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Personnel

**HQ PACAF THEATER AIR CONTROL SYSTEM
ANNUAL AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations*, by establishing the annual Pacific Air Forces Command's (PACAF) awards and recognition program. It applies to all PACAF Theater Air Control System (TACS) units and individuals in AFSC 13BXX, 1A4XX, and 1C5XX. It establishes the criteria and procedures for submitting nominations for awards administered and overseen by HQ PACAF/DOY. This instruction applies to Air National Guard (ANG) and units, but not Air Force Reserve Command (AFRC). Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through channels, to HQ PACAF/DOY, 25 E Street, Suite E213, Hickam AFB, HI 96853-5426.

SUMMARY OF REVISIONS

This instruction has been changed in order to clarify nomination procedures and eligibility requirements. A bar (|) indicates revisions from the previous edition.

1. TACS Award Program. A PACAF awards program has been established to formally recognize the many outstanding contributions to the PACAF mission made by our Air Battle Managers, Weapons Directors, air control and warning specialists, and airborne control and warning specialists in the TACS. This program applies to PACAF and Alaska/Hawaii Air National Guard personnel with the following AFSCs: 13BxB/C/D, 1A4X1/D and 1C5X1/D. Program criteria and procedures are outlined below:

2. Award Period. 1 April through 31 March.

3. Award Timelines. Each Numbered Air Force (NAF), Wing, or Group should submit nominations to arrive at HQ PACAF/DOY no later than 1 April each year via softcopy (e-mail) to OPR. Award winners will be announced by PACAF on or about 1 May each year.

4. Award Categories. Awards will be given in the following categories.

4.1. **Air Battle Manager (ABM) of the Year.** An award given to a 13BxB/C/D officer for outstanding contributions to a unit's overall mission.

4.2. **Weapons Director (WD) of the Year.** An award given to a WD (1A4X1D or 1C5X1D) whose primary duty is on a mission crew (not in a staff or supervisory position) for outstanding performance as a Weapons Director.

4.3. **Air Control and Warning Warrior of the Year.** An award given to a 1C5X1 for outstanding contributions to the unit's mission.

4.4. **Airborne Control and Warning Warrior of the Year.** An award given to a 1A4X1 for outstanding contributions to the unit's mission.

5. Nomination Criteria: All areas will be graded on a scale from 1-10 except for “Wing/Base/Unit Recognition/Accomplishments”, graded on a scale from 1-5. Higher numbers equate to better scores. Use specific headings identified in 5.1. to 5.4. below. In addition, there will be a 3-point deduction for packages that do not meet the formatting standard described in paragraph 7.1.

5.1. **Professional Competence in the Performance of Primary Duties:** Primary duty of the nominee as a CMR operator, either basic, instructor, or evaluator qualified. Quantify and stratify within own realm of influence (i.e. #1 in unit--support with documentation). State accomplishments by qualifications separately. Emphasize distinctive accomplishments and performance events.

5.2. **Leadership and Operations Initiatives:** Leadership and innovativeness of nominee either in their primary CMR job or in an additional duty/supervisory position. Detail initiatives that improved operations execution, organization, and/or preparation at the work center-level. Indicate the level of responsibility nominee has undertaken and the demonstrated professionalism year round. Also include morale-boosting initiatives and events that enhanced the lives of members of the unit/group/community.

5.3. **Contingency and Exercise Operations Performance:** Outline nominee's performance and efforts during contingency and exercise operations and include those items that enhanced the combat edge/combat capability of the unit.

5.4. **Wing/Base/Unit Recognition/Accomplishments:** List these entries chronologically, most recent to the earliest award. If an award is already explained or used in a previous section do not repeat the explanation, however, list it again in this section. PME accomplishments (any method) may also be included in this category.

6. Nomination Eligibility: The following nomination eligibility will be used:

6.1. Only PACAF assigned personnel are eligible; personnel may be attached to a PACAF unit without being assigned to PACAF (e.g. Canadian Force personnel at 611 ACS are not eligible).

6.2. Only Captains and below are eligible for the Air Battle Manager of the Year Award. Major-selects who have been a Captain for a minimum of nine months of the applicable award period are eligible.

6.3. Only Master Sergeants and below are eligible for the Weapons Director of the Year Award, Air Control and Warning Warrior of the Year Award and the Airborne Control and Warning Warrior of the Year Award.

6.4. Personnel eligible for more than one category (e.g. 1A4D and 1C5) may only compete in one category; unit discretion on category for submission.

6.5. Award winners in any category may not compete again in the same category for one year.

7. Award Responsibilities. Unit commanders may submit one nomination for each award category through their normal chain of command (to their respective NAF/Wing/Group). If a NAF/Wing/Group convenes a local board to select their award nominees, at least one member of the board will be an ABM, preferably the senior ranking ABM on station. Each appropriate headquarters will screen unit nomination packages and forward them to arrive at HQ PACAF/DOY by 1 April each year via softcopy (e.g. e-mail) to OPR.

7.1. **Nomination Packages.** Nomination packages will be limited to no more than one page (front side only) of the AF Form 1206 using 10-pitch font. The nominee's job description will be written at the top of the "specific accomplishments" section of the AF Form 1206 (4 lines maximum). Following the job description, all individual accomplishments on the 1206 will be in bullet format using the headings in Section 5. **Figure 1.** provides an example. All bullets should avoid generalities, broad or vague terminology, or a recapitulation of the member's duty description. Do not send Wing/Group/Unit CC cover letters.

