of the period. For example, if a member was a Senior Airman for two months and then promoted to Staff Sergeant, the member will compete in the Airman of the Quarter category. Captains selected or promoted to the rank of Major during any award period are ineligible for consideration. (Exception: If a member has already been selected as the wing nominee before the promotion release). Nominees must be assigned to the nominating unit for the majority of the period of the nomination for quarterly awards.

#### 1.3. 21 SW Award Categories:

1.3.1. Airman Category: Airman Basic - Senior Airman (E-1 thru E-4).

1.3.2. Noncommissioned Officer Category: Staff Sergeant - Technical Sergeant (E-5 thru E-6).

1.3.3. Senior Noncommissioned Officer Category: Master Sergeant - Chief Master Sergeant (E-7 thru E-9).

1.3.4. Company Grade Officer Category: Second Lieutenant - Captain (O-1 thru O-3).  
(Excluding O-4 Selects)

1.3.5. Civilian Categories I, II, and III (See [Chapter 5](#) for details).

1.3.6. **First Sergeant of the Year Award** : Nominees must serve in the First Sergeant AFSC and have held the 8F000 SDI for at least 6 months of the award period in order to be eligible. (AFI 36-2805, para 3.3.1). This is an **annual award category only**. Each unit with an authorized position may submit a nomination through their respective group. Groups may submit only one nomination per group to compete at the wing.

**1.4. Consideration Periods for Award:**

## 1.4.1. Quarterly:

- 1.4.1.1. 1st Quarter. January - March
- 1.4.1.2. 2nd Quarter. April - June
- 1.4.1.3. 3rd Quarter. July - September
- 1.4.1.4. 4th Quarter. October - December

1.4.2. Annual: Runs on calendar year, inclusively from 1 January through 31 December.

**1.5. Program Responsibilities.**1.5.1. **21 SW/CC:**

- 1.5.1.1. Is the authority for 21 SW Awards Program. As such, the 21 SW/CC or designee will receive all board results and is the final approval authority for all selections.
- 1.5.1.2. Promotes active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.
- 1.5.1.3. Oversees the appropriate selection of mementos for personnel recognition.

1.5.2. **21 SW/CV:**

- 1.5.2.1. Oversees, reviews and resolves all splits and monitors the officer recognition board process.
- 1.5.2.2. Ensures officer board members are selected and fair and accurate processes are used.
- 1.5.2.3. Ensures eligible 21 SW officer award recipient packages are forwarded for competition to higher headquarters award programs.

1.5.3. **21 SW/CCC:**

- 1.5.3.1. Is the 21 SW OPR for the 21 SW Recognition Program.
- 1.5.3.2. Monitors enlisted recognition board selection criteria and procedures.
- 1.5.3.3. Ensures eligible 21 SW enlisted award recipient packages are forwarded for competition to higher headquarters award programs.

1.5.4. **21 MSS/DPC:**

- 1.5.4.1. Oversees and monitors the civilian recognition board process.
- 1.5.4.2. Ensures board members are selected and fair and accurate processes are used.
- 1.5.4.3. Ensures eligible 21 SW civilian award recipient packages are forwarded for competition to higher headquarters award programs.

1.5.5. **21 SW/CCA:**

- 1.5.5.1. Assists 21 SW/CV, 21 SW/CCC, and 21 MSS/DPC or designated representatives with scheduling, appointment, notification, and administration of selection boards.

1.5.5.2. Ensures appropriate units and agencies are notified of all appropriate suspense dates. Notifies unit commanders, commanders' execs, group superintendents, first sergeants, and courtesy copies group secretaries of nomination package and board member suspense dates.

1.5.5.3. Works with 21 SW/CV and 21 SW/CCC to set up board times and locations.

1.5.5.4. Collects group nomination packages and prepares a recognition folder for each board member for each category. Folder will contain:

1.5.5.4.1. Copy of each nomination package (AF IMT 1206 and other items as applicable) for particular category.

1.5.5.4.2. Score sheet (see [Attachment 11](#)).

1.5.5.4.3. Master tally sheet (board president only).

1.5.5.5. Assists with board members briefing (verify nomination package contents, scoring process, and disclosure requirements).

1.5.5.6. Verifies board scores in conjunction with board presidents.

1.5.5.7. Announces boards and awards ceremonies, as required, and prepares necessary communications to notify nominees, organizations, and sponsors.

1.5.5.8. Arranges for photographic support for awards presentations and as otherwise required. Nominating units are responsible for scheduling, copies, etc. for all required official photos of nominees.

1.5.5.9. Makes arrangements with the appropriate agencies for formal awards ceremony. Coordinates and arranges seating, puts out place cards, arranges flag displays, and coordinates with Visitor Center to escort all off-base sponsors to the awards ceremony and works script and emcee issues in conjunction with the 21 SW/CCC, or designee.

1.5.5.10. Purchases approved mementos and arranges for all engraving for award recipients. Arranges for copies of award recipients photographs and places them in appropriate 21 SW Recognition Program Display Cases.

#### 1.5.6. 21 SW/PA:

1.5.6.1. Arranges for publicity (i.e., Space Observer, Satellite Flyer, Marquee) and processes hometown news releases for 21 SW award recipients.

### 1.6. Submission Timelines.

1.6.1. **Quarterly Awards.** The 21 SW/CCA will publish an annual letter in February establishing all firm suspense dates for this awards program. Target dates are as follows. Quarterly nomination packages are due to the 21 SW/CCA by close-of-business on the 14th day of April, July, October, and January unless otherwise specified. If the 14th falls on a non-duty day, packages will be due to 21 SW/CCA on the first duty day prior to the 14th. Units not stationed at Peterson AFB may fax or e-mail packages for their nominees, through their respective group. The 821 ABG may fax or email packages directly to 21 SW/CCA.

1.6.2. **Annual Awards.** The 21 SW Annual Award Program nominations suspense date will be published via letter to all applicable units. The 21 SW Annual Enlisted Awards Program is specifically

designed to recognize wing members and to determine nominees for the Air Force 12 Outstanding Airman of the Year (OAY) Program.

1.6.3. Nominations not adhering to established formats will be returned to the respective group. Late nomination packages will be considered at the discretion of the 21 SW/CC, 21 SW/CV, 21 SW/CCC, and Chief of Civilian Personnel for appropriate categories.

### **1.7. Nomination Process.**

1.7.1. Each group can submit one nomination for each award category. Recognized groups are the 21 SW Director of Staff (DS), MDG, MSG, MXG, OG, 721 MSG, and 821 ABG. (Specific nomination guidelines are detailed in [Chapter 3](#)).

1.7.2. Enlisted Boards. The 21 SW enlisted quarterly award recipients will be selected through a package review process and/or a face board, at the discretion of the 21 SW/CCC. For those individuals not stationed at Peterson AFB or Cheyenne Mountain AFS, or unable to meet the board in person, a teleconference, telephone interview, VTC, or a decision to have a records-only board will be made by the 21 SW/CCC or designated representative. Enlisted annual award recipients will be selected by package review process and/or face board, at the discretion of the 21 SW/CCC.

1.7.3. Officer Boards. Company Grade officer quarterly award nominees will be selected by package review. The officer quarterly and annual boards will consist of commanders or others appointed by the 21 SW/CV or appointed representative. Officer annual award recipients will be selected by package review.

1.7.4. Civilian Boards. The civilian quarterly award recipients will be selected through a package review process and will consist of commanders or others appointed by the Chief, Civilian Personnel, or appointed representative. Civilian annual award recipients will be selected by package review.

