

6 OCTOBER 1998



Personnel

22D AIR REFUELING WING RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, Awards and Decorations, AFI 36-2805, Special Trophies and Awards, and AMCI 36-2808, Personnel Awards, to establish uniform policy and procedures for nomination, selection, and presentation of outstanding 22d Air Refueling Wing (22 ARW) Company Grade Officers (CGO), Senior Noncommissioned Officers (SNCO), Noncommissioned Officers (NCO), Airmen, First Sergeants, and Civilians. This instruction does not apply to Air National Guard and United States Air Force Reserve personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security number (SSN) as a personal identifier. The SSN is required for positive identification of personnel.

SUMMARY OF REVISIONS

This instruction supersedes MAFBI 36-2801, 7 June 1994. The changes/additions contained provides additional guidance for enlisted, CGO, and civilian board composition, nomination package contents, and clarification for civilian award categories. It also adds an award nominee letter as Attachment 17 and provides additional package scoring guidance for board members.

1. Objectives. .... 4
2. Responsibilities. .... 4
3. Nominee Eligibility. .... 6
4. Nomination Package Requirements: ..... 7

Attachment 1— CALENDAR OF EVENTS 9

Attachment 2— READ ME! Board Guidance READ ME! 10

A2.1. BOARD PRESIDENT ..... 10

A2.2. BOARD MEMBER ..... 10

**Attachment 3— NARRATIVE JUSTIFICATION FOR AMN/NCO/SNCO OF THE QUARTER,  
12 OUTSTANDING AIRMAN OF THE YEAR, AND FIRST SERGEANT OF THE  
YEAR** ..... 12

**Attachment 4— NARRATIVE JUSTIFICATION FOR OUTSTANDING  
CGO OF THE QUARTER/YEAR** ..... 13

**Attachment 5— NARRATIVE JUSTIFICATION FOR OUTSTANDING CIVILIAN OF THE  
QUARTER/YEAR AWARD** ..... 14

**Attachment 6— SAMPLE STANDARD BIOGRAPHY FORMAT** ..... 15

**Attachment 7— SAMPLE GENERAL INFORMATION SHEET** ..... 16

**Attachment 8— SAMPLE RELEASE STATEMENT** ..... 18

**Attachment 9— AMN/NCO/SNCO/1ST SGT AWARDS BOARD SCORE SHEET** ..... 19

**Attachment 10—COMPANY GRADE OFFICER AWARDS BOARD SCORE SHEET** ..... 21

**Attachment 11— CIVILIAN AWARDS BOARD SCORE SHEET** ..... 23

**Attachment 12— BOARD PRESIDENT TALLY SHEET** ..... 24

**Attachment 13— 22 ARW RECOGNITION PROGRAM *COMMANDER/FIRST SERGEANT  
FEEDBACK SHEET*** ..... 26

**Attachment 14— 22 ARW RECOGNITION PROGRAM *BOARD MEMBER FEEDBACK  
SHEET*** ..... 28

**Attachment 15— 22 ARW RECOGNITION PROGRAM *FEEDBACK SHEET*** ..... 30

**Attachment 16— GUIDANCE FOR PREPARING WINNING AWARD PACKAGES** ..... 32

    A16.1.Fill all available lines on the AF Form 1206; don't leave blank spaces ..... 32

    A16.2.Ensure each achievement occurred during the inclusive period--if possible put date it  
        occurred ..... 32

    A16.3.Don't waste a lot of space/lines for one achievement--get to the point and show the  
        impact--normally the more achievements a person accomplishes the more points they're  
        allocated ..... 32

    A16.4.Ensure that each bullet/achievement contains the actual act performed and its impact ..... 32

    A16.5.Be specific ..... 32

A16.6.Be careful not to overuse words such as submitted/nominated for--little value is added if the person was just nominated but did not win ..... 32

A16.7.Check the regulation ..... 32

A16.8.Review the score sheet and note categories that are worth the most points--concentrate the largest number of achievements in those categories ..... 32

A16.9.Avoid overuse of hollow statements ..... 32

A16.10.Avoid the unbelievable statements ..... 33

A16.11.Avoid technology overload, don't repeat individuals name or gender, and don't repeat award after award (i.e. "Flight NCO of the 1st Quarter", "Squadron NCO of the 1st Quarter", "Group NCO of the 1st Quarter") ..... 33

**Attachment 17—GUIDANCE FOR PREPARING NOMINATION LETTER**

**1. Objectives.**

- 1.1. Create a fair and equitable process to recognize outstanding 22 ARW personnel.
- 1.2. Enhance base morale.
- 1.3. Publicize examples of outstanding performers.

