

9 JANUARY 2004

Personnel

WING RECOGNITION PROGRAM



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This instruction implements AFD 36-28, *Awards and Decorations Programs*, AFI 36-2805, *Special Trophies and Awards*, and AMCI 36-2808, *Personnel Awards*. It prescribes the Charleston AFB Senior Company Grade Officer (SCGO), Junior Company Grade Officer (JCGO), Senior Noncommissioned Officer (SNCO), Noncommissioned Officer (NCO), Airman, First Sergeant, Honor Guard Member, Senior Civilian, Junior Civilian, and Volunteer of the Quarter/Year Programs. The purpose of the program is to foster a competitive spirit in unit operations, enhance individual efforts to better manage the unit, develop esprit de corps, and recognize outstanding CGOs, SNCOs, NCOs, Airmen, Honor Guard and Civilian personnel. This instruction will be reviewed annually. For the purpose of this instruction, the wing staff (WS) will be a "group equivalent" under 437 AW/DS.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. Responsibilities:

1.1. 437 AW/CC is responsible for:

1.1.1. The wing recognition program and approval of winners.

1.1.2. Approval of purchase of quarterly and annual recognition plaques.

1.2. 437 AW/CV is responsible for:

1.2.1. Overseeing the company grade officer (CGO) recognition program.

1.2.2. Ensuring board presidents for the CGO rotate between each group ([Attachment 2](#)).

1.2.3. Selects board members ([Attachment 2](#)) and notifies 437 AW/CCC.

1.3. 437 AW/CCC is responsible for:

1.3.1. Overseeing enlisted recognition programs.

1.3.2. Overseeing the rotation of enlisted board presidents from the chief roster for each enlisted awards board (see [Attachment 3](#)).

1.3.3. Selects board and notifies members.

1.3.4. Appointing a point of contact to coordinate appropriate quarterly and annual awards ceremony to recognize all wing-level nominees.

1.3.5. Responsible for obtaining wing quarterly and annual award plaques.

1.3.6. Forwarding suspense notifications to wing staff and groups ([Attachment 2](#)).

1.3.7. Collecting all nomination packages from groups and group equivalent.

1.3.7.1. A complete package for each respective board's nominees will be provided to the appropriate board members no later than 1600 hours on the first duty day following the nomination package suspense date.

1.3.7.2. A complete package (copy) for all category nominees will be provided no later than 1600 hours on the first duty day following the nomination package suspense date.

1.3.8. Establishing time and location for all boards. Coordinate board time and location with respective board presidents no later than 1600 hours on the Friday following the nomination package suspense date.

1.3.9. Notifying and informing all board members and respective first sergeant of the scheduled board time and location ([Attachment 2](#)).

1.3.10. Forwarding the complete recommendation package to 437 AW/CC for approval. Recommendation package will include staff summary sheet ([Attachment 5](#)), overall recommendation letter ([Attachment 6](#)), and applicable attachments.

1.3.11. Maintaining quarterly awards board documentation (score sheets and nomination packages) until the annual awards boards have been completed.

1.3.12. Conducting volunteer of the quarter/year boards (see paragraph [4](#)). Also, board results letter ([Attachment 6](#)) and package will be included in the overall recommendation package.

1.3.13. The Volunteer of the Quarter/Year Program.

- 1.4. Awards board presidents are responsible for:
 - 1.4.1. Completing tabulations on the board tally sheet ([Attachment 8](#)).
 - 1.4.2. Factoring in his or her score in the event of a tie.
 - 1.4.3. Preparing and signing the board results letter ([Attachment 6](#)) and package. Ensuring board results letter and package are forwarded to 437 AW/CCC no later than 1600 hours on the day of the board.
- 1.5. Awards board members are responsible for:
 - 1.5.1. Meeting and conducting boards on the prescribed day at the predetermined location.
 - 1.5.2. Officer and enlisted boards will be package only. Board members will complete the score sheet ([Attachment 9](#)) prior to the board meeting.
 - 1.5.3. Civilian boards will be package only. Board members will complete the score sheet ([Attachment 10](#)) prior to the board convening.
 - 1.5.4. Honor guard boards will include an interview of the nominee. Board members will complete the score sheet ([Attachment 12](#)) during the board.
 - 1.5.5. Volunteer boards will be package only.
- 1.6. 437 AW/PA is responsible for:
 - 1.6.1. Publicizing the wing recognition program.
 - 1.6.2. Publishing recipient's names in the "Airlift Dispatch" following the ceremony.
 - 1.6.3. Assisting recipients with hometown news releases.
- 1.7. 437 MSS/DPC is responsible for:
 - 1.7.1. Overseeing the civilian recognition program.
 - 1.7.2. Consolidating and forwarding packages to 437 AW/CCC no later than 1600 hours on the day of the board.
 - 1.7.2.1. Time-off awards for winners will be submitted by the organization for signature approval by 437 AW/CC or designee.
- 1.8. Commanders are responsible for:
 - 1.8.1. Ensuring military nominees meet the requirements of AFI 10-248, *Fitness Program*. Member must have a composite score of 70 or greater.
 - 1.8.2. Member should not be under investigation for UCMJ offenses.
 - 1.8.3. Establishing and aggressive, equitable program in their units.
 - 1.8.4. Furnishing board presidents and members, as required, to 437 AW/CCC no later than 1600 the day prior to the nomination package suspense date (see [Attachment 2](#)).
- 1.9. 437 SVS/CC is responsible for ensuring:
 - 1.9.1. Honor Guardsman of the Quarter/Year Program is conducted in accordance with this instruction.

1.9.2. Board is held on the same day as the enlisted quarterly/annual boards ([Attachment 2](#))

1.9.2.1. Board results letter ([Attachment 6](#)) is forwarded to 437 AW/CCC no later than 1600 hours on the day enlisted awards boards are held ([Attachment 2](#)).

