

10 SEPTEMBER 2004

Personnel

AWARDS PROGRAM (PA)



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This instruction establishes uniform policy and procedures for nomination, selection, and award of the 375th Airlift Wing (375 AW) and Scott AFB Recognition Programs; applies to all personnel assigned or attached to the 375 AW/HQ Air Mobility Command (AMC)/United States Transportation Command (USTRANSCOM)/Air Force Communications Agency (AFCA)/18 Air Force (AF) or other units. The 375 AW, Director of Staff (375 AW/DS) is responsible for the Wing and Base Military Recognition Programs, as well as the Volunteer Recognition Program. The 375th Mission Support Squadron (MSS), Civilian Personnel Flight (CPF), is responsible for management of the Civilian Recognition Program. If AF and/or AMC make policy changes affecting this program, changes will supersede this instruction. The overall objective is to recognize outstanding performers and individual achievements on a continuing basis.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. Executive Order 9397, *FDR on Social Security-Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943, authorizes using the Social Security Number as a personal identifier. The Social Security Number is required for the positive identification of personnel. The authority to collect and maintain the information is 5 U.S.C. 552A, *Title 5, United States Code (U.S.C.) Section 552a, as amended, The Privacy Act of 1974*.

SUMMARY OF REVISIONS

This instruction is revised to align the Scott AFB Awards Program with Air Force Personnel Center guidelines on the standardization of categories for recognition of outstanding personnel; changes the award criteria for the “12 Outstanding Airmen of the Year Award,” based on the nomination packages; and adds the “Field Grade Officer” (FGO) Category to the recognition program. **A bar (|) indicates a revision from the previous edition.**

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Chapter 1

MILITARY RECOGNITION PROGRAM

1.1. Objective. Recognize outstanding active duty personnel assigned to Scott AFB.

1.2. Responsibilities.

1.2.1. Unit Commanders.

1.2.1.1. Provide board members as requested by 375 AW/DS.

1.2.1.2. Provide replacement board members if selected members become unavailable. **NOTE:** Emphasis is placed on the commander's responsibility to provide a board member if tasked.

1.2.1.3. Establish nomination procedures to select deserving personnel assigned.

1.2.1.4. Ensure all nominees are notified of their selection.

1.2.1.5. Quality reviews all nominations (i.e., unfavorable information file, control roster, dress and appearance, and weight standards).

1.2.1.6. Submit nominations to 375 AW/CCCE by suspense date.

1.2.2. 375 AW/CCCE.

1.2.2.1. Administers the recognition program.

1.2.2.2. Provides an annual schedule of the wing/base boards to the 375 AW/HQ AMC/ USTRANSCOM/AFCA/18 AF and any additional participating units' command section or orderly room by 1 February.

1.2.2.3. Maintains a list of nominees and packages on the winners for 1 year from the board date.

1.2.2.4. Prepares and distributes the nomination packages to the board members NLT 1 duty day prior to the board.

1.2.2.5. Sends invitations to sponsors of the base recognition program.

1.2.2.6. Collects RSVPs from the sponsors.

1.2.2.7. Ensures appropriate award elements are prepared (i.e., plaques/trophies).

1.2.2.8. Works with First Sergeants' Council to ensure recognition events are accomplished.

1.2.3. 375 AW/CCC.

1.2.3.1. Reserves the right to make changes to the board procedures/composition due to unique circumstances.

1.2.3.2. Briefs board presidents on procedures as appropriate.

1.2.3.3. Submits the wing nominations to 18 AF for the "12 Outstanding Airmen of the Year Award" and the "USAF First Sergeant of the Year Award."

1.2.4. **375 AW/CCE** will submit the wing nomination to 18 AF for the "AMC Company Grade Officer (CGO) of the Year Award."

1.2.5. Board Presidents.

- 1.2.5.1. Brief board members on duties and responsibilities prior to the board.
- 1.2.5.2. Notify board members of changes.
- 1.2.5.3. Ensure board members understand the importance of their commitment to board requirements.
- 1.2.5.4. Brief board members; when applicable, brief the nominees on the confidentiality of board proceedings.
- 1.2.5.5. Cast the deciding vote in the event of a tie.
- 1.2.5.6. (ANNUAL ONLY) Assign areas to the board members so they may ask opinionated questions (see paragraph [1.8.4.](#)). If any of the nominees are from another branch of service, questions may not be branch-specific. The solicitation for questions applies to annual wing/base boards only unless directed otherwise by 375 AW/CCC.

