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Awards and Decorations Programs

ENLISTED AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes the 944th Fighter Wing (944 FW) enlisted quarterly and yearly awards programs and other awards as prescribed by Air Force Instruction (AFI) 36-2805, *Special Trophies and Awards*. It applies to all units assigned or attached to the 944 FW.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision establishes requirements for wing-level competition for both quarterly and yearly awards to include the First Sergeant of the Year Award. Wing board procedures to include scoring and selection process have been added. Air Force (AF) information management tool (IMT) 1206, **Nomination for Award**, categories have been changed.

1. General. This program provides group and unit commanders the opportunity to nominate eligible personnel for recognition as outstanding military members.

1.1. Award Categories. Quarterly award categories are Airman (E1-E4), Noncommissioned Officer (NCO) (E5-E6) and Senior Noncommissioned Officer (SNCO) (E7-E8). Yearly award categories are Outstanding Airman, NCO, SNCO and First Sergeant of the Year Award. The wing commander will announce results of all awards boards.

1.2. Quarterly Award Nomination Criteria. Quarterly nominees are individuals who demonstrate exceptional duty performance, personal character, integrity, initiative, and an effort to improve themselves and their unit's efficiency and effectiveness. Each group, medical unit, and geographically separated unit assigned to the wing may nominate one individual, per category, for each quarterly award period and one for each annual award category. **EXCEPTION:** 555th Red Horse Squadron will not participate in the quarterly wing board. All nominations will be forwarded to Career Enhancements

(944 MSF/DPMSC) for wing-level competition. **NOTE:** The 944 FW Staff is assigned to the Mission Support Group (MSG) and will submit nominations for quarterly awards through the MSG.

1.2.1. Do not nominate individuals who: (1) fail to meet promotion eligibility criteria, (2) received an unfavorable information file personnel action, or (3) are not within the Fitness Program guidelines set forth in AFI 10-248, *Fitness Program*.

1.3. Yearly Award Nomination Criteria. Nominees are individuals who are quarterly award winners. All nominations will be forwarded to Career Enhancements (944 MSF/DPMSC) for wing-level competition. **EXCEPTION:** 555th Red Horse Squadron will process awards packages through the wing with nominations being forwarded to the Numbered Air Force. Each squadron may nominate one diamond wearing first sergeant for the First Sergeant of the Year Award.

1.3.1. Individuals will be nominated in the grade category they possessed at the time of submission even if the nominee was recently promoted and the bulk of their accomplishments were at the previous rank. Nominate members in the category of award that corresponds to the grade held for the majority of the award period. For example, if a member has held the grade of TSgt for seven months of the award period and is then promoted to MSgt, nominate the member in the NCO category, not the SNCO category. If the member is promoted at the six-month point of the award cycle, the command determines in which category to nominate the member.

1.4. Award Periods. See [Attachment 2](#).

1.5. Wing Awards Board Procedures. The wing quarterly awards board will convene in April, July, October and January. The wing yearly awards board will convene during the January unit training assembly (UTA). The wing command chief or the appointed wing representative chairs and administers the awards board to include recording and forwarding results to the wing commander. Each board will consist of the chairperson (nonvoting, tiebreaker only); two chief master sergeants; and two senior NCOs. Results are kept confidential until they are officially announced via memorandum from the wing commander.

1.5.1. Quarterly Scoring. Nomination packages will consist of the following: a record review rip, AF 1206 and a recommendation memorandum from the group commander. The score will be comprised of both the records review rip score and the elements on the AF 1206. Scoring will be annotated using an Awards Board Scoring Worksheet ([Attachment 3](#)). After scoring, all board members must compare scores in each category. Scores must be within 2 points of each board member. If scores are beyond 2 points, board members will openly discuss the scoring differences and reach a 2-point scoring agreement.

1.5.2. Yearly Scoring. Nomination packages will consist of the following: a record review rip, an AF 1206, a biography and a letter of recommendation from the group commander. The board score will be comprised of both the records review rip score and the elements on the AF 1206. Scoring will be annotated using an Awards Board Scoring Worksheet ([Attachment 3](#)). After scoring, all board members must compare scores in each category. Scores must be within 2 points of each board member. If scores are beyond 2 points, board members will openly discuss the scoring differences and reach a 2-point scoring agreement.