2. Active Duty Military Recognition:

2.1. Eligibility. Airmen (AB-SrA), NCOs (SSgt-TSgt), senior NCOs (MSgt-SMSgt), junior company grade officers (2nd Lt-1st Lt), and senior company grade officers (Capt) assigned to Charleston Air Force Base are eligible.

2.1.1. Nominate individuals in the category of award that corresponds to the grade they 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 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 Wg/CC/CCM will determine which category officer/enlisted nominees will compete in.

2.1.2. The recognition program is administered on a calendar year basis.

2.2. Quarterly Award Nominations.

2.2.1. Each group may submit no more than one nominee in each category to the wing quarterly recognition boards.

2.2.2. Accomplishments must have occurred during the period of the award (Jan-Mar, Apr-Jun, Jul-Sep or Oct-Dec).

2.2.3. Quarterly award winners are not eligible to compete during subsequent quarters of the same calendar year.

2.3. Annual Award Nominations:

2.3.1. Each group may submit one nomination in each category to the wing annual recognition boards.

2.3.2. List only those accomplishments that occurred during award period of 1 Jan-31 Dec.

2.4. Quarterly Award Packages:

2.4.1. Nomination packages are due to 437 AW/CCC no later than 1600 hours on the second Friday following the nomination period (see [Attachment 2](#)).

2.4.2. Submit nomination packages on the AF Form 1206 using bullet format (see [Attachment 15](#) and [Attachment 16](#)). Limit the AF Form 1206 to 25 single-spaced lines (including the headings). The headings are mandatory.

2.4.3. Packages will include the original and five copies of the AF Form 1206 and the packaged file on disk.

2.4.4. Late packages will not be accepted.

2.5. Annual Award Packages:

2.5.1. Nomination packages are due to 437 AW/CCC no later than 1600 hours on the suspense date. Due to 18 AF and AMC requirements, 437 AW/CCC will notify group commanders and of the suspense date.

2.5.2. Late packages will not be accepted.

2.5.3. Annual Company Grade Officer Packages.

2.5.3.1. Submit nomination packages on AF Form 1206 using bullet format (see [Attachment 15](#)). Limit the AF Form 1206 to one single-spaced page.

2.5.3.2. Packages will include the original and five copies of the AF Form 1206 and a complete package diskette.

2.5.4. Annual Enlisted Packages.

2.5.4.1. Packages will comply with higher headquarters guidance for the 12 Outstanding Airman of the Year (12 OAY) Award as outlined in AFI 36-2805, *Special Trophies and Awards*.

2.5.4.2. Submit nomination packages on the AF Form 1206 using bullet format (see [Attachment 16](#)). Limit the AF Form 1206 to one single-spaced page using the major headings for the 12 OAY Award.

2.5.4.3. Packages will consist of the AF Form 1206 (and nine copies), a one page, single-spaced biography, a signed letter of intent ([Attachment 13](#)), an 8 x 10 service dress photo (both electronic and hard copy) and a complete packaged diskette.

2.5.5. First Sergeant of the Year Award.

2.5.5.1. First sergeants must serve at least 6 months, during the award period, in an authorized 8F000 position to be eligible for the annual award.

2.5.5.2. Packages will comply with higher headquarters guidance for the USAF First Sergeant of the Year Award as outlined in AFI 36-2805, *Special Trophies and Awards*.

2.5.5.3. Limit the AF Form 1206 to one single-spaced page using the major headings for the First Sergeant of the Year Award (see [Attachment 16](#)).

2.5.5.4. Packages will consist of the AF Form 1206 (and nine copies), a one page, single-spaced biography, an 8 x 10 service dress photo (both electronic and hard copy), and a complete packaged diskette.

2.5.6. Annual winners in the airman, NCO, senior NCO and first sergeant categories will compete as the 437 AW nominees to Air Mobility Command the OAY and USAF First Sergeant of the Year competition, respectively.

2.6. Selection Criteria:

2.6.1. Quarterly boards will be held the third Wednesday following the award period (see [Attachment 1](#)).

2.6.2. Annual boards will be held in early January.

2.6.3. Selection is based on ranking of the AF Form 1206.

2.6.4. Board presidents will receive nomination package from 437 AW/CCC.

2.6.5. Board members will pick up nomination packages from board president following the nomination suspense date at least 1 day prior to the board convening.

2.6.6. CGO Selection Boards:

2.6.6.1. Boards will be package only; however, board members will convene and review packages together.

2.6.6.2. Boards will consist of a board president (non-voting, except in the event of a tie) and a board member from each group (see [Attachment 3](#)).

2.6.6.3. Board Scoring Procedures:

2.6.6.3.1. Total points for the narrative process will be 6-10 using .50 increments:

Table 1. CGO Board Scoring.

Narrative Process	Entire Package: 6-10
Leadership and Job Performance in Primary Duty	(6 points total)
Significant Self-Improvement	(2 points total)
Base or Community Involvement	(2 points total)

2.6.6.3.2. Board members will use the provided score sheet ([Attachment 9](#)) and assign a total score. Board members will review and break any ties on their individual scoring sheet.

2.6.6.3.3. Board president will consolidate, transcribe and add up the total scores on to the tally sheet ([Attachment 8](#)). The nominee with the highest overall total score will be selected as the board's recommendation.

2.6.6.3.4. Any disagreement of two or more points between the total scores of any two board members must be resolved. Scores will be adjusted so no splits exist.

2.6.6.3.5. The board president's score will only be factored in the event of an overall tie score.

2.6.7. Enlisted Selection Boards:

2.6.7.1. Boards will be package only; however, board members will convene and review packages together.

2.6.7.2. Boards will consist of a board president (non-voting, except in the event of a tie) and a board member from wing staff and each group (see [Attachment 3](#)).

