

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2846

1 OCTOBER 1999



**AIR MOBILITY COMMAND
Supplement 1**

15 JUNE 2001

Personnel

**FINANCIAL MANAGEMENT AND
COMPTROLLER ANNUAL AWARDS
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: SAF/FME (Ms Patricia Tyler)
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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It describes award categories, eligibility requirements, nomination procedures, and the selection process for recognizing outstanding performers—individuals and groups—in financial management and comptrollership. **Attachment 1** lists references, abbreviations, and acronyms used in this instruction. **Attachment 2** describes award categories and eligibility requirements. **Attachment 3**, **Attachment 4**, and **Attachment 5** provide nomination format and award criteria requirements. Note: Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule*.

(AMC) AFI 36-2846, 1 October 1999, is supplemented as follows: This supplement applies to all Air Mobility Command (AMC) units. It does not apply to US Air Force Reserve or Air National Guard units.

The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

It adds an award for Financial Analysis Senior Noncommissioned Officer (SNCO) of the Year (E-7 through E-9); adds an award for Financial Analysis Noncommissioned Officer (NCO) of the Year (E-5 through E-6); changes the eligibility requirement for Financial Analysis Airman of the Year to E-1 through E-4; adds two categories (GS-11 and above and GS-10 and below) for Financial Analysis Civilian of the Year; adds an award for Financial Services SNCO of the Year (E-7 through E-9); adds an award for Financial Services NCO of the Year (E-5 through E-6); changes the eligibility requirement for Finan-

cial Services Airman to E-1 through E-4; adds two categories (GS-11 and above and GS-10 and below) for Financial Services Civilian of the Year; changes the eligibility requirements for each Financial Services category to include the Regional Accounting and Finance Office; adds an award for Outstanding Contribution to Financial Management and Comptroller—Airman (outside the Department of the Air Force [DAF]); deletes the award for Outstanding Contribution to Air Force Financial Management and Comptroller—Civilian (outside the DAF); deletes the awards for Accounting and Finance Officer of the Year, Accounting and Finance Airman of the Year, Accounting and Finance Civilian of the Year, Accounting and Finance Office of the Year, and Disbursing Agent Office of the Year; adds an award for Quality Assurance Manager of the Year—MAJCOM, FOA, or DRU Level; adds an award for Quality Assurance Manager of the Year—Installation Level; changes the eligibility requirements for Educator of the Year; and changes the photograph, nomination format, and award criteria requirements.

(AMC) This supplement to AFI 36-2846 adds the HQ AMC/FM Quarterly Awards Program and TOP DOLLAR Awards Program. Deletes the MAJCOM Information Systems Outstanding Performance Award.

1. Purpose and Scope. This program recognizes outstanding performance by both individuals and groups at all levels of command. It complements major command (MAJCOM), field operating agency (FOA), direct reporting unit (DRU), and base recognition programs by focusing attention on the most deserving individuals and groups in the financial management and comptroller community. Individuals and groups, except where otherwise noted, operate under the functional management of the Assistant Secretary of the Air Force, Financial Management and Comptroller (SAF/FM).

2. Nomination Procedures:

2.1. The nomination procedures listed in paragraphs **2.1.1.** through **2.1.4.** apply to all awards except Author of the Year and Air Force Top Dollar awards.

2.1.1. The award period covers 1 fiscal year, 1 October through 30 September.

2.1.2. Submit original nominations by the first workday in January to SAF/FME, 1130 Air Force Pentagon, Washington DC 20330-1130.

2.1.2. (AMC) Nominations must arrive at HQ AMC/FME, 402 SCOTT DRIVE, UNIT 1K1, SCOTT AFB IL 62225-5311, by 31 October unless otherwise directed by the Directorate of Comptroller office (HQ AMC/FM). Annual award packages must be electronically mailed to <mailto:Jean.Nicholson@scott.af.mil> or to individual directed by HQ AMC/FM.

2.1.2.1. Submit nominations on AF Form 1206, Nomination for Award, using appropriate format (see **Attachment 2**, **Attachment 3**, and **Attachment 4**). Each nomination is limited to one page (front side of AF Form 1206). Use bullet format with no smaller than 10-point type.

