

6 NOVEMBER 2003



Personnel

AWARDS, CEREMONIES, AND HONORS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Pope AFB Instruction (POPEI) establishes procedures for nominating and selecting Civilian Employees, Volunteers, Company Grade Officers, Airmen, NCOs, Senior NCOs and First Sergeants for the Pope AFB/43d Airlift Wing Quarterly and Annual Awards Program. It contains guidelines on the administration of the program and defines responsibilities. It applies to all Pope personnel, including tenant organizations.

SUMMARY OF REVISIONS

This revision standardizes format and suspense schedules of the major Pope AFB recognition programs and replaces existing instructions for each individual award category. Changes are as follows: adds to the Command CMSgt responsibilities; adds procedures for scoring Civilian nominees; updates the definition of a Volunteer; includes the number of copies to be forwarded to OPR; adds Volunteer Advisory Council responsibilities; updates the board procedures for the Volunteer Awards process; adds First Sergeant Award category; member must have 6 months TIG; adds definition of Private Organization (**Attachment 1**); adds option for Volunteer nominations to be submitted in narrative format on bond paper or on AF Form 1206 IMT/V-2 (**Attachment 3** and **Attachment 5**); deletes criteria used in Enlisted nominating package from LEADERSHIP QUALITIES, OTHER ACCOMPLISHMENTS, AND ARTICULATE AND POSITIVE REPRESENTATIVE OF THE AIR FORCE (**Attachment 4**); adds Records Review board only; adds New Enlisted Score Sheet and Grading Criteria (**Attachment 7**); adds criteria used in Enlisted nominating package to include BASE OR COMMUNITY INVOLVEMENT); deletes 43 AW/DS responsibilities. **A bar (|) indicates a change since the last edition.**

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1. General:

1.1. Recognition of deserving personnel for appropriate awards is a continuing responsibility of supervisors and commanders. Such recognition makes an important contribution to Airman and employee morale and overall mission accomplishment by acknowledging outstanding duty performance and exceptional achievements. All commanders and supervisors must carefully evaluate the qualifications and accomplishments of their people and nominate only the most deserving individuals for awards. Anyone may recommend a civilian employee for recognition. Organization commanders will make formal nominations. Criteria governing nominations for awards are as follows:

1.2. There are eight categories of quarterly recognition for people of Pope AFB. These include:

- 1.2.1. Category 1 Civilian.
- 1.2.2. Category 2 Civilian.
- 1.2.3. Volunteer.
- 1.2.4. First Sergeant.
- 1.2.5. Senior Noncommissioned Officer.
- 1.2.6. Noncommissioned Officer.
- 1.2.7. Airman.
- 1.2.8. Company Grade Officer.

1.3. There are eight categories of annual recognition for people of Pope AFB. The annual awards recognition is the vehicle used to fuel Pope AFB for the enlisted Air Force 12 Outstanding Airman of the Year (OAY) program. Please follow all guidance in AFI 36-2805 when submitting individuals for the 12 OAY. The eight categories are:

- 1.3.1. Category 1 Civilian.
- 1.3.2. Category 2 Civilian.
- 1.3.3. Volunteer.
- 1.3.4. First Sergeant.
- 1.3.5. Senior Noncommissioned Officer.
- 1.3.6. Noncommissioned Officer.
- 1.3.7. Airman.
- 1.3.8. Company Grade Officer.

2. Program Responsibilities: The 43d Airlift Wing Commander is the awards authority. The following have specific responsibilities:

2.1. 43 AW Vice Commander (43 AW/CV):

2.1.1. Appoints or acts as chairperson and appoints board members for the company grade officer selection board.

2.2. 43 AW Group Commanders:

- 2.2.1. Establish internal selection procedures to ensure fair and equitable consideration of all possible nominees within their organizations.
 - 2.2.2. Forward nominees' packages to the award OPR by the prescribed date and time.
 - 2.2.3. Responsible for purchasing and presenting group award plaques.
- 2.3. Tenant Commanders:
- 2.3.1. Are encouraged to establish internal selection procedures to ensure fair and equitable consideration of all possible nominees within their units.
 - 2.3.2. Are encouraged to provide board members for the CGO and enlisted selection boards.
 - 2.3.3. Forward nominees' packages to the award OPR by the prescribed date and time.
- 2.4. 43 AW Command Chief Master Sergeant (43 AW/CCC):
- 2.4.1. Administers Enlisted Awards Program.
 - 2.4.2. Appoints or acts as chairperson and appoints board members for enlisted selection board.
 - 2.4.3. Acts as focal point for the quarterly awards ceremonies and the annual awards banquet.
 - 2.4.4. Coordinates with the Pope AFB First Sergeants to prepare awards ceremonies.
 - 2.4.5. Acts as focal point for the First Sergeants Council of the Year Award.
- 2.5. 43 AW Executive Assistant to the Command Chief Master Sergeant (43 AW/CCC)
- 2.5.1. Assists 43 AW/CCC with all Enlisted Awards Program duties.
 - 2.5.2. Coordinates date, time, location, and volunteers for selections board with CGOC, Civilian Personnel and Family Center (Volunteer) OPRs.
 - 2.5.3. Serves as focal point for ensuring board members are properly briefed on their responsibilities.
 - 2.5.4. Distributes and collects all board related materials and makes final tally of board results.
 - 2.5.5. Briefs 43 AW/CCC on final tally and files final results from all enlisted boards.
 - 2.5.6. Purchases awards for the 43d Airlift Wing and Pope AFB quarterly/annual award winners and engraves with recipient's name, name of award, and inclusive dates.
 - 2.5.7. Prepares invitations to send to sponsors and prepare sponsor RSVP gift spreadsheet for awards ceremonies MC.
 - 2.5.8. Prepares seating cards with Sponsor's/Guest's name and company.
 - 2.5.9. Consolidates list of selectees' names and provides list to 43 AW/PA after awards ceremony.
- 2.6. Company Grade Officers' Council (CGOC):
- 2.6.1. Administers the Company Grade Officers' Awards Program.
 - 2.6.2. Forwards selectees' names to 43 AW/CCC.
 - 2.6.3. Files final results from all officer boards.
- 2.7. Civilian Personnel Flight (43 MSS/DPC):