2.6.7.3. Board Scoring Procedures.

2.6.7.3.1. Total points for the narrative process will be a maximum of 10 using .25 increments. All military boards will be scored in the same manner using the following procedures:

Table 2. Enlisted Board Scoring.

Narrative Process	Entire Package: Maximum of 10 points
Leadership and Job Performance in Primary Duty	(6 points total)
Significant Self-Improvement	(2 points total)
Base or Community Involvement	(2 points total)

2.6.7.3.2. Board members will use the provided score sheet ([Attachment 9](#)) and assign a total score. Board members will review and break any ties on their individual scoring sheet.

2.6.7.3.3. Board president will consolidate, transcribe and add up the total scores on to the tally sheet ([Attachment 8](#)). The nominee with the highest overall total score will be selected as the board's recommendation.

2.6.7.3.4. Any disagreement of two or more points between the total scores of any two board members must be resolved. Only those board members that caused the split are allowed to change their scores.

2.6.7.3.5. The board president's score will only be factored in the event of an overall tie score.

2.7. Honor Guard Recognition:

2.7.1. Eligibility. Honor Guard members assigned to Charleston Air Force Base. Nominee shall be on standing guard during quarter nominated. Honor Guard NCOIC will nominate three guardsmen to meet the quarterly board and four airman guardsmen and up to four NCO guardsmen to meet the annual board.

2.7.2. Board composition: The board consist of four SNCOs assigned to the honor guard. The ranking SNCO will act as board president.

2.7.3. Board Scoring Procedures.

2.7.3.1. Total points for the board process will be a maximum of 10 using .25 increments. Nominees will be scored using the following procedures:

Table 3. Honor Guard Board Scoring.

Narrative Process	Entire Package: Maximum of 10 points
Fact Sheet (Attachment 10)	(4 points total)
Drill/Appearance	(3 points total)
Questions	(3 points total)

2.7.3.2. Honor guard NCOIC will provide completed fact sheet ([Attachment 11](#)) to board members prior to board convening.

2.7.3.3. Board members will use the provided score sheet ([Attachment 12](#)) and assign a total score. Board members will review and break any ties on their individual scoring sheet.

2.7.4. Uniform:

2.7.4.1. Board members will wear service dress or ceremonial uniform with blouse belt if issued.

2.7.4.2. Nominees will wear ceremonial uniform with blouse belt.

3. Civilian Recognition:

3.1. Eligibility. Appropriated/non-appropriated civilian employees assigned to Charleston Air Force Base are eligible.

3.1.1. Individuals will be nominated in the category that corresponds to the grade/position they held for the majority of the award period.

3.1.2. There are three categories for civilians:

GS 1-8; WG/WL 1-8; NA/NL/NS 1- 8; CC 1-5; NF 1 – 2

GS 9-12; WS 1-12; WG/WL 9 and above; NA/NL/NS 9 & above; NF 3-4

GS/GM/WS 13 & above

3.1.3. The recognition program is administered on a calendar year basis.

3.2. Quarterly Award Nominations.

3.2.1. Each group or group equivalent may submit one nomination in each category to the wing quarterly recognition boards.

3.2.2. Accomplishments must have occurred during the period of the award (Jan-Mar, Apr-Jun, Jul-Sep or Oct-Dec).

3.3. Annual Award Nominations.

3.3.1. Each group or group equivalent may submit one nomination in each category to the wing annual recognition boards.

3.3.2. Accomplishments must have occurred during the award period of 1 Jan-31 Dec.

3.4. Quarterly Award Packages.

3.4.1. Nomination packages are due to 437 MSS/DPCE not later than 1600 hours on the second Friday following the award period (see [Attachment 2](#)).

3.4.2. Submit nomination packages on the AF Form 1206 using bullet format (see [Attachment 17](#)). Limit the AF Form 1206 to one page with 25 single-spaced lines (including the headings). The headings are mandatory.

3.4.3. Packages will consist of the original AF Form 1206 (with four copies) and the packaged file on disk.

3.4.4. Late packages will not be accepted.

3.5. Annual Award Packages.

3.5.1. Nomination packages are due to 437 MSS/DPCE not later than 1600 hours on the suspense date. Due to 18 AF and AMC requirements, 437 AW/CCC will notify group, group equivalent commanders and of the suspense date.

3.5.2. Submit nomination packages on the AF Form 1206 using bullet format (see [Attachment 17](#)). Limit the AF Form 1206 to two single-spaced page using the major headings. The headings are mandatory.

3.5.3. Packages will consist of the AF Form 1206 and eight copies.

3.5.4. Late packages will not be considered.

3.6. Selection Criteria:

3.6.1. Quarterly boards will be held the third Wednesday following the award period (see [Attachment 2](#)).

3.6.2. Annual boards will be held in January.

3.6.3. Boards will be package only; however, board members will convene and review packages together.

3.6.4. Board composition will normally be:

3.6.4.1. 437 MSS/DPCE as the board president (nonvoting unless there is a tie)

3.6.4.2. Each group commander will appoint one board member to include 437th Services/HRO and 315th Reserves annually (voting)

3.6.4.3. A union representative as an observer (nonvoting)

3.6.5. Selection is based on the scoring of the AF Form 1206 (10 points) with the following maximum points allowable in each major heading:

Table 4. Major Categories and Scoring.

Narrative Process	Entire Package: Maximum of 10 points
Job Performance	(8 points total)
Prizes, Titles, Etc	(2 points total)

3.6.5.1. Job Performance (8 points)

3.6.5.2. Other Accomplishments to Include Self-improvement, Community/Base Involvement, Awards, Prizes, Titles, Etc. (2 points)

3.7. Board Scoring Procedures.

3.7.1. Board members will receive packages from the administrative assistant no later than 1200 hours the day prior to the board.