**1.8. 21 SW Quarterly/Annual Awards Ceremony, Awards, and Honors.** Award recipients will be announced at an appropriate function or as determined by 21 SW/CC. The 21 SW/CC authorizes an appropriate memento for all military and civilian selectees.

1.8.1. Suggested sequence of events for quarterly awards function would be to announce 21 SW group nominees and then announce wing-level award recipients. Each group is expected to ensure their award winners and nominees to 21 SW programs are recognized in an appropriate manner. Winning awards at the detachment, squadron, and group levels should be recognized with appropriate mementos.

1.8.2. Suggested sequence of events for annual awards function would be to announce 21 SW group nominees and then announce wing-level award recipients. Each group is expected to ensure their award winners and nominees to 21 SW programs are recognized in an appropriate manner. Winning awards at the detachment, squadron, and group levels should be recognized with appropriate mementos.

1.8.3. The 21st Space Wing Annual Award Nominees assigned to a Geographically Separated Unit (GSU). GSU nominees, representing their groups, will be authorized travel to the location of the 21 SW Annual Awards function, and possibly a face board. Units/groups will pay per diem and travel for the member and 21 SW/CC will reimburse as deemed appropriate. GSU commanders may authorize other personnel to attend the function at the unit expense. It is the unit's responsibility to cut the orders and make travel arrangements for the nominees and all other personnel.

## Chapter 2

### PETERSON AFB (TEAM PETE) INSTALLATION AWARDS PROGRAM

#### 2.1. Overview.

2.1.1. As the host wing, the 21 SW will be the primary administrator of the Peterson AFB (Team Pete) Installation 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, and board/ceremony participants and planners. All personnel assigned to Peterson AFB and Cheyenne Mountain Air Force Station are eligible to compete in the Team Pete Installation Quarterly/Annual Award Programs. Geographically Separated Units' personnel are not eligible for installation awards since they are not physically located on Peterson AFB or Cheyenne Mountain AFS. Tenant units assigned in the Colorado Springs are eligible to compete in the Team Pete Program. All GSUs are encouraged to participate in the local installation award programs where they reside.

2.1.2. A "Team Pete" board will meet and an award recipient will be determined in each category. Each tenant unit may establish their own selection criteria within their units. Each unit may submit one nomination per category to the installation board. All nominations must be accomplished IAW this directive.

2.1.3. All tenant units and 21 SW award recipients will be scored and installation award recipients selected. This can be done simultaneously with other boards, as long as the process clearly selects appropriate award recipients, but two separate boards are preferred.

**2.2. Eligibility :** Military and civilian personnel assigned to eligible units are eligible for nomination in the appropriate category. Members compete in the grade category they held during the **majority** of the award period. If the member is promoted at the mid-point of the award cycle, the unit commander determines which category to nominate the member. Annual award nominees do not have to have been quarterly award recipients.

2.2.1. Individuals who won in any category the previous quarter are ineligible for submission the next quarter, i.e., if an individual won for the first quarter of 2004, they are not eligible for further competition until the third quarter of 2004.

2.2.2. Captains selected or promoted to the rank of Major during any award period are ineligible for consideration.

#### 2.3. Program Responsibilities.

##### 2.3.1. 21 SW/CC:

2.3.1.1. Is the authority for the Team Pete Awards Program. As such, the 21 SW/CC or designee will receive all board results and is the final approval authority for all selections.

2.3.1.2. **Promotes** active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

2.3.1.3. **Oversees** the appropriate selection of mementos for personnel recognition.

##### 2.3.2. 21 SW/CV:

2.3.2.1. Oversees and monitors the officer recognition board process.

2.3.2.2. Ensures officer board members are selected and fair and accurate processes are used.

**2.3.3. 21 SW/CCC:**

2.3.3.1. Is the 21 SW OPR for the Team Pete Recognition Program.

2.3.3.2. Monitors enlisted recognition board selection criteria and procedures.

**2.3.4. 21 MSS/DPC:**

2.3.4.1. Oversees and monitors the civilian recognition board process.

2.3.4.2. Ensures board members are selected and fair and accurate processes are used.

**2.3.5. 21 SW/CCA:**

2.3.5.1. Assists 21 SW/CV, 21 SW/CCC, and 21 MSS/DPC or designated representatives with scheduling, appointment, notification, and administration of selection boards.

2.3.5.2. Ensures appropriate units and agencies are notified of all appropriate suspense dates. Notifies unit commanders, commanders' execs, group superintendents, first sergeants, and courtesy copies group secretaries of nomination package and board member suspense dates.

2.3.5.3. Works with 21 SW/CV, 21 SW/CCC, and 21 MSS/DPC to set up board times and locations.

2.3.5.4. Collects tenant nomination packages and prepares a recognition folder for each board member for each category. Folder will contain:

2.3.5.4.1. Copy of each nomination package (AF IMT 1206 and other items as applicable) for particular category.

2.3.5.4.2. Score sheet (see [Attachment 11](#)).

2.3.5.4.3. Master tally sheet (board president only).

2.3.5.5. Assists with board members briefing (verify nomination package contents, scoring process, and disclosure requirements).

2.3.5.6. Verifies board scores in conjunction with board presidents.

2.3.5.7. Announces boards and awards ceremonies, as required, and prepares necessary communications to notify nominees, organizations, and sponsors.

2.3.5.8. Arranges for photographic support for awards presentations and as otherwise required. Nominating units are responsible for scheduling, copies, etc. for all required official photos of nominees.

2.3.5.9. Makes arrangements with the appropriate agencies for formal awards ceremony. Coordinates and arranges seating, puts out place cards, arranges flag displays, and coordinates with Visitor Center to escort all off-base sponsors to the awards ceremony and works script and emcee issues in conjunction with the 21 SW/CCC, or designee

2.3.5.10. Purchases approved mementos and arranges for all engraving for award recipients.

**2.3.6. 21 SW/PA:**

2.3.6.1. Arranges for publicity (i.e., Space Observer, Satellite Flyer, Marquee) and processes hometown news releases for 21 SW award recipients.

#### **2.4. Categories. (Categories are designed to allow all services to participate if desired)**

- 2.4.1. Junior Enlisted Member Category: all services grades E-1 thru E4.
- 2.4.2. Noncommissioned Officer Category: all services grades E-5 thru E-6.
- 2.4.3. Senior Noncommissioned Officer Category: all services grades E-7 thru E-9.
- 2.4.4. Company Grade Officer Category: all services grades O-1 thru O-3 (to exclude Major selects).
- 2.4.5. Civilian Categories I, II, & III (See [Chapter 5](#) for details).

#### **2.5. Award Periods.**

- 2.5.1. Quarterly:
  - 2.5.1.1. 1st Quarter. January - March
  - 2.5.1.2. 2nd Quarter. April - June
  - 2.5.1.3. 3rd Quarter. July - September
  - 2.5.1.4. 4th Quarter. October - December
- 2.5.2. Annual: Runs on calendar year, inclusively from 1 January through 31 December.

#### **2.6. Submission Timelines.**

- 2.6.1. **Quarterly Awards.** All nomination packages will be due to the 21 SW/CCA by close-of-business on 14th of April, July, October, and January unless otherwise specified. If the 14th is a non-duty day, packages will be due the duty day prior to the 14th.
- 2.6.2. **Annual Awards.** Team Pete, Peterson AFB Annual Award Program nominations suspense date will be published via letter to all applicable units. The Team Pete Installation Awards Program is specifically designed to recognize installation level personnel and will not be used to select 12 OAY, First Sergeant, or Civilian of the Year nominees or winners for any participating unit or be forwarded to higher headquarters.

