

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



AIR FORCE INSTRUCTION 36-2852

**AIR NATIONAL GUARD
Supplement 1**

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SERVICES

AIR FORCE SERVICES AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/SVX (Lt Col M. Morgan)

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AFI 36-2852, *Air Force Services Awards Program*, 1 May 1999, is supplemented as follows:

Chapter 5 (Added)

AIR NATIONAL GUARD SERVICES OUTSTANDING INDIVIDUAL AWARDS

5.1. (Added) Purpose and Eligibility. The Air National Guard (ANG) Services Outstanding Individual Awards Program recognizes individuals who make significant contributions to the ANG Services Program. Nominees must be military members working in base-level Services organizations. The five individual Services award categories are: ANG Services Field Grade Officer; ANG Services Company Grade Officer; ANG Services Senior Non-Commissioned Officer (NCOIC); ANG Services NCOIC; and ANG Services Airman. Each Services organization may nominate one individual for each category.

5.2. (Added) Award Year. Achievements relevant to each award as described in the award nomination package must occur during the award year of 1 January through 31 December.

5.3. (Added) Nomination Procedures. Services organizations will submit a nomination letter along with an AF 1206, Nomination for Award, not to exceed two typed single spaced pages, in talking paper format for each nominee. Nominations should include specific facts and examples to distinguish the airmen from their peers. Nomination packages will be coordinated through the state Adjutant General. Nomination packages must be submitted electronically by 1 February to ANG, Services (ANG/SVX).

5.3.1. (Added) Enlisted Nominations Must Address:

5.3.1.1. (Added) Leadership and Job Performance in Primary Duty. 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 initiative or techniques developed by the member that positively impacted the unit and or mission.

5.3.1.2. (Added) 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, and off-duty education related to primary duties. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

5.3.1.3. (Added) Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.

5.3.2. (Added) Officer Nominations Must Address:

5.3.2.1. (Added) Leadership and Job Performance. Show the nominee's leadership and job performance, to include new techniques that contribute significantly to increased mission effectiveness during the award cycle.

5.3.2.2. (Added) Base and Community Involvement. Show the nominee's participation in base and community events, programs, and organization.

5.3.2.3. (Added) Other Accomplishments. Show the nature and results of the nominee's other accomplishments that must set him or her apart from others of equal or higher grade.

5.4. (Added) Selection Process. ANG/SVX appoints a five person Awards Selection Board to evaluate nominations based on AF 1206 content. Upon completion of scoring, the Board staffs its recommendations to Director, Air National Guard, (NGB/CF) for approval. Winners will be announced ANG wide through Defense Message System (DMS) message.

5.5. (Added) Air Force Air Reserve Component Nominees. The ANG winners will be nominated for the Air Force-level Air Reserve Component awards for their category. The Air Reserve Component winners will attend the annual Air Force Services Awards Banquet. Each winner receives an engraved plaque and is authorized to wear the Air Force Recognition Ribbon.

Chapter 6 (Added)

AIR NATIONAL GUARD OUTSTANDING SERVICES FLIGHT AWARD

6.1. (Added) Purpose and Eligibility. This annual award recognizes the outstanding ANG Services Flight for excellence in overall Services functions including food, lodging, force management, and overall customer service. All Services Flights may compete for the ANG Outstanding Services Flight Award. Award winners may compete in consecutive years.

6.2. (Added) Award Year. Achievements relevant to each award as described in the award nomination package must occur during the award year of 1 January through 31 December.

6.3. (Added) Nomination Procedures. Each ANG Services Flight will submit a nomination package that includes specific initiatives, achievements, or accomplishments that occurred during the award year. Nomination packages will be coordinated through the state Adjutant General. Nomination packages must be submitted electronically by 1 February to ANG/SVX.

6.3.1. (Added) Nomination Package. The nomination package should be organized using alphabetical tabs following the sequence shown in **Attachment 5 (Added)**. Provide a table of contents and limit each tab to one AF 1206, front and back, single-spaced, and in talking paper format. Follow the order below:

6.3.1.1. (Added) Tab A, a nomination letter signed by The Adjutant General (TAG) of the state to which the Flight is assigned.

6.3.1.2. (Added) Tab B, a nomination summary describing why the Services Flight is the best in the ANG.

6.3.1.3. (Added) Tab C, a list of key personnel (name, rank/grade, office symbol, e-mail, commercial and DSN phone numbers.)

6.3.1.4. (Added) Tab D through L, see specific program information list on **Attachment 5 (Added)**.