1.2.6. 375 AW Public Affairs.

- 1.2.6.1. Publishes a photo and article of quarterly/annual award winners in the base paper.
- 1.2.6.2. Processes hometown news releases if requested.
- 1.2.6.3. Provides other publicity as appropriate.

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

- 1.3.1. O-1 through O-3 for CGO.
- 1.3.2. O-4 through O-5 for FGO.
- 1.3.3. E-7 through E-9 for Senior Noncommissioned Officer (SNCO).
- 1.3.4. E-5 and E-6 for Noncommissioned Officer (NCO).
- 1.3.5. E-1 through E-4 for Junior Enlisted (JR ENL).
- 1.3.6. E-7 through E-9, with AFSC 8F000 for the First Sergeant.

1.4. Nominations/Suspense Dates.

- 1.4.1. Groups under the 375 AW and 375 AW/DS (i.e., wing staff agencies and 375th Comptroller Squadron (CPTS)) may submit one nomination in each category JR ENL, NCO, SNCO, CGO, FGO, volunteer (VOL) for the wing quarterly boards. The wing quarterly winners will compete at the base quarterly board.
- 1.4.2. The following units may submit one nomination in each category (JR ENL, NCO, SNCO, CGO, FGO, VOL) to compete at the base quarterly boards: HQ AMC, USTRANSCOM, AFCA, 18 AF, 375 AW, and other applicable units.
- 1.4.3. Quarterly nominations will be based on facts and achievements occurring/concluding during the last 90 days (e.g., 1st quarter (Jan-Mar) awards will be based on achievements from that quarter 1 Jan–31 Mar (see [Attachment 2](#) of this instruction).
- 1.4.4. Nominations are due to 375 AW/CCCE NLT 1200 on the suspense date. Late submissions WILL NOT be accepted, unless approved by 375 AW/CCC.

1.5. Quarterly Nomination Procedure.

- 1.5.1. Use AF Form 1206, **Nomination for Award** (front page only).
 - 1.5.1.1. Nominations must be restricted to 28 lines. Include facts and achievements occurring/ concluding during the last 90 days.
 - 1.5.1.2. Use bullet statements under each subtitle heading (see **Attachment 3** of this instruction).
 - 1.5.1.3. Forward original and four copies of all nominations.
- 1.5.2. Quarterly boards will be records only unless directed otherwise by 375 AW/CCC.

1.6. Annual Nomination Procedures.

- 1.6.1. Use AF Form 1206 (front side only).
 - 1.6.1.1. Annual nominations will be based on facts and achievements that occurred during Jan-Dec.
 - 1.6.1.2. The annual nominee does not have to be a quarterly winner of Jan-Dec of that year.
 - 1.6.1.3. Use bullet statements under each subtitle heading (see **Attachment 3** of this instruction).
- 1.6.2. The 375 AW nominations require four copies with original; base nominations require five copies with original.
- 1.6.3. Annual nominees will meet the wing/base boards in person, unless directed otherwise by 375 AW/CCC.
 - 1.6.3.1. If one or more of the nominees is not available to meet the annual board in person (TDY, PCS, etc.), there will not be an in-person board--it will be conducted PAPER ONLY for all nominees.
- 1.6.4. Uniform will be service dress for board members and nominees.
- 1.6.5. Categorical groups under the 375 AW and 375 AW/DS (wing staff agencies and 375 CPTS) may submit one nomination in each category. The annual nominee does not have to be a quarterly winner.
- 1.6.6. Wing annual award winners will compete at the base annual boards. In addition, the winners of the wing annual enlisted boards will compete for the "12 Outstanding Airmen of the Year Award." The winner of the wing annual CGO board will compete for the "AMC CGO of the Year Award."
- 1.6.7. The following units may submit one nomination in each category for the base annual boards: AMC, USTRANSCOM, AFCA, 18 AF, 375 AW and other applicable associate units.
- 1.6.8. Nomination packages for wing annual boards in all categories must include a Records Review RIP or non-Air Force equivalent product.
 - 1.6.8.1. Nomination packages for the wing annual boards in the enlisted categories must meet the requirements for submission for the "12 Outstanding Airmen of the Year Award" in accordance with (IAW) AFI 36-2805, *Special Trophies and Awards*. Due to a short suspense, a complete package including a cover letter, general information sheet, AF Form 1206, biography, Records Review RIP, statement of intent, and a 3.5 diskette must be submitted.