#### **2.7. Nomination Process.**

- 2.7.1. 21 SW and tenant units may nominate one individual per category in their respected parent unit. For example, Det 4, AFOTEC may nominate one individual in each category. (Specific nomination guidelines are detailed in [Chapter 3](#)).

**2.8. Board Results.** The results will be provided to each participating unit commander from the 21 SW/CC or designated representative.

**2.9. Team Pete, Peterson AFB Installation Quarterly/Annual Awards Ceremony, Awards, and Honors.** Award recipients will be announced at an appropriate function or as determined by 21 SW/CC. The 21 SW/CC authorizes an appropriate memento for all military and civilian selectees.

2.9.1. Suggested sequence of events for quarterly awards function would be to announce tenant group nominees and 21 SW nominees. Then announce overall Team Pete award recipients. Each tenant unit is expected to ensure their award winners and nominees to Team Pete programs are recognized in an appropriate manner. Winning awards at the tenant level should be recognized with appropriate mementos.

2.9.2. Award recipients will be recognized and presented a memento at an annual awards ceremony on Peterson AFB. Mementos will be provided for all military and non-contractor civilian selectees.

## Chapter 3

### NOMINATION PROCEDURES

**3.1. Administrative Procedures for Submission of Nominations.** Award packages are due to 21 SW/CCA NLT 14th day of April, July, October, and January in original plus six copies stapled and collated.

3.1.1. Quarterly Award Nomination Package Contents: AF IMT 1206, **Nomination for Award**, (most current version) 15 lines maximum (15 lines does not include headings used below) (Times New Roman 12-point font), and titled as member's last name, category, group, and time period (i.e., Smith, NCO, 721st, 1st Qtr 04). Headings are required and need to be capitalized but will not count against the 15 lines. As such, no additional information will appear on the same line with the heading. Use bullet format. Double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. Nominations will include and be scored on the categories below.

3.1.1.1. **Leadership and Job Performance in Primary Duty** : (Enlisted and CGO only). 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. Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

3.1.1.2. **Significant Self-Improvement** : (Enlisted and CGO only). 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, technical training, quality courses, Professional Military Education, off-duty education, and involvement in professional or cultural organizations.

3.1.1.3. **Base or Community Involvement** : (Enlisted and CGO only). Define the scope and impact of the member's 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; e.g., President of Top 3, dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, etc.

3.1.1.4. **Job Performance in Primary Duty** : (Civilian only). Consider the development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

3.1.2. Group Nomination Letter (**Attachment 2**) to include in paragraph 1, list of group nominees. Tenant unit letters will be signed by unit commander and forwarded to 21 SW/CCA.

3.1.3. Unit Nomination Letter (**Attachment 1**) for each individual to include in paragraph 1, rank, full name, social security number, unit, office symbol, duty phone, and home address to include zip code. In paragraph 2, use this space to write a 5-line citation on the individual's most important accomplishments during the quarter. The following must be used: Times New Roman, 12-point font with 1-inch margins. Must be complete sentences. This information will be used in the script for the quarterly awards ceremony. For military members paragraph 3 will state, "I have reviewed the PIF of each nominee and there is no derogatory information or UIF established."

3.1.4. A medium (disk or CD) containing the Air Force IMT 1206 and the Unit Nomination Letter.

3.1.5. Quarterly and Annual Award Photographs: All 21 SW Groups, Wing Staff, and Tenant Units will ensure all nominees have their official photos taken prior to 14 April, July, October, and January for quarterly nominees and forwarded with the nomination packages. All packages must include one 8 X 10" and one 5 X 7" color photograph (for quarterly awards). For annual awards, further guidance will be provided. To eliminate unnecessary waste of extra copies of photos, the pictures may be downloaded on a disk and forwarded with the nomination package. Military photos will be in service dress and civilians in appropriate attire. Annual award photographs must be taken prior to submission of nomination to installation and wing.

**3.2. Twelve Outstanding Airmen of the Year Award and First Sergeant of the Year Award .** Follow the guidance in AFI 36-2805, paragraph 3.3 and 3.4 and any yearly higher headquarters guidance received for 12 OAY and USAF First Sergeant of the Year. The enlisted nomination package contents:

3.2.1. Cover letter signed by the group commander. (Original only)

3.2.2. AF IMT 1206, Nomination for Award. Limit the write-up to the front of the AF IMT 1206 (most current version) and titled as the member's last name. Use bullet format in Times New Roman 12-point font. In the Award block, list 12 Outstanding Airmen of the Year or USAF First Sergeant of the Year. Nominations will include and be scored on the categories listed below.

3.2.2.1. **Leadership and Job Performance in Primary Duty.** Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

3.2.2.2. **Significant Self-Improvement.** Professional Military Education, off-duty education, involvement in professional or cultural organizations, and voluntary enrollment in career development, technical training or quality courses.

3.2.2.3. **Base or Community Involvement.** Define the scope and impact of the member's 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.

3.2.3. Long biography ([Attachment 6](#)). Original and six copies.

3.2.4. Signed Statement of Intent ([Attachment 8](#)) (Original only). All enlisted nominees to include the First Sergeant of the Year nominees will submit the statement that he/she does or does not agree to give permission to use his/her name and unit location in the announcement message or publicity regarding the award winner. The nominee must sign and date this statement.

3.2.5. Short biography ([Attachment 7](#)). Limit to eight lines. (Original only).

3.2.6. Base-level Report of Individual Personnel (RIP) (Records Review RIP). (Original and six copies).

3.2.7. One single-page SURF (available from the HQ AFPC Assignment Management System web page). (Original and six copies).

3.2.8. One 3.5-inch floppy disk or CD with items listed in paragraphs [3.2.1.](#) through [3.2.7.](#) Include the AF IMT 1206 as a packaged form.

3.2.9. Official photos. Please submit one 8 X 10" and one 5 X 7" color photo for awards boards with submission of package. Additional photographs of nominees may be required. Normally, AFSPC requests 3-5 photos of the nominee at work and 3-5 photos of the nominee at home. These photos are used at the annual awards banquet. Plan ahead to eliminate unnecessary work at a later date. Include these photos on a disk with submission of the packages to CCA.

### 3.3. Company Grade Officer of the Year Package Contents:

3.3.1. Cover letter signed by the group commander. (Original only).

3.3.2. AF IMT 1206, Nomination for Award (most current version). Limit the write-up to one page, front only, with the package saved to a 3.5" disk and labeled with the member's last name. Use bullet format in Times New Roman 12-point font. In the Award block, list Company Grade Officer of the Year. Nominations will include and be scored on the categories listed below.

3.3.2.1. **Leadership and Job Performance in Primary Duty.** Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, and acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

3.3.2.2. **Significant Self-Improvement.** Professional Military Education, off-duty education, involvement in professional or cultural organizations, and voluntary enrollment in career development, technical training or quality courses.

3.3.2.3. **Base or Community Involvement.** Define the scope and impact of the member's 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.

3.3.3. Long biography ([Attachment 6](#)). Original and six copies.

3.3.4. Base-level Report of Individual Personnel (RIP) (Records Review RIP). (Original and six copies).

3.3.5. Signed Privacy Act Statement ([Attachment 9](#)).

3.3.6. One 3.5 inch floppy disk or CD with items listed in paragraphs [3.3.1.](#) through [3.3.5.](#) Include the AF IMT 1206 as a packaged form.

