

**10 MAY 2005**



**Personnel**

**AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 15 AW/CCC (CMSgt James A. LeVack) Certified by: 15 AW/CV (Colonel J. Scott Chesnut)  
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This instruction establishes policies and procedures for nomination, selection, and award of the 15th Air-lift Wing (15 AW) and Hickam Air Force Base Recognition Programs. It applies to all personnel assigned or attached to the 15th Airlift Wing. The instruction does not apply to Air National Guard or Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

Replaced 15th Air Base Wing (15 ABW) with 15th Airlift Wing (15 AW). Added additional responsibility in section **2.1**. and renumbered. Added paragraphs **2.5**. detailing 15 SVS responsibilities. Renumbered paragraph **2**. Edited **3.1.6**. to allow yearly wing/base winner to compete the next year. Added new physical fitness standards for AMN, NCO, SNCO, First Sergeant, CGO nominations. Changed board composition to one board president and 5 board members for AMN, NCO, and SNCO boards. Changed board composition to one board president and 3 board members for CGO boards, see section **4**. The Volunteer Selection Board, section **4.4**., will now consist of one civilian GS-9 equivalent or higher, one SNCO, one officer, and the Family Support Center director, who will serve as the board chairperson. The Civilian Selection Board, section **4.3**., will now consist of four members from the Civilian Incentive Awards Committee. They will consider all nominations in the civilian categories. Added Team and Honor Guard awards. All master scoresheets and board member scoresheets changed. Attachments renumbered. Added Team award score sheet (**Attachment 11**) and Honor Guard scoresheet (**Attachment 13**). Added Team award nomination example (**Attachment 4**) and Honor Guard nomination example (**Attachment 5**). Added civilian score sheet (**Attachment 10**). Changed scoring process for Volunteer of the Quarter/Year (**Attachment 6**), and added score sheet (**Attachment 12**). Paragraph 4.6.4 expanded to read that board chairpersons' scores will only be used in the event of a tie. Added civilian nomination example (**Attachment 3**). Added paragraph **7**. Renumbered paragraph **8**. from paragraph **7**. In **Attachment 7**, section A.5.4, additional sentence added requiring split differences greater than two rankings be resolved.

This publication has been completely revised and must be reviewed.

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**1. PROGRAM OBJECTIVES.** Recognizing individual superior performance is very important. This program is not a substitute for other Air Force awards. It is primarily an incentive program to recognize outstanding performers, thus contributing to the morale of the wing and base community. Program objectives are as follows:

- 1.1. Provide a base-level program to recognize outstanding achievement and performance.
- 1.2. Identify personnel who strive for greater responsibility.
- 1.3. Complement unit recognition programs and provide a program to recognize wing and base outstanding performers.
- 1.4. Recognize outstanding team and volunteer community service in our base and local community.

**2. PROGRAM RESPONSIBILITIES.** The Commander, 15th Airlift Wing, retains overall responsibility for the wing and base programs. Commanders organize and manage unit and group/staff agency level awards programs to support the wing and base program. The following offices have specific responsibilities to support and administer the wing and base programs.

**2.1. 15 AW Command Chief Master Sergeant (15 AW/CCC).**

- 2.1.1. Manage the program and serve as overall point of contact.
- 2.1.2. Publish an yearly awards schedule that details (for each quarter) when board members names are due, when nomination packages are due, when board members pick up packages, board dates, and quarterly awards breakfast/annual awards dinner dates. Disseminate to all wing and base agencies.
- 2.1.3. Disseminate award criteria to wing and base agencies.
- 2.1.4. Establish and disseminate rotational tasking of board members for AMN, NCO, SNCO, Team Award, and First Sergeant selection boards.
- 2.1.5. Advise board members on date, time, and location of selection board
- 2.1.6. Establish a central collection point for all nominations.
- 2.1.7. Consolidate all board results, review and send to 15 AW/CC for final approval.
- 2.1.8. Order, purchase, and pick up award presentations.
- 2.1.9. Collect and consolidate contributions from sponsors.

**2.2. The 15 AW Executive Officer (15 AW/CCE).** Implements the CGO awards program. The 15 AW/CCE will:

- 2.2.1. Establish and disseminate rotational tasking of board members for selection board.
- 2.2.2. Advise board members on date, time, and location of selection board.
- 2.2.3. Obtain the nomination packages from the Command Chief Master Sergeant (15 AW/CCC) and distribute them to each selection board member.
- 2.2.4. Facilitate the selection board process.
- 2.2.5. Forward board results to 15 AW/CCC for 15 AW/CC approval.

