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Personnel



**FOURTEENTH AIR FORCE RECOGNITION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It prescribes the 14th Air Force Airman, Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Company Grade Officer (CGO), and Civilian of the Quarter and Annual programs, to include the 12 Outstanding Airmen of the Year Award (12 OAY) and First Sergeant of the Year; General Charles A. Horner "Tiger Award" and the 14th Air Force Flight Commander programs. The purpose of this publication is to outline how to nominate deserving individuals for these awards. It applies to Fourteenth Air Force staff and attached or assigned units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U. S. C. Chapter 857 and E. O. 9397. System of Records Notice F900-AF-MP-A *Awards and Decorations* applies.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Added Headquarters Fourteenth Air Force Staff awards program. Changed quarterly award headings from five to three. Added civilian of the quarter awards. Added details on quarterly and annual awards, to include 12 OAY, First Sergeant of the Year, General Charles A. Horner and 14 AF Flight Commander awards. Changed scoring process to a 6-10 whole-person concept system. Set maximum number of lines of justification for quarterly awards. Added CGO and civilian annual award guidance.

Chapter 1— HEADQUARTERS FOURTEENTH AIR FORCE RECOGNITION PROGRAM.	4
1.1. Purpose:	4
1.2. Awards Program Responsibilities:	4
1.3. Quarterly and Annual Awards Program:	4

Table 1.1. Competition Periods and Suspenses. 5

Table 1.2. Eligibility Categories. 5

Table 1.3. Score/Rank Range. 7

Table 1.4. Sample Format for Scoring. 7

 1.4. Award Designation: 7

Chapter 2— FOURTEENTH AIR FORCE RECOGNITION PROGRAM 8

 2.1. General Policy: 8

 2.2. Quarterly Awards Program. 8

Table 2.1. Eligibility Categories. 9

Table 2.2. Competition Periods and Suspenses. 10

Table 2.3. Score/Rank Range. 11

Table 2.4. Sample Format for Scoring. 11

 2.3. Annual Awards: (To include: Twelve Outstanding Airmen of the Year
 (12 OAY) and First Sergeant of the Year) 11

Table 2.5. Eligibility Categories. 12

Table 2.6. Score/Rank Range. 15

Table 2.7. Sample Format for Scoring. 15

 2.4. General Charles A. Horner "Tiger Award." 15

Table 2.8. Score/Rank Range 17

Table 2.9. Sample Format for Scoring. 17

 2.5. 14th Air Force Flight Commander of the Year Award 18

Table 2.10. Score/Rank Range 19

Table 2.11. Sample Format for Scoring. 19

 2.6. 14 AF Commander and Command Chief Master Sergeant Recognition Program: ... 19

 2.7. Funding of Presentations: 20

 2.8. Forms Adopted: 20

Attachment 1— NOMINATION CATEGORIES 21

**Attachment 2— SAMPLE OF HEADINGS/TITLES/CATEGORIES OF AF FORM 1206,
NOMINATION FOR 14AF QUARTERLY AWARDS 22**

14AFI36-2801 30 APRIL 2003	3
Attachment 3— SAMPLE OF HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION FOR ANNUAL AWARDS	23
Attachment 4— SAMPLE HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION FOR GENERAL CHARLES A. HORNER "TIGER AWARD"	24
Attachment 5— SAMPLE HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION FOR 14TH AIR FORCE FLIGHT COMMANDER AWARD	25
Attachment 6— SAMPLE SHORT BIOGRAPHY	26
Attachment 7— PRIVACY ACT STATEMENT	27
Attachment 8— BOARD MEMBER’S GUIDANCE	28
Attachment 9— BOARD PRESIDENT’S GUIDANCE	29

Chapter 1

HEADQUARTERS FOURTEENTH AIR FORCE RECOGNITION PROGRAM.

1.1. Purpose: Establish quarterly and annual award procedures and guidelines for Headquarters Fourteenth Air Force (HQ 14 AF). HQ 14 AF includes the 14 AF Staff, the 614th Space Operations Group (614 SOPG) and 614th Space Intelligence Squadron (614 SIS). This program is to recognize superior performance and outstanding achievement of personnel. These guidelines apply to officer, enlisted, and civilian personnel.

1.2. Awards Program Responsibilities:

1.2.1. Manpower and Personnel Division (14AF/A1):

1.2.1.1. Serves as the office of primary responsibility (OPR) for HQ 14 AF quarterly and annual awards programs.

1.2.1.2. Establishes and notifies the HQ 14 AF of nomination suspense dates for the quarterly and annual awards program.

1.2.1.3. Establishes board dates and procedures for each board. This includes soliciting personnel for the board and preparing score sheets and nomination packages for board members.

1.2.1.4. Collects nomination packages.

1.2.1.5. Ensures boards recommendations are forwarded to 14 AF/CCC (for enlisted review) and either 14 AF/CV or 14 AF/CC for final approval.

1.2.1.6. Prepares letters of congratulations for 14 AF/CC signature and disseminates to the HQ 14 AF award winners.

1.2.1.7. Provides 14 AF/CCA the list of winners.

1.2.1.8. Notifies the quarterly/annual winners of time and location of Vandenberg AFB recognition boards and awards luncheon/ceremony, as necessary.

1.2.1.9. Collects official photographs and updates the award-winner photo display.

1.2.2. Executive Services, 14 AF/CCA:

1.2.2.1. Orders trophies or plaques for winners in each category upon A1 notification.

1.2.2.2. Prepares letters of congratulations for 14 AF/CCC signature for HQ 14 AF enlisted award winners.

1.3. Quarterly and Annual Awards Program:

1.3.1. General Policy: Entries on the AF Form 1206, **Nomination for Award**, will address events that occurred during the award period only.

