

1 OCTOBER 2002



Personnel

**PATRICK AIR FORCE BASE MILITARY,
CIVILIAN, AND VOLUNTEER, QUARTERLY
AND ANNUAL AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes and governs the annual and quarterly awards program to recognize and honor outstanding Air Force personnel (active duty and civilian personnel) assigned or attached to Patrick AFB and Cape Canaveral AFS.

SUMMARY OF REVISIONS

This revision changes the headings on the AF Form 1206, **Nomination for Award**, adds Honor Guard and Team Excellence program administration details, and changes the point assessment for the military score sheet. Also changes civilian award categories from junior, mid and senior level to Category I, II and Category III.

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1. Terms Explained:

1.1. **Annual.** 1 January through 31 December.

1.2. **Quarterly.** 1 January through 31 March (1st Quarter), 1 April through 30 June (2d Quarter), 1 July through 30 September (3d Quarter), and 1 October through 31 December (4th Quarter).

1.3. Military Categories:

1.3.1. Company Grade Officer. Second Lieutenant through Captain (0-1 through 0-3).

1.3.2. Senior Noncommissioned Officer. Master Sergeant through Chief Master Sergeant (E-7 through E-9).

1.3.3. Noncommissioned Officer. Staff Sergeant through Technical Sergeant (E-5 through E-6).

1.3.4. Airman. Airman Basic through Senior Airman (E-1 through E-4).

1.3.5. First Sergeant. Master Sergeant through Chief Master Sergeant (E-7 through E-9) awarded the AFSC of 8F000 and serving in an authorized first sergeant manning position.

1.4. Civilian Categories .

1.4.1. Civilian Category I. Federal Appropriated Fund Civilian Employees, GS 01 through GS 06, and WG/WL 01 through WG/WL 06.

1.4.2. Civilian Category II. Federal Appropriated Fund Civilian Employees, GS/GM 07 through GS/GM 11 and WG/WL 07 through WG/WL 11.

1.4.3. Civilian Category III. Federal Appropriated Fund Civilian Employees, GS/GM 12 through GS/GM 15 and WG/WL 12 through WG/WL 15.

1.5. Volunteer Categories:

1.5.1. Volunteer. Anyone who donates time and/or services in support of volunteer activities and who is not a paid employee of Patrick AFB or Cape Canaveral AFS (including but not limited to Project Emeritus volunteer, Red Cross volunteer, Family Services volunteer, Space and Missile Museum volunteer, etc.). This category excludes activities in support of private organizations; instead it focuses on volunteer activities directly supporting official base organizations.

1.5.2. Civilian Volunteer. Any DoD employed civilian who donates time and/or services in support of volunteer activities during off-duty time (including but not limited to Girls Ranch, Habitat for Humanity, Meals on Wheels, Daily Bread, etc.).

1.5.3. Military Volunteer. Any military member, on active duty status, who donates time and/or services in support of volunteer activities during off-duty time (including but not limited to Girls Ranch, Habitat for Humanity, Meals on Wheels, Daily Bread, etc.).

1.6. Honor Guard Categories:

1.6.1. Airman: Airman Basic through Senior Airman.

1.6.2. Noncommissioned Officer: Staff Sergeant and Technical Sergeant.

1.7. Team Excellence Categories:

1.7.1. A team is defined as two or more people working together to create or improve a process, product, or service. Due to regulatory constraints, teams chartered by contractor agencies may not be considered for this award.

2. Program Responsibilities. The 45th Space Wing Commander is the awards authority. The following have specific responsibilities:

2.1. The 45 SW Vice Commander (45 SW/CV):

2.1.1. Acts as the office of primary responsibility for the company grade officer category of the awards program.

2.1.2. Appoints or acts as board president and appoints board members for the company grade officer selection board; convenes the selection board.

2.1.3. Designates one primary and at least one alternate member of the Civilian Performance Awards Committee from the wing staff agencies.