### 3.4. Civilian Nomination Package Contents:

3.4.1. Cover letter signed by the group commander. (Original only).

3.4.2. AF IMT 1206, Nomination for Award (most current version). Limit the write-up to one page, front only, and titled the member's last name. Use bullet format in Times New Roman 12-point font. In the Award block, list Civilian of the Year. Nominations will include and be scored on the category listed below.

3.4.2.1. **Job Performance in Primary Duty.** Consider the development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

3.4.3. Short biography (**Attachment 7**). Limit to eight lines. (Original only).

3.4.4. One 3.5" floppy disk or CD with items listed in paragraphs **3.4.1.** through **3.4.3.** Include the AF IMT 1206 as a packaged form.

## Chapter 4

### BOARD COMPOSITION, PROCEDURES, AND SCORING

#### 4.1. Selection Boards.

4.1.1. Board members selected for wing boards are required to have had experience at squadron or group level. Commanders, group and squadron superintendents, and First Sergeants will screen and ensure experience factors prior to submitting names of board members.

4.1.2. The enlisted quarterly and annual boards will consist of at least four board members including the president. Ideally a CMSgt will be president for each board with members being from grades as described below. The composition of each board will be as follows:

SNCO: CMSgts/CMSgts selects, SMSgts as deemed necessary by 21 SW/CCC or designee.

NCO: CMSgt, SMSgts, and MSgts.

Airman: CMSgts through TSgts.

See [Attachment 13](#) and [Attachment 15](#) for specific information on board makeup.

#### 4.1.3. Military Recognition Board General Rules.

4.1.3.1. Board President (Senior Panel Member or appointed) (a non-voting position except in the event of a tie or split) will:

4.1.3.2. Review board procedures with members during the pre-brief.

4.1.3.3. Conduct board proceedings.

4.1.3.4. Ensure scoring adheres to the criteria.

4.1.3.5. Turn-in all materials to the board recorder.

#### 4.1.4. The Company Grade Officer Board (For Team Pete, see [Attachment 14](#) and for 21 SW, see [Attachment 12](#)).

4.1.4.1. The 21 SW/CV or designated representative serves as non-voting president except in the event of a tie or split.

4.1.4.2. Board members: Group Commanders or Deputies, and Tenant Unit Commanders (for Team Pete board only).

4.1.4.3. CGO board members review and score nomination packages prior to personal interview selection boards.

#### 4.1.5. **Enlisted Boards** : Each board will have a president and at least four (4) board members per category. (For Team Pete, see [Attachment 15](#) and for 21 SW, see [Attachment 13](#)). Boards are comprised as follows:

4.1.5.1. **Airman Board.** A CMSgt or SMSgt to serve as the board president. The remaining board members will serve in the grade of at least technical sergeant.

4.1.5.2. **Noncommissioned Officer Board.** A CMSgt or SMSgt will serve as board president. The remaining board members will be senior noncommissioned officers.

4.1.5.3. **Senior Noncommissioned Officer Board.** Preferably this board will consist entirely of CMSgts and CMSgt selects. Senior Master Sergeants may be included at the discretion of the 21 SW/CCC. The 21 SW/CCC or designee will serve as board president.

4.1.5.4. **First Sergeant Board.** The 21 SW/CCC or his/her designated representative will act as president and appoint appropriate board members to review and score nominations.

4.1.6. Board presidents will brief board members on the confidentiality of the board.

4.1.7. Board members will:

4.1.7.1. Evaluate and score each nomination package on a 6-10 scale, using the whole-person concept for military personnel only, then rank the packages (1 through X) based on their score. Rankings of board members will be added and the package with the highest overall ranking (lowest total number) will be the winner for that category. For Civilian Boards, there is only one category used, Job Performance in Primary Duty. All significant differences as determined by the board will be discussed.

**Table 4.1. Score/Rank Range.**

10 - Absolutely superior
9.5 - Outstanding
9.0 - Few could be better
8.5 - Strong
8.0 - Slightly above average
7.5 - Average
7.0 - Slightly below average
6.5 - Well below average
6.0 - Lowest in potential

4.1.7.1.1. Board members will establish a score for each nominee and then identify the highest rated nominee with a "1," the second with a "2," etc. No ties are allowed. If there are two packages that are very close, you must decide which to rate higher. (Remember this is a "whole person" program and you are selecting who you think will best represent the organization using the scoring criteria).

4.1.7.1.2. Board members will use the format at [Attachment 11](#) for recording scores.

4.1.7.2. Maintain the confidentiality of the board meetings.

4.1.7.3. Face Boards. If used, questions will be opinionated on information from AF Pamphlet 36-2241, Vol I, *Promotion Fitness Examination (PFE) Study Guide*, AF Pamphlet 36-2241, Vol II, *USAF Supervisory Examination (USAFSE) Study Guide*, Air Force Manual 10-100, *Airman's Manual*, and other pertinent sources. Other sources may include local and base newspapers and questions pertaining to current events.

4.1.7.4. Turn in all notes, nominations, etc. to the president once the board proceedings are complete.

**4.2. Board Results.**

4.2.1. Enlisted Board: The enlisted board president provides 21 SW/CCC, CCA, or designated representative, the results of the board.

4.2.2. CGO Board: The 21 SW/CV, or designated representative, provides 21 SW/CCA the results of the board.

4.2.3. Civilian Board: The 21 MSS/DPC, or designated representative, provides 21 SW/CCA the results of the board.

4.2.4. Board results and nomination packages are retained by 21 SW/CCA for one year after board completion in accordance with Air Force Records Disposition Schedule (RDS), Table 36-33, R17.

## Chapter 5

### CIVILIAN RECOGNITION PROGRAM

**5.1. Overview.** Civilian nominees will be selected based on packages submitted to the 21 SW/CV or designated representative. Packages will consist of an AF IMT 1206, current version, 21 lines maximum using the below/attached category and format.

**5.2. Eligibility.** All civilian employees assigned to the 21 SW are eligible to participate in the 21 SW Civilian Recognition Program. Nominees from tenant units are eligible to participate in the Team Pete, Peterson AFB Installation Awards program as well.

5.2.1. Nominees cannot have had disciplinary action taken during any portion of the nomination period.

5.2.2. Who May Submit Nominations: Each group or tenant unit may submit one nomination per award category.

5.2.3. Individuals who won in any category the previous quarter are ineligible for submission the next quarter, i.e., if an individual won for the first quarter of 2004, they are not eligible for further competition until the third quarter of 2004. This does not apply to wing-level annual awards.

**5.3. Program Responsibilities.** The 21 MSS Civilian Personnel Office will be the overall office of responsibility for the civilian recognition program. They will provide guidance, coordinate with 21 SW/CV on board processes, scoring, nomination procedures, etc. to ensure a vibrant awards program exists.

#### **5.4. Consideration Periods for Award:**

##### **5.4.1. Quarterly :**

5.4.1.1. 1st Quarter. January - March

5.4.1.2. 2nd Quarter. April - June

5.4.1.3. 3rd Quarter. July - September

5.4.1.4. 4th Quarter. October - December

5.4.2. **Annual:** Runs on calendar year, inclusively from 1 January through 31 December.

#### **5.5. Nomination Process.**

5.5.1. Each group can submit one nomination for each award category. Recognized groups are the 21 SW Director of Staff (DS), MDG, MSG, MXG, OG, 721 MSG, and 821 ABG.

