

**26 FEBRUARY 2004**



**Personnel**

**RECOGNITION PROGRAM**

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This instruction implements Air Force Policy Directive 36-28, Awards and Decorations Program, 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 50th Space Wing and Schriever Air Force Base Quarterly/Annual Recognition Programs, the Contractor Quarterly/Annual Recognition Program, the 50th Space Wing Gold Achiever Award Program, the 50th Space Wing Commander and the Command Chief Master Sergeant Recognition Coin Program. It applies to all personnel assigned to the 50th Space Wing and Schriever Air Force Base. 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.

**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed. This revision created a separate chapter that governs the Contractor Quarterly/Annual Awards Program, changed the Unit Nomination Letter, changes submission timelines, changed the scoresheet, defines the requirements for First Sergeant of the Year, changed headings of awards from five to three for active duty, changed the headings from five to one for civilians, changed quarterly award spacing to single space between sub bullets and double space between main bullets, changed scoring process to a 6-10 whole-person concept system and changed the maximum number of lines of justification for quarterly awards.

**General:** This program is a means of formally recognizing personnel who have demonstrated through job performance, special achievements, and contributions to their local communities that they warrant special recognition. Nominees are representative of a quality force and therefore must be able to stand the test of "whole life/whole career" scrutiny. Entries in the AF Form 1206, Nomination for Award, will address events that occurred during the award period only. All nominees are eligible except those who have been subject to judicial or nonjudicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), pending administra-

tive action (LOR/LOA/LOC, etc), referral Performance Report for any part of the recognition period or similar actions anytime during the award period.

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## Chapter 1

### SCHRIEVER AFB INSTALLATION AND 50 SW INSTALLATION AWARDS PROGRAM

**1.1. Schriever AFB Installation Awards Program.** All personnel assigned to units on Schriever AFB are eligible to compete for the Schriever Air Force Base Installation quarterly Awards Program. Each tenant unit may establish their own selection criteria. All nominations forwarded to the 50th Space Wing will be IAW this directive.

**1.2. Eligibility :** All military personnel and civilian personnel as outlined in **Chapter 2** of this document are eligible for nomination in the appropriate category. Members compete in the grade category they held during the majority of the award period (e.g. if a member has held the grade of TSgt for two months of the award period and is promoted to MSgt, nominate the member in the NCO category, not the SNCO category). If the member is promoted at the mid-month point of the award cycle, the unit commander determines in which category to nominate the member. Enlisted nominees must have been on station for at least 60 days in order to be nominated for the quarterly awards and a minimum of 6 months to qualify for annual awards. Annual Award nominees do not have to be quarterly award winners. Civilians must be assigned to the nominating unit for the entire period of the nomination, and must be holding the permanent grade in the category for which nominated. CGOs must have been on station for at least 60 days in order to be nominated for the quarterly award and assigned to the command for at least 6 months of the award period (3 months if assigned to a short tour area) in order to be considered for the annual award. Captains selected or promoted to the rank of Major during the award period and individuals who won in any category the previous quarter (N/A for annual awards) may not be submitted as a nominee.

**1.3. 50th Space Wing Awards Program.** Only members assigned to units on Schriever will be eligible for quarterly awards. Only members assigned to 50 SW will be eligible for annual awards. Installation and wing programs may run concurrent with shared boards or may be managed separately. If boards are run simultaneous with the Schriever AFB installation awards, specific wing winners must be derived. NOTE: 50 SW will select winners for participation in other higher headquarters award programs.

#### **1.4. Categories: 50th Space Wing and Schriever AFB Installation:**

1.4.1. Airman Category: Airman Basic - Senior Airman.

1.4.2. Noncommissioned Officer Category: Staff Sergeant - Technical Sergeant.

1.4.3. Senior Noncommissioned Officer Category: Master Sergeant - Chief Master Sergeant

1.4.4. Company Grade Officer Category: Second Lieutenant – Captain

1.4.5. Civilian Categories:

1.4.5.1. 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) 1 and NF II

(Serving in a Permanent Appointment)

1.4.5.2. Civilian Category II: General Schedule (GS) 7 through GS-10

Wage Grade (WG) 8 through WG-15

Wage Level (WL) 6 through WL-15

Nonappropriated Funds (NF) III only

Wage Schedule (WS) 1 through WS-10

(Serving in a Permanent Appointment)

1.4.5.3. Civilian Category III: General Schedule (GS) 11 through GS-12

Wage Schedule (WS) 11 through WS-17

Nonappropriated Funds (NF) IV and above

(Serving in a Permanent Appointment)

1.4.6. Contractor Individual and Team (see **Chapter 3** for specific information).

1.4.7. Volunteer Recognition Program (see **Chapter 4** for specific information)

1.4.8. First Sergeant of the Year Award (must serve in the position of First Sergeant and have held SDI 8F000 for at least six months of the award period in order to be eligible. This category is submitted during the annual award only. Refer to AFI 36-2805 for guidance and package content.

## 1.5. Consideration Periods for Award:

1.5.1. Quarterly:

1.5.1.1. 1st Quarter. 1 January – 31 March

1.5.1.2. 2nd Quarter. 1 April – 30 June

1.5.1.3. 3rd Quarter. 1 July – 30 September

1.5.1.4. 4th Quarter. 1 October – 31 December

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

## 1.6. Nomination Process.

1.6.1. Each squadron or tenant unit may nominate one individual per category to their respective group. Recognized groups are WG Staff, OG, CG and MSG. Tenant units are all able to submit one nomination each to compete for installation awards.