2.1.2.1. (AMC) Prepare nomination packages according to **Attachment 2** through **Attachment 5** in AFI 36-2846.

2.1.2.2. (Added-AMC) All submissions must be on a current Air Force 1206 electronic form, "Nomination for Award." Include results of actions taken by the individual or organization in the justification data. Individual accomplishments at another base can be included in the nomination if they occurred during the period of the award and there is written documentation sub-

stantiating the accomplishment for the nominator. Nominations received after the due date, and those not following the guidance in this instruction, will not be considered.

2.1.3. Nominating officials submit only one nomination for each award category, except for the Special Acts and Services Award. SAF/FMB, SAF/FMC (including the Air Force Cost Analysis Agency [AFCAA]), SAF/FMP, and AFAFO each compete as single entities for Outstanding Contribution to Financial Management and Comptroller awards.

2.1.4. Nominations may come from any of these officials:

SAF deputy assistant secretaries.

Director, AFAFO.

Air Staff directors.

MAJCOM, FOA, or DRU Directors, Financial Management and Comptroller.

Commanders or directors of organizations outside the Department of the Air Force for the Outstanding Contribution to Air Force Financial Management and Comptroller award.

2.1.4. (AMC) The wing commander, or equivalent, nominates for base-level submissions. Comptroller (FM) organizations prepare the nomination packages for signature. Division chiefs nominate for AMC-level submissions.

3. Selection Process:

3.1. Selection panels consist of at least three members and are chaired by a general officer or civilian equivalent for all awards except the Author of the Year and Air Force Top Dollar awards. SAF/FM deputy assistant secretaries select the chairpersons.

3.1. (AMC) Selection committees evaluate nomination packages and make recommendations to HQ AMC/FM for approval. Individuals selected for AMC awards are the command's nominees for Air Force-level awards, with the exception of the Comptroller Administrative Support Outstanding Performance Award. It is an internal MAJCOM award only.

3.1.1. SAF/FM deputy assistant secretaries and the MAJCOM Directors, Financial Management and Comptroller select the Author of the Year and, when applicable, runner-up, from the quarterly winners of *The Air Force Comptroller* magazine.

3.1.2. MAJCOM Top Dollar winners compete biennially for the Air Force Top Dollar awards.

3.2. The selection panels evaluate individual nominees for:

Outstanding Achievements	- 70 percent
Leadership/Management Traits	- 20 percent
Professional Accomplishments	- 10 percent

3.3. The selection panels evaluate organizational nominees for:

Mission Accomplishment	- 25 percent
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Outstanding Achievements	- 50 percent
Management of Resources	- 25 percent

3.4. The selection panel evaluates special acts and services nominees on the basis of unusual or extraordinary accomplishments, the circumstances that make an act or service special, and the tangible/intangible benefits to financial management and the Air Force.

3.5. Each selection panel Chairperson forwards its recommendations through SAF/FME to SAF/FM for approval.

4. Award Recognition:

4.1. SAF/FM announces first place award winners and, when applicable, runners-up via message to MAJCOM/FMs, FOA/FMs, DRU/FMs, SAF/FM deputy assistant secretaries, and all other nominating organizations.

4.1. (AMC) The HQ AMC Comptroller approves and announces AMC winners and presents each award winner with an engraved plaque and appropriate congratulatory letter.

4.2. Within two weeks of announcement, photographs of all first-place individual and organizational award winners (except Special Acts and Services awards) must be sent by the nominating organization to SAF/FME. Photographs appear in *The Air Force Comptroller* magazine and are displayed on the Air Force Financial Management and Comptroller award board in the Pentagon.

4.2.1. Individual award winners (first place) provide two 5- by 7-inch colored photographs (military pictures should be in service dress uniform without cap).

4.2.2. Organizational award winners (first place) provide two 10- by 8-inch colored photographs.

4.3. Each first place award consists of an engraved plaque and a congratulatory letter from the SAF/FM to the award winner's MAJCOM, FOA, or DRU commander or organization's senior official for presentation to the award winner. The winners of the Air Force Top Dollar awards receive recognition at the closing ceremony of the Air Force Top Dollar competition.