**2. Responsibilities.**

- 2.1. 22 ARW/CC is responsible for ensuring overall compliance with the objectives of this instruction and is the final approving authority.
- 2.2. 22 ARW/CCC is responsible for the following:
  - 2.2.1. Notify all groups of package suspense.
  - 2.2.2. Collect all group nomination packages, ensure packages contain all necessary documents, and obtain a base-level records review report on individual personnel (as available in PC III) for each military nominee and include in their nomination package.
  - 2.2.3. Schedule and make all arrangements for conducting enlisted awards boards.
  - 2.2.4. Select and notify enlisted board members. Ensure each board’s composition consists of one president and four board members, with one representative from each group and wing staff. Ensure board members meet the following rank requirements for each specified board: (Note: First Sergeants may be utilized as board members in place of the ranking SNCO)

<b>BOARD</b>	<b>PRESIDENT</b>	<b>MEMBERS</b>
<b>SNCO</b>	<b>CMSGT</b>	<b>CMSGT OR RANKING SNCO</b>
<b>NCO</b>	<b>CMSGT</b>	<b>CMSGT OR RANKING SNCO</b>
<b>AMN</b>	<b>CMSGT</b>	<b>CMSGT OR RANKING SNCO</b>
<b>1ST SGT</b>	<b>ARW/CV</b>	<b>CCC AND 3 DETERMINED BY CCC</b>

- 2.2.5. Provide enlisted board presidents with all applicable awards packages, standardized score sheets, base-level records review reports with abbreviation definitions, and standardized written board procedures NLT 2 duty days prior to board date. All quarterly/annual boards will be scored by package only except for the annual AMN/NCO/SNCO boards.
- 2.2.6. The annual AMN/NCO/SNCO boards will require group-level winners to meet the wing board in person. Make every effort to ensure group winners are made available to meet the wing board. In cases where a group winner is not available due to TDY, emergency leave, or illness, then the affected board will be scored by package only. 22 ARW/CC is approval authority to delete in-person board requirements.
- 2.2.7. Forward group CGO and civilian award packages to appropriate agencies for selection of wing winner.
- 2.2.8. Prepare board findings for 22 ARW/CC approval.

- 2.2.9. Ensure award elements (plaques/trophies) are prepared for each group and wing winner NLT 1 duty day prior to wing awards ceremony.
- 2.2.10. Ensure all officially procured award elements are equivalent across military and civilian categories. Donated award elements may differ by category, as designated by the donor.
- 2.2.11. Schedule with Visual Information for photographing winners.
- 2.2.12. Contact Public Affairs for base newspaper article.
- 2.2.13. Ensure wing winners' names are displayed on base marquee in a timely manner.
- 2.2.14. Maintain winning awards packages on file for a period of 1 year.
- 2.2.15. Prepare a nomination letter for ARW/CC signature for all military and civilian annual award packages to be forwarded to higher headquarters.
- 2.2.16. Forward 12 Outstanding Airmen of the Year and First Sergeant of the Year wing-level winning packages to higher headquarters.

2.3. 22 ARW/CV Responsibilities.

2.3.1. Select and notify CGO board members for CGO/Civilian board. Ensure each board's composition consists of one president and six board members, with one representative from each group and wing staff. One board member will be a civilian provided by 22 MSS/DPC. Ensure board members meet the following rank requirements:

BOARD	PRESIDENT	MEMBERS
CGO/CIVILIAN	COL	5 FIELD GRADE OFFICERS AND 1 CIVILIAN-PER PARAGRAPH 2.4.1.

- 2.3.2. Provide board president with all applicable awards packages, standardized score sheets, and standardized written board procedures NLT than 2 duty days prior to the board date.
- 2.3.3. Forward AMC Company Grade Officer of the Year wing-level winning package to AMC.
- 2.3.4. Serve as president for First Sergeant of the Year board.

2.4. 22 MSS/DPC Responsibilities.

- 2.4.1. Select and notify civilian board member. Ensure board member is a GS12/NF-4 or above. Notify 22 ARW/CV of board members name NLT 2 weeks prior to board date per [Attachment 1](#).
- 2.4.2. Provide 22 ARW/CV with all applicable awards packages, standardized score sheets, and standardized written board procedures NLT 3 duty days prior to the board date.
- 2.4.3. Forward AMC Outstanding Civilian of the Year wing-level winning package to AMC.
- 2.4.4. Notify supervisor to initiate time off award for group and wing-level winners.

2.5. Group commanders (to include Director of Staff) are responsible for the following:

- 2.5.1. Establish procedures to select their group winners. One nominee per category may be submitted to ARW/CCC for wing-level award consideration.

2.5.2. Submit group winning packages and a quarterly award nominee letter, per **Attachment 17**, to 22 ARW/CCC NLT the date specified for each award period in **Attachment 1**. Packages must be submitted on an AF Form 1206, Nomination For Award.

2.5.2.1. Ensure squadron commander initials next to their name block on front of AF Form 1206 to verify the following:

2.5.2.1.1. A thorough quality force review has been performed; i.e., nominee is not on control roster or weight management program and does not have an open unfavorable information file or other adverse information during this period.

2.5.2.1.2. All achievements listed on the AF Form 1206 occurred *during the inclusive period*. All achievements listed on the AF Form 1206, which did not occur during the inclusive period, will not be scored.

2.5.2.2. For the annual AMN/NCO/SNCO selection board only: Submit a letter of justification to 22 ARW/CC in cases where an individual is unable to meet the wing-level board due to TDY, emergency leave, or illness.

2.6. Wing board presidents are responsible for the following:

2.6.1. Convene appropriate board at designated time and location.

2.6.2. Ensure strict adherence to board member guidance in **Attachment 2** and fair scoring of all packages.

2.6.3. Ensure accurate recording of scores, identify proposed winners, breaking any ties which may occur, and forward board recommendation to 22 ARW/CCC immediately following the board.