3.1.2.2. Collect, track and maintain nomination packages--ensuring completeness and availability of packages at least two duty days prior to the selection board.

3.1.2.3. Arrange date, time, and place of board.

3.1.2.4. Prepare the board minutes/results for final approval by the 43d Airlift Wing Commander.

3.2. Nominations:

3.2.1. Nominating officials include:

3.2.1.1. The commanders, 43d Mission Support Group (43 MSG/CC), 43d Maintenance Group (43 MXG/CC), 43d Operations Group (43 OG/CC), 43d Medical Group (43 MDG/CC), 23d Fighter Group (23 FG/CC), 18th Air Support Operations Group (18 ASOG/CC), 43d Airlift Wing Director of Staff (43 AW/DS), and other tenant unit commanders.

3.2.1.2. Properly organized and chartered Pope AFB private organizations such as Enlisted Wives' Club (EWC), Officers' Wives' Club (OWC), Thrift Shop, boy and Girls Scouts (Pope AFB troops, Pope Elementary School Parent Teacher Association (PTA), Pope Top Three Association, Chiefs' Group, First Sergeants Council, Airlift Tanker Association (ATA), etc.

3.2.2. Recommendations for recognition may be initiated by anyone at the end of each quarter and should be submitted to the appropriate nominating official.

3.2.3. Subordinate unit commanders may submit nomination recommendations to nominating officials IAW procedures established within the group/organization.

3.2.4. Nominating officials are empowered to establish internal selection procedures to ensure fair and equitable consideration of all possible nominees within their groups.

3.2.5. Each nominating official may select one candidate in each category for each award period. Nominating officials will forward their selections to the appropriate OPR IAW this instruction.

3.2.6. PO volunteers are nominated directly by the PO to the Family Support Center and not through a Pope unit.

3.2.7. Nominees for annual awards are not required to be prior quarterly award winners.

3.2.8. Suspenses:

3.2.8.1. Quarterly awards nomination packages, consisting of the nomination letter and six copies of the AF Form 1206 IMT/V-2, **Nomination for Award**, are due to the respective OPRs NLT 1200 on the 2d Friday of the first month following the period of nomination barring national holidays and those days authorized as "down days" by the 43 AW/CC.

3.2.8.2. The quarterly awards boards should meet by the third Friday of the first month following the period of nomination consisting of the nomination letter and six copies of the AF Form 1206 IMT/V-2 are due to the respective OPRs by the 2d Monday of January following the period of nomination.

3.2.8.3. Annual awards nomination packages, in the appropriate number of copies, are due to the respective OPRs by 2d Monday of January following the period of nomination.

3.2.8.4. The annual awards boards meet by the 3d week in January.

3.2.9. Format:

3.2.9.1. Submit specific accomplishments of military personnel for the award period on AF Form 1206 IMT/V-2 (**Attachment 2-Attachment 5**). For quarterly awards, limit the write-up to 25 lines (total of 28 single-spaced lines with NO SPACING between category headings) on the front side only on the AF Form 1206 IMT/V-2. For annual awards, limit the write-up to the front side only of the AF Form 1206 IMT/V-2.

3.2.9.2. Use bullet format only--do not use a flowing narrative format. Use a font that produces approximately 10 characters per horizontal inch. Packages submitted with smaller print will not be considered. Single-space the write-up. Do not use unusual formatting (bold, italics, all capitalization, etc.). **EXCEPTION:** Major criteria headings will be all capitalized and printed in bolded. Do not sign the AF Form 1206 IMT/V-2.

3.2.9.3. Volunteer nomination packages will be accepted in the AF Form 1206 IMT/V-2 format or a narrative format (**Attachment 5**), not to exceed 25 lines lines (total of 28 single-spaced lines with NO SPACING between category headings) on a single-sided 8 1/2 x 11 page for the quarterly submission. Annual submissions will be front-side only.