4.4. Each runner-up award consists of a certificate and congratulatory letter from the SAF/FM to the award winner's MAJCOM, FOA, or DRU commander or organization's senior official for presentation to the award winner.

4.5. Nominating officials forward awards to individuals who have transferred, separated, or retired from the Air Force.

4.6. Military members receiving individual first place awards are authorized to wear the Air Force Recognition Ribbon. Civilian recipients receiving individual first place awards are authorized to wear the Air Force Recognition Lapel Pin. AFI 36-2805, *Special Trophies and Awards*, describes the ribbon and lapel pin.

4.7. Individual first place award recipients provide documentation to the servicing Military Personnel Flight or Civilian Personnel Office for personnel system update.

5. Special Recognition Programs:

5.1. MAJCOMs, FOAs, DRUs, Air Staff, and Secretariat staff should establish programs to honor their personnel with award ceremonies and news media coverage.

5.2. In addition, these organizations should support other appropriate award programs that recognize professional achievements. Other award programs related to financial management and comptrollership include:

5.2.1. American Society of Military Comptrollers (ASMC). ASMC is an educational and professional organization for military and civilian personnel who are involved in financial management and comptrollership. Each year ASMC recognizes individuals for outstanding accomplishment within each of the functional fields of comptrollership. The *Armed Forces Comptroller* magazine provides information on this program.

5.2.2. Association of Government Accountants (AGA). The AGA is a professional organization concerned with financial management matters in federal, state, and local government. Each year the AGA recognizes individuals who have made outstanding contributions in the field of financial management. Each local AGA chapter solicits nominations.

5.2.3. Under Secretary of Defense (Comptroller) Financial Management Awards Program. Annually, the DoD recognizes individuals or groups who have made significant contributions to the improvement of financial management. Chapter 6, Volume 1, of the *Department of Defense Financial Management Regulation* (DoDFMR), provides information on this program. The USD (Comptroller), through SAF/FM, solicits nominations at the beginning of each calendar year.

6. (Added-AMC) HQ AMC/FM Quarterly Awards Program:

6.1. (Added-AMC) Purpose. This program recognizes superior performance by FM personnel at AMC base-level activities on a quarterly basis.

6.2. (Added-AMC) Categories and Eligibility Criteria. All personnel in the specified ranks, regardless of Air Force Specialty Code (AFSC), assigned to the FM functional area are eligible to compete for these awards.

6.2.1. (Added-AMC) Airman of the Quarter: Airman Basic through Senior Airman.

6.2.2. (Added-AMC) Noncommissioned Officer (NCO) of the Quarter: Staff Sergeant and Technical Sergeant.

6.2.3. (Added-AMC) Senior NCO of the Quarter: Master Sergeant and Senior Master Sergeant.

6.2.4. (Added-AMC) Officer of the Quarter: Second Lieutenant through Captain.

6.2.5. (Added-AMC) Civilian of the Quarter: General Schedule GS-8 and below (Category 1).

6.2.6. (Added-AMC) Civilian of the Quarter: GS-9 and above (Category 2).

6.3. (Added-AMC) Nominations:

6.3.1. (Added-AMC) Include significant accomplishments during the applicable quarter. Submit all nominations to arrive at HQ AMC/FME by the 15th of the month following the end of each fiscal quarter (first quarter nominations would be due by 15 January). Electronically mail award nomination packages to <mailto:Jean.Nicholson@scott.af.mil> HQ AMC/FME, 402 Scott Drive, Unit 1K1, Scott Air Force Base, Illinois 62225-5311, DSN 779-2275/3337, or to individual directed by HQ AMC/FM. Late nominations are not accepted.

6.3.2. (Added-AMC) The base-level comptroller (FM) approves and transmits base-level nomination packages.

6.3.3. (Added-AMC) All organizations are limited to one nominee per category per quarter.

6.3.4. (Added-AMC) Prepare nominations on an AF Form 1206 to include the following categories for enlisted and officer submissions:

6.3.4.1. (Added-AMC) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.