**2.3. The 15th Mission Support Squadron Civilian Personnel Flight (15 MSS/DPC).** Administers the Civilian Quarterly Awards Program. Responsibilities include:

- 2.3.1. Select members for each civilian selection board.
- 2.3.2. Advise board members on date, time, and location of selection board.
- 2.3.3. Appoint a representative of the 15 MSS/DPC who will:
  - 2.3.3.1. Obtain nomination packages from 15 AW/CCC and distribute them to each selection board member.
  - 2.3.3.2. Convene the Civilian Selection Board and brief members on board procedures.
  - 2.3.3.3. Facilitate the selection board process.
  - 2.3.3.4. Forward board results to 15 AW/CCC for 15 AW/CC approval.

**2.4. The 15th Mission Support Squadron, Family Support Center (15 MSS/DPF).** Administers the Volunteer Selection Boards and will:

- 2.4.1. Select members for selection board.
- 2.4.2. Advise board members of date, time, and location of selection board.
- 2.4.3. Appoint a representative of the 15 MSS/DPF who will:
  - 2.4.3.1. Obtain nomination packages from 15 AW/CCC and distribute them to each selection board member.
  - 2.4.3.2. Convene the Volunteer Selection Board and brief members on board procedures.
  - 2.4.3.3. Facilitate the selection board process.
  - 2.4.3.4. Forward board results to 15 AW/CCC for 15 AW/CC approval.

**2.5. The 15th Services Squadron (15 SVS).**

- 2.5.1. 15 SVS will fund Services Bucks for quarterly and annual Airmen, NCO, SNCO, CGO award winners.

**2.6. OTHER UNITS such as HQ PACAF/CCQ, 715 AMOG/CC, 692 IOG/CC and Group 5 (organizations that do not fall under the 15 AW, HQ PACAF, ACC, or AMC) will:**

- 2.6.1. Establish a program that conforms to the requirements, intent, and spirit of this instruction to recognize or select outstanding performers.
- 2.6.2. Provide an appropriate form of recognition for group-level winners in each category. JIC-PAC AFELM/CSS will act as OPR for providing an equitable “group level” selection process for Group 5.
- 2.6.3. Ensure group representative’s award packages are prepared for the combined quarterly and annual selection boards.
- 2.6.4. When requested, appoint board members for selection boards.

**2.7. Protocol (15 AW/CCP).** Responsibilities include:

- 2.7.1. Prepare and send invitations to all distinguished visitors and award sponsors for all awards breakfasts, luncheons, and banquets.

2.7.2. Coordinate reservations, base passes, seating, and name cards for all distinguished visitors.

2.8. **Public Affairs (15 AW/PA).** PA will:

2.8.1. Publicize the wing and base quarterly and annual awards ceremonies.

2.8.2. Provide appropriate media coverage for award winners.

### 3. GENERAL PROCEDURES.

3.1. **Eligibility.** The nominee/team must meet the following criteria.

3.1.1. 15 AW Recognition Program: All active duty Air Force members, federal civilians, and volunteers assigned to the 15th Airlift Wing are eligible if they meet the requirements in para 3.1.3 (Not applicable to team award nominees).

3.1.2. Team Hickam AFB Recognition Program: All active duty Air Force members, federal civilians, and volunteers assigned to an Air Force or joint unit and physically located in Hawaii are eligible to compete in the Team Hickam AFB recognition program if they meet the requirements in para 3.1.3 (Not applicable to team award nominees).

3.1.3. Each military nominee must meet the following quality standards:

3.1.3.1. Nominees must not have had an open Unfavorable Information File (UIF) during the nomination period.

3.1.3.2. AMN, NCO, SNCO, First Sergeant, CGO, and Honor Guard nominees not currently on medical profile must meet or exceed the minimum fitness composite score. Score must be current within one year.

3.1.3.3. Nominees in upgrade and on-the-job training must be making satisfactory progress.

3.1.3.4. Nominees must not have received any adverse administrative, non-judicial, or judicial action during the nomination period.

3.1.3.5. An individual's category of competition is based on the grade held during the majority of the nomination period.

3.1.3.6. First Sergeants are eligible for the First Sergeant of the Year category only.

3.1.4. Commanders will ensure each civilian nominee meets performance standards.

3.1.5. Commanders will ensure that each volunteer nominee's community service is significant in nature, produces tangible results, is factual and accurate, and reflects favorably on the Air Force.

3.1.6. An individual selected as a previous quarterly wing/base winner is ineligible to compete in another quarter during the same calendar year. An exception is granted if the individual is competing in a different category.

3.1.7. An individual can compete in only one category.

3.2. **Categories of Competition.**

3.2.1. Airman (Amn): E-1 thru E-4.

3.2.2. Noncommissioned Officer (NCO): E-5 thru E-6.

3.2.3. Senior Noncommissioned Officer (SNCO): E-7 thru E-9.

3.2.4. First Sergeant: Personnel with PAFSC 8F000 (Annual award only).

3.2.5. Company Grade Officer (CGO): O-1 thru O-3.

3.2.6. Civilian Category I: GS-1 thru GS-6; WG-1 thru WG-11; WL-1 thru WL-5; WS-1 thru WS-7; NF-I thru NF-II; CC-1 thru CC-5; NA-1 thru NA-11; NL-1 thru NL-5; and NS-1 thru NS-7.