1.6.8.2. Nomination packages for the wing annual board in the CGO category must meet the requirements for submission for the “AMC Company Grade Officer of the Year Award” IAW AMCI 36-2808, *Personnel Awards*. A complete package, including a cover letter, general information sheet, AF Form 1206, biography, Records Review RIP, statement of intent, and a 3.5 diskette must be submitted due to a short suspense.

1.6.9. There will be a wing and base “USAF First Sergeant of the Year Category.” Use major subtitle headings (see [Attachment 3](#) of this instruction). The First Sergeants’ Award Program will be a records review board only. The wing winner will compete for the “USAF First Sergeant of the Year Award.” First sergeants assigned to AMC and tenant units will compete through their chain of command.

1.7. Selection of Board Members.

1.7.1. 375 AW/DS or designated representative will serve as staff advisor for the selection process.

1.7.2. Wing boards will consist of at least three members including the president; base boards will consist of at least four members including the president.

1.7.3. Tasking for board members will be rotated among base organizations.

1.7.4. Board members grade requirements are as follows:

1.7.4.1. JR ENL and NCO: E-7 or E-8 (President: E-9 or E-9 selectee).

1.7.4.2. SNCO: E-9 or E-9 selectee.

1.7.4.3. CGO: O-4 through O-5/6 (President: O-5/6).

1.7.4.4. FGO: O-5 through O-6 (President: O-6).

1.7.4.5. First Sergeant: 375 AW/CCC and board members of his discretion.

1.8. Selection Boards.

1.8.1. Review and score nomination packages prior to the actual board.

1.8.2. Use the score sheet provided by 375 AW/CCCE (see [Attachment 4](#) of this instruction.).

1.8.3. A difference of more than three points of total score among board members on any record will constitute a significant disagreement and it must be reconciled by the board.

1.8.4. FOR ANNUAL BOARDS, board members will ask opinionated questions (preferably one each). If any of the nominees are from another branch of service, questions may not be branch-specific. Air Force question guidance is as follows:

1.8.4.1. Junior Enlisted Board questions should pertain to (but not limited to); Promotion Fitness Examination (PFE) Volume I, [Chapter 3](#) and 5 (Military Customs and Courtesies and Enlisted History), Airman’s Manual, and current events (national/local significance or impacts on our Air Force/installation).

1.8.4.2. The NCO board questions should pertain to (but not limited to); PFE Volume I, Chapters 6, 7, and 9 (NCO, NCO Leadership, and NCO Management Functions), the Airman’s Manual, and current events (National/local significance or impacts on our AF/installation).

1.8.4.3. The SNCO board questions should pertain to (but not limited to); PFE Volume I, chapters 7 and 9 (NCO Leadership and NCO Management Functions), PFE Volume II, chapters 3 and 5 (Leadership and Management, and The Profession of Arms and Professionalism), the Airman's Manual, and current events (National or local significance or impacts on our Air Force or installation).

1.8.4.4. The CGO and FGO board question subject matter will be left to the discretion of the board members, with general guidance from the board president.

1.9. Quarterly/Annual Award Presentations. Appropriate recognition will be given to those military wing/base award winners. Awards will be presented at a breakfast, luncheon, or other appropriate ceremony. The First Sergeants' Council will manage these events.

Chapter 2

CIVILIAN RECOGNITION PROGRAM

2.1. Objectives. Recognize outstanding appropriated fund civilians assigned to Scott AFB and serviced by 375 MSS CPF.

2.2. Responsibilities.

2.2.1. The 375 MSS/CPF administers and controls the program.

2.2.2. The executive secretary of the awards committees will review the award nominations to ensure they are IAW this instruction.