3.7.2. Members will score the AF Form 1206 using the point value outlined in paragraph [3.6.5](#).

3.7.3. Board members will use the provided score sheet ([Attachment 9](#)) and assign a total score and ranking based upon the total score (i.e., the individual with the highest total score will be ranked as #1 while the lowest score will be ranked #5). Board members will review and break any ties on their individual scoring sheet.

3.7.4. Board president will consolidate/transcribe the total scores and rankings on to the tally sheet (**Attachment 7**) then add up the rankings. The nominee with the lowest overall ranking will be selected as the board's recommendation.

3.7.5. The board president's standing scores will only be factored in the event of a tie in the overall standing scores.

3.8. Time-Off Awards for Quarterly and Annual Award Winners.

3.8.1. Time-off awards will be granted to civilian quarterly and annual award winners. Squadron-level winners will receive an 8-hour time-off award; group-level winners will receive a 16-hour time-off award; and wing-level winners will receive a 24-hour time-off award.

3.8.2. Time-off awards granted for this purpose will not be cumulative, i.e., squadron-level winner who wins at group level will only receive a 16-hour time-off award or a wing winner will only receive a 24-hour time-off award.

3.8.3. An AF Form 1768 should be forwarded to 437 AW/DPCE with the certification from the appropriate approving official as shown below stated in Part D, "Remarks":

"I have considered fully the wage costs and productivity loss in granting this time off award. The amount of time off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employee's leave projections and certify that the employee can schedule the time off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time off award" (Ref: AFI 36-1004, para 3.4.1.).

4. Volunteer Recognition:

4.1. Eligibility. Federal civilians, family members, community members and military and federal retirees who perform outstanding volunteer service in the military family community of a sustained and direct nature may be eligible. The volunteer service must be significant in character, produce tangible results and reflect favorably upon the Air Force.

4.2. Nominations:

4.2.1. Each group/activity with a recognized volunteer program may submit one nomination to the wing board. In addition the Officer Spouses Association and the Enlisted Spouses Club may submit one nomination each to the wing board.

4.2.2. Accomplishments must have occurred during the period of the award. The award periods are Jan-Mar, Apr-Jun, Jul-Sep or Oct-Dec for quarterly nominations and 1 Jan-31 Dec for annual nominations.

4.3. Submit nominations on plain bond plain bond, double-spaced, using 12-pitch, Times New Roman Font (**Attachment 18**). Nominations will not exceed one page with 1-inch margins.

4.4. The nomination will consist of a narrative describing the nominee's volunteer community service. The package should emphasize the benefits realized by the volunteer service and include qualifying factors.

4.5. Quarterly Packages:

4.5.1. Quarterly packages are due to 437 AW/CCC no later than 1600 hours on the second Friday following the award period ([Attachment 2](#)).

4.5.2. Late packages will not be accepted.

4.5.3. Packages will consist of the nomination package ([Attachment 19](#)), and a one-page biography ([Attachment 20](#)).

4.6. Annual Packages:

4.6.1. Annual packages are due to 437 AW/CCC no later than 1600 hours on the suspense date.

4.6.2. Late packages will not be accepted.

4.6.3. Packages will consist of the nomination package and a one-page biography ([Attachment 20](#)) and a general information sheet ([Attachment 21](#)).

4.7. Selection Criteria:

4.7.1. Quarterly boards will be the month following the award period (Apr, Jul, Oct and Jan) ([Attachment 2](#)).

4.7.2. Annual boards will be held in January.

4.7.3. Boards will be conducted by 437 AW/CCC as package only.

4.7.4. Selection is based on ranking of the nomination (#1 to #5). Areas to consider are:

Leadership, Management and Scope of Responsibility
Community Involvement
Innovative and Creative Ideas
Initiative
Reliability

4.7.5. 437 AW/CCC will use the score sheet ([Attachment 14](#)) and assign a ranking.

4.7.6. 437 AW/CCC conducts boards; therefore, no tally sheet is required. The nominee with the lowest overall ranking will be selected as the board's recommendation.

5. Recognition Ceremonies:

5.1. Quarterly and annual winners will receive a wing awards plaque, recognition from various base private organizations and possible gifts from community supporters.

5.2. Quarterly Recognition Ceremonies:

5.2.1. Barring conflicts with the wing schedule, quarterly recognition ceremonies will be held as outlined in [Attachment 2](#).

5.2.2. Military nominees will wear Service Dress Uniform unless otherwise directed. Quarterly award photos will be taken immediately after the ceremony at the Charleston Club.

5.3. Annual Recognition Ceremony:

5.3.1. The annual awards banquet will be held in January.

5.3.2. Military nominees will wear Mess Dress or Semi-Formal unless otherwise directed.

BROOKS L. BASH, Colonel, USAF
Commander

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

AFPD 36-28, *The Air Force Awards and Decorations Program*

AFI 36-2805, *Special Trophies and Awards*

AFI 10-248, *Fitness Program*

AMCI 36-2808, *Personnel Awards*

Abbreviations and Acronyms

SNGO—Senior Company Grade Officer

JCGO—Junior Company Grade Officer

SNCO—Senior Noncommissioned Officer

NCO—Noncommissioned Officer

WS—Wing Staff

12 OAY—12 Outstanding Airman of the Year

Attachment 2

KEY DATES

Suspense Dates

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Nominations Due	2nd Fri / Apr	2nd Fri / Jul	2nd Fri / Oct	2nd Fri / Jan	TBA

Notes: Suspense dates apply for CGO, enlisted, civilian and volunteer nominees. The first sergeant of the year is an annual award and will be submitted per the annual suspense date.