2.2. 45 SW Group Commanders:

2.2.1. Establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their groups.

2.2.2. Identify one primary and at least one alternate member for the Civilian Performance Awards Committee.

2.3. Air Force Tenant Commanders:

2.3.1. Are encouraged to establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their units.

2.3.2. Are encouraged to designate one primary and at least one alternate member for the Civilian Performance Awards Committee.

2.4. The 45 SW Command Chief Master Sergeant (45 SW/CCC) and Command Information Management (45 SW/CCA):

2.4.1. The 45 SW/CCC acts as office of primary responsibility for the awards program with tasking authority.

2.4.2. Appoints or acts as board president and appoints board members for enlisted selection boards.

2.4.3. Provides instructions to wing and tenant units on award submissions and suspense dates.

2.4.4. Coordinates with First Sergeant's Council to prepare quarterly awards ceremony.

2.4.5. Forwards copy of enlisted board minutes and board selectees to 45 MSS/DPM for file.

2.4.6. Prepares congratulatory letters for military, civilian, and volunteer selectees for 45 SW/CC's signature.

2.4.7. Procures base and wing selectees' awards for military, civilian, and volunteer categories (45 SVS/SVXG procures Honor Guard awards) and ensures that they are ready for presentation.

2.4.8. Provides 45 SW/PA with list of selectees' names to ensure appropriate publicity.

2.4.9. Files final results from all military boards.

2.4.10. Acts as focal point for the annual awards banquet.

2.5. Military Personnel Flight (45 MSS/DPM):

2.5.1. With the support of the 45 SW/CCA, compiles nomination packages of military nominees.

2.5.2. Maintains files for military awards.

2.6. Awards and Decorations Section (45 MSS/DPHE):

2.6.1. Administers the quarterly and annual Civilian Awards program.

2.6.2. Coordinates with 45 SW/CCC to establish suspense dates for award nominations.

2.6.3. Compiles award nomination packages and distributes them to board members.

2.6.4. Forwards selectees' names to 45 SW/CCA to prepare congratulatory letters.

2.6.5. Files final results from all civilian boards.

2.7. Family Support Center (45 MSS/DPF):

2.7.1. Administers the Volunteer Awards program.

2.7.2. Coordinates with 45 SW/CCC to establish suspense dates for award nominations.

2.7.3. Appoints board president and members for volunteer selection boards.

2.7.4. Compiles award nomination packages and distributes them to board members.

2.7.5. Forwards selectees' names to 45 SW/CCA to prepare congratulatory letters.

2.7.6. Files final results from all volunteer boards.

2.8. Honor Guard (45 SVS/SVMX):

2.8.1. Administers the Honor Guard Awards program.

2.8.2. Coordinates with 45 SW/CCC to establish suspense dates for award nominations.

2.8.3. Forwards selectees' names to 45 SW/CCA to prepare congratulatory letters for 45 SW/CC signature.

2.8.4. Procures selectees' awards and ensures that they are ready for presentation. 45 SW/CCC will coordinate awards pickup with the other category winners.

2.9. Team Excellence: (45 SW/MO):

2.9.1. Administers the Team Excellence Awards Program in accordance with 45 SWI 36-2801.

2.9.2. Coordinates with 45 SW/CCC to establish suspense dates for award nominations.

2.9.3. Forwards selectees' names to 45 SW/CCA to prepare congratulatory letters for 45 SW/CC signature.

2.9.4. Procures selectees' awards and ensures they are ready for presentation. 45 SW/CCC will coordinate awards pickup with the other category winners.

2.10. Selection Boards:

2.10.1. All board members present will vote. The senior member will normally act as president.

2.10.2. Will have the appropriate criteria established by the respective paragraph of this instruction to use as their guide.

2.11. 45 SW Public Affairs:

2.11.1. Provides appropriate publicity for selectees after the names have been announced at the awards ceremony.

3. Military Awards Program Administration:

3.1. **OPR.** The office of primary responsibility for administering the military annual and quarterly awards program is the Command Chief Master Sergeant, 45 SW/CCC.