6.3.4.2. (Added-AMC) Define the scope and level of responsibilities and the impact on the mission and unit.

6.3.4.3. (Added-AMC) Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission.

6.3.4.4. (Added-AMC) Include awards received; e.g., NCO of the Quarter, Financial Management Professional of the Year, etc.

6.3.4.5. (Added-AMC) Emphasize dollar and time savings in raw numbers (avoid percentages, unless you back them up with raw numbers). Avoid statements like "reduced processing time by 50 percent." This does not tell the board members anything. If you have a 2-minute process and reduce it 50 percent, you have saved 1 minute. However, if you have a 20-hour process and reduce it 50 percent, then you've saved 10 hours, a big difference. Always show raw numbers to back up percentages.

6.3.4.6. (Added-AMC) Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations.

6.3.4.7. (Added-AMC) Weight Value for this category is 30 points.

6.3.5. (Added-AMC) SIGNIFICANT SELF-IMPROVEMENT. 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 reflected to primary duties, and so forth.

6.3.5.1. (Added-AMC) Include completion of any professional military education (PME) as well as awards earned during in-residence attendance.

6.3.5.2. (Added-AMC) Include any off-duty education not directly related to primary duties; e.g., class, course, degree enrollment and/or completion, grade point average.

6.3.5.3. (Added-AMC) Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

6.3.5.4. (Added-AMC) Weight Value for this category is 10 points.

6.3.6. (Added-AMC) BASE OR COMMUNITY INVOLVEMENT. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.

6.3.6.1. (Added-AMC) Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the Top 3, enlisted dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

6.3.6.2. (Added-AMC) Weight Value for this category is 10 points.

6.3.7. (Added-AMC) Additional Officer Categories: ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE: Reserve this category to demonstrate the impact the individual has had on the public's view of the Air Force. NOTE: If member is of another branch of service, the heading will read their service. Items appropriate for this category include:

6.3.7.1. (Added-AMC) Speeches given to private, community, or other organizations.

6.3.7.2. (Added-AMC) Attendance at functions like Belle-Scott Airmen's Appreciation Dinner.

6.3.7.3. (Added-AMC) Lectures or talks given at public and private schools.

6.3.7.4. (Added-AMC) Participation in parades where member wears the uniform.

6.3.7.5. (Added-AMC) Participation in ceremonies as an honor guard member.

6.3.7.6. (Added-AMC) Weight Value for this category is 10 points.

6.3.8. (Added-AMC) AIR FORCE AWARDS, PRIZES, AND TITLES (OFFICERS ONLY). Ensure subtitles are correct: List awards by name, date awarded, and very brief description.

6.3.8.1. (Added-AMC) Weight Value for this category is 10 points.

6.4. (Added-AMC) Civilian of the Quarter – Category 1 and Category 2:

6.4.1. (Added-AMC) JOB DESCRIPTION: Using no more than seven lines, describe the nominee's primary job responsibilities and duties.

6.4.2. (Added-AMC) SIGNIFICANT PERFORMANCE AND ACHIEVEMENTS: Provide factual and substantiated examples of nominee's significant performance and achievements that warrant this recognition. Describe how well the nominee improved operations, highlight any support provided for special projects; explain any other outstanding services provided that benefited the organization and its mission, etc.

6.4.3. (Added-AMC) Weight Value for this category is 15 points.

6.4.4. (Added-AMC) SIGNIFICANT SELF-IMPROVEMENT EFFORTS: Describe the nominee's self-improvements efforts (training and education), if applicable. This section may also include additional duties, community and/or civic activities, and family enhancement.

6.4.5. (Added-AMC) Weight value for this category is 10 points.

6.5. (Added-AMC) Selection Process:

6.5.1. (Added-AMC) HQ AMC/FM establishes panels to evaluate the nomination packages. HQ AMC/FM makes the final selection.

6.5.2. (Added-AMC) HQ AMC/FM announces the winners via message.

6.5.3. (Added-AMC) Award winners receive an engraved plaque or other appropriate memento, and a congratulatory letter from the comptroller (HQ AMC/FM).