2.2.3. Empowered by the 375 AW Commander, the awards committees select the quarterly and yearly award winners. The committee quorum will consist of three voting members.

2.2.4. Each unit will be required to complete appropriate paperwork for granting a Notable Achievement Award or Time-Off Incentive Award for their winners (see **Attachment 7 and Attachment 8** of this instruction). A Request for Personnel Action (RPA) should be forwarded to the CPF for review and final approval/processing. There is no longer a requirement to provide the CPF with written justification. The original award justification should be maintained in AF Form 971, Supervisor's Employee Brief. When the processing of award is complete, the Standard Form 50B, Notification of Personnel Action, should be printed by the 375 MSS/CPF.

2.2.5. The 375 AW/CCCE will ensure appropriate award elements are prepared.

2.2.6. The First Sergeants' Council will arrange the appropriate function for presentation of awards.

2.2.7. The 375 AW/Public Affairs will publish a photo and article of the quarterly/yearly award winners in the Command Post.

2.3. Nominee Eligibility. The unit's appropriated fund civilians (i.e., regardless of race, color, religion, sex, national origin, age, or disability) who meet the following criteria may be considered for the award.

2.3.1. Individuals must be assigned or attached to the awarding unit for at least 6 months.

2.3.2. Individuals must not have a disciplinary action pending.

2.3.3. Individuals may be selected only once per calendar year for a quarterly award.

2.4. Award Categories. The program includes two individual award categories. Individuals will compete in the grade that they held for the majority of the award period.

2.4.1. Category I includes all employees in General Schedule (GS)/Wage Grade (WG)/Wage Leader (WL) 01 through 08.

2.4.2. Category II includes all employees in GS/WG/WL 09 through 12 and WS 01 through 12.

2.5. Wing and Base Nominations/Suspense Dates.

2.5.1. The groups under the 375 AW and 375 AW/DS (i.e., wing staff agencies and 375 CPTS) may submit one nomination in each category for "Wing Civilian of the Quarter and Year."

2.5.2. Base units may submit one nomination in each category for the base quarterly and yearly awards program.

2.5.3. Quarterly nominations will be based on facts and achievements occurring/concluding during the last 90 days (e.g., 1st quarter (Jan-Mar) awards will be based only on achievements from that quarter, 1 Jan-31 Mar).

2.5.4. Nominations are due to the CPF NLT 1100 on the suspense date provided by 375 MSS/DPMZ. Late submissions WILL NOT be accepted.

2.5.5. Annual nominations will be based on facts and achievements occurring during Jan-Dec. The annual nominee does not have to be a quarterly winner.

2.6. Wing and Base Quarterly Nomination Procedures.

2.6.1. Use AF Form 1206.

2.6.1.1. Nominations must be restricted to 28 lines. Include facts and achievements occurring/concluding during the last 90 days.

2.6.1.2. Use bullet statements under each subtitle heading (see [Attachment 5](#) of this instruction).

2.6.1.3. Unit commander will sign in the unit commander's block of AF Form 1206.

2.6.1.4. Forward original and three copies of all nominations to 375 MSS CPF.

2.6.2. Nominees must not have won in the previous quarter--same calendar year.

2.7. Wing and Base Annual Nomination Procedures.

2.7.1. Use AF Form 1206.

2.7.1.1. Nominations are restricted to one page. Include only facts and achievements occurring/concluding during the calendar year of submission. Yearly submissions must include a diskette.

2.7.1.2. Use bullet statements under each subtitle heading (see [Attachment 5](#) of this instruction).

2.7.1.3. Unit commander will sign in the unit commander's block of AF Form 1206.

2.7.1.4. Forward original and three copies of all nominations to 375 AW/CCCE.

2.8. Selection of Committee Members. The Installation Incentive Awards Committee comprised of personnel from the 375th Mission Support Group, 375th Operations Group, 375th Medical Group, 375 AW staff, and the union will review wing nomination packages. The quarterly winners will be the wing nominees for the Quarterly Base Civilian Recognition Program. The annual winners will be the wing nominees for the Annual Base Civilian Recognition Program and "AMC Outstanding Civilian of the Year Award."

2.8.1. The Scott AFB Civilian Recognition Program Awards Committee will consist of two members from USTRANSCOM, AMC, AFCA, 18 AF, 375 AW, and 932 AW. The members will review the base nomination packages.

2.8.2. Committee members will be civilian employees.

2.8.3. Three committee members will convene to review and score packages.

2.8.4. Committee members will not be from the same unit.

2.9. Selection Process.

2.9.1. The awards committee will meet to review and score quarterly and yearly award nomination packages.

2.9.2. The committee will use a score sheet provided by the 375 MSS CPF.

2.9.3. The executive secretary completes the action according to the members' votes.

2.9.4. In the event of a tie, committee members will rescore the nominees packages.

2.9.5. Winning names will be forwarded to 375 AW/CCCE for inclusion into the awards ceremony.

2.10. Wing and Base Awards Presentations. Awards will be presented at an appropriate ceremony that will coincide with the Military Quarterly and Yearly Recognition Programs:

2.10.1. Base quarterly award winners receive a memento and will have the option of either a \$200.00 cash Notable Achievement Award or a 2-day Time-Off Incentive Award. The decision to grant a Notable Achievement Award or a Time-Off Incentive Award will be at the discretion of management.

2.10.2. Base yearly award winners receive a memento and will have the option of either a \$300.00 Cash Notable Achievement Award or a 3-day Time-Off Incentive Award. The decision to grant a Notable Achievement Award or a Time-Off Incentive Award will be at the discretion of management.

2.10.3. Wing quarterly award winners receive a memento and will have the option of either a \$100.00 Cash Notable Achievement Award or a 1-day Time-Off Incentive Award. The decision to grant a Notable Achievement Award or a Time-Off Incentive Award will be at the discretion of management.

2.10.4. Wing annual award winners receive a memento and will have the option of either a \$200.00 cash Notable Achievement Award or a 2-day Time-Off Incentive Award. The decision to grant a Notable Achievement Award or a Time-Off Incentive Award will be at the discretion of management.

Chapter 3

VOLUNTEER RECOGNITION PROGRAM

3.1. Objectives. Recognize outstanding individuals for their volunteer efforts while assigned to Scott AFB on a quarterly/annual basis. This award is to reward efforts that were not conducted for duty-related projects or for pay. This recognition is a base-level program.

3.2. Responsibilities.

3.2.1. 375 AW/CCCE will administer the Volunteer Recognition Program and will:

3.2.1.1. Select members for each volunteer selection board.

3.2.1.2. Advise board members of date, time, and location of selection board based on suspense set by 375 AW/DS.

3.2.1.3. Obtain nomination packages from the participating units and distribute them to each board member.

3.2.1.4. Convene the Volunteer Selection Board and brief members on board procedures.

3.2.1.5. Facilitate the selection board process on the designated date.

3.2.1.6. Forward board results to 375 AW/CCC and 375 AW/CC for final approval.

3.3. Nominee Eligibility. Military and civilian are eligible, to include family members and military/federal retirees.

3.4. Nomination Procedures.

3.4.1. Groups under the 375 AW and 375 AW/DS may submit one nomination. Wing winners will compete at the base-level board.

3.4.2. The following units may submit one nomination to compete at the base-level board: HQ AMC, USTRANSCOM, AFCA, 18 AF, 375 AW, and other applicable units.

3.4.3. Quarterly nominations will be based on facts and achievements occurring/concluding during the last 90 days.

3.4.4. Annual nominations will be based on facts and achievements occurring/concluding during the entire calendar year (1 Jan-31 Dec).

3.4.5. Nominations are due to 375 AW/CCCE NLT 1200 on the suspense date. Late submissions WILL NOT be accepted unless approved by 375 AW/CCC.

3.4.6. Each nominee must have a letter signed by his/her unit commander (see [Attachment 9](#) of this instruction).

3.5. Presentations.

3.5.1. Each nominee will be recognized at the base quarterly/annual awards breakfast/dinner.

3.5.2. Each winner will receive a plaque/trophy for his/her accomplishments.

Chapter 4

FORMS ADOPTED

4.1. Forms Adopted . AF Form 971, Staff Summary Sheet, AF Form 1206, Nomination for Award, AF Form 1768, Staff Summary Sheet, and Standard Form 50B, Notification of Personnel Action.

