

**15 APRIL 2000**



**Personnel**

**RECOGNITION PROGRAM**

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This instruction establishes procedures for nomination, selection, and presentation of the outstanding McChord AFB Company Grade Officers (CGO), Senior Noncommissioned Officers (SNCO), Noncommissioned Officers (NCO), and Junior Enlisted (AMN) of the Quarter and Year for military members assigned to McChord AFB. This instruction also provides guidance for the First Sergeant of the Year award. The 62 AW Command Chief Master Sergeant (CCC) is responsible for the wing military recognition programs. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number as a personal identifier. The Social Security Number is required for positive identification of personnel. The authority to collect and maintain the information is 5 U.S.C. 552a.

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## 1. Objectives.

1.1. Recognize outstanding military personnel who have made the greatest contribution to McChord AFB, and have consistently committed to excellence.

1.1.1. Contribute to base morale.

## 1.2. Responsibilities.

1.2.1. Group commanders and the Director of Staff:

1.2.1.1. Publishes internal instructions outlining process for selecting AMN, NCO, SNCO, and CGO of the quarter/year winners.

1.2.1.2. Provides board members to select outstanding performers as requested by the 62AW/CCC.

1.2.1.3. Provides replacement board members if selected members become unavailable. Replacements may be requested from another squadron. Emphasis is placed on the group commander's responsibility to provide a board member if tasked.

1.2.1.4. Submits military nominations to 62AW/CCC by established suspense dates.

**NOTE:** Quarterly/annual military nomination packages must include an AF Form 1206 (original and 4 copies), reference **Attachment 1** and **Attachment 2** Annual nominees in the categories of Company Grade Officer, First Sergeant, and 12 Outstanding Airman must also include a biographical narrative.

1.2.1.5. Notifies nominees of the date, time, and place where recognition boards will meet to select the outstanding quarterly/annual award winners.

1.2.1.6. Notifies 62 AW/CCC, in writing, of extenuating circumstances that prevent their nominee(s) from appearing before the interview board. NOTE: Official TDYs, emergency leave or medical conditions/situations beyond the nominee's control should not impact his/her chance of winning.

1.2.2. Unit Commander:

1.2.2.1. Ensures all military nominees are notified of their selection.

1.2.2.2. Publishes internal instructions outlining process for selecting AMN, NCO, SNCO, and CGO of the quarter/year winners.

1.2.2.3. Quality reviews all nominations, e.g., Unfavorable Information File, control roster, dress and appearance, and weight standards.

1.2.3. The 62 AW/CCC:

1.2.3.1. Administers the recognition program. Reserves the right to make changes to the board procedures or composition as deemed appropriate by unique circumstances.

1.2.3.2. Briefs board presidents on board procedures.

1.2.3.3. Review completed nominee feedback worksheets and tally sheets for completeness. Distribute feedback worksheets to responsible group superintendent for dissemination to nominees.

1.2.3.4. Quarterly Boards: Reviews why nominees are not able to appear before the interview

board and determines if reason(s) are excusable. If excusable, the nominee's board score will consist of an individual package score coupled with an interview score that equates to the average interview score recorded for the nominees that did appear. If not excusable, the nominees interview score will be zero.

1.2.3.5. Annual Boards: Reviews why nominees are not able to appear before the interview board and determines if reason(s) are excusable. If excusable, the nominee's board score will consist of an individual package score coupled with an interview score that equates to the average interview score recorded for the nominees that did appear. If not excusable, the nominees interview score will be zero. 62AW/CCC can exercise the option to waive the actual interview process during annual boards.

1.2.3.6. Keeps on file packages of all wing nominees and award winners for one year from the date of the package.

#### **1.2.4. The 62 AW/CCA:**

1.2.4.1. Publishes a Cat II letter, NLT 10 Feb of each year, to announce wing quarterly/annual award package suspense dates as well as wing quarterly/annual board dates.

1.2.4.2. Distributes nomination packages to the board presidents NLT two-duty day prior to the board convening. Provides nominee feedback worksheets (refer to [Attachment 8](#)) and tally sheets for use in administering the board process to the designated board presidents. Sample package and board grading sheets (refer to [Attachment 9](#) and [Attachment 10](#).)