	CGO	Enlisted	Civilian	Volunteer
Forward Nominations To	437 AW/CCC	437 AW/CCC	437 MSS/DPCE	437 AW/CCC

Board Dates

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Military Boards	3rd Wed / Apr	3rd Wed / Jul	3rd Wed / Oct	3rd Wed / Jan	TBA
First Sergeant	N/A	N/A	N/A	N/A	TBA
Civilian Boards	3rd Wed / Apr	3rd Wed / Jul	3rd Wed / Oct	3rd Wed / Jan	TBA
Honor Guard	3rd Tue or Wed / Apr	3rd Tue or Wed / Jul	3rd Tue or Wed / Oct	3rd Tue or Wed / Jan	TBA
Volunteer	3rd Wed / Apr	3rd Wed / Jul	3rd Wed / Oct	3rd Wed / Jan	TBA

Ceremony Dates

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual
Ceremony*	TBD	TBD	TBD	TBD	TBD

* Ceremony dates/times are tentative and subject to change.

Attachment 3

BOARD COMPOSITION

Officer Boards	
Senior/Junior CGO Board	
President	Colonel
Board Members	One field grade officer from the wing staff and each group
Enlisted Boards	
SNCO/NCO/Airman Board	
President	CCM selects chief master sergeant
Board Members	One chief master sergeant from the wing staff and each group
<i>Honor Guard</i>	
President	Ranking SNCO on the board.
Board Members	Four SNCOs selected by Honor Guard NCOIC. NCOIC will rotate board members each quarter.

Attachment 4**BOARD TIMES**

<i>SNCO/NCO/Airman Board</i>	0800-1100
SrCGO/JrCGO Board	1300-1500
Civilian Board	TBD*

NOTE: The time for the civilian board will be established by the board chairperson. The board chairperson will notify board members on the time and location of board.

Attachment 5

SAMPLE BOARD RECOMMENDATION STAFF SUMMARY SHEET

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE	TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE	
1	437 AW/CCE	Coord	6			
2	437 AW/CV	Sign	7			
3	437 AW/CC	Approve	8			
4			9			
5			10			
SURNAME OF ACTION OFFICER AND GRADE MSgt Nellis		SYMBOL DPMP	PHONE 2580	TYPIST'S INITIALS tmn	SUSPENSE DATE	
SUBJECT 437 AW Quarterly Awards Boards Results, First Quarter 2004					DATE 20110404	
<p>SUMMARY</p> <p>1. The wing's first quarter recognition boards convened on 9-10 Apr 04. The overall board recommendation letter is at tab 1. A complete board package (board president's letter, board tally sheet, score sheets and nomination) for each respective board is located at succeeding tabs.</p> <p>2. RECOMMENDATIONS:</p> <p>437 AW/CC review and approve recommendations by indorsing overall board recommendation letter (tab 1).</p> <p>Brown B. Minot</p> <p>BROWN B. MINOT, CMSgt, USAF 11 Tabs</p> <p>Command Chief Master Sergeant</p> <ol style="list-style-type: none"> 1. Overall Board Recommendation Letter 2. SCGO Board Results Letter w/ 3 Atchs 3. JCGO Board Results Letter w/ 3 Atchs 4. SNCO Board Results Letter w/ 3 Atchs 5. NCO Board Results Letter w/ 3 Atchs 6. Airman Board Results Letter w/3 Atchs 7. Civilian Cat I Board Letter w/3 Atchs s 8. Civilian Cat II Board Letter w/3 Atchs 9. Civilian Cat III Board Letter w/3 Atchs 10. Honor Guard Board Results Letter 11. Volunteer Board Results Letter w/ 3 Atchs 						

Attachment 6

SAMPLE OVERALL BOARD RECOMMENDATION LETTER

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 437TH AIRLIFT WING (AMC)**

10 Apr 04

MEMORANDUM FOR 437 AW/CC

FROM: 437 AW/CCC

SUBJECT: 437 AW Quarterly Awards Board, First Quarter, 2004, (*award period*), Recommendation Letter

1. The 437 AW Quarterly Awards Boards, First Quarter 2004, (*award period*) convened on 9-10 Apr 04 (*date boards met*). The results and recommendations are as follows:

a. SCGO Board: Board President, Col Purple Travis

- | | | |
|----|------------------------------|---------|
| 1. | Capt Blue B. Charleston | 437 AW |
| 2. | Capt Green G. Vance | 437 OG |
| 3. | Capt Beige B. Laughlin | 437 MSG |
| 4. | Capt Orange O. Lackland, Jr. | 437 MDG |
| 5. | Capt Gray C. McGuire | 437 MXG |

b. JCGO Board: Board President, Maj Yellow Dover

- | | | |
|----|------------------------|---------|
| 1. | 1Lt Tan D. Scott | 437 MDG |
| 2. | 2Lt Gold E. Forks | 437 MXG |
| 3. | 1Lt White B. Elmendorf | 437 OG |
| 4. | 1Lt Orange O. Eglin | 437 MSG |
| 5. | 2Lt Olive C. Dyess | 437 AW |

c. SNCO Board: Board President, CMSgt Tan Keesler

1	MSgt Black B. Luke III	437 MSG
2	SMSgt Pink P. Altus	437 MDG
3	MSgt Brown B. Robbins	437 OG
4	MSgt Purple P. Maxwell	437 AW
5.	SMSgt Green D. Eielson	437 MXG

d. NCO Board: Board President, CMSgt Purple Fairchild

1	SSgt Almond A. Randolph	437 OG
2	TSgt Salmon S. Altus	437 MXG
3	TSgt Brown B. Robbins	437 MDG
4	SSgt Copper C. Kelly	437 AW
5.	SSgt Aqua W. Andersen	437 MSG