1.6. Selection Process. Board selections are based on a cumulative total (the records review score and accomplishments during the quarter or year). The nominee with the highest score in each award category will be selected to receive awards.

1.7. Feedback. Each award package will receive an evaluation of current strengths and future potential keeping in mind the “Whole Life/Whole Career” concept.

1.8. Awards. All award recipients will be recognized with a certificate; a plaque or other symbol of excellence; and any other donations made available by merchants and community supporters. Yearly winners are eligible for an F-16 incentive flight. Presentations to quarterly and yearly awards winners will be during wing commander’s call.

2. Quarterly Awards Procedures:

2.1. Group-level Competition. All units assigned to a group will submit their nominations to their group for group-level competition. Groups may submit one selection from each category to Career Enhancements (944 MSF/DPMSC) for wing-level competition.

2.2. Nomination Packages. Nomination packages will consist of an AF 1206 single-spaced, typewritten, not to exceed one page (single side). Specific accomplishments will consist only of the quarter in consideration. Each category in paragraph 2.4.10. must be addressed. Submit one original paper copy and packaged disk (or electronic file via email) for each nomination package to 944 MSF/DPMSC by 1400 on Saturday of the April, July, October and January UTAs. The AF 1206 (**Attachment 2**) will be completed as follows:

2.2.1. Award: 944 FW Airman, NCO or SNCO of the Quarter

2.2.2. Category: Airman, NCO or SNCO

2.2.3. Award Period: Reference paragraph **1.3.**

2.2.4. Rank/Name of Nominee and SSN: Self-explanatory

2.2.5. MAJCOM, FOA OR DRU: AFRC

2.2.6. DAFSC/Duty Title: Self-explanatory

2.2.7. Nominee’s Telephone: Self-explanatory

2.2.8. Unit/Office Symbol/Street Address/Base/State/Zip Code: Self-explanatory.

2.2.9. Rank/Name of Unit Commander/Commander’s Telephone (**include signature**): Self-explanatory

2.2.10. Specific Accomplishments (using bullet format address the following three categories):

2.2.10.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.

2.2.10.2. SIGNIFICANT SELF-IMPROVEMENT.

2.2.10.3. BASE OR COMMUNITY INVOLVEMENT.

3. Yearly Awards Procedures:

3.1. Outstanding Airman, NCO, and SNCO of the Year Awards. Board members will review and score the quarterly Airman, NCO and SNCO award winners’ packages to select a yearly award recipient in each category.

3.2. First Sergeant of the Year Award: Each squadron may submit one nomination package. All nominees must have served in the position of First Sergeant and held the Special Duty Identifier (SDI)

8F000 for at least 6 months during the award period. Nomination packages consist of an AF 1206 (limited to one page, single-spaced, and typewritten). Submit one original paper copy and packaged disk (or electronic file via email) to 944 MSF/DPMSC by 1400 on Saturday of the November UTA. The AF 1206 will be completed as described in paragraphs 2.2.1. through 2.2.10.3. **NOTE:** The Award block will be modified to “USAF First Sergeant of the Year” and the Category block will be left blank. Board members will review and score the nomination packages and select an award recipient.

3.3. Nomination Packages. Nomination packages will consist of the following: a record review rip, an AF 1206, a biography (limited to one, single-spaced typewritten page (refer to AFI 36-2805, **Attachment 2**)) and a letter of recommendation from the group commander. Send an original and one copy, and packaged disk (or electronic file via email).

3.4. Follow-on Competition. All yearly award recipients will be nominated to higher headquarters for follow-on competition in the 12 Outstanding Airman of the Year (12 OAY) or United States Air Force (USAF) First Sergeant of Year Awards Programs. The award recipients will provide the following: statement of intent signed and dated by the nominee (**Attachment 6**); an official 8x10 photograph in service dress uniform with all appropriate decorations and badges (scheduled through the host base Audiovisual Section). If selected as a 12 OAY or USAF First Sergeant of the Year, individuals may be required to travel for award recognition; cost of travel will be at group/unit expense.