1.2.4.3. Provides group commanders, Director of Staff, and WADS commander with the time, and place where interview boards will convene.

1.2.4.4. Is a permanent member of the 62 AW awards committee

1.2.4.5. Ensures appropriate award elements are prepared (plaques/trophies/letters/passes). Congratulatory letters and 3-day passes will be prepared and presented to all military award winners.

1.2.4.6. Issues work requests to publish programs for quarterly/annual award events/functions.

#### **1.2.5. Board presidents:**

1.2.5.1. Brief respective board members, using instructions provided by 62 AW/CCC, on duties and responsibilities prior to the board.

1.2.5.2. Assign areas to board members from which to develop opinionated questions and reviews questions for appropriateness. Areas to be considered are referenced in [Attachment 3 \(AMN\)](#), [4 \(NCO\)](#), and [5 \(SNCO\)](#).

1.2.5.3. Notify board members of any changes.

1.2.5.4. Ensure board members understand the importance of their commitment to board procedures and requirements.

1.2.5.5. Brief board members on the confidentiality of board proceedings.

**1.2.6. The 62 AW/CCE** submits the wing nominations to 15 AF for the AMC Company Grade Officer of the Year Award, USAF First Sergeant of the Year Award, and the 12 Outstanding Airmen of the Year Award.

**1.2.7. The 62 AW/PA:**

1.2.7.1. Is a permanent member of the 62 AW awards committee.

Publishes photos and articles of quarterly/annual award winners in the base paper.

1.2.7.2. Processes hometown news releases when requested.

1.2.7.3. Provides other publicity as appropriate.

1.2.7.3.1. Assists awards committee representatives in contacting civic leader and community sponsors to support the quarterly/annual recognition program.

**1.2.8. The 62 AW/CVP:**

1.2.8.1. Is a permanent member of the 62 AW awards committee.

1.2.8.2. Approves DV seating plans for quarterly/annual events. Prepares name placards for all DVs (O-6, civic leaders, and local sponsors)

1.2.8.3. Sends out invitations to group commanders, deputy group commanders, and O-6 colonels and above assigned to the 62AW, 446AW, WADS, and tenant organizations and establish an RSVP system.

1.2.8.4. Works with the awards committee and Public Affairs to identify civic leaders and local sponsors, and formally invites them to attend the award function.

**1.3. Nominee Eligibility.** Quarterly award nominees will compete in the grade they held at least 60-days in the award period. Annual award nominees compete in grades they held over 6 months in the award period. Grade criteria are as follows:

1.3.1. Quarterly recognition categories:

1.3.1.1. O-1 thru O-3 for CGO.

1.3.1.2. E-7 thru E-9 for SNCO.

1.3.1.3. E-5 and E-6 for NCO.

1.3.1.4. E-1 thru E-4 for AMN.

1.3.2. Annual recognition categories:

1.3.2.1. O-1 thru O-3 for CGO.

1.3.2.2. E-7 thru E-9 for SNCO.

1.3.2.3. E-5 and E-6 for NCO.

1.3.2.4. E-1 thru E-4 for AMN.

1.3.2.5. E-7 thru E-9, AFSC 8F000 for First Sergeant.

1.3.3. Each group under 62 AW, and the wing staff may submit one nomination in each category (AMN, NCO, SNCO, CGO, and civilian categories) for the wing quarterly/annual boards.

**NOTE:** The 446AW, tenant, and WADS units are not eligible to compete for 62AW annual awards.

1.3.4. For quarterly awards, any military member assigned to a 62 AW unit, tenant unit, or WADS during 2 of the 3 months (60 days) of the award period may compete. For annual awards, those military members assigned to a 62 AW unit during 9 of the 12 months (270 days) of the award period may compete. Nominees must not have an active UIF, nor have received an article 15 or courts-martial conviction within the last 12 months.

**NOTE:** Personnel in TDY status are by definition still assigned to McChord AFB.

**1.3.5. General:** Nominees will be those personnel who have been submitted by their group (LG, OG, MG, or SPTG) and those who can nominate directly to the wing boards: WADS, tenant units and AW staff. For the purpose of this program, AW staff consists of:

- 1.3.5.1. Consolidated Command Post
- 1.3.5.2. Public Affairs
- 1.3.5.3. Protocol
- 1.3.5.4. Staff Judge Advocate
- 1.3.5.5. C-17 Office
- 1.3.5.6. Wing Safety
- 1.3.5.7. Comptroller
- 1.3.5.8. Area Defense Counsel
- 1.3.5.9. Plans and Programs
- 1.3.5.10. Chapel
- 1.3.5.11. Military Equal Opportunity
- 1.3.5.12. Historian
- 1.3.5.13. Quality and Manpower.