2.6.4. Ensure names of winners are not publicly released prior to the wing awards ceremony.

2.7. Public Affairs is responsible for appropriately recognizing all quarterly and annual awards winners through base newspaper articles and the base television channel.

### 3. Nominee Eligibility.

3.1. Groups eligible to compete are the 22 SPTG, 22 LG, 22 MDG, 22 OG, and 22 ARW Staff/Tenant Units, which consist of 22 CPTF, 373 TS/DET 8, Area Defense Counsel, Office of Special Investigation, Safety, Chaplain, Public Affairs, START, Judge Advocate, Social Actions, Manpower/Quality Improvement, Wing Administration, Historian, and Command Post.

3.2. Individuals will compete in the grade they held for the majority of the award period. Grade criteria are as follows:

3.2.1. O-1 through O-3 for CGO.

3.2.2. E-7 through E-8 for SNCO.

3.2.3. E-4 NCO through E-6 for NCO.

3.2.4. E-1 through E-4 SrA for Airman.

3.2.5. E-7 through E-8 with AFSC 8F000 for First Sergeant of the Year.

3.2.6. GS-1 through GS-8, WG-/WL-01 through 07, and NA-1 through NA-7 for Civilian Category I. (Note: Use only individual's grade to determine category; supervisory/non-supervisory responsibilities have no bearing on category)

3.2.7. GS-9 through GS-13, WS-01 through 13, and WG-/WL-08 and above, and NA-8 and above for Civilian Category II. (Note: Use only individual's grade to determine category; supervisory/non-supervisory responsibilities have no bearing on category)

3.2.8. For annual award only, GS-/WS-14 and above for Civilian Category III.

3.3. Wing winners may not be selected for the quarter or annual award in two consecutive quarters/years.

3.4. First sergeants must serve in the position of first sergeant for at least 6 months to be eligible for First Sergeant of the Year.

3.5. Annual award nominees must have at least 180 days time on station to be eligible for nomination.

3.6. Wing annual award nominees are not limited to previous wing quarterly award winners.

**4. Nomination Package Requirements:**

4.1. Justification cannot exceed one AF Form 1206 (one page for quarterly, two for annual). You must use the most current version in electronic format. FormFlow is the preferred format. If using another format, characters must be 10 or 12 point font.

4.2. Use bullet statements under each major heading (see [Attachment 3-Attachment 5](#)). Each category must contain at least one bullet statement.

4.3. The following requirements are for annual awards only.

	<b>Bio (Atch 6)</b>	<b>Gen Inf (Atch 7)</b>	<b>Rls Stmt (Atch 8)</b>	<b>Disk*</b>	<b>RIP**</b>
Amn	Yes	Yes	Yes	Yes	No
NCO	Yes	Yes	Yes	Yes	No
SNCO	Yes	Yes	Yes	Yes	No
1 <sup>st</sup> Sgt	Yes	Yes	No	Yes	No
CGO	Yes	Yes	No	Yes	Yes
Civilian	Yes	Yes	No	Yes	No

\* Disk should be 3.5", be properly labeled, and contain all files which form the complete nomination package.

\*\* RIP for CGO is the standard base-level records review report on individual personnel (as available in PC III).

MICHAEL C. GOULD, Colonel, USAF  
Commander, 22d Air Refueling Wing

## Attachment 1

## CALENDAR OF EVENTS

<i>AWARD PERIOD</i>	<i>NOMINATION SUS- PENSE*</i>	<i>BOARD DATE*</i>	<i>BANQUET DATE</i>
1ST QUARTER	11 APRIL	18 APRIL	SECOND MONDAY IN MAY
2ND QUARTER	11 JULY	18 JULY	SECOND MONDAY IN AUGUST
3RD QUARTER	11 OCTOBER	18 OCTOBER	SECOND MONDAY IN NOVEMBER
4TH QUARTER	11 DECEMBER	18 DECEMBER	SECOND MONDAY IN JANUARY
<b>**ANNUAL</b>	<b>11 JANUARY</b>	<b>18 JANUARY</b>	<b>LAST FRIDAY IN JANUARY</b>

\* NOTE: If any of these dates fall on a weekend or holiday, suspense/board date will be the next duty day.

\*\* NOTE: All dates for annual awards are subject to change as determined by 15 AF suspense dates

## Attachment 2

### READ ME! BOARD GUIDANCE READ ME!

#### A2.1. BOARD PRESIDENT

- A2.1.1. Be familiar with MAFBI 36-2801 and ensure strict adherence to this instruction.
- A2.1.2. Oversee board operations, but also serve as a scoring board member.
- A2.1.3. Ensure each board member receives complete nomination packages, to include each nominee's AF Form 1206, current records review listing (military only), appropriate Awards Board Score Sheet ([Attachment 9](#), [Attachment 10](#), and [Attachment 11](#)), appropriate Narrative Justification example ([Attachment 3](#), [Attachment 4](#), and [Attachment 5](#)), and Board Member Feedback Sheet ([Attachment 14](#)).
- A2.1.4. Complete the Board President Tally Sheet ([Attachment 12](#)) according to instructions.
- A2.1.5. Serve as final authority to select proposed winner, breaking any ties as needed.\*
- A2.1.6. Do not reveal overall proposed winner to board members.
- A2.1.7. Upon board completion, immediately return completed Board President Tally Sheet, all Awards Board Score Sheets, and all Board Member Feedback Sheets to 22 ARW/CCC.