3.2. Nominating Officials:

3.2.1. Nominating officials are group and tenant unit commanders and wing staff agency chiefs.

3.2.2. Group commanders are empowered to establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their groups.

3.2.3. Squadron commanders may submit nomination recommendations to group commanders in accordance with procedures established within the group.

3.3. Basic Qualification Criteria: Nominees must:

3.3.1. Not have a court-martial conviction or pending or imposed by Article 15 action during any part of the award period.

3.3.2. Not have an Unfavorable Information File (UIF) during any part of the award period.

3.3.3. Be in compliance with Air Force personal appearance, physical fitness and weight management standards.

3.3.4. Be assigned to Patrick AFB, an Air Force tenant unit or attached tenant unit serviced by the 45 MSS/DPM.

3.4. Basic Evaluation Criteria:

3.4.1. Cited accomplishments must have occurred during the period to which the award pertains. However, specific achievements initiated before, but culminating during the awards period, may be included in the nomination narrative. Specific evaluation criteria are included in appropriate paragraphs.

3.4.2. Nominees are evaluated based on the “whole person” concept, and as outlined in the nomination guidance in paragraph **3.5**.

3.5. Nomination Procedures:

3.5.1. Each nominating commander must provide a cover letter recommending by name and category those people being nominated for the award. The cover letter will be written in accordance with the format at **Attachment 1**.

3.5.2. Nomination packages must arrive at 45 SW/CCA no later than the established suspense dates outlined in **Attachment 8**. *NOTE: If the suspense date falls on a weekend, then the packages are due the Friday before the established suspense date. Nominations received after the*

suspense date or in improper format will be returned to the nominating official and will not be considered by the board.

3.5.3. Nominations are limited to one per category for wing staff offices (combined) and each 45 SW group. Air Force tenant units are also invited to submit one nomination per category.

3.5.4. Nominations must be submitted on AF Form 1206, **Nomination for Award**, as shown in [Attachment 2](#).

3.5.4.1. Nominations are limited to one side with 21 lines (12 pitch arial) for quarterly awards.

3.5.4.2. Nominations are limited to one full side (12 pitch arial) for annual awards in the officer category. Nominations are specified in the Air Force 12 Outstanding Airmen of the Year criteria, AFI36-2805, for enlisted categories.

3.5.5. Nominations will be submitted with original plus five copies.

3.6. Enlisted Selection Board Procedures:

3.6.1. Convening a selection board of three members is the responsibility of the 45 SW/CCC.

3.6.1.1. The 45 SW/CCC conducts enlisted quarterly and annual boards accordingly. Nominees will meet a face-to-face board.

3.6.1.2. Enlisted boards will convene per schedule outlined in [Attachment 8](#).

3.6.1.3. The 45 SW/CCC or a representative will act as board president and tiebreaker for all boards. Associate board members are selected from various units on base using the following guide:

3.6.1.3.1. SNCO boards will be composed of the 45SW/CCC, as the president, two CMS-gts or CMSgt selectees and one First Sergeant.

3.6.1.3.2. NCO boards will be composed of the president (CMSgt) and two SNCOs.

3.6.1.3.3. Airman boards will be composed of the president (prior quarter's SNCO of the Quarter), the prior quarter's NCO of the Quarter and another NCO.

3.6.1.4. Each board member must prepare two questions. Questions should seek a combination of facts and opinions which stimulate discussion and do not have a simple yes or no answer. Reference material consists of AFPAM36-2241, Vol 1, *Promotion Fitness Examination*, and AFPAM36-2241, Vol 2, *USAF Supervisory Examination*, (as appropriate for the nominating category), along with local, national, and international current-events topics.

3.6.1.5. Grading Sheet. The grading sheet shown in [Attachment 3](#) is used to grade military nominees under the whole-person concept.

Table 1. Nomination Package (AF Form 1206).

Job Performance in Primary Duty
 Significant Self-Improvement
 Base or Community Involvement

Table 2. Interview Board.