3.3. Basic Qualification Criteria:

3.3.1. Nominees in each category must have demonstrated outstanding performance in their assigned duties during the award period. Nominees may demonstrate such performance in many ways, including exceptional service to customers, outstanding accomplishment of a special task or project, noteworthy community involvement, or actively promoting the sense of teamwork and mission accomplishment for the individual's organization or the entire installation.

3.3.2. Nominees who are military members must:

3.3.2.1. Not be serving a punishment under a conviction by court martial or Article 15 during any part of the award period.

3.3.2.2. Not have, or have established, an Unfavorable information File (UIF) during any part of the award period.

3.3.2.3. Be in compliance with Air Force personal appearance and weight management standards.

3.3.3. For annual awards, nominees must have been assigned to the 43d Airlift Wing, to one of Pope AFB's tenant units, or as a subordinate geographically separated unit of a Pope unit during all or part of the period covered by the award. Volunteer nominees must be affiliated with a unit described above (typically through a family association), or actually volunteer on Pope.

3.3.4. For quarterly awards, nominees must have been assigned to a unit described above for the entire quarter.

3.4. Selection Procedures:

3.4.1. Award winners will be selected IAW procedures in the appropriate section of this instruction.

3.4.2. Selection will take place during the month following the end of each quarter for quarterly awards, and in January for annual awards.

3.5. Method of Presentation: The 43 AW/CC, or a designated representative, presents the quarterly and annual awards.

3.5.1. Quarterly awards will normally be presented at a breakfast or luncheon at the Pope Club on the fourth or fifth Friday of the month following the period of the award.

3.5.2. Annual awards will normally be presented at a formal banquet at the end of January following the period of the award.

3.5.3. Award winners will be presented a plaque/trophy provided by the 43 AW.

4. Civilian Awards:

4.1. There are two categories of quarterly and annual recognition for civilian appropriated fund employees serviced by Pope AFB Civilian Personnel Flight.

4.2. Nominees in each category must have demonstrated outstanding performance in their assigned duties during the previous quarter. Civilians may demonstrate such performance in many ways, including exceptional service to customers, outstanding accomplishment of a special task or project, noteworthy community involvement, or actively promoting the sense of teamwork and mission accomplishment for the individual's organization or the entire installation.

4.3. Nominating officials will forward the nomination(s) and a nomination letter (see [Attachment 8](#)) in original and eight copies to 43 MSS/DPC, Civilian Personnel Flight (CPF). The CPF will then schedule the selection board.

4.4. Selection Procedures:

4.4.1. Nominations are evaluated by a board chaired by the 43 AW/CV. The remaining board members are the 43 AW Group Commanders, 43 AW/DS, 23 FG/CC, and 18 ASOG/CC.

4.4.2. Criteria used in the nominating package (AF Form 1206 IMT/V-2) to include:

4.4.2.1. **JOB DESCRIPTION:** Provide a brief explanation of the nominee's major duties and responsibilities. Limit this to seven lines or less.

4.4.2.2. **SPECIFIC ACCOMPLISHMENTS:** Provide factual examples of the employee's significant performance and achievements above general job requirements. For example, describe how he or she improved operations, highlight any support they provided for any special projects, and explain any other outstanding services the employee provided that benefited the base and/or Air Force.

4.4.2.3. **SELF-IMPROVEMENT EFFORTS:** Either under a separate segment or incorporated under the "SPECIFIC ACCOMPLISHMENTS" segment, provide examples of any self-improvement efforts the employee undertook. This segment is optional.

4.5. The Civilian Employee of the Quarter/Year will be recognized and honored throughout the tenure of the award (for example, local events, dinner, special ceremonies, etc).

4.6. Board Procedures:

4.6.1. Each board member votes for the top three employee of their choice in priority order (first, second and third choice) for each category, Priority 1 being the highest. Priority 1 values 3 points, Priority 2 values 2 points, and Priority 3 values 1 point. Votes are provided to the civilian personnel flight (CPF). The CPF will total up the points for each nominee and provide the info to the

wing. The nominee with the most points is the winner. If there is a tie, the Chairperson (vice commander) breaks the tie. The results will be kept confidential.

5. Volunteer Awards:

5.1. Selection for the Pope AFB Volunteer Award is based on recognizing individuals who without the benefit of pay, contribute their time and efforts toward improving the quality of life at Pope AFB. Whether volunteering at Pope or for an agency in the community that directly or indirectly support Pope AFB. Awards for volunteer service are not to be used as “departure gifts”, but should be submitted in a timely manner when volunteer service is performed.

5.2. This instruction applies to all volunteers, to include active duty and retired personnel and their family members, retired personnel and their family members, and DoD civilians.

5.2.1. A volunteer is defined as anyone who donates time and/or service in support of volunteer activities. A volunteer must be in off duty, leave or unpaid status at the time of service to be eligible for this award.