7. (Added-AMC) AMC TOP DOLLAR Program:

7.1. (Added-AMC) Purpose. This award recognizes superior performance by FM personnel in a simulated deployed environment.

7.2. (Added-AMC) Categories and Eligibility Criteria. The FM teams from each base compete for this award. Team composition is determined by HQ AMC/FM based on Air Force TOP DOLLAR rules.

7.2.1. (Added-AMC) Competition dates. HQ AMC/FM determines dates.

7.3. (Added-AMC) Selection process. Teams compete against each other to determine the "AMC TOP DOLLAR Winner." Competition includes an evaluation of functional expertise and traditional military skills.

7.3.1. (Added-AMC) The AMC/CC will announce the winners by message.

7.4. (Added-AMC) Awards. The winning FM team receives a permanent organization award and individual engraved plaques or other appropriate memento.

7.4.1. (Added-AMC) The winning FM team represents AMC at Air Force-level competition.

8. (Added-AMC) MAJCOM Comptroller Administrative Support Outstanding Performance:

8.1. (Added-AMC) Purpose. This award recognizes significant contributions and improvements to HQ AMC Comptroller Administrative Support areas.

8.2. (Added-AMC) Categories and Eligibility Criteria. A single award to an officer, airman, or civilian working within HQ AMC/FM, regardless of AFSC or civilian job series.

8.3. (Added-AMC) Selection Process. Selection committees evaluate nomination packages and make recommendations to the HQ AMC/FM for approval.

8.4. (Added-AMC) The HQ AMC Comptroller approves and announces AMC winners and presents the award winner with an engraved plaque and appropriate congratulatory letter.

ROBERT F. HALE
Assistant Secretary of the Air Force
Financial Management and Comptroller

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2805, Special Trophies and Awards
AFMAN 37-139, *Records Disposition Schedule*
AFPD 36-28, *Awards and Decorations Programs*

Abbreviations and Acronyms

AFAFO—Air Force Accounting and Finance Office
AFCAA—Air Force Cost Analysis Agency
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFPD—Air Force Policy Directive
AGA—Association of Government Accountants
ASMC—American Society of Military Comptrollers
DAF—Department of the Air Force
DAFSC—Duty Air Force Specialty Code
DoD—Department of Defense
DoDFMR—Department of Defense Financial Management Regulation
DRU—Direct Reporting Unit
FOA—Field Operating Agency
MAJCOM—Major Command
NAF—Nonappropriated Fund
NCO—Noncommissioned Officer
SAF/FM—Assistant Secretary of the Air Force (Financial Management and Comptroller)
SAF/FMB—Deputy Assistant Secretary of the Air Force (Budget)
SAF/FMC—Deputy Assistant Secretary of the Air Force (Cost and Economics)
SAF/FMP—Deputy Assistant Secretary of the Air Force (Financial Operations)
SAF/FME—Executive Services, Office of the Assistant Secretary of the Air Force (Financial Management and Comptroller)
SNCO—Senior Noncommissioned Officer
UMD—Unit Manning Document

USD—Under Secretary of Defense

Attachment 2

AWARD CATEGORIES AND ELIGIBILITY

A2.1. Individual Awards:

A2.1.1. Financial Management and Comptroller of the Year. A single award to an officer or civilian comptroller working below MAJCOM, FOA, or DRU level.

A2.1.2. Financial Analysis Officer, SNCO, NCO, Airman, and Civilian of the Year. One award each to an officer, SNCO (E-7 through E-9), NCO (E-5 through E-6), airman (E-1 through E-4), and civilian (GS-11 and above and GS-10 and below) working below MAJCOM, FOA, or DRU level.

A2.1.3. Financial Services Officer, SNCO, NCO, Airman, and Civilian of the Year. One award each to an officer, SNCO (E-7 through E-9), NCO (E-5 through E-6), airman (E-1 through E-4), and civilian (GS-11 and above and GS-10 and below) working below MAJCOM, FOA, or DRU level. Personnel working at a Regional Accounting and Finance Office are eligible.