3.2.7. Civilian Category II: GS-7 thru GS-10; WG-12 thru WG-15; WL-6 thru WL-14; WS-8 thru WS-13; NF-III; NA-12 thru NA-15; NL-6 thru NL-14; and NS-8 thru NS-13.

3.2.8. Civilian Category III: GS-11 thru GS-13; WS-14 thru WS-19; NF-IV; NL-15; and NS-14 thru NS-19.

3.2.9. Volunteer: Military or civilian, to include family members, and military and federal retirees.

3.2.10. Team Award: Military or civilian, to include family members, and military and federal retirees. A team must consist of three and no more than fifteen eligible candidates in order to compete.

3.2.11. Team Hickam Honor Guard Member of the Quarter/Year Award: This award recognizes the Base-level Honor Guard member who has made the most significant contribution in the area of military honors and ceremonies at base-level programs. All base-level Honor Guard members, to include ANG and AFRC members, are eligible for this award. Note: Personnel assigned to the USAF Honor Guard are not eligible for this award.

3.2.12. Team Hickam Honor Guard Program Manager of the Quarter/Year: This award recognizes the Base-Level Program Manager who has made the most significant contribution in the area of Base Honor Guard Program management. All base-level Honor Guard NCOICs/Program Managers, to include ANG and AFRC members, are eligible for this award. Note: Personnel assigned to the USAF Honor Guard are not eligible for this award.

### 3.3. **Periods of Competition** (by calendar year):

#### 3.3.1. Quarterly:

3.3.1.1. 1 January through 31 March.

3.3.1.2. 1 April through 30 June.

3.3.1.3. 1 July through 30 September.

3.3.1.4. 1 October through 31 December.

3.3.2. Annual: 1 January through 31 December.

### 3.4. **Nomination Procedures.**

#### 3.4.1. **Quarterly and Annual Award programs.**

3.4.1.1. 15 AW: Each group, including the 15 AW staff agencies, may nominate one individual in each category.

3.4.1.2. Hickam AFB: Each major unit (15 AW, HQ PACAF, ACC, AMC, and Group 5) may nominate one individual in each category.

3.4.2. Nominations for military, civilian, team, and honor guard competition categories will be prepared on current version of the AF Form 1206, Nomination for Award, using bullet format. Nominations must be 12 pitch Times New Roman font. See paragraph 3.4.3 for category headings. Nominations for the volunteer award category will be in the form of a memorandum (see Attachment 6 for format). Only accomplishments from the current period of competition will be used in the nomination. Emphasis should be placed on quality of accomplishments versus quantity.

3.4.2.1. Quarterly nominations in the military, civilian, and team competition categories are limited to 24 lines to include headings, on the front side of the AF Form 1206. Honor guard nominations are limited to 12 lines to include headings, on the front side of the AF Form 1206. Enlisted, officer and civilian nominations should be written with a 70-15-15 ratio.

3.4.2.2. Quarterly and annual nominations for the volunteer award is limited to one page (12 pitch Times New Roman font).

3.4.2.3. Annual nominations are limited to one page, front side only. Nominee and commander will sign cover letter (Attachment 1) after nominations have been reviewed for accuracy.

3.4.3. AF Form 1206 Headings. Use the following headings for each category. Descriptions for each heading can be found in **Attachments 2 - 5**.

3.4.3.1. For Amn, NCO, SNCO, First Sergeant and CGO categories:

3.4.3.1.1. Leadership and Job Performance in Primary Duty

3.4.3.1.2. Significant Self-Improvement

3.4.3.1.3. Base/Community Involvement

3.4.3.2. For Civilian categories:

3.4.3.2.1. Job Performance

3.4.3.2.2. Significant Contributions/Achievements

3.4.3.2.3. Recognition

3.4.3.3. For Team category:

3.4.3.3.1. Specific accomplishment(s)

3.4.3.4. For Honor Guard category

3.4.3.4.1. Participation in Base/Community Events

3.4.3.4.2. Positive representation of the Air Force

3.4.4. See **Attachment 6** for an example of the Volunteer award memorandums.

3.4.5. Submit seven legible copies of the nomination package to the 15 AW/CCC for the Airman, NCO, and SNCO categories. Submit five legible copies of the nomination package to the 15 AW/CCC for all other categories around the 15th day following the end of the quarter. Annual award nominations are due around the 1st of Feb each year. Refer to the 15th Airlift Wing Command Chief's published schedule for exact dates.

**4. SELECTION BOARDS.** The same selection board will select both wing and Team Hickam award winners. Board members will come from each of the major organizations on a rotating basis. The individual with the best score will become the base award winner. Next, the individual assigned to the 15 AW with the best score will become the wing award winner. The combined boards will be held around the 18th day following the end of the quarter (Jan, Apr, Jul, and Oct). The annual board will be held around the 15th of Feb.

**4.1. All Enlisted Selection Boards.**

4.1.1. A chairperson in the grade of CMSgt and five board members in the grade of CMSgt or SMSgt will compose the SNCO board.

4.1.2. A chairperson in the grade of CMSgt and five board members in the grade of SMSgt or MSgt will compose the NCO board.

4.1.3. A chairperson in the grade of CMSgt and five board members in the grade of MSgt or TSgt will compose the Airman board.

4.1.4. The 15 AW/CCC will preside over the First Sergeant of the Year board along with a Chief, First

Sergeant (if assigned) and three Chiefs.

4.2. Company Grade Officer Selection Board will consist of a board chairperson in the grade of lieutenant colonel or colonel (O5/O6) and three field grade officers (O4/O5).

4.3. The Civilian Selection Board will consist of four members from the Civilian Incentive Awards Committee. They will consider all nominations in the civilian categories.

4.4. **The Volunteer Selection Board** will consist of one civilian GS-9 equivalent or higher, one SNCO, one officer, and the Family Support Center director, who will serve as the board chairperson.

4.5. **The Team Selection Board** will consist of a board chairperson in the grade of lieutenant colonel or colonel (O5/O6) and three board members, one Chief Master Sergeant, one SMSgt or MSgt, and one civilian GS-9 equivalent or higher.

4.6. **The Honor Guard Board** will consist of one Chief, one First Sergeant, the OIC of the Honor Guard, and a squadron commander, who will serve as the board chairperson. They will consider all nominations in both categories.

**4.7. Selection Board Responsibilities.**

4.7.1. All board chairpersons will meet with the responsible agency to receive instructions on presiding over the board. Board chairpersons and members will pick up packages from 15 AW/CCC.

4.7.2. All board chairpersons will preside over sessions of their respective boards and provide guidance to board members regarding selection criteria, scoring methods, and other relevant issues, in accordance with this instruction.

4.7.3. All board members will score nomination packages prior to the board convening. See Attachment 7 for scoring procedures. Use of prescribed scoring sheets (see **Attachments 8 – 13**) is mandatory.



4.7.4. Board chairpersons will collect score sheets and consolidate scores in the master sheet provided. Board chairpersons scores will only be used in event of a tie. Board chairpersons will sign score sheet and provide all score sheets to the 15 AW/CCC upon board completion.

4.7.5. Under no circumstances will selection board results be released prior to announcement of award winners at the combined recognition ceremonies.

## 5. RECOGNITION.

5.1. All military, civilian, honor guard, and volunteer winners selected by the selection boards will receive the following.

5.1.1. An engraved plaque.

5.1.2. Be recognized at the quarterly and annual award recognition ceremonies, as appropriate.

5.1.3. Other honors, as appropriate.

5.2. All Team award winners selected by the board will receive the following.

5.2.1. Be recognized at the quarterly and annual award recognition ceremonies, as appropriate.

5.2.2. A perpetual plaque to be rotated between each quarter's team award winners. The trophy will be returned to 15 AW/CCC two weeks prior to the next quarter's ceremony.

5.2.3. Each individual member of the team will receive a certificate.

5.2.4. Other honors, as appropriate.

5.3. The Air Force Hawaii First Sergeants Association will coordinate and conduct appropriate and timely awards ceremonies for recognizing all wing and base nominees and award winners covered by this instruction.

**6. PACAF OUTSTANDING AIRMEN OF THE YEAR PROGRAMS.** The 15 AW Annual Award winners in the enlisted and officer categories will represent the 15 AW as nominees for the PACAF Outstanding Airmen, First Sergeant, and CGO of the Year. Prepare nominations on the AF Form 1206 according to AFI 36-2805. Use the format for the Twelve Outstanding Airmen of the Year. The AF Form 1206 nomination is limited to one single-spaced. Include a biography, general information sheet, nomination letter, and statement of intent (enlisted only) as outlined in AFI 36-2805 and any applicable PACAF and Air Force messages.

**7. AUTHORIZATION TO PRESENT COINS.** The 15 AW/CC and CCC are authorized to present coins, unique to their position, to individuals for outstanding performance or superior achievement. Other coins may be presented for outstanding achievement or significant accomplishment.

## 8. AIR FORCE REFERENCES.

8.1. AFI 36-2805, Special Trophies and Awards.

8.2. AFI 10-248, Fitness Program.

WILLIAM J. CHANGOSE, Colonel, USAF  
Commander, 15th Airlift Wing

**Attachment 1**

**ANNUAL NOMINATION COVER LETTER  
(SAMPLE)**

DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

Date

MEMORANDUM FOR (UNIT CC)

FROM: OFFICE SYMBOL  
(Address)  
(Base and Zip Code)

SUBJECT: Annual Nomination Cover Letter

I have been nominated to represent my unit for the (what year) annual award competition. All information is correct and accomplishments contained in the AF Form 1206 were achieved this year.