1.6.2. Schriever AFB quarterly award recipients will be selected by package review only using the AF Form 1206. Enlisted and CGO annual award recipients will be selected by package review and a personal interview. Questions for the board will be opinion-based and will primarily be to review military bearing, wear of uniform, overall appearance, and communication abilities (remember, enlisted annual programs may result in a 12 Outstanding Airman of the Year winner where communication and public speaking will be required). Before nominating someone for the annual award program ensure that they will be available to meet the personal review board.

1.6.3. The CGO annual board will consist of group commanders or others appointed by the 50 SW/CC appointed representative. If a nominee is unable to meet the board in person then video teleconfer-

ence, telephone interview, or a decision to have a records only board can be made by the 50 SW/CV or appointed representative.

1.6.4. The enlisted annual board will consist of:

SNCO Board – CMSgts – SMSgt

NCO Board - CMSgts – MSgts

Airman Board – CMSgts - TSgts

## 1.7. Administrative Procedures for Submission of Nominations.

1.7.1. Quarterly Award Nomination Package Contents: AF Form 1206, Nomination for Award, (most current version) 21 lines maximum (12-point font), saved as a packaged form (IMT format) on disk. Headings are required but will not count against the 21 lines using bullet format. Nominations will include and be scored on the categories below.

1.7.1.1. Leadership and Job Performance in Primary Duty: (Enlisted and CGO) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year, and so forth.

1.7.1.2. Significant Self-Improvement: (Enlisted and CGO) 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, off-duty education and any professional military education (PME). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

1.7.1.3. Base or Community Involvement: (Enlisted and CGO) 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, and so forth.

1.7.1.4. Job Performance in Primary Duty: (Civilian only) Consider 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.

1.7.2. Group Nomination Letter (**Attachment 2**) to include in paragraph 1, list of group nominees. Tenant letters will be signed by unit commander and forwarded to 50 SW/CCA. Group letters will be due prior to package suspense.

1.7.3. Unit Nomination Letter (**Attachment 3**) for each individual to include in paragraph 1, rank, full name, last four of social security number, unit, office symbol, and duty phone. 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 pt. with 1-inch margins. Must be com-

plete sentences. For military members paragraph 3 will state, "I have reviewed the PIF of each nominee and there is no derogatory information or UIF established."

1.7.4. A disk containing the Air Force Form 1206 and the Unit Nomination Letter.

1.7.5. Official photo (7 x 9) of nominee. Military photos will be in service dress and civilians in appropriate attire. Photographs must be taken prior to submission of nomination package to wing to ensure proper processing for higher-level award programs.

1.7.6. Annual Awards/Twelve Outstanding Airmen of the Year Award (12 OAY), Company Grade Officer of the Year, Civilian Cat I, II, or III, and First Sergeant of the Year Award nomination Package Contents: Do not staple or punch holes in the package. Fasten each of the copies with a paper clip or clamp. In addition to the guidance in AFI 36-2805, para 3.4.6, include:

1.7.6.1. Group Nomination Letter (**Attachment 2**) to include in paragraph 1, list of group nominees. Tenant letters will be signed by unit commander and forwarded to 50 SW/CCA. Group letters will be due prior to package suspense.

1.7.6.2. A unit nomination letter signed by the Group Commander. (Original only.) In paragraph 2, use this space to write a 5-line citation on the individual's most important accomplishments during the year. This information will be used in the script for the annual award ceremony.

1.7.6.3. AF Form 1206, Nomination for Award (most current version), one page saved as a packaged form (\*IMT format) (See **Attachment 6**). In the Award block, list "12 Outstanding Airmen of the Year", "First Sergeant of the Year", or "Company Grade Officer of the Year". (Original and six copies.)

1.7.6.3.1. Leadership and Job Performance in Primary Duty: (Enlisted, First Sergeant & CGO) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year, and so forth.

1.7.6.3.2. Significant Self-Improvement: (Enlisted, First Sergeant and CGO) 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, off-duty education and any professional military education (PME). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

1.7.6.3.3. Base or Community Involvement: (Enlisted, First Sergeant and CGO) 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, and so forth.

1.7.6.3.4. Job Performance in Primary Duty (Civilian only) Consider 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.

- 1.7.7. Biography (**Attachment 6**). (Original and six copies.) Provide a 1-page biography (ref. AFI 36-2805, **Attachment 2**)
- 1.7.8. Signed statement of intent (**Attachment 8**) Original only. (Enlisted only)
- 1.7.9. Base-level Report of Individual Personnel (RIP) (records review RIP). (Original) (Enlisted, CGOY and First Sergeant)
- 1.7.10. One 3.5-inch floppy disk with cover letter, AF Form 1206 (IMT Format), and biography.
- 1.7.11. Official 7x 9 photo. Additional photographs of nominees may be required.

### **1.8. Submission Timelines.**

- 1.8.1. All quarterly nomination packages are due to the 50 SW/CCA in April, July, October, and January unless otherwise specified in a letter to installation units. Units not stationed at Schriever AFB may fax or e-mail in the packages for their nominees, through their respective group. 50 SW Annual award program nominations will be due in January of each year. Specific dates will be published via letter and email to all participating units. The annual awards program is not specifically used for the 12 Outstanding Airmen of the Year program.
- 1.8.2. Nominations not adhering to the established format will be returned to the respective group. Late nominations will not be considered.