A2.1.4. Acquisition Cost Analyst of the Year —Military and Civilian. One award each to a military and a civilian assigned to a cost position.

A2.1.5. Nonappropriated Fund (NAF) Analyst of the Year:

A2.1.5.1. NAF Analyst of the Year —MAJCOM, FOA, or DRU Level. A single award to an officer, airman, or civilian working at MAJCOM, FOA, or DRU level.

A2.1.5.2. NAF Analyst of the Year —Installation Level. A single award to an officer, airman, or civilian working below MAJCOM, FOA, or DRU level.

A2.1.6. Outstanding Contribution to Financial Management and Comptroller —Officer, Airman, and Civilian. One award each to an officer, airman, and civilian assigned at MAJCOM, FOA, or DRU level.

A2.1.7. Outstanding Contribution to Financial Management and Comptroller— Military and Civilian. One award each to a military and a civilian assigned to the Secretariat, Air Staff, or the AFCAA staff. Nominees may be assigned outside of a financial management function but must be within a financial management duty Air Force specialty code (DAFSC) or related civilian job series.

A2.1.8. Outstanding Contribution to Air Force Financial Management and Comptroller —Officer and Airman. One award each to an Air Force officer and airman assigned to an organization outside the Department of the Air Force.

A2.1.9. Resource Advisor of the Year. Personnel with any DAFSC or civilian job series are eligible.

A2.1.9.1. Resource Advisor of the Year —MAJCOM, FOA, or DRU Level. A single award to an officer, airman, or civilian working at MAJCOM, FOA, or DRU level.

A2.1.9.2. Resource Advisor of the Year —Installation Level. A single award to an officer, airman, or civilian working below MAJCOM, FOA, or DRU level.

A2.1.10. Quality Assurance Manager of the Year:

A2.1.10.1. Quality Assurance Manager of the Year —MAJCOM, FOA, or DRU Level. A single award to an officer, airman, or civilian working at MAJCOM, FOA, or DRU level.

A2.1.10.2. Quality Assurance Manager of the Year —Installation Level. A single award to an officer, airman, or civilian working below MAJCOM, FOA, or DRU level.

A2.1.11. Educator of the Year. A single award to an officer, airman, or civilian assigned as an instructor or working in a position whose primary responsibility is developing/improving educational programs of financial management and comptroller personnel.

A2.1.12. Author of the Year. A single award to an officer, airman, or civilian selected as *The Air Force Comptroller* magazine's best author of the year.

A2.2. Organizational Awards (for organizations below MAJCOM, FOA, or DRU Level):

A2.2.1. Financial Management and Comptroller Organization of the Year. A single award to the best financial management and comptroller organization in the Air Force.

A2.2.2. Financial Analysis Office of the Year. A single award to the best financial analysis office in the Air Force.

A2.2.3. Financial Services Office of the Year. A single award to the best financial services or regional accounting and finance office in the Air Force.

A2.3. Special Acts and Services Award. Awards given to Air Force financial management and comptroller organizations or any part of the organization performing a special act or service.

A2.4. Air Force Top Dollar Awards. Awards given to MAJCOM teams selected as winners of the biennial Air Force Top Dollar competition.

Attachment 3**INSTRUCTIONS FOR PREPARATION OF AF FORM 1206, NOMINATION FOR AWARD
INDIVIDUAL AWARDS**

Award—type name of the award

Category—type appropriate category, if applicable

Award Period—type appropriate fiscal year (1 October __ - 30 September __)

Rank/Name of Nominee—self explanatory

SSAN—self explanatory

DAFSC/Duty Title—self explanatory (for civilians, use job series vice DAFSC)

MAJCOM—self explanatory

Unit/Office Symbol/Street Address—self explanatory

Base/State/Zip Code—self explanatory (use two-letter state or country abbreviation)

Telephone (DSN & Commercial)—self explanatory (if outside the US and there is no DSN access, provide commercial phone number with country code)

Rank/Name of Unit Commander—see paragraph 2.1.4. for authorized nominating officials

Specific Accomplishments (use single-spaced, bullet format)—use no smaller than 10-point type; address the following categories.