**NOTE:** The Director of Staff will determine the AW Staff nominees. For the annual awards, 62AW personnel, including first sergeants, will be nominated through the groups.

1.3.6. Wing quarterly/annual board nominations are due to 62AW/CCC and 62 MSS/DPCE NLT 1100 on the suspense date provided. Late submissions will not be accepted.

#### **1.4. Quarterly Nomination Procedures.**

1.4.1. Use the front side only of an AF Form 1206, Nomination for Award. Include only facts and achievements occurring/concluding during the award period. Periods are approximately 90 days e.g. Dec-Feb, Mar-May, Jun-Aug, Sep-Nov.

1.4.2. Use bullet statements under each heading (see [Attachment 1](#) or [Attachment 2](#)).

1.4.3. Quarterly interview boards are the method for selecting winners in the enlisted categories

1.4.4. All board questions will be opinionated and drawn from areas outlined in [Attachment 3](#) (AMN), [Attachment 4](#) (NCO), and [Attachment 5](#) (SNCO).

1.4.5. Standard uniform for both board members and nominees is service dress.

1.4.6. Winners in all categories cannot compete in two consecutive wing quarterly awards.

### **1.5. Annual Nomination Procedures.**

1.5.1. Use the front and back sided of an AF Form 1206, Nomination for Award. Include only facts and achievements occurring/concluding during the calendar year of the award.

1.5.2. Use bullet statements under each heading (see *Attachment 1* or *Attachment 2*).

1.5.3. Print nominations head to foot.

1.5.4. Annual interview boards are the preferred method for selecting winners in the enlisted categories. The 62AW/CCC has the authority to waive the interview process.

1.5.5. All board questions will be opinionated and drawn from areas outlined in *Attachment 3* (AMN), *Attachment 4* (NCO), and *Attachment 5* (SNCO).

Standard uniform for both board members and nominees is service dress.

1.5.6. Each group under 62 AW, and the wing staff may submit one nomination in each category. The annual nominee does not have to be a quarterly winner, but he/she must have been assigned to the wing for at least 9 months (270 days) of the award period.

1.5.7. Annual nomination packages, in all military categories, must include a PCIII records review within 5 days of the package suspense date.

1.5.8. Annual nomination packages, in all military categories, must include current biographies (*Attachment 6*) as well as a general information cover page (*Attachment 7*).

1.5.9. An electronic disk, containing the AF Form 1206, the general information outline, and the biography, will also accompany each nomination package.

#### **1.5.10. Additional Instructions :**

1.5.10.1. Only group and wing staff annual winners will compete at the wing annual boards. Additionally, the wing's annual enlisted winners compete for the 12 Outstanding Airmen of the Year (12OAY) Award. All nominees must have sufficient retainability so that, if selected as the 12OAY, they can serve the AFA Enlisted Advisory Council for a 12-month period which commences the month of their induction (September) as a 12OAY. Nomination packages for the wing annual enlisted boards must meet the submission criteria for the 12 Outstanding Airmen of the Year Award as outlined in AFI 36-2807.

1.5.10.2. The wing's annual company grade officer winner will compete for the AMC Company Grade Officer of the Year Award. Nomination packages for the wing annual board in the company grade officer category must meet the submission criteria for the AMC Company Grade Officer of the Year Award as outlined in AMCI 36-2808.

1.5.10.3. The wing's First Sergeant of the Year will compete for the USAF First Sergeant of the Year award. Use major headings shown in *Attachment 1*. The First Sergeants' Award program will be a package review only board. Nomination packages for the wing's First Sergeant of the Year must meet the submission criteria for the USAF First Sergeant of the Year Award as outlined in AFI 36-2805.

### **1.6. Selection of Board Members.**

1.6.1. The 62 AW CCC, or designated representative, will serve as staff advisor for the selection process.

1.6.2. Boards will consist of at least four, but not more than five members, including the president.

1.6.3. No two board members will be from the same group. Every attempt will be made to ensure board members are not in the award nominees chain of command.