### **1.9. Program Responsibilities.**

#### 1.9.1. 50 SW/CC:

- 1.9.1.1. Is the authority for the Schriever AFB Installation and 50 SW Award Programs for military and Air Force civilian personnel.
- 1.9.1.2. Promote active involvement at all levels to ensure an effective, viable and equitable nomination and selection process.
- 1.9.1.3. Oversees the appropriate recognition moments of recognition.

#### 1.9.2. 50 SW/CCC:

- 1.9.2.1. Monitors recognition board selection criteria and procedures.
- 1.9.2.2. Ensures the 50 SW military award selectee packages are forwarded for competition in higher headquarters award programs (14 AF quarterly and AF annual programs). Only 50 SW selectees will be forwarded to higher headquarters.

#### 1.9.3. 50 SW/CCA:

- 1.9.3.1. Assists 50 SW/CV or designated representative and 50 SW First Sergeants with scheduling, appointment, notification, and administration of selection boards.
- 1.9.3.2. Notify unit commanders, execs, First Sergeants, and courtesy copy group secretaries of nomination package suspense dates and suspense the First Sergeants to appoint board members.
- 1.9.3.3. Identify and schedule location and time of board.
- 1.9.3.4. Collect group nominations packages. (Prepare a recognition folder for each board member, in each category. Folder will contain:

- 1.9.3.4.1. A copy of each nomination package (AF Form 1206) for each particular board category.
- 1.9.3.4.2. Score sheet (see [Attachment 9](#))
- 1.9.3.4.3. Master tally sheet (board president only)
- 1.9.3.4.4. Pre-brief board presidents (verify nomination package contents, scoring process, and disclosure requirements)
- 1.9.3.4.5. Verify board scores inconjunction with board president when nominees physically meet the board
- 1.9.3.4.6. Announces boards and awards ceremonies, as required, and prepares necessary communications to coordinate nominations and sponsors.
- 1.9.3.4.7. Arranges for photographic support for the awards presentations.
- 1.9.3.4.8. Make arrangements with the Schriever First Sergeants to prepare seating arrangements, put out place cards, arrange flag displays, and coordinate with Visitor Center to escort all off-base sponsors in the awards ceremony.
- 1.9.3.4.9. Purchases approved mementos for awards selectees. Updates photographs of winners in the Schriever AFB and 50 SW Recognition Program Display Cases.

**1.10. 50 SW/PA:** Arranges for publicity (i.e., Space Observer, Satellite Flyer, Marquee) and processes hometown news releases for installation, tenant, and 50 SW winners.

### **1.11. Selection Boards.**

- 1.11.1. Enlisted Category Board. The wing Command Chief Master Sergeant or designated rep will be the board president for all enlisted annual awards boards.
  - 1.11.1.1. Board President (Senior Panel Member) (a non-voting position except in the event of a tie) will:
    - 1.11.1.1.1. Review board procedures with the board members during the prebrief
    - 1.11.1.1.2. Conduct board proceedings
    - 1.11.1.1.3. Ensures scoring adheres to the criteria
    - 1.11.1.1.4. Turn in all materials to 50 SW/CCA
- 1.11.2. The Company Grade Officer/Civilian Category Board:
  - 1.11.2.1. Vice Commander or designated representative serves as non-voting president except in the event of a tie.
  - 1.11.2.2. Board members: Each Group Commander or his/her Deputy Commander, and a tenant unit representative. A senior civilian member as designated by the Civilian Advisory Council will participate in the civilian category boards.
  - 1.11.2.3. CGO board members review and score nomination packages prior to personal interview selection boards.

1.11.3. Enlisted Category Board: President and 4 board members per category. The President conducts the board and is a “nonvoting” member. Only in the case of a tie will his/her scores be counted. Panel members will represent all eligible wing and tenant units to the maximum extent possible. Panel membership will be comprised as follows:

1.11.3.1. Airman Board. A CMSgt - MSgt as president and 4 noncommissioned officers.

1.11.3.2. Noncommissioned Officer Board. A CMSgt - MSgt as president and 4 senior noncommissioned officers.

1.11.3.3. Senior Noncommissioned Officer Board. The wing Command Chief Master Sergeant, or designated CMSgt representative as president and members serving in the rank of Chief Master Sergeant or Senior Master Sergeants.

1.11.3.4. Board presidents will brief nominees on the confidentiality of all questions asked. Anyone found disclosing questions and answers will be disqualified from competition at the discretion of the 50 SW/CCC.

1.11.3.5. First Sergeant Board (Package Only). The wing Command Chief Master Sergeant or designated representative will act as president and appoint appropriate board members to review packages.

1.11.4. Board Members will:

1.11.4.1. Evaluate and score each nomination package on a 6-10 scale, using the whole-person concept, then rank the packages (1 through 6) 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.

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

Once you have an established score for each nominee, identify the highest rated nominee with a “1”, the second with a “2”, etc. No ties are allowed. If you have 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.)

The board members will use the format above for recording scores. (see [Attachment 9](#))

1.11.4.2. Maintain the confidentiality of the board meetings

1.11.4.3. Ask opinioned based questions from AF Pamphlet 36-2241, Promotion Fitness Examination (PFE) Study Guide and the Airman's Manual. Other sources: local and base newspapers as well as current event questions, AF Doctrine, Air and Space Power (CGOs Only).

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

### **1.12. Board Results.**

1.12.1. The board president provides 50 SW/CCC or CCA the results of the board after it adjourns.

1.12.2. 50 SW/CCC submits the board results to 50 SW/CC for approval.

1.12.3. Board results and nomination packages are retained by 50 SW/CCA for one year after board completion in accordance with AFMAN 37-139, Records Disposition Schedule, Table 36-33, R17.