OUTSTANDING ACHIEVEMENTS: Describe how the nominee exceeded the scope and magnitude of assigned duties or the level of performance (quantify performance measures or performance standards) expected. Identify the nominee's technical skills, ingenuity, and any other factors bearing directly on the performance being evaluated. Include outstanding accomplishments, the impact on customer satisfaction, and how the nominee demonstrates effective management of resources (dollar or time savings, productivity increases, long-range implications, and general applicability to other sections or organizations). Where possible, use quantitative data to substantiate narrative, indicating the basis for all estimates and projections. Provide direct, hard-hitting information.

LEADERSHIP AND MANAGEMENT TRAITS: Provide specific examples of how the nominee's knowledge and use of leadership and management skills supported the mission and people. Include examples of integrity, commitment, and professionalism. (A list of accomplishments does not adequately describe leadership or management skills.)

PROFESSIONAL ACCOMPLISHMENTS: Describe what the nominee has done beyond work and above the normal expected in areas such as self-improvement, college, seminar, additional job-related education, professional military education, and community service.

Attachment 4**INSTRUCTIONS FOR PREPARATION OF AF FORM 1206, NOMINATION FOR AWARD
ORGANIZATIONAL AWARDS**

Award—type name of the award

Category—leave blank

Award Period—type appropriate fiscal year (1 October __ - 30 September __)

Rank/Name of Nominee—identify the name of the specific office

SSAN—leave blank

DAFSC/Duty Title—leave blank

MAJCOM—self explanatory

Unit/Office Symbol/Street Address—self explanatory

Base/State/Zip Code—self explanatory (use two-letter state or country abbreviation)

Telephone (DSN & Commercial)—self explanatory (if outside the US and there is no DSN access, provide commercial phone number with country code)

Rank/Name of Unit Commander—see paragraph 2.1.4. for authorized nominating officials

Specific Accomplishments (use single-spaced, bullet format)—use no smaller than 10-point type; address the following categories.

MISSION ACCOMPLISHMENT: Identify the organization's overall effectiveness and contribution in fulfilling its role and mission.

OUTSTANDING ACHIEVEMENTS: Describe in detail the organization's outstanding accomplishments, how they were accomplished, why they were undertaken, and the impact on financial management at all levels.

MANAGEMENT OF RESOURCES: Focus on the effective management of monetary or human resources or both. Include dollar or time savings, productivity increases, long-range implications, and general applicability to other sections or organizations. Where possible, use quantitative data to substantiate narrative, indicating the basis for all estimates and projections.

Attachment 5**INSTRUCTIONS FOR PREPARATION OF AF FORM 1206, NOMINATION FOR AWARD SPECIAL ACTS AND SERVICES AWARD**

Award—type Special Acts and Services

Category—leave blank

Award Period—state specific time period during fiscal year of the act or service

Rank/Name of Nominee—identify the specific office/organization for which the award is recommended

SSAN—leave blank

DAFSC/Duty Title—leave blank

MAJCOM—self explanatory

Unit/Office Symbol/Street Address—self explanatory

Base/State/Zip Code—self explanatory (use two-letter state or country abbreviation)

Telephone (DSN & Commercial)—self explanatory (if outside the US and there is no DSN access, provide commercial phone number with country code)

Rank/Name of Unit Commander—see paragraph 2.1.4. for authorized nominating officials

Specific Accomplishments (use single-spaced, bullet format)—use no smaller than 10-point type; address the following categories.

OUTSTANDING ACHIEVEMENTS: Describe in detail the act or service and the circumstances that make the act or service special. Outstanding accomplishments must be separate and distinct from regularly assigned duties. (Describing multiple acts or services is discouraged unless each is special for a clearly outstanding reason.)

DIFFICULTIES/OBSTACLES: Describe the difficulties and obstacles overcome.

EFFECTS ON FINANCIAL MANAGEMENT: Describe the direct effect the act or service had or will have on financial management at all levels.

BENEFITS TO THE AIR FORCE: Describe the tangible/intangible benefits to financial management and the Air Force.