7.2. **PACAF Selection Board.** PACAF/DO will appoint a board of four field grade officers (O-6/O-5 preferably) and one CMSgt, assigned to HQ PACAF staff agencies, to select the PACAF annual award winners. Winners will be selected based solely upon information contained in the nomination package.

7.3. **Award Notification.** PACAF/DO will notify NAF/Wing/Group commanders of the award winners via message.

7.4. **Award Presentation.** HQ PACAF/DOY will send engraved trophies and letters from the PACAF/DO to the appropriate Wing/Group commanders for presentation to award winners.

Figure 1. Example of Nomination Package.

NOMINATION FOR AWARD		
AWARD Air Battle Manager of the Year	CATEGORY (If Applicable) ABM	AWARD PERIOD 1 Apr 03 - 31 Mar 04
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt/Elvis A. Oldham	SSN (Enter Last 4 Only) 1234	MAJCOM, FQA, OR DRU PACAF
DAFSC/DUTY TITLE 13B3D/Chief of Training/Senior Director (SD)	NOMINEE'S TELEPHONE (DSN & Commercial) (DSN) 315-123-4567(Commercial) 011-81-111-123-4567	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 101 ACS/DOT/Unit 22, Box 1/Kadena AB, Okinawa, Japan/APO AP 96368-5146		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN & Commercial) Maj/George W. Jones/(DSN) 315-123-4567, (Commercial) 011-81-111-123-4567		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB DESCRIPTION: CMR senior director (SD) responsible to the Theater Control Operation Team (TCOT) MCC for conduct of the air battle, and for control of aircraft and weapons systems, as executed by his weapons control elements. Instructor SD/air weapons officer (AWO). Chief of Operations Training tasked with training the unit's 40 weapon directors and weapon director technicians. ADDITIONAL DUTIES: Resource Advisor</p> <p>PROFESSIONAL COMPETENCE IN THE PERFORMANCE OF PRIMARY DUTIES</p> <ul style="list-style-type: none"> - Unit's #1 AWO! Dazzling performance during 5 AF Ex KEEN EDGE 2004...named "Outstanding Performer" - Fantastic SD! Flawlessly led mission crew of 12...fueled 18th WG's "Excellent" rating during PACAF ORI - Lauded by IG team for "superior leadership and proactive battle management"...earned ORI report "Strength" - Developed contingency plans for degraded Ops...quickly overcame lost radios/scopes...second ORI "Strength" - Expedited recovery of Tora 15, KC-135 inflight emergency...ensured safety of five airmen, multi-million \$ A/C - Certified instructor SD, instructed SD candidate during 16v10...assured success of FY 04's largest mission <p>LEADERSHIP AND OPERATIONS INITIATIVES</p> <ul style="list-style-type: none"> - Super Chief of Operations Training (DOT)...DO lauds "best DOT chief seen to date"...1st to meet annual reqs. - Managed four person shop and an unprecedented student flow...eight students trained/largest class in five yrs - Coordinated 1,000+ airborne training events for 35 personnel...met 100% annual reqs/1st time in three yrs! - Assisted struggling weapons director (WD) trainee...monitored individual's training...successful qualified WD - Innovated Continuation Training (CT)...abandoned classroom for hands-on training...100% unit CT hours met - Organized unit tour of USMC radar site...enhanced joint ops skills of 16 ACF Airmen including seven students - Spearheaded DOT visit to 33 RQS...exposed 22 unit airmen to HH-60 employment including weapons/tactics - Researched regulations, collaborated on 5 AF simulation waiver...ensured vital training for 24 unit personnel - Superb Resource Advisor...1st OG unit to execute EOY fall-out money...quick receipt of \$33K in unit materials - Purchased \$36K in mission materials for Global War On Terrorism...enhanced force protection/deployability - Developed three EOY short-notice bids for unit furniture...\$106K in items purchased w/real savings of \$24K <p>CONTINGENCY AND EXERCISE OPERATIONS PERFORMANCE</p> <ul style="list-style-type: none"> - Participated 13 AF Air Defense (AD) Ex JUNGLE SHIELD (JS) 04-1...controlled four flawless intercepts - Supplied air battle management skills to 13 AF, developed intercept scenarios...enhanced F-15 AD training - Developed Air Route Surveillance Radar checklists, aids...captured lessons learned for future JS controllers - Hand-picked for Ex TERMINAL FURY...supported simulated air defense of Japan...invaluable aid to 5 AF - Rewrote Ex BEVERLY HIGH 03-3 crew brief...improved understanding of critical ORE special instructions - Forged ORI BEVERLY BEARCAT radio plan...created 20 frequency anti-jamming scheme...great work! <p>WING/BASE/UNIT RECOGNITION/ACCOMPLISHMENT</p> <ul style="list-style-type: none"> - Flight's #1 CGO! CGO of the Year 2003, 2xCGO of the Quarter for 2003...CC's "consummate professional" - Superior efforts earned 18 OG/CC's recognition with 623 ACF CGO "Professional of the Yr 2003" Award - Led 623 ACF Combined Federal Campaign effort...first 18 OG unit to reach 100% contact, raised over \$2,900 - Caring mentor! Spoke to 100+ students at Kadena HS...discussed college selection, application, financial aid - Played euphonium at Kadena AB Chapel Two...enhanced weekly praise service for more than 100 parishioners 		
AF IMT 1206, 20000701 (IMT-V2) PREVIOUS EDITION IS OBSOLETE		

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