Military Bearing and Appearance
 Communicational Skills
 Knowledge Level

3.6.1.6. All nominees must be available for appearance before their respective board unless excused by the board president. If any nominee cannot appear (e.g., TDY or other mission-related reasons), the board will review the individual's nomination package only. 45 SW/CCC, group superintendent(s) and board president(s) will coordinate prior to board date on authorized absences. Leave in the local area is NOT an excused absence. All excused individuals will receive a score calculated to be the average points of the personnel meeting the board for the face-to-face portion. All unexcused absences will receive a zero score for the face-to-face portion.

3.6.1.7. The board president will tabulate and verify all nominees' scores for their respective boards and resolve any conflicts prior to adjourning.

3.6.1.8. Dress for board panel members and nominees is service dress. Female members may wear either slacks or a skirt.

3.6.2. If the military selectee, in any category, is assigned to an Air Force tenant unit, the highest-finishing 45 SW nominee will represent the 45 SW at the quarterly and annual 14 AF and annual AFSPC awards boards. The selectee from the Air Force tenant unit will retain the honors as Patrick AFB's selectee.

3.6.3. If a member is being nominated concurrently for quarterly and annual awards, a separate nomination package is required for each. Each package should be clearly identified as a quarterly or annual submission.

3.6.4. Nominations for annual awards are not limited to quarterly award selectees.

3.7. Enlisted Award Winner Responsibilities.

3.7.1. The SNCO of the Quarter award winner will serve as the President of the next quarter's Airman of the Quarter board. The winner will read the SNCO Creed for the next quarter's monthly Patrick AFB NCO Promotion/Induction ceremonies. Additionally, they will be one of the base representatives for the next quarter's DV functions, wing social gatherings, and Military Affairs Council events.

3.7.2. The NCO of the Quarter award winner will sit on the next quarter's Airman of the Quarter board. The winner will read the NCO Creed at the monthly Patrick AFB NCO Promotion/Induction ceremony. Additionally, they will be one of the base representatives for the next quarter's DV functions, wing social gatherings, and Military Affairs Council events.

3.7.3. The Airman of the Quarter award winner will act as the board proctor for the next quarter's enlisted face-to-face boards. They will pre-brief the nominees on reporting procedures, and coordinate reporting times with the three board presidents. The winner will also pass out the stripes at the next quarter's monthly Patrick AFB NCO Promotion/Induction ceremonies. Additionally, they will be one of the base representatives for the next quarter's DV functions, wing social gatherings, and Military Affairs Council events.

3.8. Company Grade Officer Selection Board Procedures.

3.8.1. Convening a selection board is the responsibility of the 45 SW/CV.

3.8.1.1. Vice Commander conducts officer quarterly and annual boards accordingly. Nominees will meet a face-to-face board.

3.8.1.2. Company Grade Officer boards will convene per schedule outlined in [Attachment 8](#).

3.8.1.3. The Vice Commander or a representative will act as board president and tiebreaker for all boards. A minimum of three associate board members will be selected from various base units at the discretion of the 45 SW/CV.

3.8.1.4. Each board member must prepare two questions. Questions should seek opinions that stimulate discussion and do not have a simple yes or no answer. Base questions on subject matters, programs, and policies described in AFPAM 36-2241, Vol 1, *Promotion Fitness Examination*, and AFPAM 36-2241, Vol 2, *USAF Supervisory Examination*, along with local, national, and international current-events topics.

3.8.1.5. Grading Sheet. The grading sheet shown in [Attachment 3](#) will be used to grade nominees under the whole-person concept.

Table 3. Nomination Package (AF Form 1206).

Job Performance in Primary Duty
 Significant Self-Improvement
 Base or Community Involvement

Table 4. Interview Board.

Military Bearing and Appearance
 Communicational Skills
 Knowledge Level

3.8.1.6. All nominees must be available for appearance before their respective board unless excused by the board president. If any nominee cannot appear (i.e. TDY or other mission-related reasons), the board will review the individual's nomination package only. 45 SW/CV, group superintendent(s) and board president(s) will coordinate prior to board date on authorized absences. Leave in the local area is NOT an excused absence. All excused individuals will receive a score calculated to be the average points of the personnel meeting the board for the face-to-face portion. All unexcused absences will receive a zero score for the face-to-face portion.