Tasking for board members will be rotated among base organizations.

1.6.4. Board members' grade requirements are:

AMN: E5 - E6

NCO: E-7 - E-8

SNCO: E-9.

CGO: O-4 thru O-6.

### **1.7. Selected board members:**

1.7.1. Review and score nomination packages (*refer to Attachment 9*).

1.7.2. Select a winner to represent the wing in each category (*refer to Attachment 10*).

1.7.3. The board president's package scores will only be used in the event of a *tie* (*refer to Attachment 10*). If a second tie breaker is needed, the board president will use the rank order of the nomination packages to determine the winner (*refer to Attachment 9*).

**1.7.4. Award Presentations** . Quarterly awards will be presented at a luncheon. Annual awards will be presented at a formal evening banquet. Wing awards committee will consist of at least one permanent representative from the Chiefs Group, the First Sergeant's Council, the Company Grade Officer Council, the Wing TOP 3, PA, Protocol, and wing administration section. Permanent representatives will serve a one year term whereby new members will begin to transition into the committee during the 4<sup>th</sup> award quarter. The annual banquet will be a joint effort accomplished with new and old members and any wing volunteers. Awards committee responsibilities are outlined in *Attachment 11* of this instruction.

RAYMOND E. JOHNS, JR., Colonel, USAF  
Commander, 62d Airlift Wing

## Attachment 1

## SAMPLE AF FORM 1206, NOMINATION FOR AWARD (ENLISTED)

NOMINATION FOR AWARD		
AWARD Airman/NCO/Senior NCO/of the Quarter/Year; 1st Sgt of the Year	CATEGORY AMN/NCO/SNCO	AWARD PERIOD 1 Jan 99 - 31 Dec 99
RANK/NAME OF NOMINEE Last, First, Middle Initial		SSN
DAFSCOUTY TITLE		
MAILING	UNIT/OFFICE SYMBOL/STREET ADDRESS	
BASE/STATE/ZIP CODE		TELEPHONE (DSN & Commercial)
RANK/NAME OF UNIT COMMANDER Last, First, Middle Initial Group Commander Name		
<p><b>SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)</b>  <b>NOTE:</b> Keep these categories in order; board members notice when they are out of order. Don't forget to spell check and align bullets. AFI 36-2805 is the governing instruction for this award.</p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (0 - 35 POINTS)</b>  <b>NOTE:</b> Include job knowledge/leadership qualities applied to Air Force problems, combat situations, or development of new techniques, procedures, or processes which increased mission effectiveness.</p> <ul style="list-style-type: none"> <li>- Superbly managed our stockage posture, resulting in the best combat ready force of C-141s in AMC <ul style="list-style-type: none"> <li>-- Annual C-141 stockage and issue effectiveness rates of 88.8 and 83.9 respectively are best in AMC</li> </ul> </li> <li>- This warrior deployed with two mobility RSPs in support of a joint airdrop exercise at Pope AFB; 832 line items were robusted and marshalled on-time, achieving an impressive 95 percent fill rate <ul style="list-style-type: none"> <li>-- Responded to all customer requests; issued 25 parts in 7 days with no mission aborts due to supply</li> </ul> </li> </ul> <p><b>LEADERSHIP QUALITIES (SOCIAL, CULTURAL, AND RELIGIOUS ACTIVITY) (0 - 15 PTS)</b>  <b>NOTE:</b> Participation in social, cultural, or religious activities in the military and civilian community which, tangibly or intangibly, contributes to community or group welfare, morale, or status.</p> <ul style="list-style-type: none"> <li>- Energized our squadron recognition program and got results; selected 31 candidates for group or higher individual and team awards--six squadron members won group and wing honors in CY98</li> <li>- Avid supporter of her organization and community; donated off-duty time to improve the overall appearance of Memorial Grove, Madigan Hospital records section, and appearance of the Boy Scout camp</li> </ul> <p><b>SIGNIFICANT SELF-IMPROVEMENT (0 - 10 POINTS)</b>  <b>NOTE:</b> List significant self improvement through on- or off-duty schooling, membership in professional or cultural societies or associations, development of creative abilities, or efforts to enhance skills</p> <ul style="list-style-type: none"> <li>- Continuously seeks to broaden professional horizons; attended Environmental Information Management System class--stepped in and took over the network administrative duties in the Hazardous Pharmacy</li> <li>- Successfully completed the Advanced Supply Management Course at Lackland AFB in Jul 98</li> </ul> <p><b>OTHER ACCOMPLISHMENTS (0 - 5 POINTS)</b>  <b>NOTE:</b> List attributes that separates member from his/her peers i.e. military or civilian awards, letters of appreciation, decorations...</p> <ul style="list-style-type: none"> <li>- Completed 3 volumes of her 5-level career development course B-series in less a month; set the standard</li> <li>- Helped pilot her section to new heights--Logistics Group Quality Service Award winners for Jan-Mar 98</li> <li>- Selected as the Supply Squadron's "Senior Noncommissioned Officer of the Quarter", 1st and 3d Qtr 98</li> </ul> <p><b>ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE (0 - 5 POINTS)</b>  <b>NOTE:</b> List examples of where nominee demonstrated abilities as an articulate and positive enlisted member of the Air Force during the award period</p> <ul style="list-style-type: none"> <li>- Appearance and military bearing above board; First Sergeant presented her with the Look Sharp award</li> <li>- Articulate and poised; commander's choice to provide the wing commander with a mission overview of the her section; wing commander recognized her professionalism and thanked her with a wing coin</li> </ul>		