NAME, Grade, USAF  
Duty Title

1st Ind, (Unit CC)

Date

MEMORANDUM FOR 15 AW/CCC  
800 Scott Circle  
Hickam AFB HI 96853-5328

(Rank) (John Doe) has been nominated to represent (Unit) to compete for the (what year) annual awards competition. (Rank) (John Doe) meets or exceeds the fitness standard and presents a professional military image. Use one of the following statements in your letter: (Rank) (John Doe) will be present for the awards ceremony (ceremony date). (Rank) (John Doe) will not be able to attend the awards ceremony (give the reason).

NAME, Grade, USAF  
Commander

## Attachment 2

**AF FORM 1206, NOMINATION FOR OFFICER/ENLISTED AWARD  
(SAMPLE NOMINATION FORMAT)**

NOMINATION FOR AWARD		
<b>AWARD</b> Quarterly/Annual Recognition	<b>CATEGORY</b> NCO	<b>AWARD PERIOD</b> 1 January-31 March 2004
<b>RANK/NAME OF NOMINEE (Last, First, MI)</b> TSgt Doe, John E.		<b>SSN</b> 6789
<b>DAFSC/DUTY TITLE</b> 3A051/Information Manager		
<b>MAJCOM</b> PACAF	<b>UNIT/OFFICE SYMBOL/STREET ADDRESS</b> 15 AW/CCA, 800 Scott Circle, Bldg 1110	
<b>BASE/STATE/ZIP CODE</b> Hickam AFB HI 96853-5328	<b>TELEPHONE (DSN &amp; Commercial)</b> DSN: 449-6345 COMM: (808) 449-6345	
<b>RANK/NAME OF UNIT COMMANDER (Last, First, MI)</b> Major Smith, John A.		
<p><b>SPECIFIC ACCOMPLISHMENTS (Use single-spaced bullet format)</b>  <b>(Limited to 24 lines to include headings for Quarterly Nomination) * Do not modify the headings or add additional information on the heading line.</b>  <i>Headings for Amn, NCO, SNCO, First Sergeant and, CGO Categories:</i>  <b>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</b>            Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Pay special attention to member's performance while deployed or while at home duty station, supporting deployment operations. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. Put emphasis on impact and results.  <b>SIGNIFICANT SELF-IMPROVEMENT:</b>            Highlight nominee's fitness improvement efforts and leadership role promoting/supporting fitness programs within the unit/base level. Show 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, and so forth. Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties; e.g., Class, Course, Degree Enrollment, and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen. Put emphasis on impact and results.  <b>BASE/COMMUNITY INVOLVEMENT:</b>            Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events; e.g., President of the Top 3, Enlisted Dining Out Committee, member of the Air Force Sergeants Association, Sunday School Teacher, and so forth. Put emphasis on impact and results.</p>		

## Attachment 3

AF FORM 1206, NOMINATION FOR CIVILIAN AWARD  
(SAMPLE NOMINATION FORMAT)

NOMINATION FOR AWARD		
<b>AWARD</b> Quarterly/Annual Recognition	<b>CATEGORY</b> Civilian Category I, II, or III	<b>AWARD PERIOD</b> 1 January-31 March
<b>RANK/NAME OF NOMINEE (Last, First, MI)</b> GS-11 Doe, Jane E.		<b>SSN</b> 6789
<b>DAFSC/DUTY TITLE</b> 3A051/Information Manager		
<b>MAJCOM</b> PACAF	<b>UNIT/OFFICE SYMBOL/STREET ADDRESS</b> 15 AW/CCA, 800 Scott Circle, Bldg 1110	
<b>BASE/STATE/ZIP CODE</b> Hickam AFB HI 96853-5328	<b>TELEPHONE (DSN &amp; Commercial)</b> DSN: 449-6345 COMM: (808) 449-6345	
<b>RANK/NAME OF UNIT COMMANDER (Last, First, MI)</b> Major Smith, John A.		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced bullet format)</i> <b>(Limited to 24 lines to include headings for Quarterly Nomination) * Do not modify the headings or add additional information on the heading line.</b> <i>Headings for Civilian Categories:</i> <b>JOB PERFORMANCE:</b> Describe performance on the job that is clearly above expected standards and significantly enhances the mission. Describe improvements and cost saving methods that impact the unit. Put emphasis on impact and results. <b>SIGNIFICANT CONTRIBUTIONS/ACHIEVEMENTS:</b> Include activities such as self-development efforts through education or personal improvement training, participation in the AF Suggestion Program, participation in civic or community affairs, volunteer work, or other noteworthy activities. Put emphasis on impact and results. <b>RECOGNITION:</b> Describe any monetary, non-monetary, and non-job related recognition received. Put emphasis on impact and results.		