5.2.2. Volunteers may be nominated through the unit they are naturally affiliated with. For example, a civilian or military employee (or family member of an employee) assigned to a participating unit who volunteers at the chapel may be nominated by either their unit or by the chapel (but not both).

5.2.3. Private Organization (PO) Volunteer. Anyone who donates time and/or services in support of properly organized and chartered Pope private organizations (EWC, OWC, Thrift Shop, Boy & Girl Scouts (Pope AFB Troops), Pope Elementary School, Top Three, Chiefs' Group, First Sergeants Council, Airlift Tanker Association, etc. Since some PO volunteers are not naturally affiliated with any Pope unit, they are nominated directly by the PO to 43 MSS/DPF.

5.2.4. This instruction does not change or supersede other directives on volunteer awards programs currently applicable to a particular activity, i.e., awards presented to American Red Cross and Family Services volunteers.

5.3. Nominator will forward the nomination package and a nomination letter ([Attachment 9](#)) in original and six copies to 43 MSS/DPF, Family Support Center (FSC) Volunteer Resource Manager. The FSC will then schedule the selection board.

5.4. Selection Procedures:

5.4.1. Nomination packages are evaluated by a board chaired by the Volunteer Advisory Council (VAC) Chairperson or designee. The remaining board members consist of three members of the VAC and two members of the Community Action Information Board (CAIB). Nominators may not sit on the selection board.

5.4.2. In absence of a active VAC, the selection board shall be chaired by the Pope AFB Volunteer Resource Program Manager (or Acting Manager) and shall with consist of: the spouse of the 43 AW/CC (or designee), the spouse of the 43 AW/CCC (or designee), the Family Support Center Director (or Acting Director), a member of the First Sergeants Council and the Pope Top Three Association. Without a designee, the remaining board members may appoint another member to complete the board. Nominators may not sit on the selection board.

5.5. Board procedures:

5.5.1. The Chairperson's vote will only count in case of a tie. Board members must evaluate each nominee in a fair and equitable manner. Board members should pick nomination packages up from the FSC two days prior to the board date to pre-score the package. The board will then convene together for the final selection. Evaluation of each nominee would be based upon accomplishments occurring only during the award period. Scoring will be done on the Volunteer of the Quarter/Year Score sheet ([Attachment 10](#)).

5.6. Score each of the following four areas as follows:

5.6.1. SPECIFIC ACCOMPLISHMENTS ON POPE AFB AND IMPACT IN THE COMMUNITY (1-10 points).

5.6.2. SPECIFIC ACCOMPLISHMENTS OUTSIDE OF POPE AFB AND THE DIRECT OR INDIRECT IMPACT ON POPE AFB (1-5 points).

5.6.3. OTHER COMMITMENTS THAT IMPACT THE VOLUNTEER'S CONTRIBUTION (1-5 points).

6. Enlisted Awards:

6.1. For Annual, 12 OAY Enlisted Awards, follow guidance in AFI 36-2805, and or applicable guidance sent forth by NAF and MAJCOM.

6.1.1. In addition to the eligibility criteria listed in paragraph [3.3.](#), nominees must also meet these criteria:

6.1.1.1. Personnel in grades E-1 through E-4 are eligible for the Airman category. Personnel in grades E-5 and E-6 are eligible for the NCO category. Personnel in grades E-7 and E-8 are eligible for the SNCO category. First Sergeants in the grades E-7 and E-8 must meet 6-month duty requirement to be eligible for the First Sergeant of the Year category (must be awarded the AFSC 8F000 and serving in an authorized first sergeant manning position). For quarterly award, the first sergeant must meet the duty requirement for the entire quarter their nominated for.

6.1.1.2. Personnel are eligible to compete in the category in which they held a grade for the longest period of time, i.e., if a member was a SrA for 85 days of the quarter and a SSgt for 5 days of the quarter, the member would compete in the Airman category. In cases such as this, please add a note of explanation and attach it to the nomination package.

6.2. The Command Chief Master Sergeant will then select members to be scheduled for the enlisted boards.

6.3. Selection Procedures:

6.3.1. The nominations are evaluated by a board chaired by the 43 AW/CCC or a designated representative. Board members will consist of at least three noncommissioned officers in a grade higher than any nominee.

6.3.2. Headings used in the nominating package (AF Form 1206 IMT/V-2) to include:

6.3.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY.

6.3.2.2. SIGNIFICANT SELF-IMPROVEMENT.

6.3.2.3. BASE OR COMMUNITY INVOLVEMENT.

6.3.3. Use all three categories. Each heading must be addressed or the nominee receives a zero rating for the omitted area. **NOTE: STRICT COMPLIANCE WITH ATTACHMENTS MUST BE MAINTAINED FOR THE BOARD TO CONSIDER NOMINATIONS.**

6.3.3.1. Although an award nominee will not be scored on the gramatics and lack of compliance with package format, discrepancies will be noted and evaluated by the 43 AW/CCC and the host unit will be notified.