3.8.1.7. The board president will tabulate and verify all nominees' scores and resolve any con-

flicts prior to adjourning.

3.8.1.8. Dress for board panel members and nominee is service dress. Female members may wear slacks or a skirt.

3.8.2. If the company grade officer, in any category, is assigned to an Air Force tenant unit, the highest-finishing 45 SW nominee will represent the 45 SW at the quarterly and annual 14 AF and annual AFSPC awards boards. The selectee from the Air Force tenant unit will retain the honors as Patrick AFB's selectee.

3.8.3. If a member is nominated concurrently for quarterly and annual awards, a separate nomination package is required for each. Each package should be clearly identified as a quarterly or annual submission.

3.8.4. Nominations for annual awards are not limited to quarterly award selectees.

4. Civilian Awards Program Administration.

4.1. **OPR.** The office of primary responsibility for administering the quarterly and annual Civilian Awards program is the Awards and Decorations Section, 45 MSS/DPHE.

4.2. Nominating Officials:

4.2.1. Nominating officials are group, and tenant unit commanders.

4.2.2. Group commanders are empowered to establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their groups.

4.2.3. Squadron commanders, supervisors or co-workers, may submit nomination recommendations to group commanders in accordance with procedures established within the group.

4.3. **Basic Qualification Criteria.** Nominees must be assigned to a position serviced by the Civilian Personnel Flight, 45 MSS/DPC and must not have received disciplinary action during any part of the award period, where such action resulted in a letter of reprimand or more serious punishment.

4.4. Basic Evaluation Criteria.

4.4.1. The award is designed to recognize outstanding employees. Nominations must address one area: Job Performance in Primary Duty.

4.4.2. Cited accomplishments must have occurred during the period to which the award pertains. However, specific achievements initiated before, but culminating during the awards period, may be included in the nomination narrative.

4.4.3. Nominees are evaluated based on the accomplishments in the Job Performance in Primary Duty area. Civilian nominees do not meet a face-to-face board.

4.5. Nomination Procedures.

4.5.1. Each nominating commander must provide a cover letter recommending by name and category those people being nominated for the award. The cover letter will be in accordance with the format at [Attachment 1](#).

4.5.2. Nominations must be submitted on AF Form 1206, **Nomination for Award**, as shown in [Attachment 4](#). Nominations are limited to one side with 21 lines (12 pitch arial) for quarterly awards and one full side for annual awards.

4.5.3. Nomination packages must arrive at the 45 MSS/DPHE no later than the established suspense dates outlined in **Attachment 8**. **NOTE: *If the suspense date falls on a weekend, then the packages are due the Friday before the established suspense date. Nominations received after the suspense date or in improper format will not be considered by the board.***

4.5.4. Nominations must be submitted with original plus five copies.

4.5.5. Nominations are limited to one per category for wing staff offices (combined) and each 45 SW group. Air Force tenant units are also invited to submit one nomination per category.

4.5.6. The nominee's permission must be obtained prior to submission of the nomination.

4.5.7. If a civilian is nominated concurrently for civilian employee of the quarter, and civilian employee of the year, a separate nomination package is required for each. Each package should be clearly identified as civilian employee of the quarter or civilian employee of the year.

4.6. **Civilian Selection Board Procedures.**

4.6.1. Convening a selection board is the responsibility of the Awards and Decorations Section, 45MSS/DPHE.

4.6.2. Quarterly and annual selections will be made by members of the Performance Awards Committee (PAC) using the grading sheet.

4.6.3. Grading Sheet. The grading sheet shown in **Attachment 5** is used to grade nominees under the whole-person concept.

Table 5. Nomination Package (AF Form 1206).

Job Performance in Primary Duty

4.6.4. The committee will tabulate and verify all nominees' scores for their boards and resolve any conflicts prior to adjourning. Nominations will be considered on a one-time basis.