**Attachment 4**

**NOMINATION FORMAT FOR THE TEAM OF THE QUARTER/YEAR AWARD**

**AF Form 1206, Nomination for Award**

**(Sample)**

NOMINATION FOR AWARD		
<b>AWARD</b> Quarterly/Annual Recognition	<b>CATEGORY</b> Team	<b>AWARD PERIOD</b> 1 January-31 March 2004
<b>RANK/NAME OF NOMINEE (Last, First, MI)</b> Team Name		<b>SSN</b> 6789
<b>DAFSC/DUTY TITLE</b>		
<b>MAJCOM</b> PACAF	<b>UNIT/OFFICE SYMBOL/STREET ADDRESS</b> 15 AW/CCA, 800 Scott Circle, Bldg 1110	
<b>BASE/STATE/ZIP CODE</b> Hickam AFB HI 96853-5328	<b>TELEPHONE (DSN &amp; Commercial)</b> DSN: 449-6345 COMM: (808) 449-6345	
<b>RANK/NAME OF UNIT COMMANDER (Last, First, MI)</b> Major Smith, John A. (if any, if no unit commander then overall point of contact)		
<p><b>SPECIFIC ACCOMPLISHMENTS (Use single-spaced bullet format)</b>  <b>(Limited to 24 lines to include headings for Quarterly Nomination) * Do not modify the headings or add additional information on the heading line.</b>  <i>1 headings for Team Categories:</i>  <b>SPECIFIC ACCOMPLISHMENTS:</b>                      Describe significant team accomplishments. Examples include how team improved base's work environment, improved the base's/community's quality of life, enhanced productivity of the work force, increased customer satisfaction or improved customer service, encouraged bottom-to top communication and team problem solving, promoted unit/base cohesiveness, exceeded standards, and/or implemented a new best practice/procedure. Define the scope and level of accomplishments and their impact on the mission, unit, base, and/or community. Place emphasis on impact and results.  <b>INDIVIDUALS OR UNITS INVOLVED:</b>                      Listing of all personnel or units included in this nomination</p>		



## Attachment 5

**AF FORM 1206, NOMINATION FOR HONOR GUARD  
(ENLISTED AND OFFICER CATEGORIES) AWARD**

**(Sample Nomination Format)**

NOMINATION FOR AWARD		
<b>AWARD</b> Quarterly/Annual Recognition	<b>CATEGORY</b> Honor Guard	<b>AWARD PERIOD</b> 1 January-31 March 2004
<b>RANK/NAME OF NOMINEE (Last, First, MI)</b> TSgt Doe, John E.		<b>SSN</b> 6789
<b>DAFSC/DUTY TITLE</b> 3A051/Information Manager		
<b>MAJCOM</b> PACAF	<b>UNIT/OFFICE SYMBOL/STREET ADDRESS</b> 15 AW/CCA, 800 Scott Circle, Bldg 1110	
<b>BASE/STATE/ZIP CODE</b> Hickam AFB HI 96853-5328	<b>TELEPHONE (DSN &amp; Commercial)</b> DSN: 449-6345 COMM: (808) 449-6345	
<b>RANK/NAME OF UNIT COMMANDER (Last, First, MI)</b> Major Smith, John A.		
<p><b>SPECIFIC ACCOMPLISHMENTS (Use single-spaced bullet format)</b>  <b>(Limited to 12 lines – 5 per category and 2 for category headings for Honor Guard nominations. * Do not modify the headings or add additional information on the heading line.</b>  <i>Headings for Honor Guard Category:</i>  <b>PARTICIPATION IN BASE/COMMUNITY EVENTS:</b>            Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include what types of details the individuals participated in and what impact that had on the base and community. Put emphasis on impact and results.  <b>POSITIVE REPRESENTATION OF THE AIR FORCE:</b>            Define what the member did to support a positive representation of the Air Force during Honor Guard details and community relations. Also how member fostered teamwork among peers. Put emphasis on the Honor Guard Creed and how the individual upheld that creed.</p>		

**Attachment 6****NOMINATION FORMAT FOR VOLUNTEER OF THE QUARTER/YEAR AWARD  
(Sample)**

DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES

MEMORANDUM FOR 15 MSS/DPF

FROM: Functional Address/Office Symbol [or Volunteer Agency Name]

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

1. Supervisor's name and duty phone:
2. (Name, organization) is nominated for this award:
3. Brief description of volunteer work (scope of responsibility):
4. Significant accomplishments achieved during this nomination period (some suggestions for consideration are innovative and creative ideas, involvement, leadership, etc.): (70 possible points)
5. How many hours were donated by nominee to perform volunteer work during this nomination quarter/year? (10 possible points)
6. Impact the nominee had on the morale and welfare of base personnel and the community using this volunteer service: (20 possible points)

(Unit Commander's Signature Block)



**Attachment 7****SCORING PROCEDURES FOR SELECTION BOARDS**

**A7.1.** Each board member and chairperson will score the nominations (either AF Form 1206 or Memorandum depending on the award) by:

A7.1.1. Board members assigning a total score for each nomination using the score sheet provided. Nominations will be scored on a 6 to 10 point value in .10 increments. Packages are written in a 70-15-15 ratio and should be reviewed on the whole package concept.