**1.13. Schriever AFB Quarterly Awards Ceremony.** Winners will be announced and presented at a quarterly awards ceremony on Schriever AFB. 50 SW winners will be announced by the 50 SW/CC or designated representative in appropriate manner when installation winners are not 50 SW personnel. The 50 SW/CC authorizes an appropriate memento for all military and non-contractor civilian selectees.

### **1.14. Awards and Honors.**

1.14.1. Schriever AFB Installation Quarterly Awards. Winners of the installation awards will be announced at an appropriate function as determined by the 50 SW/CC and 50 SW/CCC.

1.14.2. 50th Space Wing Annual Awards Banquet. Wing Annual Award winners will be announced and presented at an annual awards banquet.

1.14.3. 50th Space Wing Annual Award Nominees Assigned to a Geographically Separated Unit (GSU). GSU nominees will travel to Schriever for the wing-level annual awards board and honors at the annual awards banquet (50 SW will pay per diem and travel for the nominee). It is the unit's responsibility to cut the orders.

## Chapter 2

### CIVILIAN RECOGNITION PROGRAM

**2.1. General** : Civilian nominees will be selected based on packages submitted to the 50 SW/CV or designated representative using the following categories:

2.1.1. 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) 1 and NF II

(Serving in a Permanent Appointment)

2.1.2. Civilian Category II: General Schedule (GS) 7 through GS-10

Wage Grade (WG) 8 through WG-15

Wage Level (WL) 6 through WL-15

Nonappropriated Funds (NF) III only

Wage Schedule (WS) 1 through WS-10

(Serving in a Permanent Appointment)

2.1.3. Civilian Category III: General Schedule (GS) 11 through GS-12

Wage Schedule (WS) 11 through WS-17

Nonappropriated Funds (NF) IV and above

(Serving in a Permanent Appointment)

**2.2. Quarterly Award Nomination Package Contents** : AF Form 1206, Nomination for Award, (most current version) 21 lines maximum (12-point font), single spaced between subbullets and doublespaced between main bullets, saved as a packaged form (IMT format) on disk. Nominations will be scored on the category below.

2.2.1. Job Performance in Primary Duty: (Civilian Only) Consider 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.

2.2.2. Unit Nomination Letter (**Attachment 3**) to include in paragraph 1, grade, full name, last four of social security number, unit, office symbol, and duty phone.

2.2.3. Official 7 x 9 photo.

**2.3. Annual Award Nomination Package Contents** : AF Form 1206, Nomination for Award, (most current version) 1-full page (12-point font), saved as a packaged form (IMT format) on disk. Nominations will be scored on the category listed in paragraph **2.2.1**.

2.3.1. Unit Nomination Letter (**Attachment 3**) to include in paragraph 1, grade, full name, last four of social security number, unit, office symbol, and duty phone.

2.3.2. Biography (**Attachment 6**). (Original and six copies) Provide a 1-page biography (ref. AFI 36-2805, **Attachment 2**)

2.3.3. Official 7 x 9 photo. Additional photographs of nominees may be required.

**Figure 2.1. Sample AF Form 1206, *Nomination for Award (Civilian)***

NOMINATION FOR AWARD		
AWARD Civilian of the Quarter/Year	CATEGORY (If Applicable) Category I, II, or III	AWARD PERIOD 1 Jan - 31 Mar
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-1/Sam L. Sure	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE Superintendent Pride Post	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 560-0000/Comm: 719-567-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 50 SW/CCEA/210 Falcon Parkway, Suite 2101/Schriever AFB, CO /80912		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel/Tule L. Greenland DSN 560-0000/Comm: 719-567-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <b>JOB PERFORMANCE IN PRIMARY DUTY</b> Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force level inspections and/or evaluations. You should be looking for individual accomplishments and unit accomplishments. Areas of improvement, etc., can be included in the one heading as deemed appropriate.		

## Chapter 3

### CONTRACTOR QUARTERLY/ANNUAL AWARDS PROGRAM

**3.1. Scope.** This program is a means of formally recognizing contractor personnel who have demonstrated through job performance, special achievements, and contributions to their local communities that they warrant special recognition.

**3.2. Eligibility.** Contractor personnel are eligible to compete in the Schriever Air Force Base Quarterly and Annual Awards Program, for nomination procedures adhere to **Chapter 3** of this instruction.

#### **3.3. Quarterly and Annual Consideration Periods for Award:**

3.3.1. 1st Quarter. 1 January through 31 March.

3.3.2. 2nd Quarter. 1 April through 30 June.

3.3.3. 3rd Quarter. 1 July through 30 September.

3.3.4. 4th Quarter. 1 October through 31 December.

#### **3.4. Annual. 1 January through 31 December.**

#### **3.5. Categories:**

3.5.1. Contractor – Category I: Individual.

3.5.2. Contractor – Category II: Team.

**3.6. Basic Evaluation Criteria.** Cited accomplishments must apply to the specific recognition period. However, specific achievements culminating during, but initiated before, the recognition period may be included. The following areas must be considered when nominating an individual for recognition:

3.6.1. Job Performance in Primary Duty. Describe significant leadership accomplishments and how well he/she performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives/techniques developed by the member that positively impacted the unit and/or mission. Include results of AF/MAJCOM/NAF level inspections and/or evaluations. Include awards received.

3.6.2. Significant Self-Improvement. Show how he/she has developed/improved skills related to primary duties (i.e. formal training, OJT, certifications, off-duty education related to primary duties, etc.). Include any off duty education not directly related to primary duties (i.e. class/course/degree enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced his/her value as a military citizen.