6.4. (Added) Selection Process. ANG/SVX appoints a five person Awards Selection Board to evaluate nominations based on the AF 1206 content. The top three nominees will receive an on-site visit by an evaluation team.

6.4.1. (Added) Evaluation Visit. ANG/SVX will appoint an evaluation team to visit each base. The evaluation team will spend three days with a unit during a Unit Training Assembly (UTA) beginning on Friday. This visit will include a base in-brief and an evaluation team out-brief with base leadership. Each unit is requested to schedule a unit photographer to record the evaluation.

6.4.2. (Added) Base In-briefing. The base must present an orientation briefing to the Evaluation Team on Friday. Attendance should include the Installation Commander, Mission Support Group Commander, Services Commander, Services Superintendent, Services Technician, and other Services flight personnel. The in-briefing should include the Installation's mission, Services role in accomplishing that mission, award year inspections results, customer satisfaction surveys, and deployments. Allot approximately 15 minutes for the evaluation team chief to review the evaluation rules of engagement after the in-brief.

6.5. (Added) Selection of Winners. ANG/SVX will staff the recommendations to NGB/CF for final approval and announcement.

6.6. (Added) Courtesy Visits and Out-Briefs. Courtesy visits and out-briefs are conducted with the installation/group commander only if requested by the base. If the base opts for these visits, include them in the activity visitation itinerary.

6.7. (Added) Evaluation Cross-Feed. Team chiefs should prepare cross-feed that genetically notes the good and not-so-good things their teams observed during on-site evaluations without naming bases. The cross-feed will be distributed after the awards cycle is completed and the results have been announced.

Chapter 7 (Added)

SENIOR MASTER SERGEANT KENNETH W. DISNEY FOOD SERVICE AWARD

7.1. (Added) Purpose and Eligibility. This award recognizes excellence in ANG food service. The purpose of the award is to improve food service preparation, serving techniques, sanitation, and food management throughout the ANG, and to increase the morale of food service personnel. All ANG units with self-supporting food service operations are eligible for nomination. Award winners may compete in consecutive years.

7.2. (Added) Award Year. Achievements relevant to each award as described in the award nomination package must occur during the award year of 1 October through 30 September.

7.3. (Added) Nomination Procedures. Each ANG Services Flight will submit a nomination package that includes specific initiatives, achievements, or accomplishments that occurred during the award year. Nomination packages will be coordinated through the state Adjutant General. Nomination packages must be submitted electronically by 15 September to ANG/SVX.

7.3.1. (Added) Nomination Package. The nomination package should be organized using alphabetical tabs. Limit each tab to one AF 1206, front and back, single-spaced, and in talking paper format. The package will include the following:

7.3.1.1. (Added) Tab A, a nomination letter signed by the TAG of the state to which the Flight is assigned.

7.3.1.2. (Added) Tab B, a nomination summary describing why the food service program is the best in the ANG.

7.3.1.3. (Added) Tab C, a list of key personnel including the Dining Facility Manager, Shift Leaders and Storeroom NCOIC (name, rank/grade, office symbol, e-mail, commercial and DSN phone numbers)

7.3.1.4. (Added) Tab D, the latest completed AF 1119, Monthly Monetary Record Report, and ANG 1038, Food Service Evaluation Record. See AFI 34-239/ANG Supplement 1, Food Service Management Program, for ANG 1038 Guidelines.

7.3.1.5. (Added) Tab E, a digital photo of the Services Flight in service dress.

7.4. (Added) Selection Process. ANG/SVX appoints a five person Awards Selection Board to evaluate nominations based on the AF 1206 content. The top three nominees will receive an on-site visit by an evaluation team.

7.4.1. (Added) Evaluation Visit. The evaluation team will spend three days with a unit during a UTA beginning on Friday. This visit will include a base in-brief and an evaluation team out-brief with base leadership. Each unit is requested to schedule a unit photographer to record the evaluation.

7.4.2. (Added) Base In-briefing. The base must present an orientation briefing to the Evaluation Team on Friday. Attendance should include the Installation Commander, Mission Support Group Commander, Services Commander, Services Superintendent, Services Technician, and other Services flight personnel. The in-briefing should include the Installation's mission, Services role in accomplishing that mission, award year inspections results, customer satisfaction surveys, and deployments. Allot approximately 15 minutes for the evaluation team chief to review the evaluation rules of engagement after the in-brief.

7.5. (Added) Selection of Winner. ANG/SVX will staff the recommendations to NGB/CF for final approval and announcement. The winner will represent the ANG at the annual United States Air Force John L. Hennessy Award Ceremony held in Chicago in May of each year.