4.7. **Publicity.** Announcements of award selectees will be publicized.

5. Volunteer Awards Program Administration.

5.1. **OPR.** The office of primary responsibility for administering the Volunteer Awards program is the Family Support Center, 45 MSS/DPF.

5.2. **Nominating Officials.**

5.2.1. Nominating officials are group and tenant unit commanders, their designees, or volunteer managing agencies.

5.2.2. Group and tenant unit commanders are empowered to establish internal selection procedures to ensure fair and equitable consideration of all eligible nominees within their groups.

5.2.3. Squadron commanders and supervisors may submit nomination recommendations to group commanders in accordance with procedures established within the group.

5.2.4. Each volunteer-managing agency may nominate only one volunteer per category: Volunteer, Civilian Volunteer or Military Volunteer, as specified in paragraph **1.5**. The volunteer agency

chief, group commander or designee must provide a cover letter recommending by name and category as shown at [Attachment 1](#).

5.2.5. Each volunteer-using agency (combined wing staff, each 45 SW group, and each Air Force tenant) may nominate only one volunteer per category: Volunteer, Civilian Volunteer or Military Volunteer, as outlined in paragraph 1.5. The group and tenant unit commander or designee, or the chief of the volunteer using agency, must provide a cover letter recommending by name and category as shown at [Attachment 1](#).

5.3. Basic Qualification Criteria.

5.3.1. Nominees must have performed services on a voluntary basis. This may include community involvement that enhances the quality of life for the personnel assigned to Patrick AFB, Cape Canaveral AFS, and/or downrange stations or services that enhance the mission accomplishment of the 45th Space Wing and its detachments or tenants, excluding contractors.

5.3.2. Individuals nominated for Volunteer of the Quarter (VOQ)/Volunteer of the Year (VOY) must perform volunteer activities at Patrick AFB, Cape Canaveral AFS, or downrange stations including all Air Force tenant units, but excluding contractors.

5.3.3. Individuals nominated for VOQ must perform volunteer activities for at least 2 months during the quarter. Individuals nominated for VOY must perform volunteer activities for at least 7 months during the year.

5.4. Basic Evaluation Criteria.

5.4.1. Cited accomplishments must have occurred during the period to which the award pertains. However, specific achievements initiated before, but culminating during the award period, may be included in the nomination narrative. Specific evaluation criteria are included in appropriate paragraphs.

5.4.2. Nominees are evaluated based on the “whole person” concept.

5.5. Nomination Procedures.

5.5.1. Each nominating official must provide a cover letter recommending by name and category those people being nominated for the award. The cover letter will be in accordance with the format at [Attachment 1](#).

5.5.2. Nomination packages must arrive at the Family Support Center, 45 MSS/DPF, no later than the established suspense dates outlined in [Attachment 8](#). ***NOTE: If the suspense date falls on a weekend, then the packages are due the Friday before the established suspense date. Nominations received after the suspense date or in improper format will be returned to the nominating official and will not be considered by the board.***

5.5.3. Nominations are limited to one per category for wing staff offices (combined) and each 45 SW group. Air Force tenant units are invited to submit one nomination per category.

5.5.4. Nominations must be submitted on the AF Form 1206, *Nomination for Award*, as shown in [Attachment 6](#). Nominations are limited to one side (12 pitch arial) for quarterly awards and both sides (12 pitch arial) for the annual awards in bullet format, and will include the following headings: Types of Volunteer Activities, Accomplishments In Volunteer Activities, Leadership/Teamwork In Volunteer Activities, and Other Considerations.

5.5.5. Nominations must be submitted with original plus five copies.

5.6. Selection Board Procedures.

5.6.1. Convening a selection board is the responsibility of the Family Support Center, 45 MSS/DPF.

5.6.2. Quarterly and annual selections will be made by members of the Volunteer Advisory Committee.

5.6.3. Grading Sheet. The grading sheet shown in [Attachment 7](#) is used to grade nominees under the whole-person concept.