3.6.3. Base or Community Involvement. Define the scope and impact of his/her positive leadership and involvement in both the military and civilian community. Include leadership, membership, and participation in unit advisory councils, professional military organizations, associations, and events (i.e. Chamber of Commerce Member, enlisted dining-out committee, member of AFSA, Sunday School teacher, etc.)

### **3.7. Administrative Procedures for Submission of Nominations.**

3.7.1. Contractor Board Results. Letter to include voting members, name and organization of selectees, who will be representing the selectees, and a 5-line citation on each selectees most important accomplishments during the recognition period. The following must be used: Times New Roman, 12 pt. with 1 inch margins. Must be complete sentences and no more than 5 lines. This information will be used in the script for the ceremony.

3.7.2. Nomination Packages. Packages for contractors will be handled by the 50 CONS/CC in the following manner:

3.7.2.1. Government contractor personnel perform functions that are an integral component in the success of the Schriever Air Force Base mission. The intent of this section is to recognize outstanding performance by incorporating government contractors into our Quarterly and Annual Awards Program. However, the government will not be involved in any way in the selection of contractor award winners. The intent of this section is to simply provide a forum for contractor personnel to receive an award. The success of this initiative will be dependent upon the contractors, specifically, the members of the contractor awards review board.

3.7.2.2. All government contractors who hold prime contracts or subcontracts at Schriever AFB are eligible to nominate employees in the contractor categories. Each contractor is limited to one nomination from his or her company in each category per period. The contractor package should reflect the accomplishments, which show the outstanding performance of the individual or team. A contractor awards review board, consisting of a representative from each prime contractor (one for each group and one for tenant organizations), will be established to review these nominations to choose one contractor personnel award recipient per category for each group and tenant units. A wing contractor review board, consisting of a representative from five prime contractors, will be established to select the wing contractor of the quarter in each category.

### **3.8. Submission Timelines.**

3.8.1. Contractors at Schriever AFB will use their own methods for selection of nominees. Competitive categories and submission timeliness must adhere to the provisions of this directive to compete for Schriever AFB awards.

3.8.2. Contractors will provide nomination packages to their respective group or tenant contractor awards review board by the second Tuesday in April, July, October, and January.

3.8.3. Quarterly Awards. The contractor chairperson will provide the nomination packages to 50 SW/CCA by the 15th of April, July, October, and January.

3.8.4. Annual Awards. Due dates will be determined by the 50 SW/CCC.

### **3.9. Program Responsibilities. 50 SW/CCA**

3.9.1. Announces quarterly boards and awards ceremonies, as required, and prepares necessary communications to coordinate nominations.

3.9.2. Prepares certificates for 50 SW/CC signature.

**3.10. Group and Tenant Contractor Awards Review Board:** Is the authority for their respective group and tenant recognition program for contractor personnel.

**3.11. Wing Contractor Awards Review Board:** Is the authority for Schriever AFB Recognition Program for contractor personnel.

**3.12. Awards and Honors.**

3.12.1. Awards Ceremony. Selectees will be announced and presented at an awards ceremony.

3.12.2. Awards/Mementos.

3.12.2.1. Contractor selectees will also have access to a reserved parking space, one per category, provided they are assigned to Schriever AFB. 50 MSG/CCE will assign appropriate parking slots.

3.12.2.2. Contractor personnel may receive awards, mementos, or time-off incentives as determined by their respective company.

## Chapter 4

### GENERAL INFORMATION REGARDING VOLUNTEER RECOGNITION PROGRAM

**4.1. Volunteer Recognition.** The Family Support Center (FSC) is the OPR for volunteer the recognition program. Specific questions, guidance, and information can be obtained from the FSC staff. This guidance is general in nature and covers basic nomination and process procedures.

**4.2. Purpose:** The purpose of the Volunteer Recognition program is to recognize volunteer efforts and to publicize opportunities. Nominations can be submitted at any time to the FSC. They will be reviewed and used to catalog and record volunteer programs, efforts and results of personnel, and to aid in publicizing through web pages, base publications, and other means, program and individual results. The AFSPC/CC has designated that volunteer effort should be recorded in base publications thereby highlighting the programs and personal results. Use of this program will aid in providing our people with avenues to find out where to employ their efforts, recognition of their efforts, and cataloging of programs both on-base and in the local community.

**4.3. Categories:** Military (assigned and tenant), civilian, or defense contractor. All military, civilian, and contractor personnel working on Schriever AFB or assigned GSUs are eligible for this recognition. Supervisors may nominate personnel through their unit commanders to ensure quality force checks on military personnel and the worthiness of nominations. Defense contractor personnel are eligible to participate with nominations being routed through the contractor consortium to base contracting for review, and then to the FSC for award of certificate of recognition.

**4.4. Nominating official:** Supervisor. All nominations must be routed through and approved by unit commander or staff agency head to ensure quality force issues are met. Defense contractor personnel nominations must be routed through 50 CONS prior to submission to ensure no contract problems are incurred. Supervisors, Commanders and directors are responsible for any time off, incentive, or other awards. The primary intent of this program is to provide recognition for people's volunteerism and to highlight available programs.

**4.5. Qualification Criteria:** Nominees must have performed service on a voluntary basis, while stationed at Schriever AFB or associated GSU. Cited accomplishments must have occurred during the period to which the award pertains. All volunteer efforts count, both on- and off base. Example: Work in a school program helping kids study after duty hours or during a time when commander has designated time off.