#### A2.2. BOARD MEMBER

- A2.2.1. Your first step must be to simply **STOP FOR A MINUTE**. All the directions you need are contained in this package. PLEASE STOP AND READ ALL DIRECTIONS IN DETAIL.
- A2.2.2. First, review the score sheet. Note what each category is worth, how the points are broken down, and the fact that *all accomplishments must have occurred during the quarter*. Ensure each bullet is in the proper category. If they are not, ***do not assess any points for those bullets***.
- A2.2.3. Finally, find a quiet space and objectively review each package in detail. Judge how important each bullet is, based on your own intellect, experience, and common sense. Don't bring in your own knowledge of the person, just of the facts contained on the AF Form 1206. Grade each nomination package individually, awarding points based on two factors: (1) the acts performed, and (2) their impact. Both factors must be weighted equally. Assign the proper points, and rank accordingly. It is important to take notes during the scoring process so you are prepared to openly discuss scoring considerations if Board President deems necessary. **Complete ALL blanks** on EACH score sheet, and return completed Awards Board Score Sheets to Board President.. Complete the Board Member Feedback Sheet and return to Board President. Also, though you won't know for certain who the overall category winner is, you may develop a good idea based on the content of the packages. However, ***it is your duty to maintain secrecy***. *Don't tell anyone until AFTER the awards banquet.*
- A2.2.4. An important benefit of servicing as a board member is the knowledge you'll gain of the process and the ability to improve your group's competitiveness at future boards. Pass this insight on to your group and squadron. Let everyone know how to improve packages in the future.
- A2.2.5. \*In the event that the rank scoring system results in a tie for first place, determine winner by totaling individual Board Member total scores (from each Awards Board Score Sheet) for each

first-place tied nominee. The nominee with the highest total is declared the winner. If this method still results in a tie, Board President determines winner as deemed appropriate.

Attachment 3

NARRATIVE JUSTIFICATION FOR AMN/NCO/SNCO OF THE QUARTER,  
12 OUTSTANDING AIRMAN OF THE YEAR,  
AND FIRST SERGEANT OF THE YEAR

NOMINATION FOR AWARD		
AWARD Enter Title of Award (i.e. Quarterly Award)	CATEGORY Airman	AWARD PERIOD January-March 1997
NAME/NAME OF NOMINEE (Last, First, Middle Initial) Senior Airman Doe, John A.		SSN Enter SSN here
DAFSC/DUTY TITLE Enter DAFSC & Duty Title as reflected in PCIII		
MAJCOM Air Mobility Command	UNIT/OFFICE SYMBOL/STREET ADDRESS Enter Individual's Unit / Office Symbol / and Street Address	
BASE/STATE/ZIP CODE McConnell AFB, Kansas 67221	TELEPHONE (DSN & Commercial) DSN 743-xxxx / Commercial (316) 652-xxxx	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Major Smith, John B. <b>ES</b> (Commander must initial here per paragraph 2.5.2.1 of this instruction)		
<p><b>SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)</b></p> <p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> Member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increased mission effectiveness <i>during the inclusive period.</i></p> <p><b>SAMPLE</b> - Developed a computer program to track 50 trainees' progress on upgrade training actions -- Result--took the squadron from having a less than 50 percent on-time rate for completion of CDCs and upgrade action in 1995, to a 100 percent on-time rate for 1996--"best" in the wing</p> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b> Member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, <i>during the inclusive period.</i></p> <p><b>SAMPLE</b> - In May 96, awarded a second CCAF degree, this one in Education and Instruction Technology - Airman Leadership School graduate Class 96-B; tops in her class--John Levitow Award winner</p> <p><b>LEADERSHIP QUALITIES (SOCIAL, CULTURAL, AND RELIGIOUS ACTIVITIES)</b> The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status <i>during the inclusive period. Do not include accomplishments related to the member's primary duty; these statements belong in heading one.</i></p> <p><b>SAMPLE</b> - Volunteered with a unit-sponsored food drive for the food locker at Family Support Center -- Event was a huge success with over 1,750 pounds of food, valued at over \$3,000, collected - Base chapel lay counselor for military members and their spouses--provides much needed conflict resolution and support; usher for the Protestant services and serves as a lay reader</p> <p><b>OTHER ACCOMPLISHMENTS</b> The nature and results of the member's other accomplishments set him or her apart from others of equal or higher grade <i>during the inclusive period.</i></p> <p><b>SAMPLE</b> - Voluntarily took on the responsibility as the squadron's Quality Advisor--a full-time job -- Developed and distributed 150 surveys--14 customer service improvements implemented - Highly skilled technician; selected by HQ AMC as KC-135 fuel system subject matter expert for team 164-96 USAF specialty knowledge test major rewrite at Randolph AFB, Texas</p> <p><b>ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE</b> Demonstrated ability as an articulate and positive enlisted member of the Air Force <i>during the inclusive period.</i></p> <p><b>SAMPLE</b> - Provided a briefing to a contingent of foreign emissaries which assured the Turkish military has information to establish requirements needed for a purchase of seven KC-135 aircraft</p>		