6.3.4. Nominees will also be evaluated using the scoring procedures listed below.

6.4. Board procedures:

6.4.1. Board member responsibilities:

6.4.1.1. Board members must evaluate each nominee in a fair and equitable manner. Board members will be notified by the 43 AW/CCCE of the date, time and location of the board. Board members will be required to attend a pre-board briefing NET 2 duty days before the board to collect nomination packages and prescore the package. Evaluation of each nominee should be based upon accomplishments occurring only during the award period. Scoring sheets will be provided at [Attachment 7](#).

6.4.1.2. Score the contents of the whole package based on the "whole person" concept; do not compare each AF Form 1206 IMT/V-2 by category.

7. Company Grade Officers Awards:

7.1. Eligibility. In addition to the eligibility criteria listed in paragraph [3.3.](#), nominees must also be serving in the grade of second lieutenant through captain as of the last day of the nominating period (quarterly award nominees may not have been selected for the rank of major as of the package suspense date).

7.2. Nominating officials will forward the nominations (AF Form 1206 IMT/V-2, Attachment 14) in original and eight copies with one copy of the nomination letter ([Attachment 11](#)) to 43 AW/CVE. For annual awards, include single copies of an AMC nomination form ([Attachment 12](#)), a biography ([Attachment 13](#)), and disk containing [Attachment 11](#), [Attachment 12](#), and [Attachment 13](#). 43 AW/CV will then schedule the selection board.

7.3. Selection Procedures:

7.3.1. The nominations are evaluated by a board chaired by the 43 AW/CV or designated substitute. The remaining board members are field grade officers representing the 43 OG/CC, 43 MXG/CC, 43 MSG/CC, 43 MDG/CC, 18 ASOG/CC, 23 FG/CC, and 43 AW/DS.

7.3.2. The board reviews both the individual nominees and their nominating packages (AF Form 1206, IMT/V-2). The board considers and evaluates each candidate and ranks both the personal interview and the nomination package. Under normal circumstances, the interview and the nominating package review carry equal weight. In the event that a nominee is unable to be present for the interview portion of the package review, units may submit a picture and or a video of the nominee.

7.3.3. Criteria used in the nominating package include:

7.3.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTIES.

7.3.3.2. SIGNIFICANT SELF-IMPROVEMENT.

7.3.3.3. BASE OR COMMUNITY INVOLVEMENT.

7.4. Additional format instructions. AF Form 1206 IMT/V-2 major criteria headings must be capitalized, bolded, and underlined, with a colon at the end of the line. Start bullet statements on the next line. ([Attachment 4](#)).

WINFIELD W. SCOTT III, Brigadier General, USAF
Commander

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

AFI 36-1001, *Managing the Civilian Performance Program*

AFI 36-2805, *Special Trophies and Awards*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFSC—Air Force Specialty Code

AW—Airlift Wing

AMC—Air Mobility Command

ASOG—Air Support Operations Group

ATA—Airlift Tanker Association

CAIB—Community Action Information Board

CC—Commander

CCC—Command Chief Master Sergeant

CCCA—Command Chief Master Sergeant Administration

CCF—First Sergeant

CCMA—Airlift Wing Executive Assistant to the Command Chief Master

CGOC—Company Grade Officers' Council

CGO—Company Grade Officer

CPF—Civilian Personnel Flight

CV—Vice Commander

CVE—Vice Commander Executive

DPC—Civilian Personnel Flight

DPF—Family Support Center

DOD—Department of Defense

DS—Director of Staff

EWC—Enlisted Wives' Club

FG—Fighter Group

FSC—Family Support Center

GS—General Schedule

IAW—In Accordance With

MXG—Maintenance Group

MAJCOM—Major Command

MC—Master of Ceremonies

MDG—Medical Group

MSS—Mission Support Squadron

NAF—Non-Appropriated Funds

NET—Not Earlier Than

NCO—Noncommissioned Officer

NLT—Not Later Than

OAY—Outstanding Airman of the Year

OG—Operations Group

OPR—Office of Primary Responsibility

OWC—Officers Wives' Club

PA—Public Affairs

PO—Private Organization

PTA—Parent Teacher Association

QTR—Quarter

SNCO—Senior Noncommissioned Officer

MSG—Mission Support Group

UIF—Unfavorable Information File

VAC—Volunteer Advisory Council

WG—Wage Grade

WL—Wage Leader

WS—Wage Supervisor

Terms

Annual—1 January through 31 December.

Quarterly—1 January through 31 March (1st Qtr), 1 April through 30 June (2d Qtr), 1 July through 30 September (3d Qtr), and 1 October through 31 December (4th Qtr).

Military Categories:

Company Grade Officer (CGO)—Second Lieutenant through Captain (O-1 through O-3).

Senior Noncommissioned Officer (SNCO)—Master Sergeant through Senior Master Sergeant (E-7 through E-8). (Chief Master Sergeants are not eligible for the Pope AFB awards program).

Noncommissioned Officer (NCO)—Staff Sergeant through Technical Sergeant (E-5 through E-6).

Airman—Airman Basic through Senior Airman (E-1 through E-4).