7.6. (Added) Courtesy Visits and Out-Briefs. Courtesy visits and out-briefs are conducted with the installation/group commander only if requested by the base. If the base opts for these visits, include them in the activity visitation itinerary.

7.7. (Added) Evaluation Cross-Feed. Team chiefs should prepare cross-feed that genetically notes the good and not-so-good things their teams observed during on-site evaluations without naming bases. The cross-feed will be distributed after the awards cycle is completed and the results have been announced.

Chapter 8 (Added)

AIR NATIONAL GUARD SERVICES OUTSTANDING TECHNICIAN AWARD

8.1. (Added) Purpose and Eligibility. The ANG Services Outstanding Technician Award Program recognizes individuals who make significant contributions to the ANG Services Unit's Program. Nominees must be full-time members, Technicians, Active Guard and Reserve (AGR), working in base-level Services organizations. Each Services organization may nominate one individual.

8.2. (Added) Award Year. Achievements relevant to each award as described in the award nomination package must occur during the award year of 1 January through 31 December.

8.3. (Added) Nomination Procedures. Services organizations submit a nomination letter along with an AF 1206, not to exceed two typed single spaced pages, in talking paper format for each nominee. Nominations should include specific facts and examples to distinguish the airmen from their peers. Nomination packages will be coordinated through the state Adjutant General. Nomination packages must be submitted electronically by 1 February to ANG/SVX.

8.3.1. (Added) Nominations Must Address:

8.3.1.1. (Added) Leadership and Job Performance in Primary Duty. 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 initiative or techniques developed by the member that positively impacted the unit and or mission.

8.3.1.2. (Added) 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, and off-duty education related to primary duties. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

8.3.1.3. (Added) Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events.

8.4. (Added) Selection Process. ANG/SVX appoints a five person Awards Selection Board to evaluate nominations based on AF 1206 content. Upon completion of scoring, The Board staffs its recommendations to NGB/CF for approval. Winners will be announced ANG wide through DMS message.

Chapter 9 (Added)

AIR NATIONAL GUARD YOUTH OF THE YEAR AWARD

9.1. (Added) Purpose and Eligibility. The ANG Youth of the Year Award Program recognizes teen family members who have made significant contributions to their communities. Nominees must be a family member of an ANG military member or Civilian employee aged 14-18 years old. The Boys and Girls Club of America sponsor this Air Force award. Each state or territory is authorized to nominate one youth to the ANG Competition. Each installation is encouraged to select their own nominee to compete at a state level board

9.1.1. (Added) Family Member Definition. An unmarried child under 18 years of age, another person related by blood or marriage who depends upon the military member for over half of his or her support and resides in the household of the member.

9.2. (Added) Award Year. Achievements relevant to each award as described in the award nomination package must occur during the award year of 1 January through 31 December.

9.3. (Added) Nomination Procedures. The Boys and Girls Club nomination packages must be completed with the applicable documentation attached. Each State must interview the nominee and verify the information included in the nomination package. Nomination packages must be submitted electronically by 1 March to ANG/SVX.

9.4. (Added) Selection Process. ANG/SVX appoints a five person Awards Selection Board to evaluate nominations based on nomination content. Upon completion of scoring, The Board staffs its recommendations to NGB/CF for approval. Winners will be announced ANG wide through DMS message.

9.5. (Added) Youth Recognition. ANG Youth of the Year will be recognized with the Air Force Youth of the Year award winners in a pentagon ceremony in June of each year.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AGR—Active Guard and Reserve

ANG—Air National Guard

ANG/SVX—Air National Guard Services Division

DMS—Defense Message System

NGB/CF—Director, Air National Guard

TAG—The Adjutant General

UTA—Unit Training Assembly

Attachment 5 (Added)

**AIR NATIONAL GUARD OUTSTANDING SERVICES FLIGHT AWARD NOMINATION
PACKAGE CONTENT**

A5.1. (Added) Administrative

- Tab A Nomination Letter endorsed by TAG
- Tab B Nomination Summary (Why the Services Flight is the best in the ANG)
- Tab C Key Personnel List:
 - Installation Commander
 - Mission Support Group Commander
 - Services Flight Commander
 - Services Superintendent
 - Services Technician

A5.2. (Added) Activities

- Tab D Readiness
- Tab E Training
- Tab F Fitness
- Tab G Food Service
- Tab H Mortuary
- Tab I Honor Guard
- Tab J Lodging
- Tab K Other Activities

A5.3. (Added) Support Functions

- Tab L Base Support and Leadership

NOTE: Limit each tab to one AF 1206, front and back, and single-spaced.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard