

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE**

**TRAVIS AIR FORCE BASE
INSTRUCTION 36-103**

1 JUNE 2002

Personnel

**TRAVIS AIR FORCE BASE
RECOGNITION PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 60 AMW/CCC (CMSgt Dan C. Johnson)

Certified by: 60 AMW/DS
(Lt Col Jeffrey N. Leknes)

Supersedes TAFBI 36-103, 24 June 1999

Pages: 18
Distribution: F

This instruction implements AFD 36-28, *Awards and Decorations Programs*. It establishes uniform policy and procedures for nomination, selection, and presentation of quarterly and annual awards for outstanding Travis personnel. It applies to all personnel assigned or attached to Travis AFB, including all Tenant Units, Appropriated Fund, Nonappropriated Fund (NAF) employees, and 349 AMW (tenant Air Force Reserve Command (AFRC) civilian and Air Reserve Technician (ART)) employees. This instruction requires maintaining information protected by the Privacy Act of 1974, authorized by 10 U.S.C., Chapter 857, Decorations and Awards, and EO 9397. System of Records Notice F036 AF PC V, Awards and Decorations.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction incorporates previous changes in policy and elements of previous publication TAFBI 36-103, dated 24 June 1999, streamlining required procedures. For military awards, nomination package narrative scores cover the following three areas: Leadership and Job Performance in Primary Duty, Significant Self-improvement, and Base or Community Involvement. Leadership and Job Performance in Primary Duty is on a 15-point scale. Significant Self-improvement is a 10-point scale. Base or Community Involvement is a 5-point scale. Half point increments may be awarded for possible total score of 30 points. Deleted the dropping of the high and low scores for each nominee. The Command Chief is now a voting member of the annual awards board. Package length is still 25 lines on the AF Form 1206, **Nomination for Award** for quarterly competition. Civilian procedures/suspense's have been significantly changed.

1. OBJECTIVES:

- 1.1. Recognize outstanding Travis AFB personnel.
- 1.2. Contribute to base morale.

2. RESPONSIBILITIES:

2.1. Squadron Commanders, Director of Staff, and Tenant units will:

- 2.1.1. Establish nomination procedures to select deserving squadron winners. One nominee per category may be submitted.
- 2.1.2. Quality review all nominations, e.g., Unfavorable Information File (UIF), Control Roster (CR), dress and appearance and weight standards. UIF, CR, and Weight Management Program (WMP) Phase 1 and Phase 2 participants are not eligible to compete.
- 2.1.3. Submit military squadron winners to group for selection and nomination to the 60 AMW Board.
- 2.1.4. Submit civilian squadron winners to your respective Group (AFRC Tenants submit to 349 AMW/DP) for selection and nomination to the Incentive Awards Committee.

2.2. Groups (includes 615 AMOG and 60 AMW/DS) will:

- 2.2.1. Administer their Group Recognition Program.
- 2.2.2. Submit military group winners to 60 AMW/CCCE for the 60 AMW board.
- 2.2.3. Submit civilian group winners to 60 MSS/DPCM for consideration by the Installation Incentive Awards Committee.
- 2.2.4. 60 AMW/DS will administer the program for all tenant units, except 615 AMOG.
- 2.2.5. 349 AMW/DP will administer the program for all civilian AFRC tenant personnel.

2.3. 60 AMW/CCCE will:

- 2.3.1. Administer the Base Recognition Program for military personnel.
- 2.3.2. Provide nomination packages to board members no less than two duty days prior to the board.
- 2.3.3. Solicit board members for each board.
- 2.3.4. Arrange conference room and advise board members of location, time, and date of scheduled board.
- 2.3.5. Ensure quarterly and annual award winners' photographs are displayed at appropriate locations throughout the base.

2.4. Board Presidents of the military boards will:

- 2.4.1. Convene appropriate board.
- 2.4.2. Review nominees' packages and conduct board proceedings.
- 2.4.3. Review score sheets and tally scores with board recorder and recommend winner to 60 AMW/CC.

- 2.4.4. Forward results and score sheets to 60 AMW/CC for approval through 60 AMW/CCC.
- 2.5. For civilian nominees, the Executive Secretary, Incentive Awards Committee will:
 - 2.5.1. Convene and conduct the appropriate committee meeting.
 - 2.5.2. Forward results with appropriate documentation through 60 AMW/CCC to 60 AMW/CC for approval.
- 2.6. 60 AMW/CCC will:
 - 2.6.1. Prepare board findings for 60 AMW/CC approval.
 - 2.6.2. Ensure appropriate award elements (plaques/trophies) are prepared.
- 2.7. First Sergeant Council will:
 - 2.7.1. Coordinate all preparations for the presentation ceremony.
- 2.8. Public Affairs will:
 - 2.8.1. Provide base newspaper coverage of Travis quarterly/annual award winners.
 - 2.8.2. Process hometown news releases.
 - 2.8.3. Provide other publicity as appropriate.

3. NOMINEE CATEGORY ELIGIBILITY:

- 3.1. Individuals will compete in the grade they held for the majority of the award period. Grade criteria is as follows:
 - 3.1.1. O-3 for Senior CGO.
 - 3.1.2. O-1 through O-2 for Junior CGO.
 - 3.1.3. E-7 through E-9 for Senior NCO.
 - 3.1.4. E-5 through E-6 for NCO.
 - 3.1.5. E-1 through E-4 for Amn.
 - 3.1.6. Appropriated and nonappropriated fund civilian employees (excluding supervisors and managers) for Civilian Employee of the Quarter or of the Year.
 - 3.1.7. Appropriated and nonappropriated fund civilian managers and supervisors for Civilian Manager of the Quarter or of the Year.
- 3.2. Wing winners are ineligible for nomination the quarter following their award.

4. NOMINATION/SUSPENSE DATES:

- 4.1. Quarterly/annual nominations will be based only on achievements occurring/concluding during specified time frames.
- 4.2. Quarterly nominations are due to 60 AMW/CCCE or 60 MSS/DPCM after the close of the 1st, 2nd and 3rd quarter by the suspense date set by the CCM office and this instruction (see [Attachment 1](#)).

- 4.3. Quarterly boards will be held during the week specified in [Attachment 2](#), based upon conference room availability.
- 4.4. Civilian quarterly meetings of the Incentive Awards Committee will be held on the Wednesday after the nomination suspense date (see [Attachment 2](#)). The Executive Secretary, Incentive Awards Committee will notify all committee members of any changes in the schedule.
- 4.5. All yearly nominations are due to 60 AMW/CCCE by suspense date set by this instruction (see [Attachment 2](#)).
- 4.6. Annual boards will be held in January (see [Attachment 2](#)), based upon conference room availability and higher headquarters award program suspense's.

5. QUARTERLY PROGRAM:

- 5.1. Each group, including 60 AMW/DS, 615 AMOG, and for all AFRC civilians, the 349 AMW, will develop and administer its own quarterly award program and selection process.
 - 5.1.1. 60 AMW/DS will administer the program for 60 AMW/DS and military tenant unit personnel. Both a 60 AMW/DS and tenant organization nominee may be submitted to the Wing board in each military category.
- 5.2. Submit military nominations to Wing board on AF Form 1206, (current version only).
 - 5.2.1. Use bullet statements under each major heading. Use 12 Times New Roman Font, 25 lines maximum, excluding headings (see [Attachment 3](#)).
 - 5.2.2. Forward nomination package and seven copies to 60 AMW/CCCE in a folder with no staples or clips.
- 5.3. For civilians, group commanders or their designees will submit their nominations to; 60 MSS/DPCM, one per category, and for each nominee, an AF Form 1206 in bullet format limited to 25 lines (excluding headings). Forward the original nomination package and seven copies. Headings are as follows:
 - 5.3.1. Leadership and Job Performance in Primary Duty. Should be above general job requirements, i.e., improving operations, significant support for special projects, other outstanding service of benefit to Travis AFB, AMC or USAF.
 - 5.3.2. Significant self-improvement.
 - 5.3.3. Base or community involvement. Must contribute tangibly or intangibly to the military or civilian community's welfare, morale or status.

6. ANNUAL PROGRAM:

- 6.1. Each 60 AMW group commander, 60 AMW/DS and for all 349 AMW civilians, the 349 AMW, may submit one nominee per group in each category. AMOG and tenant unit military personnel will compete in their own chain of command. Annual nominees do not have to be a quarterly winner, but must have been assigned to Travis AFB for a minimum of six months.
- 6.2. For military Annual Nominees:
 - 6.2.1. The 60 AMW annual winners will go forward as 60 AMW representatives to compete at the NAF and MAJCOM level.

6.2.2. Use AF Form 1206, (current version), limited to two pages, using the headings identified in **Attachment 2**.

6.2.3. Include a bio sheet (see **Attachment 6**), general information sheet (see **Attachment 7**), and statement page (see **Attachment 8**) for annual nominees.

6.2.4. Include a Records Review RIP.

6.2.5. Forward nomination package and seven copies to 60 AMW/CCCE. Include computer disk.

6.2.6. Any additional criteria and guidelines for the Wing annual, AMC First Sergeant of the Year, Twelve Outstanding Airmen of the Year, and Company Grade Officer of the Year programs will be sent to all 60 AMW units to be used in conjunction with this instruction.

6.2.7. 60 AWM/CC will decide which Wing-level winner from among the Junior and Senior CGO categories will represent the 60 AMW at higher headquarter competitions.

6.3. For Civilian Employee of the Year and Civilian Manager of the Year, the individuals selected will be honored for accomplishments during the preceding 12-month period of 1 January through 31 December.

6.4. Eligibility Requirements. All civilian employees, Appropriated Fund, NAF and Tenant, who meet the following criteria, are eligible:

6.4.1. Worked at Travis AFB throughout the award period (January-December).

6.4.2. Received a superior performance appraisal, quality salary increase, or special recognition during the award period (January-December).

6.5. Nomination Procedures. Nomination packages consist of one original plus seven copies of AF Form 1206 (limited to two pages), providing a brief explanation of the individual's job description (limited to seven lines) and specific accomplishments addressing the criteria shown below. Use the same headings as specified in Paragraphs **5.3.1**. through Paragraph **5.3.3**.

6.6. Travis AFB civilian winners and finalists for the Employee and Manager of the Year Awards will be screened to determine who will subsequently be recommended for nomination to AMC for the AMC Civilian of the Year program. In accordance with AMC guidance, nominees for the AMC program must be 60 AMW appropriated fund employees only, and must meet other criteria as announced for the AMC program.

6.6.1. The AMC Civilian of the Year program covers three award categories: Category 1, Civilian Program Specialist: Employees in grades GS-01 through 08 and WG-/WL-01 through 08; Category 2, Civilian Program Manager: Employees in grades GS-09 through 12, WS-01 through 12, and WG-/WL-09 and above; and Category 3, Civilian Senior Program Manager: grades GS-/GM-/WS-13 and above.

6.6.2. Nomination packages and the local winners will be screened against AMC award eligibility and the AMC categories. If a 60 AMW award winner does not meet eligibility requirements for submission to AMC, the highest scored individual meeting those requirements will be forwarded for MAJCOM consideration.

7. SELECTION OF WING BOARD MEMBERS (Military Boards):

7.1. Each group commander will appoint board members.

7.2. There will be one representative from each group on the board. Board composition may be waived by 60 AMW/CCC.

7.2.1. Quarterly boards will consist of members from MDG, OG, LG, SPTG, 60 AMW/DS and 615th AMOG. 60 AMW/DS representative may be from the Wing or a tenant organization.

7.2.2. A non-voting board president will be rotated among the groups. Board president will vote only in the event of a tie for quarterly boards.

7.2.3. Quarterly board presidents will rotate in the following order: MDG, OG, DS, LG, SPTG and AMOG.

7.3. Annual boards will be determined by the 60 AMW/CCC and will consist of group representatives from MDG, OG, LG, and SPTG and 60 AMW/DS. 60 AMW/CCC will preside as a voting board president. 60 AMW/DS member must be from within the wing staff.

7.4. Grade requirements for each board are as follows:

7.4.1. Amn: E-5 and E-6 (Quarterly Board President E-7).

7.4.2. NCO: E-7 or select and E-8 (Quarterly Board President E-8).

7.4.3. Senior NCO: E-9 or select (Board President E-9).

7.4.4. Junior and Senior CGO: Senior CGOs and field grade officers (Board President O-6).

7.4.5. Senior CGO: Field grade officers (Board President O-6).

8. MILITARY SELECTION BOARDS WILL:

8.1. Adhere to this instruction.

8.2. Review nomination packages prior to board meeting.

8.3. Conduct a personal interview with each nominee.

8.3.1. The personal interview is mandatory, except in cases of emergency leave or mission essential obligations excused by 60 AMW/CC or 60 AMW/CCC. Failure to meet personal interview at the designated time constitutes ineligibility for the award, unless a written waiver has been granted. Group commanders are responsible to request waivers for any individual who cannot make a personal appearance before the board.

8.3.2. Attire for the quarterly and annual board members will be service dress uniform.

8.3.3. Quarterly and annual board members will each ask one current AF issue/opinion question.

9. MILITARY BOARD SELECTION PROCESS:

9.1. Selection will be based on a combination of the interview and the nomination package. The package includes the following areas:

9.1.1. Leadership and Job Performance in Primary Duty: The member's job performance in primary duty, including the development of new techniques, must contribute significantly to an increase in mission effectiveness. (Total of 15 points)

9.1.2. Significant Self-improvement: The member must show this improvement through off-duty education, Professional Military Education (PME), achievements in professional or cultural societies or associations, development of creative abilities and so on. (Total of 10 points)

9.1.3. Base or Community Involvement: The member must contribute tangibly or intangibly to the military or civilian community's welfare, morale or status. (Total of 5 points)

9.2. Scoring will be accomplished by the board members for each nominee.

9.2.1. The nomination package will be worth a possible 30 points maximum. Packages will be scored using a point scale in each of the categories listed above; half points may be used.

9.2.2. Statements must pertain to the category in which they are placed. Statements placed into the improper category will receive no point value.

9.2.3. The nomination interview will be worth a possible 10 points maximum. The primary purpose of the board is to ensure nominees' dress and appearance, military bearing, oral expression and articulation of responses will positively represent the 60 AMW at subsequent higher headquarters boards.

9.2.4. Members who cannot meet the board and have received a waiver as identified in Paragraph **8.3.1.** will receive an interview score equal to the average point value of all other nominees in their respective category.

10. CIVILIAN INCENTIVE AWARDS COMMITTEE:

10.1. This is a standing committee with responsibilities for a range of civilian awards activities, including the quarterly and annual civilian employee and manager programs.

10.1.1. Membership consists of a commander appointed primary and alternate for each group, 60 AMW/DS (for 60 AMW staff elements), 349 AMW (for tenant AFRC civilian and ART employees), and an American Federation of Government Employees (AFGE) member for labor representation.

10.1.2. 60 MSS/DPCM serves as a non-voting secretariat.

10.2. The committee will convene in accordance with this instruction for the purpose of evaluating, and recommending to 60 AMW/CC, a civilian manager and employee for quarterly and annual recognition.

10.2.1. Assessment is limited to a review and subjective ranking of nomination packages.

10.2.2. Criteria to be considered emphasizes specific achievements in the performance of assigned or related duties. For manager nominees only, this would include demonstrated superior leadership. For both manager and employee, relevant participation in programs or activities which add to or improve community support may be addressed.

11. QUARTERLY AWARD PRESENTATION:

11.1. 60th Air Mobility Wing's First Sergeant Council, Command Chief Master Sergeant and 60 AMW/CCCE will coordinate the quarterly awards ceremony.

11.1.1. The award ceremony will be held during the first week of May, August, and November. (The fourth quarter ceremony will be held on the second Thursday in January.)

11.1.2. If the day falls on a holiday, an alternate date will be selected.

11.2. 60th Air Mobility Wing Commander, or designated representative and Command Chief Master Sergeant or designated representative will present awards.

11.2.1. Squadron nominees to their groups will receive a congratulatory certificate.

11.2.2. Group nominees to the base will receive a congratulatory certificate.

11.2.3. Base winners will receive a plaque or other appropriate recognition.

11.3. Military nominees will wear service dress uniform and must attend the rehearsal prior to the ceremony.

11.4. All personnel, including co-workers, supervisors, first sergeants, commanders, and family are highly encouraged to attend. Military squadron winners, group winners, and base nominees must attend if present for duty.

11.5. Civilian quarterly winners will each:

11.5.1. Receive a certificate signed by the 60 AMW Commander and the Command Chief Master Sergeant and a plaque at the awards ceremony.

11.5.2. A photograph displayed in the 60 AMW Headquarters Lobby, Building 51, the Delta Breeze Club, and the Base Exchange.

11.5.3. Receive a \$200.00 Notable Achievement Award.

11.6. Honor Guardsman of the Quarter will be recognized at the Wing program.

12. ANNUAL AWARD PRESENTATION:

12.1. 60th Air Mobility Wing's First Sergeant Council, Travis Top Three (3), Command Chief Master Sergeant and 60 AMW/CCCE will coordinate the annual awards ceremony.