**4.6. Recognition Periods:** Volunteer recognition can be for any period of time or for a specific event if deemed worthy of award. Supervisors (nominating official) should include all pertinent information in nomination submission (see example). Submissions may be made to the FSC at any time.

**4.7. Nominating procedure:** Nominations should be typed and formatted in sync with [Attachment 1](#) example. No specific length is required. Specify as much information as necessary to highlight the program and the specific results achieved by the individual.

**4.8. Quarterly Recognition of Recipients:** Personnel recommended for this recognition, with concurrence of the FSC staff, can be recognized and presented a certificate of appreciation as a part of an appro-

priate squadron, group, or wing ceremony or other ceremony established by the FSC staff. The FSC staff will coordinate presentation with squadron commanders or staff agency, contractor personnel and assist with presentation as deemed appropriate. All personnel selected will be recognized with an appropriate memento and certificate. Contractor personnel, are only able to, and will only receive a certificate of recognition only.

**4.9. Selection Process :** Nominations will be reviewed by FSC staff to ensure they meet volunteerism criteria.

**4.10. Annual Recognition of Volunteer Service Medal Recipients :** Recommendation and approval of the Military Volunteer Service Medal (MVOSM) rests with unit and group commanders. In order to recognize recipients of the medal, and to highlight accomplishments of military members receiving this recognition, members will be recognized at an appropriate wing or other level ceremony (Example could be the 50th Space Wing, Annual Awards Ceremony). Recipients will be presented the medal or ceremoniously re-presented the medal at the ceremony. This will be done to increase visibility of volunteer efforts and results of wing personnel.

## Chapter 5

### 50 SW GOLD ACHIEVER AWARD PROGRAM AND COMMAND CHIEF MASTER SERGEANT RECOGNITION COIN

**5.1. Purpose.** The purpose of the 50 SW Gold Achiever Award program is to recognize an individual or small group of individuals for a one-time, nonrecurring contribution of superior performance or personal effort to mission accomplishment.

#### **5.2. Responsibilities.**

5.2.1. The Wing Commander (50 SW/CC) will be the approval authority for all individuals nominated to receive the wing-level Gold Achiever Award.

5.2.2. The Wing Executive Officer (50 SW/CCE) will:

5.2.2.1. Maintain control of the supply of wing coins.

5.2.2.2. Issue group and squadron-level coins to the appropriate level agencies.

5.2.2.3. Keep an accurate record of whom the coins (for all three award levels) were awarded and the number of coins in inventory.

5.2.3. The group commanders (GP/CCs) will:

5.2.3.1. Be the approval authority for all individuals nominated to receive the group-level Gold Achiever Award.

5.2.3.2. Forward nominations to the 50 SW/CC for wing-level awards, as required.

5.2.3.3. Designate, in writing, the group's program administrator.

5.2.4. The squadron commanders (SQ/CCs) will:

5.2.4.1. Approve all individuals nominated to receive the squadron-level Gold Achiever Award.

5.2.4.2. Forward nominations to their respective GP/CC for group or wing-level awards, as required.

5.2.4.3. Designate, in writing, the squadron's program administrator.

5.2.5. The group and squadron administrators will:

5.2.5.1. Maintain control of the supply of Gold Achiever Award coins issued to their unit.

5.2.5.2. Keep an accurate record of whom the coins were awarded and the number of coins in inventory. Provide these records to 50 SW/CCE upon request.

**5.3. Eligible Recipients.** Any military member or appropriated fund employee assigned to the 50 SW (at Schriever AFB or a geographically separated unit) or a tenant unit (at Schriever AFB only) is eligible to receive the Gold Achiever Award. Employees paid from nonappropriated funds are not eligible, per AFI 65-601, Volume 1, paragraph 4.29. The coins under this program will not be awarded as farewell or retirement gifts.

**5.4. Nomination Procedures.** Any commander or supervisor may nominate an individual or small group of individuals.

5.4.1. All commanders or supervisors will forward their nominations to their respective commander to determine whether an award at that level is appropriate or whether the nomination should be forwarded to the next level. For special staff agencies, directors will forward their nominations to the Vice Commander (50 SW/CV).

5.4.2. All tenant unit commanders or supervisors will forward their nominations to their respective tenant unit commander. The tenant unit commander makes the determination on whether to forward the nomination on to the 50 SW/CC for approval/disapproval.

5.4.3. Submit nominations detailing the name and rank of the individual(s), the organization they are assigned to, and what they did to deserve the award.

**5.5. Criteria.** The criteria to receive the Gold Achiever Award are broad. However, commanders should limit their awards to those who have gone above and beyond the normal call of duty. The award can be given to superior performers who were instrumental in ensuring mission accomplishment, but should be awarded sparingly for a one-time, nonrecurring event (e.g., the top 1% of “Outstanding Performers” identified during an inspection).

**5.6. Award determination.** The appropriate commander approves or disapproves all nominations for their level of award using the following guidelines:

5.6.1. Did the nominee perform or make an effort to perform above and beyond the normal call of duty?

5.6.2. Was the nominee’s superior performance a major contributing factor to a one-time, non-recurring event?

**5.7. 50th Space Wing Commander and Command Chief Master Sergeant Recognition Coins .** The 50 SW/CC and the 50 SW/CCC may present recognition coins to individuals who deserve on-the-spot recognition for performing in an outstanding manner and improving the overall mission success of the 50th Space Wing.