**A7.1.2. After all total scores are assigned, board members will determine the final ranking of the nominations. Each board member will then rank nominees/teams from 1 to 9 based on Total Score column, highest score will be ranked number 1. Board members must legibly complete entire score sheet.**

**A7.2.** On the Master Score Sheet, the board chairperson will annotate each board member's ranking of the nominees/team. Board president scores will only be used in case of a tie.

**A7.3.** The rankings will then be added, and the nominee/team with the lowest total will be the base winner. The nominee/team assigned to the 15 AW with the lowest total will be the 15 AW winner. Split differences greater than two rankings that affect the outcome of the awards must be resolved. Board chairman will make final decisions on unresolved splits.

**A7.4.** Each board member must sign their individual score sheet and the board president must sign the Master Score Sheet indicating verification of board results.

**A7.5.** Board chairperson will collect all nominations and board member scoresheets. All score sheets and nominations will be returned to 15 AW/CCA upon board completion.

**A7.6. Board members will not discuss or disclose results of the board outside of the selection board-room until after the recognition ceremony.**

Attachment 8

MASTER SCORE SHEET FOR ALL BOARDS  
(SAMPLE)

MASTER SCORE SHEET FOR QUARTERLY/ANNUAL AWARDS									
BOARD CATEGORY:	RECOGNITION PERIOD:								
BOARD DATE:	NAME OF BOARD CHAIRPERSON:								
NOMINEE RANK/NAME	BOARD MEMBER 1	BOARD MEMBER 2	BOARD MEMBER 3	BOARD MEMBER 4	BOARD MEMBER 5	BOARD PRESIDENT (USED IN TIE)	TOTAL RANK SCORES	TOTAL RANKS	FINAL RANK
	RANKING	RANKING	RANKING	RANKING	RANKING	RANKING	TOTAL RANKS	TOTAL RANKS	1-9
<u>BOARD RESULTS</u>									
TEAM HICKAM WINNER:	15 AW WINNER:								
SIGNATURE OF BOARD PRESIDENT:									

Attachment 9

SCORE SHEET FOR MILITARY BOARDS

Quarterly/Annual Awards (Officer/Enlisted) Category Score Board Member Sheet

(Sample)

**Scoring Guide:**  
 10 – Absolutely Tops  
 9.5 – Outstanding Record  
 9.0 – Few Could Be Better  
 8.5 – Strong Record  
 8.0 – Slightly Higher Than Average  
 7.5 – Average  
 7.0 - Slightly Below Average  
 6.0 – Well Below Average

TEAM HICKAM QUARTERLY/ ANNUAL AWARDS BOARD MEMBER SCORE SHEET (OFFICER/ENLISTED)					
BOARD CATEGORY (AMN-NCO-SNCO-CGO-1 <sup>st</sup> Sgt)	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:	BASE/COMMUNITY INVOLVEMENT	FINAL RANK
NOMINEE RANK/NAME	LEADERSHIP & JOB PERFORMANCE	SIGNIFICANT SELF IMPROVEMENT	TOTAL SCORE	MAX 10 PTS	1-9
<b>BOARD MEMBER'S SIGNATURE:</b>			<b>Date:</b>		

**Scoring Process**  
 1. Score the narrative packages using the 6.0 to 10 point scale. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7). Document your score for that candidate on the "total score" line of your score worksheet. There is no minimum or maximum point scale for each category. Overall score must no higher than 10 points.  
 2. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "final rank" line of your score worksheet.

Attachment 10

SCORE SHEET FOR CIVILIAN BOARDS

Quarterly/Annual Awards (Civilian Categories I, II, and III) Category Score Board Member Sheet (Sample)

**Scoring Guide:**  
 10 – Absolutely Tops  
 9.5 – Outstanding Record  
 9.0 – Few Could Be Better  
 8.5 – Strong Record  
 8.0 – Slightly Higher Than Average  
 7.5 – Average  
 7.0 – Slightly Below Average  
 6.0 – Well Below Average

TEAM HICKAM QUARTERLY/ ANNUAL AWARDS BOARD MEMBER SCORE SHEET (OFFICER/ENLISTED)					
BOARD CATEGORY (CIVILIAN CAT I, II, III)	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:	RECOGNITION	FINAL RANK
NOMINEE RANK/NAME	JOB PERFORMANCE	SIGNIFICANT CONTRIBUTIONS/ ACHIEVEMENTS	TOTAL SCORE	MAX 10 PTS	1-9
BOARD MEMBER'S SIGNATURE:			Date:		

**Scoring Process**  
 1. Score the narrative packages using the 6.0 to 10 point scale. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7). Document your score for that candidate on the "total score" line of your score worksheet. There is no minimum or maximum point scale for each category. Overall score must no higher than 10 points.  
 2. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "final rank" line of your score worksheet.