#### **5.6. Submission Timelines**

5.6.1. **Quarterly Awards.** All 21 SW nomination packages and tenant unit nominations will be due to the 21 SW/CCA by close-of-business on 14th of April, July, October, and January unless otherwise specified. If the 14th is a non-duty day, packages will be due the first duty day prior to the 14th. CPO will work the board process and ensure that award recipients are derived by appropriate dates to meet wing recognition ceremony dates.

5.6.2. **Annual Awards.** The 21 SW nomination packages will be suspended in order to meet wing and higher headquarters deadlines. Team Pete, Peterson AFB Annual Award Program nominations suspense date will be published via letter to all applicable units. The Team Pete Installation awards program is specifically designed to recognize installation level personnel.

### 5.7. Categories:

- 5.7.1. **Civilian Category I:** General Schedule (GS) 1 through GS-6  
Wage Grade (WG) 1 through WG-7  
Wage Level (WL) 1 through WL-5  
Nonappropriated Funds (NF) I through NF-II  
(Serving in Permanent Appointment)
- 5.7.2. **Civilian Category II:** General Schedule (GS) 7 through GS-10  
Wage Grade (WG) 8 through WG-15  
Wage Level (WL) 6 through WL-15  
Wage Schedule (WS) 1 through WS-10  
Nonappropriated Funds (NF) III only  
(Serving in a Permanent Appointment)
- 5.7.3. **Civilian Category III:** General Schedule (GS) 11 through 12  
Wage Schedule (WS) 11 through WS-17  
Nonappropriated Fund (NF) IV and above  
(Serving in a Permanent Appointment)

**5.8. 21 SW and Peterson AFB Quarterly/Annual Awards Ceremony.** An appropriate ceremony will be organized to recognize and present award selectees on a quarterly and annual basis. Civilian awards will be presented in conjunction with other 21 SW and Team Pete awards.

**5.9. Awards and Honors.** Appropriate mementos will be awarded to award recipients. Supervisors and commanders are encouraged to consider time-off or cash awards for their employees as a form of recognition for their increased and recognized performance. Appropriate letters, paperwork, etc. will be established and filed in civilian employee work files as deemed appropriate.

**5.10. Civilian Boards.** The civilian quarterly award recipients will be selected through a package review process and will consist of commanders or others appointed by the Chief, Civilian Personnel, or appointed representative. Civilian annual award recipients will be selected by package review.

### 5.11. Quarterly Civilian Nomination Package Contents:

- 5.11.1. Quarterly Award Nomination Package Contents. AF IMT 1206, **Nomination for Award**, (most current version) 15 lines maximum (15 lines does not include headings used below) (Times New Roman 12-point font), and saved to a 3.5" disk and labeled with the member's last name. Head-

ings are required and need to be capitalized but will not count against the 15 lines. As such, no additional information will appear on the same line with the heading. Use bullet format. Double space all single line bullets. Double bullets are indented and single spaced underneath the main bullet. Nominations will include and be scored on the category below.

5.11.1.1. **Job Performance in Primary Duty.** Consider the development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

5.11.2. Group Nomination Letter (**Attachment 2**) to include in paragraph 1, list of group nominees. Tenant unit letters will be signed by unit commander and forwarded to 21 SW/CCA.

5.11.3. Unit Nomination Letter (**Attachment 1**) for each individual to include in paragraph 1, rank, full name, social security number, unit, office symbol, duty phone, and home address to include zip code. In paragraph 2, use this space to write a 5-line citation on the individual's most important accomplishments during the quarter. The following must be used: Times New Roman, 12-point font with 1-inch margins. Must be complete sentences. This information will be used in the script for the quarterly awards ceremony.

5.11.4. A disk containing the Air Force IMT 1206 and the Unit Nomination Letter and other information as appropriate.

5.11.5. Quarterly and Annual Award Photographs. The 21 SW Groups, Wing Staff, and Tenant Units will ensure all nominees have their official photos taken prior to 14 April, July, October, and January for quarterly nominees and forwarded with the nomination packages. All packages must include one 8 X 10" and one 5 X 7" color photograph. To eliminate unnecessary waste of extra copies of photos, the pictures may be downloaded on a disk and forwarded with the nomination package. Photos will be in appropriate attire with the flag in the background. Annual award photographs must be taken prior to submission of nomination to installation and wing to ensure proper processing for higher-level award programs.

## 5.12. Annual Civilian Nomination Package Contents:

5.12.1. Cover letter signed by the group commander. (Original only).

5.12.2. AF IMT 1206, Nomination for Award (most current version). Limit the write-up to one page, front only, saved to a 3.5" disk and labeled with the member's last name (See **Attachment 5** for template). Use bullet format in Times New Roman 12-point font. In the Award block, list Civilian of the Year. Nominations will include and be scored on the category listed below.

5.12.3. Job Performance in Primary Duty. Consider the development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

5.12.4. Short biography (**Attachment 7**). Limit to eight lines. (Original only).

## Chapter 6

### HONOR GUARD AWARDS

**6.1. Overview.** The purpose of this instruction implements AFPD 36-28, *Awards and Decorations Programs*, and assigns responsibilities for selecting base and High Frontier Honor Guard quarterly and annual awards. This program is designed to give special recognition for exceptional Honor Guard performers. It applies to all members and organizations participating in the High Frontier Honor Guard. For specific guidance, refer to 21 SVS OI 36-2801, *High Frontier Honor Guard Quarterly/Annual Awards Program*.

#### **6.2. Chief Master Sergeant of the Air Force (CMSAF) Annual Honor Guard Awards**

6.2.1. The CMSAF Honor Guard Awards began in 2003 for FY/CY 2002. High Frontier Honor Guard personnel will be eligible for two of the three award categories. Honor Guard staff will announce and work nomination and selection process for these awards in conjunction with the 21 SW/CCC or designee.

6.2.2. Categories are:

6.2.2.1. **Base Honor Guard Member** : Personnel assigned to base honor guard teams.

6.2.2.2. **Honor Guard Program Manager** : Personnel managing overall base honor guard programs. Normally assigned to wing services squadron performing scheduling, training, etc. for the installation honor guard program.

## Chapter 7

### WING COMMANDER'S INDIVIDUAL RECOGNITION PROGRAM

**7.1. Eligibility Criteria.** All personnel within the 21st Space Wing are eligible for this recognition.

**7.2. Selection Criteria.** Commanders at all levels within the 21 SW may recommend to the wing commander those individuals they believe deserve special recognition for accomplishments that have gone above and beyond normal day-to-day duties. Normally, this recognition will occur when the 21 SW/CC conducts official unit visits. The 21 SW/CC will recognize those individuals with a wing coin or other appropriate and authorized presentation.

**7.3. Funding of Presentation.** The purchase of coins may be made using O&M funds IAW AFI 65-601, Volume I, *Budget Guidance and Procedures*.

**7.4. "Gold Knight" Award.** The 21 SW/DS and each 21 SW Group Commander may nominate one team (work center, flight, group of individuals, etc.) for recognition of outstanding efforts by a team. Nomination packages will consist of no more than eight bullets highlighting specific accomplishments that have benefited the wing. Nominations will be provided to 21 SW/CCA by email no later than the third day of each month.

7.4.1. Selection. The Wing Commander will select the "Gold Knight" award based on the team's accomplishments and their benefit to the our nation, the Department of Defense, and the United States Air Force. This recognition will occur at a wing stand-up briefing or other applicable venue. The 21 SW/CC will recognize these individuals with a MVP Trophy Cup and certificate.