Attachment 4

NARRATIVE JUSTIFICATION FOR OUTSTANDING  
CGO OF THE QUARTER/YEAR

NOMINATION FOR AWARD		
AWARD Enter Title of Award (i.e. Quarterly Award)	CATEGORY CGO	AWARD PERIOD January-March 1997
RANK/NAME OF NOMINEE (Last, First, Middle Initial) Captain Doe, John A.		SSN Enter SSN here
DAFSC/DUTY TITLE Enter DAFSC & Duty Title as reflected in PCIII		
MAJCOM Air Mobility Command	UNIT/OFFICE SYMBOL/STREET ADDRESS Enter Individual's Unit / Office Symbol / and Street Address	
BASE/STATE/ZIP CODE McConnell AFB, Kansas 67221	TELEPHONE (DSN & Commercial) DSN 743-xxxx / Commercial (316) 652-xxxx	
RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial) Major Smith, John B. <b>ES</b> (Commander must initial here per paragraph 2.5.2.1 of this instruction)		
SPECIFIC ACCOMPLISHMENTS (Use single- spaced, bullet format)		
<p><b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY</b> This could include job knowledge and leadership qualities applied to a specific Air Force problem, combat situation, or development of new techniques, procedures, or processes which result in increased mission effectiveness <i>during the inclusive period.</i></p> <p><b>SIGNIFICANT SELF-IMPROVEMENT</b> Member must show this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, and so on, <i>during the inclusive period.</i></p> <p><b>SOCIAL, CULTURAL, AND RELIGIOUS ACTIVITIES</b> The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale, or status <i>during the inclusive period.</i></p> <p><b>OTHER ACCOMPLISHMENTS</b> The nature and results of the member's other accomplishments set him or her apart from others of equal or higher grade <i>during the inclusive period.</i></p> <p><b>AIR FORCE AWARDS, PRIZES, TITLES, ETC.</b> Obtained as recognition for personal services rendered or contributions made to military or civilian community life <i>during the inclusive period.</i></p> <p><b>ARTICULATE AND POSITIVE SPOKESPERSON FOR THE AIR FORCE</b> Demonstrated ability as an articulate and positive member of the Air Force <i>during the inclusive period.</i></p>		

Attachment 5

NARRATIVE JUSTIFICATION FOR OUTSTANDING CIVILIAN OF THE QUARTER/YEAR AWARD

NOMINATION FOR AWARD		
<b>AWARD</b> Enter Title of Award (i.e. Outstanding Civilian of the Quarter)	<b>CATEGORY</b> Category 1	<b>AWARD PERIOD</b> Enter inclusive dates of award
<b>RANK/NAME OF NOMINEE (Last, First, Middle Initial)</b> WG-2 Doe, John A.		<b>SSN</b> Enter SSN here
<b>DAFSC/DUTY TITLE</b> Enter Duty Title as reflected in the Civilian Personnel System		
<b>MAJCOM</b> Air Mobility Command	<b>UNIT/OFFICE SYMBOL/STREET ADDRESS</b> Enter Individual's Unit / Office Symbol / and Street Address	
<b>BASE/STATE/ZIP CODE</b> McConnell AFB, Kansas 67221	<b>TELEPHONE (DSN &amp; Commercial)</b> DSN 743-xxxx / Commercial (316) 652-xxxx	
<b>RANK/NAME OF UNIT COMMANDER (Last, First, Middle Initial)</b> Major Smith, John B. <b>ES</b> (Commander must initial here per paragraph 2.5.2.1 of this instruction)		
<b>SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)</b>		
<b>JOB DESCRIPTION</b> Provide a brief explanation of the individual's job description. Brief is the key word, don't waste valuable space, because this area is not scored. (Limit to seven lines)		
<b>JOB ACHIEVEMENTS</b> Provide specific accomplishments, which occurred during the inclusive period, addressing each of the following criteria:		
<ul style="list-style-type: none"> <li>- Significant performance and achievements above general job requirements, e.g. improving operations, significant support for special projects, other outstanding services of benefit to the unit/command. These statements account for 75 percent of this category's score. Majority of emphasis/bullets should be in this area.</li> <li>- Self-improvement efforts. These statements account for 15 percent of this category's score.</li> <li>- Air Force or community involvement as demonstrated by participation in social, cultural, or religious activities. These statements account for 10 percent of this category's score.</li> </ul>		
<b>NOTE:</b> To aid in scoring process try to maintain the above order under the Job Achievements category; i.e., place all significant performance factors first, then self-improvement efforts, and finally Air Force or community involvement.		

**Attachment 6**

**SAMPLE STANDARD BIOGRAPHY FORMAT**

CAPT JOHN DOE, JR.

AFSC: 36PX, CHIEF, CUSTOMER ASSISTANCE SECTION

Captain John Doe, Jr., is a personnel officer assigned to the 375th Support Group, Scott AFB, Illinois. He is 31 years old. Captain Doe was born in Lexington, Kentucky, on 29 June 1963. He attended Central High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership on and off the field. After graduating from high school in 1981, Captain Doe was locally employed and served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently attended ABG College and graduated in the top third of his class.