Attachment 2

SAMPLE AF FORM 1206, NOMINATION FOR AWARD (OFFICERS)

NOMINATION FOR AWARD		
AWARD Company Grade Officer of the Quarter/Year	CATEGORY CGO	AWARD PERIOD 1 Jan 99 - 31 Dec 99
NAME/NAME OF NOMINEE (Last, First, Middle Initial)		SSN
DAYS/CITY/TITLE		
MAIL/COM	UNIT/OFFICE SYMBOL/STREET ADDRESS	
BASIS/STATE/ZIP CODE	TELEPHONE (CON & Commercial)	
NAME/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Group Commander Name		
<p><b>SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)</b>                      NOTE: Keep these categories in order; board members notice when they are out of order. Don't forget to spell check and align bullets. AMCI 26-2808 is the governing instruction for this award.</p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b>                      NOTE: Include job knowledge/leadership qualities applied to Air Force problems, combat situations, or development of new techniques, procedures, or processes which increased mission effectiveness.</p> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b>                      NOTE: List significant self improvement through on- or off-duty schooling, membership in professional or cultural societies or associations, development of creative abilities, or efforts to enhance skills</p> <p><b>SOCIAL, CULTURAL, AND RELIGIOUS ACTIVITIES:</b>                      NOTE: Participation in social, cultural, or religious activities in the military or civilian community which tangibly or intangibly, contributes to community or group welfare, morale, or status during the award period</p> <p><b>OTHER ACCOMPLISHMENTS</b>                      NOTE: List accomplishments which, by their nature or results, set the officer above others of equal or higher grade.</p> <p><b>AIR FORCE OR CIVILIAN AWARDS, PRIZES, TITLES, ETC:</b>                      NOTE: Air Force or civilian awards, prizes, titles, certificates of appreciation, etc., obtained as recognition for personal services rendered or contributions made to military or civilian community life.</p> <p><b>ARTICULATE AND POSITIVE SPOKESPERSON FOR THE AIR FORCE</b>                      NOTE: Demonstrates ability as an articulate and positive spokesperson for the Air Force</p>		

**Attachment 3**

**AIRMAN CATEGORY QUESTION AREAS**

**AIRMAN CATEGORY INTERVIEW BOARD QUESTION AREAS**

**CATEGORY I – PERSONNEL PROGRAMS**

AFPAM 36-2241, VOL I, CHAPTERS 14

**CATEGORY II – STANDARDS OF CUSTOMS AND COURTESIES/STANDARDS OF CONDUCT**

AFPAM 36-2241, VOL I, CHAPTERS 7 AND 8

**CATEGORY III – COMMUNICATION/CURRENT MILITARY EVENTS**

AFPAM 36-2241, VOL I, CHAPTERS 17

NOTE: 2 OPINIONATED QUESTIONS WILL BE ASKED IN AREAS RELATED TO THE ABOVE CATEGORIES FOR A TOTAL OF 6 QUESTIONS. EACH QUESTION WILL BE RATED ON A SCALE OF 1-5 POINTS. MAXIMUM INTERVIEW SCORE THAT CAN BE ASSIGNED BY ANY BOARD MEMBER IS 30 POINTS (10 FOR QUESTIONS AND 20 FOR COMMUNICATION. THE MAXIMUM AF FORM 1206 IS SCORE IS 70 POINTS