## Chapter 8

### 21 SW/CC AND 21 SW/CCC EXCELLENCE AWARDS

**8.1. Overview.** This award program is designed to recognize personnel who, by their dedicated individual effort, have facilitated the successful accomplishment of a particular program, function, mission, or task, or appreciation for a job well done.

8.1.1. The award provides senior leadership (21 SW/CC, 21 SW/CV, and 21 SW/CCC) the means to show special recognition of and appreciation for extraordinary performance and effort, either informally or formally.

**8.2. Eligibility:** Any person deemed appropriate for presentation. Personnel providing direct support to 21 SW programs, functions, or missions are eligible. The reason for recognition or appreciation must be attributed to superior performance resulting in successful accomplishment of a particular program, function, or mission.

#### **8.3. Award Description, Procurement, and Distribution:**

8.3.1. The recognition and appreciation award may be a coin, pen, plaque, or similar item.

8.3.2. Every effort should be made to maintain award spending at prudent levels. Awards must be of nominal value and their costs will be commensurate with the significance of the achievement being recognized. The term value includes (but is not limited to) engraving charges, die costs, procurement fees, etc.

8.3.3. Government funds may be used to purchase coins, plaques, pens, or similar items, if they are used as a form of recognition as stated in [Chapter 7](#). These items are used to recognize exceptional mission accomplishment. They are not used as mementos or gifts, nor should they be used simply for being assigned to an organization.

#### **8.4. IMT Adopted. AF IMT 1206, Nomination for Award**

RICHARD E. WEBBER, Brigadier General, USAF  
21 SW Commander

**Attachment 1**

**SAMPLE UNIT NOMINATION LETTER**

(Appropriate Letter Head)

MEMORANDUM FOR 21 SW/CCC (Enlisted) or 21SW/CV (CGO & Civilians)

FROM:

SUBJECT: CGO/NCO/SNCO/Amn/Civ Cat I, II, III of the Quarter – 1st Quarter 2002

1. The following individual is the (unit) nominee for CGO of the Quarter:

a. Rank/Full Name:

b. Social Security Number:

c. Unit/Office Symbol/Duty Phone: 21 SW/CCA 6-2108  
775 Loring Avenue, Suite 205  
Peterson AFB CO 80914-1290

d. Home Address:

e. List PME accomplished: (Enlisted Only)

2. Information for Awards Script:

5 lines of information to be put into ceremony script which will be read at the ceremony.

3. I have reviewed the individual's PIF and there is no derogatory information or a UIF established.

Signature Block of Unit Commander

Attachment:  
AF IMT 1206

**Attachment 2**

**SAMPLE GROUP NOMINATION LETTER**

(Appropriate Letterhead Stationery)

MEMORANDUM FOR 21 SW/CC

FROM: 21 MSG/CC

SUBJECT: Group and Squadron Award Nominations – 1st Quarter 2001

1. The following individuals are the 21 MSG nominees for the 21 SW Quarterly Awards:

- a. Airman: SrA Patricia A. Neal
- b. NCO: TSgt John Q. Doe
- c. SNCO: SMSgt Peter J. Rabbit
- d. CGO: Capt Rita S. Slow
- e. Civilian (Cat I): Ms Janet R. Rater
- f. Civilian (Cat II): Mr. Normal A. Baker
- g. Civilian (Cat III): Mr. Perry Chambers (base level only)

2. The following individuals are the squadron Quarterly Award award recipients: (include rank, full name, and SSN)

<b><u>21 CES</u></b>	<b><u>21 SFS</u></b>	<b><u>21 CONS</u></b>
Airman	Airman	Airman
NCO	NCO	NCO
SNCO	SNCO	SNCO
CGO	CGO	CGO
Civilian (Cat I)	Civilian (Cat I)	Civilian (Cat I)
Civilian (Cat II)	Civilian (Cat II)	Civilian (Cat II)
Civilian (Cat III)	Civilian (Cat III)	Civilian (Cat III)

(Signature of Commander)

Attachments:

- 1. Unit Nomination Letter
- 2. AF IMTs 1206

## Attachment 3

## SAMPLE AF IMT 1206, NOMINATION FOR AWARD (AMN, NCO, SNCO)

## NOMINATION FOR AWARD

<b>AWARD</b> AIRMAN OF THE QUARTER (SEE NOTES BELOW)	<b>CATEGORY</b> AMN, NCO, SNCO	<b>AWARD PERIOD</b> 1 JAN - 31 MAR
<b>RANK/NAME OF NOMINEE (First, Middle Initial, Last)</b> SRA/JODI L. SMILEY	<b>SSN (Last 4 Only)</b> 0000	<b>MAJCOM, FOA, OR DRU</b> AFSPC
<b>DAFSC/DUTY TITLE</b> 3A051/Unit Commander's Support Staff Clerk	<b>NOMINEE'S TELEPHONE (DSN &amp; COMMERCIAL)</b> DSN 834-0000/COMM: (719) 556-2180	
<b>UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE</b> 21 SW/CCEA, 210 Falcon Parkway, Suite 2101, Peterson AFB CO		
<b>RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN &amp; COMMERCIAL)</b> Colonel Jack L. Post DSN 834-0000/COMM: (719) 556-0000		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b> The member's leadership and job performance in their primary duty, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments--not unit accomplishments.</p> <p><b>SIGNIFICANT SELF-IMPROVEMENT:</b> The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on during the award period. Includes military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class the individual was scheduled for.</p> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b> The member must have contributed tangibly or intangibly to the military or civilian community's welfare, morale, or status during the calendar year. This includes base/squadron/community involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as being in a leadership position (president, secretary, coach, team leader, head organizer, etc.).</p> <p><b>NOTE:</b> (Use double-spaced bullet format). Quality and impact of the accomplishments are important, not the quantity. However, please keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job. What did the individual do to make a difference and improve their niche in the Air Force. This is what needs to be evaluated. White space should not be a negative factor. Pay careful attention to the category criteria. <b>Filler and fluff do not count for anything</b></p>		

AF IMT 1206, 20000701 (Most Current Version) PREVIOUS EDITION IS OBSOLETE

## Attachment 4

## SAMPLE AF IMT 1206, NOMINATION FOR AWARD (CGO)

## NOMINATION FOR AWARD

<b>AWARD</b> COMPANY GRADE OFFICER OF QUARTER SEE NOTES BELOW	<b>CATEGORY</b> CGO	<b>AWARD PERIOD</b> 1 JAN - 31 MAR
<b>RANK/NAME OF NOMINEE (First, Middle Initial, Last)</b> Lt/Jodi L. Smiley	<b>SSN (Last 4 Only)</b> 0000	<b>MAJCOM, FOA, OR DRU</b> AFSPC
<b>DAFSC/DUTY TITLE</b> 33S3/Executive Officer	<b>NOMINEE'S TELEPHONE (DSN &amp; COMMERCIAL)</b> DSN 834-0000/COMM: (719) 556-2180	
<b>UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE</b> 21 SW/CCA, 210 Falcon Parkway, Suite 2101, Peterson AFB, CO		
<b>RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN &amp; COMMERCIAL)</b> Colonel Jack L. Post DSN 834-0000/COMM: (719) 556-0000		
<p><b>JOB PERFORMANCE IN PRIMARY DUTY:</b> The member's leadership and job performance in their primary duty, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments--not unit accomplishments.</p> <p><b>SIGNIFICANT SELF-IMPROVEMENT:</b> The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on during the award period. Includes military and civilian classes, professional development, self-development, etc. In general, self-improvement that is voluntary carries more weight than just attending a mandatory class the individual was scheduled for.</p> <p><b>BASE OR COMMUNITY INVOLVEMENT:</b> The member must have contributed tangibly or intangibly to the military or civilian community's welfare, morale, or status during the calendar year. This includes base/squadron/community involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is not as strong as being in a leadership position (president, secretary, coach, team leader, head organizer, etc.).</p> <p><b>NOTE:</b> (Use double-spaced bullet format). Quality and impact of the accomplishments are important, not the quantity. However, please keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job. What did the individual do to make a difference and improve their niche in the Air Force. This is what needs to be evaluated. White space should not be a negative factor. Pay careful attention to the category criteria. <b>Filler and fluff do not count for anything.</b></p>		