Upon completion of Officer Training School at Lackland AFB, Texas, in 1985, Captain Doe began technical training as a personnel officer at Keesler AFB, Mississippi, where he was an honor graduate (December 1985). He was then assigned to Scott AFB. Captain Doe is married to the former Jane Smith. He is active in his local church, where he serves as youth counselor. He was selected as the Outstanding Company Grade Officer of the Quarter and subsequently for the year (1986) for the 375th Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

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

## Attachment 7

**SAMPLE GENERAL INFORMATION SHEET  
(ENLISTED AND CGO CATEGORIES)**

## GENERAL INFORMATION

NAME OF AWARD:	12 Outstanding Airmen of the Year, 1997
FROM:	Air Mobility Command
INCLUSIVE DATE OF ACHIEVEMENT:	1 January 1996 - 31 December 1996
NOMINEE:	John Q. Doe, Jr.
GRADE:	Airman First Class
SSAN:	123-45-6789
DOR:	19 June 1996
PRESENT ORGANIZATION AND STATION:	123d Combat Support Squadron Jones AFB TX 12345-6789
PROJECT ASSIGNMENT AND REPORT DATE (IF APPLICABLE):	438th Combat Support Group Thomas AFB NC 98765-4321 RNLTD: 1 June 1997
PERMANENT HOME ADDRESS:	3502 S. Limestone Street Lexington, Kentucky 40506-5000

**NOMINATED FOR:** Outstanding Airman of the Year for his excellent performance, outstanding professional skill, knowledge, and leadership as an administrative specialist in support of data processing services for the 123d Combat Support Squadron, Jones Air Force Base, Texas. Airman Doe has not had an open unfavorable information file during the period for which this nomination is being submitted.

*NOTE:* Left margin must be 1 inch.

**Attachment 8****SAMPLE RELEASE STATEMENT****(AMN/NCO/SNCO CATEGORIES)**

1 Jan 97

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: HQ AMC/DPPHA (A1C John Q. Doe, Jr.)

100 Heritage Drive

Scott AFB IL 62225-5002

SUBJECT: Statement Page

1. I have not applied for a commissioning program and, if selected as a 12 Outstanding Airman of the Year (OAY), will not apply for a commissioning program at any time during my tenure as one of the 12 OAY.
2. I attest that the facts that I have provided for this nomination are true and correct to the best of my knowledge.

JOHN Q. DOE, JR., A1C, USAF

FR123-45-6789

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.

**Attachment 9**

**AMN/NCO/SNCO/1ST SGT AWARDS BOARD SCORE SHEET**

Name of Nominee: \_\_\_\_\_ Rank of Nominee: \_\_\_\_\_

List total points awarded in each of the following categories. Half-point increments are allowable. Divide points awarded equally between: (1) the acts performed, and (2) their impact.

<u>Category</u>		<u>Score</u>
Leadership and Job Performance in Primary Duty:	<b>(0-15 points)</b>	_____
Significant Self-Improvement	<b>(0-5 points)</b>	_____
Leadership Qualities	<b>(0-5 points)</b>	_____
Other Accomplishments	<b>(0-5 points)</b>	_____
Articulate and Positive Representative of the Air Force	<b>(0-5 points)</b>	_____
 <u>For AMN/NCO/SNCO Annual Awards Only:</u>		
Personal Appearance and Bearing	<b>(0-5 points)</b>	_____
Communicative Skill	<b>(0-5 points)</b>	_____
 <u>For First Sergeant of the Year Only:</u>		
Peer Group Score (Provided by 22 ARW/CCC)		_____
	<b>Total Score</b>	_____

Of the \_\_\_\_ (1-5) members who met the board, this member ranks # \_\_\_\_\_

Note: Rank is determined by the total score. Rank the highest total score as #1, second highest as #2, etc. Ties are not allowed--you must differentiate.

Name of Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Board Member: \_\_\_\_\_

**Attachment 10**

**COMPANY GRADE OFFICER AWARDS BOARD SCORE SHEET**

Name of Nominee: \_\_\_\_\_

Rank of Nominee: \_\_\_\_\_

List total points awarded in each of the following categories. Half-point increments are allowable. Divide points awarded equally between: (1) the acts performed, and (2) their impact.

Category		Score
Leadership and Job Performance in Primary Duty:	<b>(0-15 points)</b>	_____
Significant Self-Improvement	<b>(0-5 points)</b>	_____
Social, Cultural, and Religious Activities	<b>(0-5 points)</b>	_____
Other Accomplishments	<b>(0-5 points)</b>	_____
Air Force Awards, Prizes, Titles, Etc.	<b>(0-5 points)</b>	_____
Articulate and Positive Spokesperson for the Air Force	<b>(0-5 points)</b>	_____
	<b>Total Score</b>	_____

Of the \_\_\_ (1-5) members who met the board, this member ranks #\_\_\_\_\_

Note: Rank is determined by the total score. Rank the highest total score as #1, second highest as #2, etc. Ties are not allowed--you must differentiate.

Name of Board Member: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Board Member: \_\_\_\_\_



**Attachment 11**

**CIVILIAN AWARDS BOARD SCORE SHEET**

Name of Nominee: \_\_\_\_\_ Category (circle): I / II / III

List total points awarded in each of the following areas. Half-point increments are allowable. Divide points awarded *equally* between: (1) the acts performed, and (2) their impact. Note that the job description is not scored, and that the only category heading is "Job Achievements," so information for each of the three areas may not be in sequential order on the AF Form 1206.