6. Honor Guard Awards Program Administration.

6.1. OPR. The office of primary responsibility for administering the Honor Guard Awards is the Services Squadron, 45 SVS/SVMX.

6.2. Follow the guidelines established in 45SWI34-242.

7. Team Excellence Award Program Administration.

7.1. OPR. The office of primary responsibility for administering the Team Excellence Awards is Manpower and Organization, 45 SW/MO.

7.2. Follow the guidelines established in 45 SWI 36-2801, Patrick AAFB Team Excellence Award Program.

8. First Sergeant of the Year Award.

8.1. Nominating officials, qualification criteria, evaluation criteria, nomination procedures and selection board procedures will be as specified in paragraphs [3.1.](#) through [3.6.](#), except as follows:

8.1.1. Nomination packages must arrive at the 45 SW/CCA in accordance with advertised suspenses. These suspenses will be driven by suspenses at higher headquarters.

8.1.2. Nominations will include all of the headings outlined in paragraph [3.6.1.5.](#)

8.1.3. The board will consist of the 45 SW/CCC and representatives of 45th Space Wing and Air Force tenant unit organizations.

8.2. More specific guidance on this program is distributed from MAJCOM and will be announced by the Education Services and Human Resources Flight (45 MSS/DPH) when it is received.

9. Award Ceremonies.

9.1. One ceremony will be scheduled to recognize all quarterly award recipients.

9.2. Annual ceremonies will be scheduled to recognize military award recipients and civilian/volunteer award recipients.

9.3. Enlisted personnel selected for annual awards will compete within their respective commands in the 12 Outstanding Airmen of the Year Award program.

MICHAEL F. LEHNERTZ, Colonel, USAF
Vice Commander

Attachment 1

SAMPLE COVER LETTER FORMAT

(date)

MEMORANDUM FOR (45 MSS/DPF) (45 MSS/DPHE)
(45 SW/CCA) (as appropriate)

FROM: (functional address symbol)

SUBJECT: Quarterly/Annual Awards

1. The following are nominated for subject award in the category specified:

a. Military Personnel of the Quarter/Year:

b. Civilian Employee of the Quarter/Year:

c. Volunteer Personnel of the Quarter/Year

2. The above-named individuals meet the criteria in 45 SWI 36-2802.

(Signature)

(TYPED NAME, Grade, USAF)

(Title)

Attachments

1. AF Forms 1206 (military)
2. AF Forms 1206 (civilian)
3. AF Forms 1206 (volunteer)

Attachment 2

SAMPLE MILITARY NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD Patrick AFB Military Quarterly / Annual Awards Program	CATEGORY (IF APPLICABLE) CGO/SNCO/NCO/AMN	AWARD PERIOD (Mo & Yr) to (Mo & Yr)
RANK/NAME OF NOMINEE (FIRST, MIDDLE INITIAL, LAST) SSgt John J. Doe	SSN 6789	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE SELF-EXPLANATORY	NOMINEE'S TELEPHONE (DSN & Commercial) 854-XXXX & (321) 494-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Nominee's Unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last, First, Middle Initial)/COMMANDER'S TELEPHONE (DSN & Commercial) Major John J. Jones, DSN 854-1234 (321) 494-1234		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Use bullet format to address each of the three mandatory headings. Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Limit to 21 lines for quarterly nominations and one full page (officers) and two full pages (enlisted) for annual nominations.</p> <p>Key Duties, Task, and Responsibilities: The nominee's job description from their EPR/OPR for their current duty will be included under this heading. This is required to allow board members a better understanding of the nominees' duties. This area is NOT scored. Limit is 9 lines for enlisted and 6 lines for officers.</p> <p>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 the scope and level of responsibility and cost savings.</p> <p>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.</p> <p>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, management, or participation in unit advisory councils, professional military organizations, associations, and events.</p> <p>NOTE: Consider nominees availability to excel in the last two areas. An example for consideration would be an individual performing primary, SFS/augmentee and honor guard duties. Obviously the individual in this example would find it difficult to complete/attend off-duty education.</p> <p>Only 21 lines of justification (12 pitch) may be used for quarterly awards. Headings are required but will not count against the 21 lines.</p>		