## Attachment 5

## SAMPLE AF IMT 1206, NOMINATION FOR AWARD (CIV CAT I, II, AND III)

## NOMINATION FOR AWARD

AWARD CIVILIAN OF THE QUARTER	CATEGORY Category I, II, or III	AWARD PERIOD 1 JAN – 31 MAR
RANK/NAME OF NOMINEE ( <i>First, Middle Initial, Last</i> ) GS-1/Sam L. Sure	SSN (Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE Superintendent, Pride Post	NOMINEE'S TELEPHONE (DSN & COMMERCIAL) DSN 834-0000/COMM: (719) 556-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 21 SW/CPO, B-350 Address, Peterson AFB CO		
RANK/NAME OF UNIT COMMANDER ( <i>First, Middle Initial, Last</i> )/COMMANDER'S TELEPHONE (DSN & COMMERCIAL) Colonel Tule L. Greenland DSN 834-0000/COMM: (719) 556-0000		
JOB PERFORMANCE IN PRIMARY DUTY: The member's job performance in their primary duty, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments-not unit accomplishments. Areas of improvement, etc., can be included in the one heading as deemed appropriate.  <b>NOTE:</b> (Use double-spaced, bullet format)		

AF IMT 1206, 20000701 (*Most Current Version*)      *PREVIOUS EDITION IS OBSOLETE*

**Attachment 6****SAMPLE LONG BIOGRAPHY FOR ANNUAL AWARDS ONLY - FOR ENLISTED,  
FIRST SERGEANT, AND CGO CATEGORY**

SENIOR AIRMAN JOHN Q. DOE

000-000-0000

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science clubs. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including store room clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

**NOTE:** Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

**Attachment 7****SAMPLE 12 OAY SHORT BIOGRAPHY FOR ANNUAL AWARDS ONLY - ENLISTED ONLY****(Limited to 8 lines, original only)**

Senior NCO

Master Sergeant John A. Smith

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Sergeant Smith is the Superintendent, Security Forces Programs Training and Standardization, 21st Space Wing, Peterson Air Force Base, Colorado. He enlisted in the Air Force in February 1970. Since completing basic training he has had assignments to Camp Bullis, Texas; K.I. Sawyer Air Force Base, Michigan; Incirlik Air Base, Turkey; Offutt Air Force Base, Nebraska; Pentagon, Washington D.C.; and Hickam Air Force Base, Hawaii, prior to his assignment to Peterson Air Force Base, Colorado. He was promoted to Senior Airman Below-the-Zone. He will complete his Community College of the Air Force degree in Criminal Justice in 1998. He and his wife, Samantha, have two children, Stephanie and Michael.

NCO

Staff Sergeant Michelle A. Doe

Sergeant Doe is the Noncommissioned Officer-in-Charge, Air Defense Exercise Operations, Cheyenne Mountain Operations Center, Cheyenne Mountain Air Force Station, Colorado. She enlisted in the Air Force in October 1982. Her assignments include Keesler Air Force Base, Mississippi; Minot Air Force Base, North Dakota; Lackland Air Force Base, Texas; Bergstrom Air Force Base, Texas; Osan Air Base, Korea; and Shaw Air Force Base, South Carolina, prior to her assignment to Cheyenne Mountain Air Force Station, Colorado. During her off-duty hours, she is active with the Battered Women's Shelter, and Remembrance Day fund-raiser. She and her husband, Rick, have two daughters, Elizabeth and Caroline.

**Attachment 8****SAMPLE STATEMENT OF INTENT FOR ANNUAL AWARDS ONLY - FOR ENLISTED ONLY**

STATEMENT OF INTENT

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TYPED NAME, GRADE, AND ORGANIZATION

“I have not applied for a commissioning program and, if selected as a 12 Outstanding Airmen of the Year (OAY), I will **not** apply for a commissioning program at any time during my tenure as a 12 Outstanding Airmen of the Year. If selected as a 12 OAY, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM commander and MAJCOM/CCC to publicize and promote the Air Force way of life and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.”

---

SIGNATURE

---

DATE

**NOTE:** Enlisted members who have applied for a commissioning program may still compete in the 21st Space Wing Annual Awards Program but will not be considered for the 12 Outstanding Airmen of the Year Program.

**Attachment 9**

**PRIVACY ACT STATEMENT FOR ANNUAL AWARDS ONLY - FOR ENLISTED AND CGO ONLY**

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 (U.S.C.), Section 552a, and published in Title 32, Code of Federal Regulations (C.F.R.), Section 806b, and is authorized by Federal Statutes (5 U.S.C. 301 and 10 U.S.C. 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 by commanders and award section 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. 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 for the specific award.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Attachment 10

## 21 SW BOARD SCORING SHEET

NAME	UNIT	TOTAL SCORE	RANK ORDER
	21 MDG		
	21 MSG		
	21 MXG		
	21 OG		
	21 SW/DS		
	721 MSG		
	821 ABG		

## Attachment 11

## TEAM PETE SCORING SHEET

NAME	UNIT	TOTAL SCORE	RANK ORDER
	Band of the Rockies		
	Det 4		
	Det 5		
	Det 11		
	JPPSO		
	PNCO		
	84 ALF		
	302 AW		
	21 SW		

**Attachment 12****21 SW CGO BOARD COMPOSITION SCHEDULE**

- 1 - OPERATIONS GROUP
- 2 - WING STAFF
- 3 - MAINTENANCE GROUP
- 4 - MEDICAL GROUP
- 5 - MISSION SUPPORT GROUP
- 6 - 821 ABG (Thule)
- 7 - 721 MSG

**21 SW COMPANY GRADE OFFICER BOARD COMPOSITION SCHEDULE**

<b>Quarter</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>Annual</b>
PRESIDENT	4 (Col)	2 (Col)	7 (Col)	5 (Col)	CV
BM#1	5 (Lt Col)	3 (Lt Col)	1 (Lt Col)	6 (Lt Col)	1 (Col)
BM#2	6 (Lt Col)	4 (Lt Col)	2 (Lt Col)	7 (Lt Col)	3(Lt Col)
BM#3	7 (Lt Col)	5 (Lt Col)	3 (Lt Col)	1 (Lt Col)	6 (Lt Col)
BM#4	1 (Lt Col)	6 (Lt Col)	4 (Lt Col)	2 (Lt Col)	7 (Lt Col)

## Attachment 13

## 21 SW ENLISTED BOARD COMPOSITION SCHEDULE

- 1 - OPERATIONS GROUP
- 2 - WING STAFF
- 3 - MAINTENANCE GROUP
- 4 - MEDICAL GROUP
- 5 - MISSION SUPPORT GROUP
- 6 - 821 ABG (Thule)
- 7 - 721 MSG