**Attachment 4****NCO CATEGORY QUESTION AREAS****NCO CATEGORY INTERVIEW BOARDED QUESTION AREAS****CATEGORY I – STANDARDS OF CONDUCT, ENFORCING STANDARDS,  
PERSONNEL PROGRAMS**

AFPAM 36-2241, VOL I, CHAPTERS 8, 10, AND 14

**CATEGORY II – NCO LEADERSHIP/NCO SUPERVISORY RESPONSIBILITIES**

AFPAM 36-2241, VOL I, CHAPTERS 6 AND 11

**CATEGORY III – COMMUNICATION/STANDARDS OF APPEARANCE/CURRENT  
MILITARY EVENTS**

AFPAM 36-2241, VOL I CHAPTERS 9 AND 17

NOTE: 2 OPINIONATED QUESTIONS WILL BE ASKED IN AREAS RELATED TO THE ABOVE CATEGORIES FOR A TOTAL OF 6 QUESTIONS. EACH QUESTION WILL BE RATED ON A SCALE OF 1-5 POINTS. MAXIMUM INTERVIEW SCORE THAT CAN BE ASSIGNED BY ANY BOARD MEMBER IS 30 POINTS (10 FOR QUESTIONS AND 20 FOR COMMUNICATION. THE MAXIMUM AF FORM 1206 SCORE IS 70 POINTS

**Attachment 5**

**SNCO CATEGORY QUESTION AREAS**

**SNCO CATEGORY INTERVIEW BOARDED QUESTION AREAS**

**CATEGORY I – LEADERSHIP/PROFESSIONALISM/LEGAL ISSUES**

AFPAM 36-2241, Vol I, CHAPTER 6 and VOL II, CHAPTERS 5, 6, AND 7

**CATEGORY II – CURRENT MILITARY EVENTS/PERSONNEL  
PROGRAMS/STANDARDS OF CONDUCT**

AFPAM 36-2241, VOL I, CHAPTERS 8 AND 14

**CATEGORY III – COMMUNICATION/NCO SUPERVISORY RESPONSIBILITIES**

AFPAM 36-2241, VOL I CHAPTERS 11 AND 17

NOTE: 2 OPINIONATED QUESTIONS WILL BE ASKED IN AREAS RELATED TO THE ABOVE CATEGORIES FOR A TOTAL OF 6 QUESTIONS. EACH QUESTION WILL BE RATED ON A SCALE OF 1-5 POINTS. MAXIMUM INTERVIEW SCORE THAT CAN BE ASSIGNED BY ANY BOARD MEMBER IS 30 POINTS (10 FOR QUESTIONS AND 20 FOR COMMUNICATION. THE MAXIMUM AF FORM 1206 SCORE IS 70 POINTS

## Attachment 6

## SAMPLE STANDARD BIOGRAPHY FORMAT (ANNUAL ONLY)

## SAMPLE STANDARD BIOGRAPHY FORMAT

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 2S031, Storage and Issue Apprentice

Senior Airman John Q. Doe is a Storage and Issue Apprentice assigned to 62d Supply Squadron, McChord AFB, Washington. He is 25 years old. Airman Doe was born in Lexington, Kentucky, on 29 June 1966. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1987, Airman Doe was locally employed and served as a church council officer for the Good Shepherd Church of 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 attended technical school at Lackland AFB, Texas where he graduated with honors. Following graduation, he reported to his first duty station, the 62d Supply Squadron, McChord AFB, Washington. Since his arrival, he has served in a variety of positions, including receiving journeyman, mobility journeyman and his current position. Airman Doe is active in his local church, where he serves as a youth counselor. He was selected as the 62AW Outstanding Airman of the Quarter, 3<sup>rd</sup> Quarter 1996 and subsequently for the Year 1996. His military awards include the Air Force Achievement Medal, the National Defense Service Medal, and the Air Force Training Ribbon. He attends Pierce College in Tacoma, Washington, and is 3 credits shy of completing his Associates Degree in Logistics Management through the Community College of the Air Force.