First Sergeant.—Master Sergeant through Senior Master Sergeant (E-7 through E-8) awarded the AFSC 8F000 and serving in an authorized first sergeant manning position.

Civilian Categories:

Category 1—(Administrative/Technical Support): includes all GS-01 through GS-08 and all WG/WL-01 through WG/WL-07.

Category 2—(Specialist/Managerial Support): includes all GS-09 through GS-13, WS-01 through WS-13, and all WG/WL-08 and above.

Volunteer Categories:

A volunteer is defined as anyone who donates time and/or services in support of volunteer activities. A volunteer must be off duty, leave or unpaid status at the time of service to be eligible for this award.

Volunteers may be nominated through the unit they are naturally affiliated with. For example, a civilian or military employee (or family member of an employee) assigned to a participating unit who volunteers at the chapel may be nominated either by their unit or by the chapel (but not both).

Private Organization (PO) Volunteer—Anyone who donates time and/or services in support of properly organized and chartered Pope private organizations (EWC, OWC, Thrift Shop, Boy & Girl Scouts (Pope chapters), Pope Elementary School, etc.) in off-duty time. PO volunteers are nominated directly by the PO and not through a Pope unit.

Attachment 2**MILITARY/CIVILIAN EMPLOYEES**

AWARD: Pope AFB Quarterly (or Annual) Award Program

CATEGORY: Civilian Category 1
Civilian Category 2
Company Grade Officer
Airman
NCO
SNCO
First Sergeant

AWARD PERIOD: Inclusive period, i.e. Jan - Mar (Quarterly), or 200X (Annual)

RANK: (in upper/lower case)

NAME OF NOMINEE: First, Middle Initial, Last Name

DAFSC/DUTY TITLE: Self-explanatory

MAJCOM: Self-explanatory

UNIT/OFFICE SYMBOL/STREET ADDRESS: Self-explanatory

BASE/STATE/ZIP CODE: Self-explanatory

TELEPHONE: Self-explanatory

RANK/NAME OF UNIT COMMANDER: Self-explanatory

SPECIFIC ACCOMPLISHMENTS: See example AF Form 1206, [Attachment 4](#).

Attachment 3

VOLUNTEERS

AWARD: Pope AFB Quarterly (or Annual) Award Program

CATEGORY: Volunteer

AWARD PERIOD: Inclusive period, i.e. Jan - Mar (Quarterly), or 200X (Annual)

RANK/NAME OF NOMINEE: Self-explanatory (leave rank blank for civilians)

DAFSC/DUTY TITLE: N/A

MAJCOM: N/A

UNIT/OFFICE SYMBOL/STREET ADDRESS: Name/location of nominee's volunteer work

BASE/STATE/ZIP CODE: Self-explanatory

TELEPHONE: Self-explanatory

RANK/NAME OF UNIT COMMANDER: Self-explanatory for military/civilian employees, N/A for others

SPECIFIC ACCOMPLISHMENTS: See para [5.4.2](#).

Attachment 4

SAMPLE AF FORM 1206

AIRMAN/NCO/SNCO/First Sgt/cgo NOMINATIONS

NOMINATION FOR AWARD		
AWARD Pope Air Force Base AMN/NCO/SNCO/First Sgt of the Quarter	CATEGORY (If Applicable) AMN/NCO/SNCO	AWARD PERIOD See "Terms Explained"
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Spell out Rank (In upper/lower case): MSgt/Hubert L. Hughes	SSN (E5/E6/E7/E8 Only) 6789	MAJCOM, FSA, OR DRU Air Mobility Command
DAFSC/DUTY TITLE 3P0X1/Security Forces Flight Sergeant	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 424-XXXX Comm: (910) 394-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE 43d Security Forces Squadron/SFOA/123 Virgin Street/Pope Air Force Base/North Carolina/28308		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Major/William T. Kidd/DSN: 424-XXXX Comm: (910) 394-XXXX		
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 and how well the member performed assigned primary and additional duties - Define scope, level of responsibilities and impact on mission and unit <ul style="list-style-type: none"> -- Include any new initiatives or techniques developed by the member that positively impacted unit and mission -- Include results of Air Force, MAJCOM, Numbered Air Force level inspections and/or evaluations -- Include award received, for example: NCO of the Quarter, Maintenance Professional of the Year 		
<p>SIGNIFICANT SELF-IMPROVEMENT:</p> <ul style="list-style-type: none"> - Show how member developed or improved skills related to primary duties, for example <ul style="list-style-type: none"> -- Formal training -- Career Development Course enrollment or completion -- On-The-Job Training Certifications -- Off-duty education related to primary duties (include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance -- Off-duty education not directly related to primary duties, for example: class, course, degree enrollment and/or completion, grade point average, honors awards -- Cite any other relevant training or activity that significantly enhanced member's value as a military citizen 		
<p>BASE OR COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> - Define scope and impact of member's positive leadership and involvement in both military and civilian community <ul style="list-style-type: none"> -- Include leadership, membership, or participation in Unit Advisory Councils, Professional Military Organizations, Associations and Events, for example: President of Top 3, Enlisted Dining-Out committee, Member of Air Force Sergeants Association, Sunday School teacher 		