SUZANNE M. VAUTRINOT, Colonel, USAF  
Commander, 50th Space Wing

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms*****AFI**—Air Force Instruction**AMN**—Airman**CGO**—Company Grade Officer**LOA**—Letter of Admonishment**LOC**—Letter of Counseling**LOR**—Letter of Reprimand**MAJCOM**—Major Command**NAF**—Nonappropriated Funds**NCO**—Noncommissioned Officer**OAY**—Outstanding Airmen of the Year**PME**—Professional Military Education**RIP**—Report of Individual Personnel**SNCO**—Senior Noncommissioned Officer**SW**—Space Wing**WG**—Wage Grade**WL**—Wage Level**WS**—Wage Schedule

**Attachment 2**

**SAMPLE VOLUNTEER RECOGNITION NOMINATION FORMAT  
SCHRIEVER VOLUNTEER RECOGNITION**

NOMINEE'S NAME, GRADE, SSN, UNIT

PERIOD FOR WHICH NOMINATED

DESCRIPTION OF COMMUNITY SERVICE

(Provide info for each community activity supported. Only one activity is required.)

COMMUNITY ACTIVITY NAME

BRIEF DESCRIPTION OF MISSION AND POPULATION SERVED

PERIOD OF SERVICE

BRIEF DESCRIPTION OF SERVICE RENDERED; IMPACT/RESULTS ACHIEVED; APPROXIMATE HOURS CONTRIBUTED

COMMUNITY ACTIVITY NAME

Note: To list service with additional activities continues on plain bond paper in the above format as required

TOTAL HOURS COMMUNITY SERVICE THIS PERIOD:

SUPERVISOR'S NAME, GRADE, DUTY TITLE, SIGNATURE, DATE

COMMANDER'S CERTIFICATION

This individual performed outstanding volunteer service to the community of a sustained, direct and consequential nature and is recommended for recognition as part of the Schriever AFB Volunteer Recognition program. Their service throughout this period was honorable.

COMMANDER'S NAME, GRADE, DUTY TITLE, SIGNATURE, DATE

SUZANNE M. VAUTRINOT

Colonel, USAF

Commander

**Attachment 3**

**SAMPLE GROUP NOMINATION LETTER**

(Appropriate Letterhead Stationary)

MEMORANDUM FOR 50 SW/CC

FROM: 50 MSG/CC

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

1. The following individuals are the 50 MSG nominees for the Schriever AFB 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

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 winners: (include rank and full name)

<u>50 CES</u>	<u>50 SFS</u>	<u>50 CONS</u>
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 Letters
- 2. AF Forms 1206

**Attachment 4**

**SAMPLE UNIT NOMINATION LETTER  
(Appropriate Letter Head)**

MEMORANDUM FOR 50 SW/CCC (Enlisted) or 50 SW/CV (CGO & Civilians)

FROM:

SUBJECT: CGO/NCO/SNCO/Amn/Civ Cat I 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 (last 4):

c. Unit/Office Symbol/Duty Phone: 50 SW/CCA 7-5691

210 Falcon Parkway Ste 2101

Schriever AFB CO 80912

d. List PME accomplished: (Enlisted Only)

2. Information for Awards Script: **3 sentences for Quarterly, 5-sentences for Annual**

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 Form 1206

Figure A4.1. Sample AF Form 1206, *Nomination for Award (AMN, NCO, SNCO)*

NOMINATION FOR AWARD		
AWARD Airman/NCO/SNCO of the Quarter/Year	CATEGORY (If Applicable) Amn, NCO, SNCO	AWARD PERIOD 1 Jan - 31 Mar
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA/Jodi L. Smiley	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 3A051/Information Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 560-0000/Comm: 719-567-2180	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 50 SW/CCEA/210 Falcon Parkway, Suite 2101/Schriever AFB, CO/80912		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Colonel/Jack L. Post/DSN 560-0000/Comm: 719-567-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>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 the type of thing we need to evaluate. Pay careful attention to the category criteria. Filler and fluff do not count for anything.</p> <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>		

Figure A4.2. Sample AF Form 1206, *Nomination for Award(CGO)*

NOMINATION FOR AWARD		
AWARD Company Grade Officer of the Quarter/Year	CATEGORY (If Applicable) CGO	AWARD PERIOD 1 Jan - 31 Mar
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Lt/Jodi L. Smiley	SSN (Enter Last 4 Only) 0000	MAJCOM, FOA, OR DRU AFSPC
DAFSC/DUTY TITLE 3SO1/Executive Officer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 560-0000/Comm: 719-567-2180	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 50 SW/CCE/210 Falcon Parkway, Suite 2101/Schriever AFB, CO/80912		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel/Jack L. Post/DSN 560-0000/Comm: 719-567-0000		
SPECIFIC ACCOMPLISHMENTS (Use single-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 the type of thing we need to evaluate. Pay careful attention to the category criteria. Filler and fluff do not count for anything.  JOB PERFORMANCE IN PRIMARY DUTY 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. SIGNIFICANT SELF-IMPROVEMENT 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. BASE OR COMMUNITY INVOLVEMENT 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).		

**Attachment 5****(SAMPLE LONG BIOGRAPHY)**

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 member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church I 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 storeroom 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 6****SAMPLE SHORT BIOGRAPHY (LIMITED TO 8 LINES, ORIGINAL ONLY)**

Senior NCO

Master Sergeant John A. Smith

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 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 Station, Colorado. During her off-duty hours, she is active with the Battered Women's Shelter, and Remembrance Day fun-raiser. She and her husband Rick have two daughters, Elizabeth and Caroline.

**Attachment 7****SAMPLE STATEMENT OF INTENT**

## STATEMENT OF INTENT

## 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 50th Space Wing Annual Awards Program but will not be considered for the 12 Outstanding Airmen of the Year Program.