NOTE 1: Limit the biography to one, single-spaced, typewritten page, using 10 or 12 points and 1-inch margins.

## Attachment 7

## GENERAL INFORMATION SHEET FOR 12OAY AND FIRST SERGEANT OF THE YEAR PROGRAMS

**GENERAL INFORMATION SHEET FOR 12 OUTSTANDING AIRMAN OF THE YEAR AND  
THE FIRST SERGEANT OF THE YEAR PROGRAMS**

NAME OF AWARD: 12 OUTSTANDING AIRMAN OF THE YEAR, 1996

FROM: 62D AIRLIFT WING, MCCHORD AFB, WASHINGTON

INCLUSIVE DATES OF ACHIEVEMENT: 1 JANUARY 1996 - 31 DECEMBER 1996

NOMINEE: JOHN Q. DOE

GRADE: SENIOR AIRMAN

CATEGORY OF COMPETITION: AIRMAN

SSN: 123-45-6789

PRESENT ORGANIZATION AND STATION: 62D SUPPLY SQUADRON  
1197 A STREET  
MCCHORD AFB, WASHINGTON 12345-5000

PROJECTED ASSIGNMENT AND REPORTING DATE: NONE

PERMANENT HOME ADDRESS: 3502 S. LIMESTONE STREET  
LEXINGTON, WASHINGTON, 98523

NOMINATED FOR: 12 Outstanding Airmen of the Year for excellent performance, outstanding professional skill, knowledge, and leadership as a supply technician in support of the 62 AW C-141 flying mission. Member has not had an open unfavorable information file (UIF) during the award period.

**NOTE:** Left margin must be 1-inch. NOMINATION FOR portion is single-spaced. Double space between all headings.

Attachment 8

SAMPLE BOARD FEEDBACK WORKSHEET

SAMPLE BOARD FEEDBACK WORKSHEET  
(FOR USE BY AMN/NCO/SNCO BOARD EVALUATORS)

RANK/NAME OF NOMINEE: \_\_\_\_\_ SQUADRON:  
\_\_\_\_\_

BOARD PRESIDENT/MEMBER: \_\_\_\_\_

Circle the applicable number for each category: 1 is "Needs Work" and 5 means "Outstanding"



PERSONAL APPEARANCE:

HOW DOES THE SERVICE DRESS UNIFORM LOOK (FADED/SHADES MATCH/JACKET TIGHT): 1 2 3 4 5

LENGTH OF PANTS/SKIRT: 1 2 3 4 5

STRIPES: CENTERED AND STRAIGHT: 1 2 3 4 5

SHOES ARE CLEANED, EDGE DRESSED AND POLISHED: 1 2 3 4 5

ALL MANDATORY REQUIREMENTS ARE ON UNIFORM: 1 2 3 4 5

RIBBONS ARE SERVICEABLE (i.e., NOT FRAYED/DIRTY): 1 2 3 4 5

HAIRCUTS/LENGTH OF HAIR/MUSTACHE/SIDEBURNS: 1 2 3 4 5

ADDITIONAL COMMENTS: (Please print. If you need more room, use back of this page)

VERBAL COMMUNICATION:

REPORTING STATEMENT: 1 2 3 4 5

GOOD POSTURE (MILITARY BEARING AS THEY ENTER/EXIT THE BOARD ROOM): 1  
2 3 4 5

EYE CONTACT WITH BOARD MEMBERS: 1 2 3 4 5

VERBAL PAUSES: 1 2 3 4 5

WORDS MISPRONOUNCED: 1 2 3 4 5

SPOKE TOO FAST/UNCLEAR: 1 2 3 4 5

GOOD USE OF GRAMMAR: 1 2 3 4 5

ENOUGH BACKGROUND INFORMATION GIVEN: 1 2 3 4 5

GOOD ARTICULATION GOOD FLOW OF INFORMATION: 1 2 3 4 5

GOOD SELF CONFIDENCE GOOD BODY MOVEMENT/GESTURES: 1 2 3 4 5

*ADDITIONAL COMMENTS: (Please print. If you need more room, use the back of this page)*