4. Records Management. Maintain and dispose of records according to the Air Force Records Disposition Schedule (RDS).

CRAIG S. FERGUSON, Brig Gen, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-248, *Fitness Program*

AFI 36-2805, *Special Trophies and Awards*

AFPD 36-28, *Awards and Decorations Programs*

Abbreviations and Acronyms

12 OAY—12 Outstanding Airmen of the Year

AF—Air Force

AFI—Air Force instruction

AFPD—Air Force policy directive

IMT—information management tool

MSG—Mission Support Group

NCO—noncommissioned officer

RDS—records disposition schedule

SDI—special duty identifier

SNCO—senior noncommissioned officer

USAF—United States Air Force

UTA—unit training assembly

Attachment 2**AWARDS PROGRAM TIMETABLE**

ITEM	A Period	B Nomination Due to MSF	C Board Meets ¹	D Award Presented
1	1 JAN - 31 MAR	15 MAR	APR UTA	MAY UTA
2	1 APR - 30 JUN	15 JUN	JUL UTA	AUG UTA
3	1 JUL - 30 SEP	15 SEP	OCT UTA	NOV UTA
4	1 OCT - 31 DEC	15 DEC	JAN UTA	FEB UTA

¹The Quarterly Awards Selection Board should meet Sunday afternoon of the April, July, October, and January UTAs. Selection of the yearly winners will be in January. Furthermore, selection results should be determined by close of business on the day the board meets.

Attachment 3

SAMPLE AF IMT 1206

NOMINATION FOR AWARD		
AWARD 944 FW Airman, NCO or SNCO	CATEGORY (If Applicable) Airman, NCO or SNCO	AWARD PERIOD 1 Jan 04 - 31 Mar 04
RANK/NAME OF NOMINEE (First, Middle Initial, Last) John E. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AFRC
DAFSC/DUTY TITLE Weapons Technician	NOMINEE'S TELEPHONE (DSN & Commercial) 856-0000	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 944 Mission Support Group/DPM/14708 Super Sabre St, Luke AFB, AZ 85309		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Col James A. Bond, 896-0001		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</p> <ul style="list-style-type: none"> - Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties <ul style="list-style-type: none"> -- 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 <ul style="list-style-type: none"> -- Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth 		
<p>SIGNIFICANT SELF-IMPROVEMENT</p> <ul style="list-style-type: none"> - 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 related to primary duties, and so forth <ul style="list-style-type: none"> -- Include completion of any professional military education (PME) as well as awards earned during in-residence attendance - Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and / or completion, grade point average - Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen 		
<p>BASE OR COMMUNITY INVOLVEMENT</p> <ul style="list-style-type: none"> - 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, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth 		

Attachment 4

SAMPLE AWARDS BOARD SCORING WORKSHEET

TITLE OF AWARD: _____

AWARD CATEGORY (If applicable): _____

NOMINEE: _____

GRADE: _____

DATE OF LAST MEDAL: _____

TYPE OF MEDAL: _____

NOTE: Use AF IMT 1206 for “Whole Life/Whole Career” concept.

Leadership and Job Performance	Significant Self-Improvements	Base or Community Involvement	Medals	Military Record Review	Total

SCORING SCALE:

Lowest in quality/potential	6	BELOW AVERAGE
Well below average	6.5	
Slightly below average	7	
Average	7.5	AVERAGE
Slightly higher than average	8	
Strong record/representation	8.5	ABOVE AVERAGE

Few could be better	9	OUTSTANDING
Outstanding record/representation	9.5	
Absolutely tops	10	

Attachment 5**SAMPLE BIOGRAPHY**

SENIOR AIRMAN JOHN Q. DOE

000-00-0000

AFSC: 3MO31, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including 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, social security number and Air Force Specialty Code. Margins will be set at 1.25 inch for left and right, 1 inch from top and bottom; font is Times New Roman size 12.

Attachment 6

STATEMENT OF INTENT

“I have not applied for a commissioning program and, if selected as a 12 OAY, will not apply for a commissioning program at any time during my tenure as one of the 2004 12 OAY.”

“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 or MAJCOM/CCC to travel to any events or venues deemed appropriate which may positively impact upon Air Force recruiting and retention.”

“I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge.”

“I do/do not (circle one) grant permission to release my name, rank, duty title, and base of assignment in any announcement messages, press releases, or publicity regarding my winning this award.”

PRINT NAME/SIGNATURE

DATE