Attachment 8

QUARTERLY AWARD BOARD SCORE SHEET

QUARTERLY AWARD BOARD SCORE SHEET							
<b>NOMINATION PACKAGE</b>	<b>NOMINEES' NAME</b> ↓						
<b>SCALE</b>		(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 avg) (6.5 – Well below average) (6.0 – Lowest in potential)					
<b>SCORE</b> (6-10 scale)							
<b>RANKING</b> (1 <sup>st</sup> , 2 <sup>d</sup> , 3 <sup>d</sup> , etc)							
<b>Comments:</b>							
<b>BOARD MEMBER'S PRINTED NAME</b>						<b>UNIT</b>	
<b>BOARD MEMBER'S SIGNATURE</b>						<b>DATE</b>	

**NOTE:** ENSURE YOU BREAK ALL TIES, EACH NOMINEE WILL HAVE A DIFFERENT RANKING

Attachment 9

ANNUAL AWARD BOARD SCORE SHEET

ANNUAL AWARD BOARD SCORE SHEET							
NOMINATION PACKAGE	NOMINEES , ↓ NAME						
Job Performance in Primary Duty (CGO, Civilian & Enlisted)							
Significant Self-Improvement (CGO, & Enlisted)							
Base or Community Involvement (CGO & Enlisted)							
Total of package area (6-10 scale)							
APPEARANCE BOARD		(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 avg), (6.5 – Well below average), (6.0 – Lowest in potential)					
Depth or Accuracy of Answers							
Oral Communication Skill							
Appearance/Bearing							
Total of board area (6-10 scale)							
TOTAL SCORE (Package & board)							
RANKING (1 <sup>st</sup> , 2 <sup>d</sup> , 3 <sup>d</sup> , etc)							
Comments:							
BOARD MEMBER'S PRINTED NAME						UNIT	
BOARD MEMBER'S SIGNATURE						DATE	

**Attachment 10**

**QUARTERLY/ANNUAL AWARDS RANKING SHEET**

	Board Member	Totals				
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	
Nominee	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	

**A10.1.** Each board member should score each nominee package using the appropriate score sheet. After scoring is complete, each board member should rank order the nominee packages, assigning a ranking based on the nominee’s score. For instance, if there are five nominees, each board member will assign a rank 1 through 5, with 1 being the best. The rankings are then added together to get your total. The lowest total is the winner. For example a nominee received a 1, 1, 1, 2, and 3. His total would be 8. If this were the lowest total he would be the winner.

**A10.2.** In instances where there are tie scores on the score sheet, the board member must break the tie.

**A10.3.** In the instance where there are tie scores on the ranking sheet, the president must add in her or her scores to determine the winner.

## Attachment 11

### BOARD MEMBER'S GUIDANCE

**A11.1.** Board members are not to discuss their scored packages with anyone, except other board members or president during the board period, until after the awards ceremony. Do not reveal who won until after the 50th Space Wing Commander or Vice Commander announces the winners.

**A11.2.** Members must be fair and impartial. Set aside any bias (positive or negative) and evaluate the packages based on the substance of the write-ups. The AF Form 1206 consists of 21 lines with 3 heading. Headings do not count towards the 21 lines. Quality and impact of the accomplishments are important, not the quantity. Please keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job.

**A11.3.** You should compare the accomplishments of each nominee and then score accordingly using the score sheet provided. Pay careful attention to the category criteria. **Filler and fluff do not count for anything.** They actually detract from the write-up. Things to look for in each category are listed below:

**A11.3.1. JOB PERFORMANCE IN PRIMARY DUTY (Enlisted, CGO & Civilians)**

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 that impacted the unit.

**A11.3.2. SIGNIFICANT SELF-IMPROVEMENT (Enlisted & CGO)**

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.

**A11.3.3. BASE OR COMMUNITY INVOLVEMENT (Enlisted & CGO)**

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.).

**A11.4.** This is an important program for our people. Give the packages the time and effort they deserve. When you're finished, set them aside. If you have time, take another look later and adjust as necessary.

**A11.5.** Once you have an established score for each nominee, identify the highest rated nominee with a "1", the second with a "2", etc. **No ties are allowed.** If you have 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.)

**A11.6.** Relative rankings from each board member will be added together to determine the winner. Low score is the winner.

**A11.7.** Do not reveal who won until after the winners have been announced.

**Attachment 12****BOARD PRESIDENT'S GUIDANCE**

**A12.1.** This guidance is to assist the president in ensuring the board runs smoothly and professionally. Quarterly/Annual board members are under orders not to discuss their scored packages with anyone until after the awards ceremony. Winners' names are only to be released by 50th Space Wing Commander, Vice Commander or Command Chief Master Sergeant.

**A12.2.** Ensure you know the ranks, names, and units of your fellow board members.

**A12.3.** Ensure the nominees' ranks and names are written on the score sheets that are provided in your board's packages. Setup a time to meet with your board members. Explain the criteria for review of packages. Members are to focus on the information listed on the AF Form 1206 and grade packages accordingly. The amount of information provided is not the determining factor. The quality of information provided for the period being considered is paramount. Remind members to be fair and consistent in their scoring.

**A12.4.** Check the raw scores, and rack and stack packages for each nominee.

**A12.5.** Once the board is finished scoring their nominations, board members need to date and sign score sheets, turn in their folders along with the score sheets to the president. The board president will then transfer the information to the board president score sheet and sign it.

**A12.6.** Thank members for their participation and efforts in making our recognition program a successful one.