Attachment 5

SAMPLE AF FORM 1206
VOLUNTEER NOMINATIONS

NOMINATION FOR AWARD		
AWARD POPE AFB QUARTERLY AWARD PROGRAM	CATEGORY (If Applicable) VOLUNTEER	AWARD PERIOD See Atch J
TXNOMNAME OF NOMINEE (First Middle Initial Last) NIGHTENGALE, FLORENCE	SSN (Last 4 Digits) 6789	MAJCOM, FGA, OR DRU N/A
DAFSS/DUTY TITLE N/A	NOMINEE'S TELEPHONE (DSW & Commercial) (910) 497-6137	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE POPE ELEMENTARY SCHOOL		
RANK/NAME OF UNIT COMMANDER (First Middle Initial Last)/COMMANDER'S TELEPHONE (DSW & Commercial) N/A		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bulleted format) SPECIFIC ACCOMPLISHMENTS ON POPE AFB		
<p>i.e. School involvement</p> <ul style="list-style-type: none"> Youth Programs Squadron fundraisers/support Base Chapel involvement Special events (Airmen's Dinner, Open House, Halloween Carnival, Food Drive, etc) EWC/OWC member Club member Sporting event participant 		
SPECIFIC ACCOMPLISHMENTS IN THE LOCAL COMMUNITY		
<p>i.e. Youth programs</p> <ul style="list-style-type: none"> Church School involvement Non-profit organization involvement (Boy Scouts/Girl Scouts, Habitat for Humanity, Special Olympics, March of Dimes, etc.) Neighborhood Watch Highway cleanup 		
OTHER COMMITMENTS THAT IMPACT THE VOLUNTEER'S CONTRIBUTION		
<p>i.e. Parenting responsibilities (including foster parent)</p> <ul style="list-style-type: none"> Employment Student Caring for parents(s) 		
NUMBER OF VOLUNTEER HOURS DURING THIS PERIOD		
i.e. 127		
NOTE: Justification can't exceed the front side of AF IMT 1206 for quarterly awards; may use both front and back for annual awards.		

Attachment 6**SAMPLE LETTER****AIRMAN/NCO/SNCO/FIRST SERGEANT OF THE QUARTER/YEAR**

dd mmm yy

MEMORANDUM FOR 43 AW/CCC

FROM: 43d Groups/Tenant Groups or Other Unit/CC

SUBJECT: Airman/NCO/SNCO/First Sergeant of the Quarter/Year Nomination

1. It is with great pleasure that I submit the following individuals for Pope AFB Airman/NCO/ SNCO/First Sergeant of the Quarter/Year for the period (inclusive dates). I certify that each individual does not have an Unfavorable Information File nor are they on Phase I of the Weight Management Program. They excelled in the performance of their duties and are active in their communities. They are truly deserving of this honor.

CATEGORY	RANK/NAME	HOME MAILING ADDRESS	SSN	ORG
AIRMAN	A1C Jane Wood	111 Hurst Circle Fayetteville NC 28310	123-45-6789	43 SVS
NCO	TSgt Wanna Win	112 Hurst Circle Fayetteville NC 28310	456-78-8902	43 CS
SNCO	SMSgt John Deere	113 Hurst Circle Fayetteville NC 28310	789-01-2345	43 SFS
First Sergeant	MSgt Jesses James	114 Hurst Circle Fayetteville NC 28310	101-11-2121	43 CES

JOHN M. DOE, Col, USAF
Commander

Attachments:

1. Nomination, A1C Wood
2. Nomination, TSgt Win
3. Nomination, SMSgt Deere
4. Nomination, MSgt James

**NOTE: INFORMATION ON THIS DOCUMENT IS SUBJECT TO THE PRIVACY ACT OF 1974.
DO NOT RELEASE WITHOUT CONSENT OF THE INDIVIDUAL.**

Attachment 7

AIRMAN/NCO/SNCO/FIRST SERGEANT OF THE QUARTER/YEAR SCORE SHEET



Enlisted Award Score Sheet

RANK	LAST NAME	FIRST NAME	UNIT	GROUP	Total Package Score Maximum 10 pts



Certified By:

PRINT (Rank, Last Name, First Name)

SIGNATURE

DATE

Attachment 8

**SAMPLE NOMINATION LETTER
CIVILIAN OF THE QUARTER/YEAR**

dd mmm yy

MEMORANDUM FOR 43 MSS/DPC

FROM: 43d Groups/Tenant Groups or Other Unit/CC

SUBJECT: Civilian of the Quarter/Year Nomination

It is with great pleasure that I submit the following individual(s) as the 43d XXX Group nominees for Pope AFB Civilians of the Quarter/Year for the period (inclusive dates). Both excelled in the performance of their duties and are active in their communities. They are truly deserving of this honor.