<u>Area</u> _____	<u>Score</u> _____
<u>Significant performance and achievements above general job requirements</u> , e.g. improving operations, significant support for special projects, and other outstanding services of benefit to the unit. <span style="float: right;"><b>(0 - 75 points)</b></span>	_____
<u>Self-improvement efforts</u> <span style="float: right;"><b>(0 - 15 points)</b></span>	_____
<u>Air Force or community involvement</u> as demonstrated by participation in social, cultural, or religious activities <span style="float: right;"><b>(0 - 10 points)</b></span>	_____
<b>Total Score</b> _____	

Of the \_\_\_\_ (1-5) members who met the board, this member ranks #\_\_\_\_\_

Note: Rank is determined by the total score. Rank the highest total score as #1, second highest as #2, etc. Ties are not allowed--you must differentiate.

Name of Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Board Member: \_\_\_\_\_

Attachment 12

BOARD PRESIDENT TALLY SHEET

Board Category:\_\_\_\_\_ Board President:\_\_\_\_\_ Date:\_\_\_\_\_

Name of Nominee:\_\_\_\_\_

Ranking by Board Member:\* \_\_\_\_\_

Final Total Rank Score\*\*:\_ + \_ + \_ + \_ + \_ = \_\_\_\_\_

Final Rank\*\*\*:\_\_\_\_\_

Name of Nominee:\_\_\_\_\_

Ranking by Board Member:\* \_\_\_\_\_

Final Total Rank Score\*\*:\_ + \_ + \_ + \_ + \_ = \_\_\_\_\_

Final Rank\*\*\*:\_\_\_\_\_

Name of Nominee:\_\_\_\_\_

Ranking by Board Member:\* \_\_\_\_\_

Final Total Rank Score\*\*:\_ + \_ + \_ + \_ + \_ = \_\_\_\_\_

Final Rank\*\*\*:\_\_\_\_\_

Name of Nominee:\_\_\_\_\_

Ranking by Board Member:\* \_\_\_\_\_

Final Total Rank Score\*\*:\_ + \_ + \_ + \_ + \_ = \_\_\_\_\_

Final Rank\*\*\*:\_\_\_\_\_

Name of Nominee:\_\_\_\_\_

Ranking by Board Member:\* \_\_\_\_\_

Final Total Rank Score\*\*:\_ + \_ + \_ + \_ + \_ = \_\_\_\_\_

Final

Rank\*\*\*:\_\_\_\_\_

\*If board member rankings for nominees in 1<sup>st</sup> and 2<sup>nd</sup> place contention differ by two or more places, board president must lead an open discussion of the board to resolve the difference to within one place. For example, if the same nominee is ranked as 1<sup>st</sup> by one board member, yet as 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> by another board member, this difference should be resolved. If this difference is only one place, such as 1<sup>st</sup> and 2<sup>nd</sup>, no open discussion is required.

\*\*A rank of 1<sup>st</sup> is awarded 5 points, 2<sup>nd</sup> is awarded 4 points, 3<sup>rd</sup> is awarded 3 points, 4<sup>th</sup> is awarded 2 points, and 5<sup>th</sup> is awarded 1 point.

\*\*\*Nominee with the highest total rank score will be ranked 1<sup>st</sup> and declared the proposed winner. In the event of a tie between 1<sup>st</sup> and 2<sup>nd</sup>, place, board scores from board member score sheets will be totaled, and the nominee with the highest total score of the tied nominees will be declared the proposed category winner. The board president serves as the final tie breaker.

Signature of Board President: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment 13

22 ARW RECOGNITION PROGRAM *COMMANDER/FIRST SERGEANT*  
*FEEDBACK SHEET*

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RANK: \_\_\_\_\_ NAME: (print) \_\_\_\_\_ UNIT: \_\_\_\_\_

1. Have you read MAFBI 36-2801? *YES NO* If not, do you have a copy? *YES NO*

2. Do you understand your responsibilities within the recognition program? *YES NO*  
If not, what don't you understand?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did the instruction adequately cover the wing's recognition program? *YES NO*  
If not, what information should be added?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How would you rate the wing recognition program? *Unsatisfactory Satisfactory Excellent*  
What could be done to make it better?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the instruction provide necessary information to complete your award packages? *YES NO*  
If not, what information was missing? \_\_\_\_\_

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6. Do you like the increased role the groups now have (selecting their own winners)? *YES* *NO*

If not, what improvements would you like to see?

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7. Use this space to provide any additional comments.

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Attachment 14

22 ARW RECOGNITION PROGRAM BOARD MEMBER FEEDBACK SHEET

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RANK: \_\_\_\_\_ NAME: (print) \_\_\_\_\_ UNIT: \_\_\_\_\_

1. Have you read MAFBI 36-2801? YES NO

If not, do you have access to a copy? YES NO

2. Did you understand your responsibilities as a board president/member? YES NO

If not, what didn't you understand?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did you understand the scoring procedures? YES NO

If not, what didn't you understand?

\_\_\_\_\_  
\_\_\_\_\_

4. How would you rate the board selection process? Unsatisfactory Satisfactory Excellent

If less than satisfactory, what could be done to make it better? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Were you provided enough information to select a winner? YES NO

If not, what information was missing?

\_\_\_\_\_



Attachment 15

22 ARW RECOGNITION PROGRAM FEEDBACK SHEET

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RANK: \_\_\_\_\_ NAME: (print) \_\_\_\_\_ UNIT: \_\_\_\_\_

1. Have you read MAFBI 36-2801? YES NO

If not, do you have access to a copy? YES NO

2. Do you fully understand the wing's recognition program? YES NO

If not, what don't you understand? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did the instruction adequately cover the wing's recognition program? YES NO

If not, what information should be added? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How would you rate the wing recognition program?