e. Airman Board: Board President, CMSgt Gold Patrick

1	SrA Rose R. Nellis	437 MXG
2	A1C Red R. Minot	437 AW
3	Amn Silver S. Eglin	437 OG
4	SrA Olive O. Sheppard	437 MSG
5.	SrA Grape S. Hickam	437 MDG

f. Civilian Category I: Board Chairperson, Mrs. Pearl Whiteman

1.	Ms. Cream C. Holloman	437 MXG
2.	Mr. Gray G. Tinker	437 OG
3.	Mrs. Peach P. Beale	437 MSG
4.	Mrs. Teal T. Shaw	437 MDG
5.	Mr. Crape C. Hanscom	437 AW

g. Civilian Category II Board: Board Chairperson, Mrs. Pearl Whiteman

1.	Mr. Smoke S. Brooks	437 MSG
----	---------------------	---------

- 2. Mrs. Plum P. Maxwell-Gunter 437 MDG
- 3. Mrs. Turquoise T. Scott 437 OG
- 4. Ms. Clear C. Bolling 437 AW
- 5. Mrs. Spruce E. Robins 437 MXG

h. Civilian Category III Board: Board Chairperson, Mrs. Pearl Whiteman

- 1 Mr. Color R. Gross 437 MDG
- 2 Mrs. Sandi A. Hill 437 MSG
- 3 Mrs. Ida R. Shwartz 437 OG
- 4 Ms. Cupa J. Ava 437 AW
- 5 Mrs. Mavis T. Edwards 437 MXG

i. Honor Guard: Board President, MSgt Tangerine Cannon

- 1 A1C Mahogany M. Travis 437 MDG
- 2 SrA Rust R. McGuire 437 AW
- 3 SrA Chalk C. Offutt 437 MSG

j. Volunteer Board: Conducted by Major Brown Minot

- 1. Mrs. Jane L. Doe-Charleston ESC
- 2. Mr. Red R. Ellsworth OSA
- 3. Mr. Pine P. Vandenburg 437 SVS/SVY
- 4. Ms. Sky S. Dyess ARC

2. If you have any questions concerning the boards or recommendations, please contact me at 1234.

Brown B. Minot

BROWN B. MINOT, Major, USAF
 Command Chief Master Sergeant

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 437TH AIRLIFT WING (AMC)**

10 Apr 04

1st Ind, 437 AW/CC

MEMORANDUM FOR 437 AW/CCC

I concur/nonconcur with the above board results.

GLOBEMASTER COMMANDER,
Colonel, USAF
Commander

Attachment 7

SAMPLE BOARD RESULTS LETTER

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 437TH AIRLIFT WING (AMC)**

10 Apr 04

MEMORANDUM FOR 437 AW/CCC

FROM: 437 MXG/MXS (*Office symbol of board president*)

SUBJECT: NCO of the Quarter (*board type*) First Quarter, 2004, (*award period*), Award Board

1. The 437 AW NCO of the Quarter (*board type*), First Quarter 2004, (*award period*) Award Board, convened on 10 Apr 04 (*date board met*) at 0900 (*time board began*). The results and nominee recommendation are as follows:

1	SSgt Almond A. Randolph	437 OG
2	TSgt Salmon S. Altus	437 MXG
3	TSgt Brown B. Robbins	437 MDG
4	SSgt Copper C. Kelly	437 AW
5.	SSgt Aqua W. Andersen	437 MSG

2. If you have any questions concerning the board, please contact me at x-1234.

Purple A. Fairchild
PURPLE A. FAIRCHILD, CMSgt, USAF
437 MXG/MXS
Board President

Attachments: (military example)

1. Board Tally Sheet
2. Written Nomination Score Sheets
3. Nominee's AF Form 1206's (ranking order)

Attachments: (civilian example)

1. Board Tally Sheet
2. Nomination Package
3. Certificates

Attachment 8

CGO/ENLISTED/CIVILIAN BOARD TALLY SHEET

	Board Member A	Board Member B	Board Member C	Board Member D	Board Member E	Totals	Board Presi- dent
Name							
Nominee							
Score							
Nominee							
Score							
Nominee							
Score							
Nominee							
Score							
Nominee							
Score							

Board President's Signature

Attachment 9

CGO/ENLISTED BOARD SCORE SHEET

Quarter/Year: Officer: <u><i>(6-10 points using .5 increments)</i></u> Enlisted: <u><i>(Maximum of 10 points in .25 increments)</i></u>		437 AW STAFF Nominee	437 OG Nominee	437 MSG Nominee	437 MXG Nominee	437 MDG Nominee
PACKAGE (AF Form 1206)	Points					
Leadership & Job Performance in Primary Duty	6					
Significant Self-Improvement	2					
Base or Community Involvement	2					
TOTAL SCORE	10					

 Board Member's Signature

Attachment 10

CIVILIAN BOARD SCORE SHEET

Quarter/Year: <u>(6-10 points with .5 increments)</u>		Nominee	Nominee	Nominee	Nominee	Nominee
PACKAGE (AF Form 1206)	Points					
Job Performance: The member's job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness.	8					
Other Accomplishments to Include Self-improvement, Community/Base Involvement, Awards, Prizes, Titles, Etc.: The member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc.	2					
TOTAL SCORE	10					

Board Member's Signature

Attachment 11

HONOR GUARD FACT SHEET

	Detail Hours	Special Events/ Above Standing Guard	Special Team Assigned
NOMINEE:			

Honor Guard NCOIC Signature

Attachment 12

HONOR GUARD BOARD SCORE SHEET

Quarter/Year: <i>(Maximum of 10 points in .25 increments)</i>		Nominee	Nominee	Nominee	Nominee
Criteria	Points				
Fact Sheet (Attachment 10)	4				
Drill/Appearance	3				
Questions	3				
TOTAL SCORE	10				