CATEGORY	NAME/GRADE	HOME MAILING ADDRESS	SSN	ORG/PHONE
1	Ms. June Cleaver/GS/05	111 Hurst Circle Fayetteville NC 28311	123-45-6789	43 SFS/4-2400
2	Mr. Eddie Haskell/GS-11	112 Hurst Circle Fayetteville NC 28311	456-78-1234	43 MSS/4-2600

JOHN M. DOE, Colonel, USAF
Commander

Attachments:

1. Nomination, Ms Cleaver
2. Nomination, Mr Haskell

**NOTE: INFORMATION ON THIS DOCUMENT IS SUBJECT TO THE PRIVACY ACT OF 1974.
DO NOT RELEASE WITHOUT CONSENT OF THE INDIVIDUAL.**

Attachment 9**SAMPLE NOMINATION LETTER
VOLUNTEER OF THE QUARTER/YEAR**

dd mmm yy

MEMORANDUM FOR 43 MSS/DPF

FROM: 43d Groups/Tenant Groups or Other Unit/CC

SUBJECT: Volunteer of the Quarter/Year Nomination

1. It is with great pleasure that I submit Ms. Florence Nightengale, 43 XXX/XX, as the 43 XXX Group nominee for Pope AFB Volunteer of the Quarter/Year for the period (inclusive dates). He/she excelled in the performance of his/her duties and is active in the community. He/she is truly deserving of this honor.

2. Nominee Personal Data:

Name:

Social Security Number (SSN) (SSN is needed to purchase U.S. Savings Bond):

Volunteer Agency & Phone:

Home Address & Phone:

3. Nominator Data:

Name:

Agency:

Office Phone:

JOHN M. DOE, Colonel, USAF
Commander

Attachment:

Nomination, Ms Nightengale

**NOTE: INFORMATION ON THIS DOCUMENT IS SUBJECT TO THE PRIVACY ACT OF 1974.
DO NOT RELEASE WITHOUT CONSENT OF THE INDIVIDUAL.**

Attachment 10

VOLUNTEER OF THE QUARTER/YEAR SCORE SHEET

For the Period _____ through _____

Nominee Name	SELECTION CRITERIA				TOTAL
	Accomplishments on Pope AFB (1-10 points)	Accomplishments in the local community /outside PAFB (1-5 points)	Other Commitments (1-5 points)	Number of Hours (used only for tie)	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Attachment 11

**SAMPLE NOMINATION LETTER
COMPANY GRADE OFFICER OF THE QUARTER/YEAR**

dd mmm yy

MEMORANDUM FOR 43 AW/CV

FROM: 43d Groups/Tenant Groups or Other Unit/CC

SUBJECT: CGO of the Quarter/Year Nomination

It is with great pleasure that I submit Capt Joe Strac, 43 XXX/XX, as the 43 XXX Group nominee for Pope AFB Company Grade Officer of the Quarter/Year for the period (inclusive dates). He/she excelled in the performance of his/her duties and is active in the community. He/she is truly deserving of this honor.

JOHN M. DOE, Colonel, USAF
Commander

Attachment
Nomination, Capt Strac

Attachment 12

**SAMPLE AMC NOMINATION LETTER
(Required ONLY for Annual CGO Nominations)
COMPANY GRADE OFFICER OF THE YEAR**

NAME OF AWARD: AMC Company Grade Officer of the Year, 200X

FROM: 43d Airlift Wing

INCLUSIVE DATES OF ACHIEVEMENT: 1 January 20XX-31 December 20XX

NOMINEE:	Joe Strac
GRADE:	Captain
SSN:	123-45-6789
DOB/DOR:	dd Mmm yy/dd Mmm yy
PRESENT ORGANIZATION:	43d XXX Squadron
STATION:	Pope AFB, North Carolina 28308
PRESENT HOME ADDRESS:	10 Any Road Fayetteville, NC 283xx

NOMINATED FOR: AMC Company Grade Officer of the Year for excellent performance; outstanding professional skill, knowledge, and leadership as *Duty Title, Organization*.

Attachment 13**SAMPLE STANDARD BIOGRAPHY FORMAT
(REQUIRED ONLY FOR ANNUAL CGO NOMINATIONS)**

CAPTAIN JOSEPH STRAC
AFSC: XXXX, DUTY TITLE

Captain Joe Strac is a personnel officer assigned to the 43d Support Group, Pope AFB, North Carolina. He is 31 years old. Captain Strac was born in Lexington, Kentucky, on 29 June 1963. He attended Jones High School and excelled across the entire spectrum of school activities. After graduating from high school in 1981, Captain Strac was locally employed and served as church council officer for Shepherd Church in Covington, Kentucky. He attended AFD College and graduated in the top third of his class.

On completion of Officer Training School at Lackland AFB, Texas, in 1985, Captain Strac began technical training as a personnel officer at Keesler AFB, Mississippi, where he was an honor graduate. He was then assigned to Scott AFB. Captain Strac is married to the former Susan Smith. He is active in his local church and Company Grade Officer's Council. He was selected as the Outstanding Company Grade Officer of the Quarter and subsequently for the year. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

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