Attachment 11

SCORE SHEET FOR TEAM BOARDS

Quarterly/Annual Awards (Team) Category Score Board Member Sheet  
(Sample)

<p><b>Scoring Guide:</b>                  10 – Absolutely Tops                  9.5 – Outstanding Record                  9.0 – Few Could Be Better                  8.5 – Strong Record                  8.0 – Slightly Higher Than Average                  7.5 – Average                  7.0 - Slightly Below Average                  6.0 – Well Below Average</p>
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TEAM HICKAM QUARTERLY/ ANNUAL AWARDS BOARD MEMBER SCORE SHEET (OFFICER/ENLISTED)			
BOARD CATEGORY (TEAM AWARD)	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:
NOMINEE RANK/NAME	SPECIFIC ACCOMPLISHMENTS		
	TOTAL SCORE	FINAL RANK	
	MAX 10 PTS	1-9	
<b>BOARD MEMBER'S SIGNATURE:</b>		<b>Date:</b>	

**Scoring Process**  
 1. Score the narrative packages using the 6.0 to 10 point scale. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7). Document your score for that candidate on the "total score" line of your score worksheet. There is no minimum or maximum point scale for each category. Overall score must no higher than 10 points.  
 2. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "final rank" line of your score worksheet.

Attachment 12

SCORE SHEET FOR VOLUNTEER BOARDS

Quarterly/Annual Awards (Volunteer) Category Score Board Member Sheet

(Sample)

**Scoring Guide:**  
 10 – Absolutely Tops  
 9.5 – Outstanding Record  
 9.0 – Few Could Be Better  
 8.5 – Strong Record  
 8.0 – Slightly Higher Than Average  
 7.5 – Average  
 7.0 - Slightly Below Average  
 6.0 – Well Below Average

TEAM HICKAM QUARTERLY/ ANNUAL AWARDS BOARD MEMBER SCORE SHEET (OFFICER/ENLISTED)					
BOARD CATEGORY (VOLUNTEER)	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:	IMPACT ON BASE AND COMMUNITY	FINAL RANK
NOMINEE RANK/NAME	SIGNIFICANT ACCOMPLISHMENTS	HOURS DONATED	TOTAL SCORE	MAX 10 PTS	1-9
<b>BOARD MEMBER'S SIGNATURE:</b>			<b>Date:</b>		

**Scoring Process**  
 1. Score the narrative packages using the 6.0 to 10 point scale. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7). Document your score for that candidate on the "total score" line of your score worksheet. There is no minimum or maximum point scale for each category. Overall score must no higher than 10 points.  
 2. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "final rank" line of your score worksheet.

Attachment 13

SCORE SHEET FOR HONOR GUARD BOARDS

Quarterly/Annual Awards (Honor Guard – Officer & Enlisted) Category Score Board Member Sheet (Sample)

**Scoring Guide:**  
 10 – Absolutely Tops  
 9.5 – Outstanding Record  
 9.0 – Few Could Be Better  
 8.5 – Strong Record  
 8.0 – Slightly Higher Than Average  
 7.5 – Average  
 7.0 – Slightly Below Average  
 6.0 – Well Below Average

TEAM HICKAM QUARTERLY/ ANNUAL AWARDS BOARD MEMBER SCORE SHEET (OFFICER/ENLISTED)				
BOARD CATEGORY (HONOR GUARD – OFFICER, ENLISTED)	RECOGNITION PERIOD:	BOARD DATE:	NAME OF BOARD MEMBER:	
NOMINEE RANK/NAME	BASE/COMMUNITY EVENTS	POSITIVE REPRESENTATION OF AIR FORCE	TOTAL SCORE	FINAL RANK
			MAX 10 PTS	1-9
<b>BOARD MEMBER'S SIGNATURE:</b>			<b>Date:</b>	

**Scoring Process**  
 1. Score the narrative packages using the 6.0 to 10 point scale. Use of tenths is highly encouraged (i.e., 6.5, 6.6, 6.7). Document your score for that candidate on the "total score" line of your score worksheet. There is no minimum or maximum point scale for each category. Overall score must no higher than 10 points.  
 2. Merit Rank Order your candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document your rank order score on the "final rank" line of your score worksheet.