Attachment 4

SAMPLE CIVILIAN NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD Patrick AFB Civilian Employee of the Quarter / Year	CATEGORY (IF APPLICABLE) Category I, II, or III	AWARD PERIOD (Mo & Yr) to (Mo & Yr)
RANK/NAME OF NOMINEE (FIRST, MIDDLE INITIAL, LAST) GS-XX John J. Doe	SSN LEAVE BLANK	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE SELF-EXPLANATORY	NOMINEE'S TELEPHONE (DSN & Commercial) 854-XXXX & (321) 494-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Nominee's Unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last, First, Middle Initial)/COMMANDER'S TELEPHONE (DSN & Commercial) Maj John J. Jones, DSN 854-1234 (321) 494-1234		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Use bullet format. Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Limit to 21 lines for quarterly nominations and one full page for annual nominations.</p> <p>Key Duties, Task, and Responsibilities: The nominee's job description from their position description for their current duty will be included under this heading. This area is required to allow board members a better understanding of the nominees duties. This area is NOT scored.</p> <p>Job Performance in Primary Duty:</p> <p>Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility. In addition, consider the scope and level of responsibility and cost saving initiatives.</p> <p>NOTE: Only 21 lines of justification (12 pitch) may be used for quarterly awards. Heading is required but will not count against the 21 lines.</p>		

Attachment 6

SAMPLE VOLUNTEER NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD Patrick AFB Volunteer of the Quarter / Year	CATEGORY (IF APPLICABLE) Volunteer/Civilian/Military	AWARD PERIOD (Mo & Yr) to (Mo & Yr)
RANK/NAME OF NOMINEE (FIRST, MIDDLE INITIAL, LAST) Enter name as it should appear on the award	SSN LEAVE BLANK	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE SELF-EXPLANATORY	NOMINEE'S TELEPHONE (DSN & Commercial) 854-XXXX & (321) 494-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Nominee's Unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last, First, Middle Initial)/COMMANDER'S TELEPHONE (DSN & Commercial) Major John J. Jones, DSN 854-1234 (321) 494-1234		
<p>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</p> <p>Use bullet/sub-bullet format to describe what the volunteer actually did. Cited accomplishments must apply to the period for which the award pertains. Achievements initiated before, but culminating during the award period can be included. Limit to one page for quarterly nominations and two pages for annual nominations.</p> <p>TYPES OF VOLUNTEER ACTIVITIES:</p> <p>Provide a simple listing of all volunteer activities applying to the award period.</p> <p>ACCOMPLISHMENTS IN VOLUNTEER ACTIVITIES:</p> <p>Describe any accomplishments directly relating to their volunteer activities; include specific details on how their efforts benefited the agency or activity served.</p> <p>LEADERSHIP/TEAM WORK IN VOLUNTEER ACTIVITIES:</p> <p>Describe their involvement in leadership teamwork. Include examples of how their involvement improved the effectiveness or efficiency of the agency or activity served. Include social, cultural, or religious activities.</p> <p>OTHER CONSIDERATIONS:</p> <p>Any other accomplishments which distinguish the nominee from other volunteers. Also, include the number of hours donated, certificates of appreciation or commendation, and other awards.</p>		

Attachment 8**SUSPENSE AND BOARD DATES FOR ALL CATEGORIES**

QUARTERLY AWARDS

*1st Quarter**Packages due - NLT 12 Apr**Board convenes - NLT 18 Apr**2d Quarter**Packages due - NLT 12 Jul**Board convenes - NLT 18 Jul**3d Quarter**Packages due - NLT 12 Oct**Board convenes - NLT 18 Oct**4th Quarter**Packages due - NLT 15 Dec**Board convenes - NLT 5 Jan*

ANNUAL AWARDS

*Packages due - NLT 15 Jan**Board convenes - NLT 20 Jan*