BARBARA J. FAULKENBERRY, Colonel, USAF
Commander

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

Executive Order 9397, *FDR on Social Security-Numbering System for Federal Accounts Relating to Individual Persons*, 22 November 1943

5 U.S.C. 552a, *Title 5, United States Code (U.S.C.) Section 552a, as amended, The Privacy Act of 1974*

AFI 36-2805, *Special Trophies and Awards*

AFI 65-601V1, *Budget Guidance and Procedures*

AMCI 36-2808, *Personnel Awards*

AMCPAM 65-603, *Budget Operating Guidance*

Abbreviations and Acronyms

AF—Air Force

AFCA—Air Force Communications Agency

AW —375th Airlift Wing

AMC—Air Mobility Command

CPF—Civilian Personnel Flight

CGO—Company Grade Officer

DS—Director of Staff

FGO—Field Grade Officer

GS—General Schedule

IAW—In accordance with

JR ENL—Junior Enlisted

MSS—Mission Support Squadron (unit designation)

NCO—Noncommissioned Officer

PA—Privacy Act of 1974

PFE—Promotion Fitness Examination

PME—Professional Military Education

RPA—Request for Personnel Action

SNCO—Senior Noncommissioned Officer

USTRANSCOM—United States Transportation Command

VOL—Volunteer

WG—Wage Grade

WL—Wage Leader

Attachment 2

GENERAL INFORMATION

A2.1. Inclusive Periods. AF Form 1206 will contain only the facts and achievements that occurred during the award period.

A2.2. Administrative Responsibilities. Ensure the information at the top of the form is complete. Nominations must include the following areas and cite examples that occurred during the award period:

A2.2.1. Information--Quarterly Awards Program. AF Form 1206 must be restricted to 28 lines.

A2.2.2. Information--Annual Awards Program. AF Form 1206 may be up to two full pages, printed head-to-head.

A2.2.3. Ensure subtitle headings are correct and in accordance with **Attachment 2** of this instruction.

A2.2.4. AF Form 1206 should not read like a job description. Show the impact the member had on the organization; on every action bullet, show the impact of that action.

A2.2.5. Information placed in the wrong categories will detract from the submission. The following guidelines should be helpful to place information in the correct categories:

A2.2.5.1. Leadership and Job Performance in Primary Duty. Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties.

A2.2.5.1.1. Define the scope and level of responsibilities and the impact on the mission and unit.

A2.2.5.1.2. Include any new initiatives or techniques developed by the member that had positive impact on the unit and/or the mission.

A2.2.5.1.3. Include results of AF, MAJCOM, and Numbered Air Force-level inspections and/or evaluations.

A2.2.5.1.4. Include awards received (e.g., NCO of the Quarter, Maintenance Professional of the Year, etc.).

A2.2.5.1.5. Emphasize dollar and timesavings in raw numbers (avoid percentages unless you back them up with raw numbers). Avoid statements like "reduced processing time by 50 percent." The statement does not provide the board members with sufficient information. If you have a 2-minute process and reduce it 50 percent, you have saved 1 minute. However, if you have a 20-hour process and reduce to 50 percent, you have saved 10 hours--a big difference. Always show raw numbers to back up percentages.

A2.2.5.1.6. Weight Value for this category is 30 points.

A2.2.5.2. Self-Improvement. Demonstrate how the member developed or improved skills related to primary duties (e.g., formal training, Career Development Course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc.).

A2.2.5.2.1. Include completion of any professional military education (PME), as well as awards earned during in-residence attendance.

A2.2.5.2.2. Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, grade-point average).

A2.2.5.2.3. Cite any relevant training or activity that significantly enhanced the member's value as a military citizen.

A2.2.5.2.4. Weight Value for this category is 10 points.

A2.2.5.3. Base or Community Involvement. Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community.

A2.2.5.3.1. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (e.g., Top 3 President, enlisted dining-out committee, member of the Air Force Sergeants' Association, Sunday Schoolteacher, etc.).

A2.2.5.3.2. Weight value for this category is 10 points.