12.2. Ceremony will take place in January (see [Attachment 2](#)).

12.3. All personnel are encouraged to attend.

12.4. Military and Civilian Honors, Recognition, and Publicity. Winners will each:

12.4.1. Receive a congratulatory letter signed by the 60 AMW Commander. A copy of civilian's letter will be forwarded to the employee's squadron commander.

12.4.2. Civilians will receive a \$300.00 Notable Achievement Award.

12.4.3. Receive a plaque at the TAFB Annual Awards Ceremony

12.4.4. A photograph displayed in the 60 AMW Headquarters Lobby, Building 51, the Delta Breeze Club, and the Base Exchange.

13. FORMS PRESCRIBED: AF Form 1206.

JEFFREY N. LEKNES, Lt Col, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Programs*.

Privacy Act of 1974 authorized by 10 U.S.C., Chapter 857 *Decorations and Awards*

System of Records Notice FO AF PC V, *Awards and Decorations*

Attachment 2**CALENDAR OF EVENTS****Quarterly award nominations due:**

1st Quarter: Third week of April.

2nd Quarter: Third week of July.

3rd Quarter: Third week of October.

4th Quarter: First week of January.

Submit military nomination packages to 60 AMW/CCCE in original and seven copies no later than 1200 hours.

Submit civilian nominations to 60 MSS/DPCM in original and seven copies no later than 1200 hours.

Quarterly award boards (military):

First Quarter: Fourth week of April.

Second Quarter: Fourth week of July.

Third Quarter: Fourth week of October.

Fourth Quarter: Second week of January.

Quarterly award ceremonies:

First Quarter: First week of May.

Second Quarter: First week of August.

Third Quarter: First week of November.

Fourth Quarter: Second week of January.

Annual award nominations due:

Submit military nomination packages to 60 AMW/CCCE in original and six copies (include electronic version on disk) no later than 1200 hours on date due.

Submit civilian nomination packages to 60 MSS/DPCM in original and seven copies (include electronic version on disk) no later than 1200 hours on date due.

Annual award board (military): Third Friday in January.

Annual award ceremony: Fourth Thursday in January.

Specific ceremony and nomination packages due dates will be announced by separate letter.

Attachment 3**INSTRUCTIONS FOR COMPLETION OF AF FORM 1206, NOMINATION FOR AWARD**

AWARD: Travis AFB Quarterly/Annual Awards (as appropriate)

CATEGORY: Airman, NCO, etc., (as appropriate)

AWARD PERIOD: 1 Jul - 30 Sep 98 (as appropriate)

RANK/NAME OF NOMINEE: TSgt Brown, Charles O.

SSN: 123-45-6789

DAFSC/DUTY TITLE: 3A071/NCOIC, Command Support Staff

MAJCOM: Air Mobility Command

UNIT/OFFICE SYMBOL/STREET ADDRESS: 60th Component Repair Squadron/CCQA, 360 Ragsdale Street, Building 804

BASE/STATE/ZIP CODE: Travis AFB, CA 94535-2641

TELEPHONE: DSN 837-4201, Commercial (707) 424-4201

RANK/NAME OF UNIT COMMANDER: Maj Wilson, George R.

SPECIFIC ACCOMPLISHMENTS: This section must be completed in bullet format. Selections will be based on a combination of the following areas. In order for the nomination to be competitive, accomplishments must be addressed strongly and specifically in each of these areas:

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Member's job performance in primary duty, including the development of new techniques, must contribute significantly to an increase in mission effectiveness.

SIGNIFICANT SELF IMPROVEMENT: Member must show this improvement through off-duty education, professional military education, achievements in professional or cultural societies or associations, development of creative abilities and so on.

BASE OR COMMUNITY INVOLVEMENT: Member must contribute tangibly or intangibly to the military or civilian community's welfare, morale or status.

NOTE: The justification must contain specific facts from the nominee's contributions during the current calendar year only. Achievements of the member should be so outstanding as to highly distinguish the individual from his/her peers. To ensure the competitiveness of all nominations, each of the headings must be specifically addressed reflecting the whole-person concept. Ensure information is included under the proper heading, and is accurate. The current edition of this form must be used, and may be completed on Form Flow Filler. If typed, 10 pitch (10 characters per inch) will be used.

Attachment 4

AIRMAN/NCO/SRNCO/JR CGO/SR CGO NARRATIVE SCORE SHEET

NOMINEE: _____

SQUADRON: _____

NARRATIVE AREAS	POINTS POSSIBLE	POINTS AWARDED
1. Leadership and Job Performance in Primary Duty.	15	_____
2. Significant Self-improvement.	10	_____
3. Base or Community Involvement.	5	_____
TOTAL	30	_____

Half-points may be given.