Board Member's Signature

Attachment 13

HONOR GUARD BOARD TALLY SHEET

	Board Member A	Board Member B	Board Member C	Totals	Board President
Name					
Nominee:					
Score					
Nominee:					
Score					
Nominee:					
Score					
Nominee:					
Score					

Board President's Signature

Attachment 14

VOLUNTEER BOARD SCORE SHEET

	<i>Nominee</i>	<i>Nominee</i>	<i>Nominee</i>	<i>Nominee</i>
<p>Leadership, Management and Scope of Responsibility: Define scope/level of responsibilities and the impact on base, mission, and/or units. Include elected/appointed leadership positions and management of specific programs, projects, funds, activities, and/or events. (15 pts)</p>				
<p>Community Involvement: Define the impact and breadth of the member's community involvement. Detail how involvement supported base/unit mission and morale. Include any community awards received. (15 pts)</p>				
<p>Innovative and Creative Ideas: Include techniques developed to overcome unique circumstances. (10 pts)</p>				
<p>Initiative: Discuss desire to complete or volunteer for tasks, projects or activities during planning. Also, show nominee's ability to perceive areas requiring support and assisting prior to request. (10 pts)</p>				
<p>Reliability: Demonstrate individual's commitment to complete tasks. Also, detail willingness to provide "last-minute" support. (10 pts)</p>				
<p>TOTAL SCORE: (<i>nominee's total points</i>)</p>				
<p>STANDING SCORE: (<i>nominee's ranking based on total score</i>)</p>				

Attachment 15

EXAMPLE CGO NOMINATION FOR AWARD SHEET

NOMINATION FOR AWARD		
AWARD 437 AW Quarterly Recognition Program	CATEGORY (If Applicable) CGO	AWARD PERIOD 1 Jan - 31 Mar 04
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt John E. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 36P3/Chief, Customer Support	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-1234/Comm: (843) 963-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 437 AW/DPMP/102 East Hill Boulevard/Charleston AFB SC 29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Major Auburn A. Altus/DSN: 673-4321/Comm: (843) 673-4321		
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 - Detail how efficiently and effectively member performed primary/additional duties - Define scope/level of responsibilities - Describe positive impacts on the mission/unit - Detail willingness to accept tasks outside routine duties - Include initiatives and techniques developed and their impact on mission/unit - Include results of AF, MAJCOM, Numbered AF-level inspections and/or evaluations (highlight specific contributions) - Include any awards won or higher headquarters nominated--describe specific accomplishment - Include any medals awarded--describe specific accomplishment - Relate positive comments <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Show how member developed/improved skills related to primary duties (formal training, OJT, CDC enrollment/completion, certifications, off-duty education, etc). - Include PME and awards earned - Include education not related to primary duties (i.e., class, course, degree enrollment and/or completion and GPA) - Include other training that significantly enhanced value as a military citizen <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Define the scope/impact of the member's positive leadership - Define involvement in both military and civilian community. - Include leadership, membership, or participation in unit advisory councils, professional military organizations and associations - Detail participation in base events (i.e., appreciation day, "Open House", etc.) - Demonstrate how involvement had positive effect and contributed to positive Air Force image 		
<p>Note: Headings are mandatory. Limit the AF Form 1206 to 25 lines (including headings) for quarterly awards and 1-page (front only) annual awards. Only include information that occurred during the award period. Space to the right of the headings is not to be used.</p>		

Attachment 16

EXAMPLE ENLISTED NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD 437 AW Quarterly Recognition Program	CATEGORY (If Applicable) Airman	AWARD PERIOD 1 Jan - 31 Mar 04
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SrA John E. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AMC
DAFSC/DUTY TITLE 3A051/Information Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-1234/Comm: (843) 963-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 437 AW/DPMP/102 East Hill Boulevard/Charleston AFB SC 29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Major Auburn A. Altus/DSN: 673-4321/Comm: (843) 673-4321		
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 - Detail how efficiently and effectively member performed primary/additional duties - Define scope/level of responsibilities - Describe positive impacts on the mission/unit - Detail willingness to accept tasks outside routine duties - Include initiatives and techniques developed and their impact on mission/unit - Include results of AF, MAJCOM, Numbered AF-level inspections and/or evaluations (highlight specific contributions) - Include any awards won or higher headquarters nominated--describe specific accomplishment - Include any medals awarded--describe specific accomplishment - Relate positive comments <p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Show how member developed/improved skills related to primary duties (formal training, OJT, CDC enrollment/completion, certifications, off-duty education, etc). - Include PME and awards earned - Include education not related to primary duties (i.e., class, course, degree enrollment and/or completion and GPA) - Include other training that significantly enhanced value as a military citizen <p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Define the scope/impact of the member's positive leadership - Define involvement in both military and civilian community. - Include leadership, membership, or participation in unit advisory councils, professional military organizations and associations - Detail participation in base events (i.e., appreciation day, "Open House", etc.) - Demonstrate how involvement had positive effect and contributed to positive Air Force image 		
<p>Note: Headings are mandatory. Limit the AF Form 1206 to 25 lines (including headings) for quarterly awards and 1-page (front only) annual awards. Only include information that occurred during the award period. Space to the right of the headings is not to be used.</p>		