Attachment 10

SAMPLE BOARD GRADING SHEET (ALL CATEGORIES)

AMN/NCO/INCO/CGO OF THE QUARTER/ANNUAL GRADING SHEET  
(BOARD)

BOARD MEMBER: \_\_\_\_\_

INDIVIDUAL	WRITTEN NOMINATION 0-50 PTS	APPEARANCE 0-5 PTS	MILITARY BEARING 0-5 PTS	COMM SKILLS 0-10 PTS	BOARD Question 0-5 PTS EA	TOTAL SCORE	RANK ORDER

**NOTE:** Use this form to consolidate scores accumulated on attachment 9 (package grading sheet) and scores recorded during the actual board/interview process. The individual with the highest overall score will be rank ordered "1", the second highest score = "2", etc... All board members, including the board president, will rank order the nominees.

AMN/NCO/SNCO/CGO OF THE QUARTER GRADING SHEET  
(BOARD)

BOARD PRESIDENT: \_\_\_\_\_

INDIVIDUAL	1 <sup>ST</sup> BOARD MEMBER RANK ORDER	2 <sup>ND</sup> BOARD MEMBER RANK ORDER	3 <sup>RD</sup> BOARD MEMBER RANK ORDER	4 <sup>TH</sup> BOARD MEMBER RANK ORDER	TOTAL RANK ORDER

**NOTE:** The board president will use this form to consolidate overall scores recorded by each of the board members on each of the nominees, to include his/her grading sheet. The "Total Rank Order" column contains the sum of all the rank order numbers. For example: Board member # 1 gives SSgt Smith a rank order of [1] (his/her best candidate), board member # 2 gives SSgt Smith a rank order of [3], and the board president (board member # 3 for this exercise) gives SSgt Jones a rank order of [2]. In this example, SSgt Jones' "Total Rank Order" is 6 or [1 + 3 + 2].

## Attachment 11

## AWARD COMMITTEE RESPONSIBILITIES

## Award Committee Responsibilities

**Committee Chairpersons (Appointed represented from the McChord Chief Group and the First Sergeant's Council)**

- Contract with the NCOC for quarterly luncheons and annual banquets
- Appoint members to head the seating, script, sponsorship, decoration (annual only) committees
- Contact photo lab 2 weeks prior to recognition function
- Participate on the seating committee
- Coordinate with Family Support staff for a list of quarterly volunteer award winners along with a list of guests that will attend the recognition function.
- Contact Manpower/Quality for list of Quality award nominees, winners as well as copies of the winning packages
- Contact WADS for the name of their civilian award winners
- Get list of DVs from Protocol
- Get list of winners as well as copies of award packages for 62AW/CCA
- Coordinate with Public Affairs to advertise date and time of quarterly and annual events.
- Coordinate article for the Airlifter
- Contact the base honor guard (annual only) and the chaplain
- Coordinate communication support requirements

**Script Committee**

- Identify two masters of ceremonies
- Identify volunteer to sing the national anthem
- Get list of all nominees and corresponding winners' names and packages, by category
- Get list of DVs
- Get list of participating sponsors
- Get list of volunteers and brief bio's
- Provide Airlift editor with portions of the script to be used to formulate an Airlifter article

**Sponsor Committee**

- Coordinate invitations/contact with local sponsors with Public Affairs
- Defer requests for the names of the winners to 62AW/CCC
- Provide script committees with names of participating sponsors as well as list of gifts to be presented.
- Arrange gifts/presentations on the gift table
- Prepare thank-you memos to local sponsors

**Seating Committee (Includes Committee Chairperson, Protocol, and individual working Proratas)**

- Validate completeness and accuracy of all squadron proratas
- Prepare seating chart and provide copy to club manager
- Provide meal totals to club manager no later than the morning of the day prior to the event
- Set-up sign-in/information table in NCOC lobby
- Meet and greet local sponsors and DVs and escort them to their seats

**Program Committee**

- Complete event program
- Get list of all nominees and corresponding winners' names and packages, by category
- Get list of participating sponsors and what gifts they will present to what categories
- Get list of volunteers
- Order 250 programs

Prepare recognition certificates