Unsatisfactory Satisfactory Excellent

If less than satisfactory, what could be done to make it better? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If you had to write an award package, did the instruction provide necessary information to complete it? YES NO

If not, what information was missing?  
\_\_\_\_\_  
\_\_\_\_\_

6. Use this space to provide any additional comments. \_\_\_\_\_

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**Attachment 16****GUIDANCE FOR PREPARING WINNING AWARD PACKAGES**

**A16.1.** Fill all available lines on the AF Form 1206; don't leave blank spaces

A16.1.1. For annual award packages ensure that all lines are used on both pages of the AF Form 1206--packages not completely filled are rarely competitive

A16.1.1.1. Exception: Annual award packages may contain a blank line between categories

**A16.2.** Ensure each achievement occurred during the inclusive period--if possible put date it occurred

**A16.3.** Don't waste a lot of space/lines for one achievement--get to the point and show the impact--normally the more achievements a person accomplishes the more points they're allocated

**A16.4.** Ensure that each bullet/achievement contains the actual act performed and its impact

A16.4.1. Impact counts for half the total points

**A16.5.** Be specific

A16.5.1. Document exact number of credit hours earned, dollars saved, etc.

A16.5.2. Avoid words such as countless, many, several, pursuing, enrolled--don't leave the reader guessing what you mean

A16.5.2.1. Describe contributions as a member of an organization--avoid comments like "A member of, AFSA, NCOA, Top Three, etc."--examples without active participation mean little

**A16.6.** Be careful not to overuse words such as submitted/nominated for--little value is added if the person was just nominated but did not win

**A16.7.** Check the regulation

A16.7.1. Use the correct categories and put them in the correct order

A16.7.2. Put the right information under the right categories--information in the wrong category will not be counted

A16.7.3. Don't repeat information

A16.7.4. Make sure you explain any acronyms or terms used--if possible put the terms in plain English so anyone can understand what it means and what the impact is

A16.7.5. Use bold type on the category heading and underline them

**A16.8.** Review the score sheet and note categories that are worth the most points--concentrate the largest number of achievements in those categories

**A16.9.** Avoid overuse of hollow statements

A16.9.1. "His troops always win award boards"

A16.9.2. "Her people get promoted ahead of their peers"

A16.9.3. "Graduated in the top 10% of their NCO Academy Class"--they were either a Distinguished Graduate or not

**A16.10.** Avoid the unbelievable statements

A16.10.1. Was TDY 215 days in one category and in another earned 48 hours of college credit

A16.10.2. "Earned 64 hours of college credit"--only include what the member did during the inclusive period

A16.10.3. Duty Titles--ensure the duty title matches the person's personnel data sheet

A16.10.4. "Aggressively pursuing a BA Degree"--members personnel data sheet reflected they'd been in 10 years and only earned 32 credits

**A16.11.** Avoid technology overload, don't repeat individuals name or gender, and don't repeat award after award (i.e. "Flight NCO of the 1st Quarter", "Squadron NCO of the 1st Quarter", "Group NCO of the 1st Quarter")

## Attachment 17

## GUIDANCE FOR PREPARING NOMINATION LETTER



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS \_\_\_\_\_ GROUP (AMC)  
McCONNELL AIR FORCE BASE, KANSAS

Date

MEMORANDUM FOR 22 ARW/CC

FROM: *Enter Group Commander*

SUBJECT: (Quarterly/Annual) Award Nominees (*Enter Period*)

It is my pleasure to forward the attached AF Forms 1206 as the (*Group Name*) selections for the (*Enter Period*) (quarterly/annual) awards. Please enter them into the wing competition.

Amn: (*Rank, Name, and Squadron*)

NCO: (*Rank, Name, and Squadron*)

SNCO: (*Rank, Name, and Squadron*)

CGO: (*Rank, Name, and Squadron*)

Civ I: (*Rank, Name, and Squadron*)

Civ II: (*Rank, Name, and Squadron*)

These winners were chosen from the following nominees:

(Enter Squadron) : *Enter Rank, Name (Amn), Enter Rank, Name (NCO), Enter Rank, Name (SNCO), Enter Rank, Name (CGO), Enter Rank, Name (Civ I), Enter Rank, Name (Civ II)*

(Enter Squadron) : *Enter Rank, Name (Amn), Enter Rank, Name (NCO), Enter Rank, Name (SNCO), Enter Rank, Name (CGO), Enter Rank, Name (Civ I), Enter Rank, Name (Civ II)*

(Enter Squadron) : *Enter Rank, Name (Amn), Enter Rank, Name (NCO), Enter Rank, Name (SNCO), Enter Rank, Name (CGO), Enter Rank, Name (Civ I), Enter Rank, Name (Civ II)*

(Enter Squadron) : *Enter Rank, Name (Amn), Enter Rank, Name (NCO), Enter Rank, Name (SNCO), Enter Rank, Name (CGO), Enter Rank, Name (Civ I), Enter Rank, Name (Civ II)*

Enter Group Commander's Signature Block

Attachments:

#\_AF Forms 1206