Attachment 17

EXAMPLE CIVILIAN NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD 437 AW Quarterly Recognition Program	CATEGORY (If Applicable) Civilian Category	AWARD PERIOD 1 Jan - 31 Mar 04
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS-5 John E. Doe	SSN (Enter Last 4 Only) 1234	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE GS-318-05/Secretary	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 673-1234/Comm: (843) 963-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 437 AW/DPMP/102 East Hill Boulevard/Charleston AFB SC 29404		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Major Auburn A. Altus/DSN: 673-4321/Comm: (843) 673-4321		
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 - Detail how efficiently and effectively member performed primary/additional duties - Define scope/level of responsibilities - Describe positive impacts on the mission/unit - Detail willingness to accept tasks outside routine duties - Include initiatives and techniques developed and their impact on mission/unit - Include results of AF, MAJCOM, Numbered AF-level inspections and/or evaluations (highlight specific contributions) - Include any awards won or higher headquarters nominated--describe specific accomplishment - Include any medals awarded--describe specific accomplishment - Relate positive comments <p>OTHER ACCOMPLISHMENTS (SELF-IMPROVEMENTS, COMMUNITY/BASE INVOLVEMENT, AWARDS, PRIZES, TITLES, ETC.):</p> <ul style="list-style-type: none"> - Show how member developed/improved skills related to primary duties (formal training, OJT, certifications, off-duty education, etc) - Include education not related to primary duties (i.e., class, course, degree enrollment and/or completion and GPA) - Include other training that significantly enhanced value as a military citizen - Detail achievements in professional or cultural societies or associations, development of creative abilities, etc - Detail willingness to accept tasks outside routine duties - Define involvement in both military and civilian community - Include leadership, membership, or participation in unit advisory councils, professional military organizations and associations - Detail participation in base events (i.e., appreciation day, "Open House", etc.) - Demonstrate how involvement had positive effect and contributed to positive Air Force image 		
<p>Note: Headings are mandatory. Limit the AF Form 1206 to 25 lines (including headings) for quarterly awards and 1-page (front only) annual awards. Only include information that occurred during the award period. Space to the right of the headings is not to be used.</p>		

Attachment 18**STATEMENT PAGE**

MEMORANDUM TO WHOM IT MAY CONCERN

FROM: 437th Airlift Wing (SrA Johnnie B. Goode)
102 East Hill Boulevard
Charleston AFB SC 29404

SUBJECT: Statement Page

I have not applied for a commissioning program and, if selected as a 12 Outstanding Airman of the Year (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 unit of assignment in any announcement messages, press releases, or publicity regarding my winning this award.

JOHNNIE B. GOODE, SrA, USAF
FR123-45-6789

STATEMENT OF INTENT (EXAMPLE)

NOTE: The nominee should carefully read the proposed nomination package before signing this statement. All data must be factual. If any of the information is later found to be inaccurate, the nominee will be disqualified. This statement is for 12 OAY nominees only.

Attachment 19**SAMPLE VOLUNTEER NOMINATION NARRATIVE****VOLUNTEER OF THE YEAR**

Jane L. Doe-Charleston is a family member of an active duty technical sergeant in the 437th Communications Squadron. Jane has been a sterling performer, exemplifying all that is excellent in an Air Force volunteer. She has been volunteering with the enlisted spouses council (ESC) for over two years and was selected vice president during the last election. She has been active in every ESC function this year. In fact, during the Chief's Induction Ceremony, Mrs. Doe single-handedly decorated The Columbus Club and after the scheduled singer cancelled, she volunteered to sing the National Anthem. Her contributions were called "truly outstanding" by AMC/CC. Always eager to support the base's recognition ceremonies, Jane's annual "Taste of Charleston" cook-off and the resulting "Globemaster Cookbook" have become a local festive event generating over \$30,000 for the ESC. Her idea and tireless work has enabled the ESC to award family trips to Florida for each annual award winner!

A true self-starter, Jane organized the youth center's first-ever female lacrosse team. True to her usual form, "coach" Jane received an honorable mention by Lacrosse Monthly and was featured in an Air Force Times article on "Unbelievable Volunteers." Always the Air Force ambassador, she continues to promote the Air Force as a viable option whenever she is asked to speak at local school "career days."

Without a doubt, Mrs. Doe-Charleston has been one of the single-most influential volunteers Charleston has ever seen! Her dedication to the base and Air Force is evident by her recent selection as the Air Force Times Woman of the Year!

Attachment 20**SAMPLE VOLUNTEER BIOGRAPHY**

JANE L. DOE-COLUMBUS

6789

ENLISTED SPOUSES COUNCIL

Mrs. Jane L. Doe-Charleston is a volunteer with the enlisted spouses council. She was born 2 Sep 1984 in Memphis, Tennessee. She attended East High School and graduated sixth in her class. While in high school she lettered in cheerleading, softball, and swimming. She was also a member of the debate team and vice president of the honor society.

After graduating high school she attended Mississippi University of Women (MUW) in Columbus, Mississippi, majoring in sport medicine. It was while attending MUW that she met her husband, TSgt John E. Charleston. They have one son, Johnny, age 2.

Mrs. Doe-Charleston attends Saint Matthew's Missionary Baptist Church where she maintains an active role as youth choir director, volunteer church secretary, and usher board member. Also, a member of the Big Brother/Big Sister Program, she was selected as the East Region Big Sister of the Year, 2001.

Her hobbies include reading, sewing, lacrosse, and competitive jet ski racing.

Attachment 21**VOLUNTEER OF THE YEAR GENERAL INFORMATION SHEET**

NAME OF AWARD: 437TH AIRLIFT WING
VOLUNTEER OF THE YEAR, 2004

FROM: ENLISTED SPOUSES COUNCIL

INCLUSIVE DATES OF ACHIEVEMENT: 1 JANUARY 2004 – 31 DECEMBER 2004

NOMINEE: JANE L. DOE-CHARLESTON

DESIGNATION: FAMILY MEMBER

CATEGORY OF COMPETITION: VOLUNTEER

HOMETOWN: MEMPHIS, TENNESSEE

SPONSOR (IF APPLICABLE): TSGT JOHN E. CHARLESTON

SPONSOR'S ORGANIZATION: 437TH COMMUNICATIONS SQUADRON

NOMINATED FOR: Volunteer of the Year 2004 for excellent performance, outstanding support