## 21 SW SENIOR NCO BOARD COMPOSITION SCHEDULE

Quarter	1st	2nd	3rd	4th	Annual
PRESIDENT	3 (CMSgt)	1 (CMSgt)	7 (CMSgt)	4 (CMSgt)	CCC
BM#1	4 (CMSgt)	2 (CMSgt)	5/6* (CMSgt)	5 (CMSgt)	1 (CMSgt)
BM#2	5 (CMSgt)	3 (CMSgt)	1 (CMSgt)	2/6* (CMSgt)	3 (CMSgt)
BM#3	2/6* (CMSgt)	4 (CMSgt)	2 (CMSgt)	7 (CMSgt)	4 (CMSgt)
BM#4	7 (CMSgt)	5 (CMSgt)	3 (CMSgt)	1 (CMSgt)	5/6* (CMSgt)

\*SMSgt can be used at discretion of 21 SW/CCC

## 21 SW NCO BOARD COMPOSITION SCHEDULE

Quarter	1st	2nd	3rd	4th	Annual
PRESIDENT	2 (CMSgt)	4 (CMSgt)	5 (CMSgt)	3 (CMSgt)	CCC
BM#1	3 (SMSgt)	5/6 (SMSgt)	3/6 (SMSgt)	4 (SMSgt)	1 (SMSgt)
BM#2	4 (SMSgt)	1 (SMSgt)	7 (SMSgt)	5 (SMSgt)	3 (SMSgt)
BM#3	5 (MSgt)	2 (MSgt)	1 (MSgt)	1/6 (MSgt)	4 (MSgt)
BM#4	6/7 (MSgt)	3 (MSgt)	2 (MSgt)	7 (MSgt)	6/7 (MSgt)

## 21 SW AMN BOARD COMPOSITION SCHEDULE

Quarter	1st	2nd	3rd	4th	Annual
PRESIDENT	1 (CMSgt)	7 (CMSgt)	4 (CMSgt)	2 (CMSgt)	CCC
BM#1	2 (MSgt)	4/6 (MSgt)	5 (MSgt)	3 (MSgt)	1 (SMSgt)
BM#2	3 (MSgt)	1 (MSgt)	2/6 (MSgt)	4 (MSgt)	3 (MSgt)
BM#3	4 (TSgt)	2 (TSgt)	7 (TSgt)	5 (TSgt)	4 (MSgt)
BM#4	5 (TSgt)	3 (TSgt)	1 (TSgt)	6/7 (TSgt)	5/6 (TSgt)

**Attachment 14****TEAM PETE CGO BOARD COMPOSITION SCHEDULE**

- 1 - AFOTEC, DET 4
- 2 - ESC, DET 5
- 3 - JPPSO
- 4 - SMC, Det 11
- 5 - 21 SW
- 6 - 84 ALF
- 7 - 544 IOG

**TEAM PETE COMPANY GRADE OFFICER BOARD COMPOSITION SCHEDULE**

<b>Quarter</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>Annual</b>
PRESIDENT	4 (Col)	2 (Col)	7 (Col)	1 (Col)	5 (Col)
BM#1	5 (Lt Col)	3 (Lt Col)	1 (Lt Col)	2 (Lt Col)	6 (Lt Col)
BM#2	6 (Lt Col)	4 (Lt Col)	2 (Lt Col)	3 (Lt Col)	1 (Lt Col)
BM#3	7 (Lt Col)	5 (Lt Col)	3 (Lt Col)	5 (Lt Col)	2 (Lt Col)
BM#4	1 (Lt Col)	6 (Lt Col)	4 (Lt Col)	7 (Lt Col)	4 (Lt Col)

## Attachment 15

## TEAM PETE ENLISTED BOARD COMPOSITION SCHEDULE

- 1 - AFOTEC, DET 4
- 2 - ESC, DET 5
- 3 - JPPSO
- 4 - NCOA
- 5 - SMC, DET 11
- 6 - 21 SW
- 7 - 84 ALF
- 8 - 544 IOG

## TEAM PETE SENIOR NCO BOARD COMPOSITION SCHEDULE

Quarter	1st	2nd	3rd	4th	Annual
PRESIDENT	3 (CMSgt)	8 (CMSgt)	5 (CMSgt)	2 (CMSgt)	CCC
BM#1	4 (CMSgt)	1 (CMSgt)	6 (CMSgt)	1 (CMSgt)	1 (CMSgt)
BM#2	5 (CMSgt)	2 (CMSgt)	7 (CMSgt)	6 (CMSgt)	4 (CMSgt)
BM#3	6 (CMSgt)	3 (CMSgt)	8 (CMSgt)	7 (CMSgt)	5 (CMSgt)
BM#4	7 (CMSgt)	4 (CMSgt)	1 (CMSgt)	8 (CMSgt)	6 (CMSgt)

## TEAM PETE NCO BOARD COMPOSITION SCHEDULE

Quarter	1st	2nd	3rd	4th	Annual
PRESIDENT	2 (CMSgt)	7 (CMSgt)	4 (CMSgt)	1 (CMSgt)	CCC
BM#1	3 (SMSgt)	8 (SMSgt)	5 (SMSgt)	4 (SMSgt)	1 (SMSgt)
BM#2	4 (SMSgt)	1 (SMSgt)	6 (SMSgt)	5 (SMSgt)	2 (SMSgt)
BM#3	5 (MSgt)	2 (MSgt)	7 (MSgt)	6 (MSgt)	3 (MSgt)
BM#4	6 (MSgt)	3 (MSgt)	8 (MSgt)	7 (MSgt)	8 (MSgt)

## TEAM PETE AMN BOARD COMPOSITION SCHEDULE

Quarter	1st	2nd	3rd	4th	Annual
PRESIDENT	1 (CMSgt)	6 (CMSgt)	3 (CMSgt)	8 (CMSgt)	CCC
BM#1	2 (MSgt)	7 (MSgt)	4 (MSgt)	1 (MSgt)	8 (SMSgt)
BM#2	3 (MSgt)	8 (MSgt)	5 (MSgt)	3 (MSgt)	2 (MSgt)
BM#3	4 (TSgt)	1 (TSgt)	6 (TSgt)	4 (TSgt)	5 (MSgt)
BM#4	5 (TSgt)	2 (TSgt)	7 (TSgt)	6 (TSgt)	7 (TSgt)

## Attachment 16

## BOARD PRESIDENT CHECKLIST

<b>Pre-board</b>	
<input type="checkbox"/>	<b>Checklist Item</b>
	Check room set up
	Ensure greeter and board recorder are present
	Introduce yourself to the board members and each other
	Discuss the board procedures and review questions
<b>Conducting the Board</b>	
	Welcome, congratulate, and put nominee at ease
	Introduce yourself as the board president, then your fellow board members by rank, name, unit
	Explain proceedings to nominee, define questions (1 each/opinionated)
	Encourage nominee to start by telling the board a little about themselves (career, family, short/intermediate/long goals, etc.
	Begin board questions
<b>Finishing The Board</b>	
	Ask the nominee if they have any questions they would like to readdress or closing comments they would like to make to the board members
	Instruct the nominees not to discuss the questions or board process with anyone as it may compromise the process and give others an unfair advantage
	Offer closing congratulations
	Dismiss Nominee
<b>Post-board</b>	
	Pass all score sheets to board recorder and validate scores
	Discuss and rescore applicable packages (as necessary)
	Gather all score sheets, surplus documents, supplies, folders, and binders
	Ensure room is left in neat and orderly manner
	Turn in packages to 21 SW/CCA
	Instruct board members to not discuss results until official release by 21 SW/CC
	Thank and dismiss the board members