Comments about the narrative:

Board Member's Name, Rank, and Unit

Signature

Attachment 5

AIRMAN/NCO/SRNCO/ JR CGO/SR CGO INTERVIEW SCORE SHEET

NOMINEE: _____

SQUADRON: _____

	Satisfactory		Excellent		Outstanding	
1. Military image and courtesies; wear of the uniform.	1/2	1	1 1/2	2	2 1/2	
2. Ability to communicate.	1/2	1	1 1/2	2	2 1/2	
3. Logic and reasoning ability.	1/2	1	1 1/2	2	2 1/2	
4. How well did the individual present themselves?	1/2	1	1 1/2	2	2 1/2	

Comments about the interview:

Board Member's Name, Rank, and Unit

Signature

Attachment 6**STANDARD BIOGRAPHY FORMAT****AIRMAN FIRST CLASS JOHN Q. DOE, JR.****123-45-6789****AFSC: 3A051, ADMINISTRATIVE CRAFTSMAN**

Airman First Class John Q. Doe, Jr., is an administrative specialist assigned to the 123d Support Group, Jones AFB, Texas. He is XX years old.

Airman Doe was born in Burlingame, California, on the May 10, 19XX. He attended Central High School and excelled across the entire spectrum of school activities. As a three-year football letterman, his exceptional performance earned him his team's coveted Peterson Award for Spirit, dedication, and leadership, on and off the field.

After graduation from high school in 19XX, Airman Doe was locally employed and served as a church council officer for his church in Turlock, California. He subsequently enlisted in the Air Force under the Delayed Enlistment Program in 19XX and was called to active duty in 19XX.

Upon completion of Basic Military Training at Lackland AFB, Texas, in 19XX, Airman Doe began technical training as an administrative specialist at Keesler AFB, Mississippi, where he was an honor graduate (December 19XX). He was then assigned to Jones AFB and began on-the-job training for his five-skill level.

Airman Doe is married to the former Jane Q. Smith. (Include nickname or preferred name and, if active duty, rank). He actively participates in the local church, where he serves as a youth counselor. He was selected as the 123d Support Group Outstanding Airman of the Quarter and subsequently for 1998. 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 with 1" margins, using 10-/12-pitch courier. This sample is very general. Ensure the biography of the nominee includes more specific information that strongly supports the nomination. Accomplishments in the following areas should be considered for inclusion: membership in organizations (including student), leadership roles, schools, and college/vocational credits.

Attachment 7**GENERAL INFORMATION SHEET FOR AIRMAN, NCO, SR NCO,
JR CGO, SR CGO AND USAF FIRST SERGEANT OF THE YEAR AWARD**

NAME OF AWARD: USAF First Sergeant of the Year Award, 1999
FROM: 60 Air Mobility Wing (AMC)
**INCLUSIVE DATE OF
ACHIEVEMENT:** 1 January 1998 – 31 December 1998
NOMINEE: John Q. Doe, Jr.
GRADE: Master Sergeant
SSAN: 123-45-6789
**PRESENT ORGANIZATION
AND STATION:** 60th Component Repair Squadron
60 Ragsdale Street
Travis AFB CA 94535-2641
**PROJECTED ASSIGNMENT
AND REPORTING DATE:** 438th Support Group
(IF APPLICABLE) 123 W. Main St
Thomas AFB, TX 98765-4321
RNLTD: 1 June 1999
PERMANENT HOME ADDRESS: 630 Bel Air Court
Turlock, CA 95380-1234

NOMINATED FOR: USAF First Sergeant of the Year Award for outstanding leadership as First Sergeant of the 60th Component Repair Squadron. Member has not had an open unfavorable information file (UIF) during the award period.

NOTE: Left margin must be one inch. NOMINATED FOR portion is single-spaced. Double-space between all other headings.

Attachment 8**STATEMENT PAGE**

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: 60th Logistics Group (A1C John Q. Doe, Jr.)

1002 West Parr Avenue

Jones AFB, Texas 12345-6789

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.
3. If I do not have retainability and if selected as one of the 12 Outstanding Airman, I will obtain the required retainability to compete at Air Force level.

JOHN Q. DOE, JR., A1C, USAF

FR 123-45-6789

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. This statement is for 12 OAY nominees only.