Attachment 3

**SAMPLE—AF FORM 1206, NOMINATION FOR AWARD
(ENLISTED/OFFICER/FIRST) SERGEANT)**

NOMINATION FOR AWARD		
AIRMAN OF THE QUARTER (SEE NOTE 1)	CATEGORY (Applicable) SEE NOTE 2	AWARD PERIOD SEE NOTE 3
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SRA/JOHN D. DOE	SSN 123-45-6789	MAJCOM, FOA, OR DRU Air Mobility Command
DAFSC/DUTY TITLE 3A051/NCOIC, COMMANDERS SUPPORT STAFF	NC MEMBER'S TELEPHONE (DSN & Commercial) DSN 576-0123 COMM 618-256-0123	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 375 MSS/DPC, 205 E. Winters Street, Scott AFB IL 62225-5010		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Great D. Commander, DSN 576-2345 COMM 618-256-2345		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (30) - Member's unique and significant contributions to the mission during the past quarter/calendar year</p> <p>SELF IMPROVEMENT (10) - Improvements shown through off-duty education, achievements in professional societies or associations, development of creative abilities and so on during the past quarter/calendar year</p> <p>BASE/COMMUNITY INVOLVEMENT (10) - Member's tangible or intangible contributions to both the military and civilian communities during the past quarter/calendar year</p> <p>NOTES:</p> <p>1. Enlisted - Wing Quarterly: Use "AIRMAN OF THE QUARTER" Enlisted - Wing Annual: Use "12 OUTSTANDING AIRMEN OF THE YEAR" Enlisted - Base Quarterly: Use "ENLISTED OF THE QUARTER" Enlisted - Base Annually: Use "ENLISTED OF THE YEAR" Officer - Quarterly: Use "COMPANY GRADE OFFICER OF THE QUARTER" Officer - Annual: Use "COMPANY GRADE OFFICER OF THE YEAR"</p> <p>2. Enter: JUNIOR ENLISTED, AIRMAN, NCO, SENIOR NCO, FIRST SERGEANT or COMPANY GRADE OFFICER as appropriate.</p> <p>3. Quarterly: Enter 01 JAN - 31 MAR 02 or 01 APR - 30 JUN 02 or 01 JUL - 30 SEP 02 or 1 OCT - 31 DEC 02 Annual: Enter 01 JAN - 31 DEC 02</p> <p>* USE THE ABOVE CATEGORIES FOR BOTH THE QUARTERLY AND ANNUAL PROGRAMS * Quarterly nominations will be limited to 28 total lines, which include the 3 headings. * No space between lines and headings (as shown). * Annual nominations will be limited to two single-spaced pages. For the second page use AF Form 1206 continuation sheet. Use the above categories exactly, NO EXCEPTIONS! * Do not bold any items in the identification block. * Bold only the category headings (as shown). * Indent and align all bullet statements (as shown). For subordinate level items, indent each line accordingly. • Form package (*.fpk) each submission and submit one paper copy and the package (via E-mail or diskette) to 375 AW/CCA by the suspense date/time.</p>		

Attachment 4

SAMPLE SCORE SHEET (ENLISTED/OFFICER)

ENLISTED & OFFICER QUARTERLY & ANNUAL RECOGNITION BOARD SCORE SHEET	
GRADE: _____	
NOMINEE'S NAME: _____	BOARD DATE: _____
(Last, First, MI)	

AF FORM 1206	SCORE RANGE	SCORE GIVEN
Leadership and Job Performance in Primary Duty	0 - 30	
Self-Improvement	0 - 10	
Base/Community Involvement	0 - 10	
		(A) TOTAL:

BOARD PRESENTATION (FOR ANNUAL BOARDS ONLY): One question per board member

Self-Expression	0 - 5	
Personal Appearance	0 - 5	
		(B) SUBTOTAL:
		(A + B) TOTAL:

(Board member's printed name and rank)

(Signature)

Attachment 6

SAMPLE SCORE SHEET (CIVILIAN)
 VOTING SHEET FOR
 CIVILIAN OF THE QUARTER/YEAR AWARD

Category/Nominee/ Organization	Grade	Committee Mbr 1	Committee Mbr 2	Committee Mbr 3	Total Votes (DPC ONLY)	Placing (DPC ONLY)
CATEGORY I GS/WG/WL 1 thru 8						
CATEGORY II GS/WG/WL 9 thru 12 or WS-1 thru 12						

Attachment 7

SAMPLE AF FORM 1768, STAFF SUMMARY SHEET

STAFF SUMMARY SHEET											
#	TO	ACTION	SIGNATURE	SURNAME	GRADE AND DATE	#	TO	ACTION	SIGNATURE	SURNAME	GRADE AND DATE
1	2d Level Supervisor	Approve				6					
2						7					
3						8					
4						9					
5						10					
SURNAME OF ACTION OFFICER AND GRADE				SYMBOL		PHONE		TYPIST'S INITIALS		SUSPENSE DATE	
Nominator's Name and Grade				375 MSS/DPC		256-1111		aaa			
SUBJECT:										DATE	
Notable Achievement Award (NAA) - (Award Winner's Name)											
SUMMARY											
<p>1. The purpose of this staff summary sheet is to obtain approval and document a (insert dollar amount) NAA for (award winner's name).</p> <p>2. Justification: (Award winner's name) selection as the (wing or base) Civilian of the (Quarter or Year) in Category (insert number) for (insert period, e.g., 1 Jan - 31 Mar 00) entitles he/she to this monetary award. AF Form 1206, Nomination for Award is attached.</p> <p>3. RECOMMENDATION: Approve the NAA for (award winner's name).</p>											
SIGNATURE AND SIGNATURE BLOCK OF FIRST-LEVEL SUPERVISOR						2 Tabs 1. AF Form 1206 2. AF Form 3032					
<p>NOTE: SUPERVISORS MUST INITIATE THE STAFF SUMMARY SHEET WITHIN 30 DAYS OF THE ACT OR ACHIEVEMENT.</p>											

Attachment 8

SAMPLE TIME-OFF INCENTIVE AWARD

EMPLOYEE'S NAME:

SOCIAL SECURITY NUMBER:

ORGANIZATION:

NUMBER OF HOURS OF TIME-OFF GRANTED:

JUSTIFICATION: Attach AF Form 1206 for the justification.

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

RECOMMENDING OFFICIALS SIGNATURE
POSITION TITLE

DATE

APPROVING OFFICIALS SIGNATURE
POSITION TITLE

DATE

Attachment 9

NOMINATION FORMAT FOR VOLUNTEER OF THE QUARTER/YEAR AWARD

MEMORANDUM FOR VOLUNTER OF THE QUARTER/YEAR BOARD

FROM: Functional Address/Office Symbol (or Volunteer Agency Name)

SUBJECT: Nomination of the Volunteer of the Quarter (Year)|

9.1. Supervisor's name and duty phone.

9.2. (Name, organization) is nominated for this award.

9.3. Brief description of volunteer work (scope of responsibility).

9.4. Significant accomplishments achieved during this nomination period (some suggestions for consideration are innovative and creative ideas, involvement, leadership, etc.).

9.5. How many hours were donated by nominee to perform volunteer work during this nomination quarter/year.

9.6. Include the impact the nominee had on the morale and welfare of base personnel and the community using this volunteer service.

(Unit Commander's Signature Block)

Attachment 10**POLICY FOR WING AND SQUADRON COMMANDER
MISSION ACCOMPLISHMENT AWARDS**

1. Wing and squadron commanders may issue coins to deserving personnel who have contributed positively to the mission accomplishment. Wing and squadron commanders should maintain accountability of the number of coins they have issued, to whom, and for what purpose. Coins purchased with appropriated funds may not be given as personal gifts or mementos. Coins purchased for mission accomplishment award recognition may be presented to military members for reenlistment as well. Do not have the name of the presenter stamped/engraved on the coins because it creates a waste when personnel change in accordance with AMCPAM 65-603, *Budget Operating Guidance*, paragraph 18.9.1.
2. Direction for this policy is addressed in AFI 65-601V1, *Budget Guidance and Procedures*, paragraph 4.29.3.1., which states, "There is no authority which allows the use of appropriated funds to procure mementos (i.e., coins or medallions) for Air Force individual military or civilian personnel or units if the reason for the presentation is not specifically addressed as a mission accomplishment award published in the command or base supplements to AFI 36-XXX."