1.3.2. Competition Periods and Suspenses:

1.3.2.1. Awards are due at 1200 on the date indicated in the table below:

Table 1.1. Competition Periods and Suspenses.

Competition Periods	Suspense
1st quarter (January – March)	15 April
2d quarter (April – June)	15 July
3rd quarter (July – September)	15 October
4th quarter (October – December)	15 January
Annual (January – December)	1 February

1.3.2.2. If the suspense date occurs on a non-duty day, submit the award on the first duty day following the suspense date. Late packages will not be accepted.

1.3.3. Who May Submit Nominees: Each HQ 14 AF staff office, 614 SOPG and 614 SIS may submit one nomination for each category.

1.3.4. Who May Be Submitted as a Nominee:

1.3.4.1. Nominate enlisted individuals in a category by the rank they held for the majority of the period covered. For example, if a quarterly nominee was a SrA for two months and then promoted to Staff Sergeant, the member will compete in the Airman category.

1.3.4.2. Civilians must be serving on a permanent appointment, must be assigned to the nominating unit for the entire period of the nomination, and must be holding the permanent grade in the category for which nominated.

1.3.4.3. Personnel must be assigned to HQ 14 AF a minimum of six months to qualify for annual awards.

1.3.4.4. The following table explains who is eligible for each category:

Table 1.2. Eligibility Categories.

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Chief Master Sergeant
CGO Category	Second Lieutenant - Captain
Civilian Category I	General Schedule (GS) 1 through GS-6 (Serving in a Permanent Appointment)
Civilian Category II	General Schedule (GS) 7 through GS-10 (Serving in a Permanent Appointment)
Civilian Category III	General Schedule (GS) 11 through GS-12 (Serving in a Permanent Appointment)

1.3.5. Who May Not Be Submitted as a Nominee:

1.3.5.1. CGOs selected for major before or during the award period.

1.3.5.2. Individuals who won in any category the previous quarter (N/A for annual awards).

1.3.5.3. Individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

1.3.6. Quarterly Award Nomination Package Contents:

1.3.6.1. Cover letter: (For Team Vandenberg competition only) Prepare one copy with 14 AF/CV signature block to 30 SW/CC.

1.3.6.2. Biography: (For Team Vandenberg competition only) Provide short. (See [Attachment 6](#))

1.3.6.3. AF Form 1206: Submit via email or disk AF Form 1206, **Nomination for Award**, front page only, and titled as the member's last name. Only 21 lines of justification (in 12-point font) is authorized. Headings are to be bolded and do not count toward the 21 lines. Use bullet format and double-spaced. (See [Attachment 2](#)). Nominations will include and be scored on the categories listed below. (See [Attachment 1](#) for explanation of information to be included)

1.3.6.3.1. Leadership and Job Performance in Primary Duty. (Enlisted and CGO only)

1.3.6.3.2. Significant Self-Improvement. (Enlisted and CGO only)

1.3.6.3.3. Base or Community Involvement. (Enlisted and CGO only)

1.3.6.3.4. Job Performance in Primary Duty. (Civilian only)

1.3.7. Annual Award Nomination Package Contents:

1.3.7.1. Cover letter: (For Team Vandenberg competition.) Prepare one copy with 14 AF/CV signature block to 30 SW/CC.

1.3.7.2. Biography: Provide 1-page biography (ref. AFI 36-2805, Attachment 2)

1.3.7.3. AF Form 1206: Provide one copy of AF Form 1206, Nomination for Award, titled as the members last name. Front and back for enlisted nominees and one page, front only, for CGO and civilian nominees (in 12-point font). Headings are required. Use bullet format and single-spaced. Bold and capitalize each category title on the AF Form 1206. (See [Attachment 3](#)) Nominations will include and be scored on the categories listed below. (See [Attachment 1](#) for explanation of information to be included)

1.3.7.3.1. Leadership and Job Performance in Primary Duty. (Enlisted and CGO only)

1.3.7.3.2. Significant Self-Improvement. (Enlisted and CGO only)

1.3.7.3.3. Base or Community Involvement. (Enlisted and CGO only)

1.3.7.3.4. Job Performance in Primary Duty. (Civilian only)

1.3.8. Submission Method: Submit cover letter, biography, and AF Form 1206 to 14 AF/A1 via email NLT COB on the suspense date (see [Para 1.3.2.](#)), late packages will not be accepted.

1.3.9. Evaluation Process: A package-only board will be conducted for all nominations.

1.3.10. Scoring Process: Each board member will evaluate and score each nomination package on a 6-10 scale, using the whole-person concept, and then rank the packages based on their score outcome (1st, 2nd, 3rd and so on). The Board President will facilitate the selection board process. Results are confidential until validated and released. (See [Attachment 8](#) and [Attachment 9](#))

Table 1.3. Score/Rank Range.

10 – Absolutely superior
9.5 – Outstanding
9.0 – Few could be better
8.5 – Strong
8.0 – Slightly above average
7.5 – Average
7.0 – Slightly below average
6.5 – Well below average
6.0 – Lowest in potential

1.3.10.1. The board members will use the format below for recording scores.

Table 1.4. Sample Format for Scoring.

NAME	Score	Rank Order
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		

1.3.11. Announcement of Winners: Winners will be announced by A1 after 14 AF/CC or CV approval.

1.3.12. Official Photos: Forward 5x7 official photo of each winner to A1 NLT 2 weeks after announcement of winners to update the HQ 14AF Recognition Board.

1.3.13. Presentation of Awards: Quarterly and annual awards are normally presented at Commander's Call following the announcement of the winners.

1.3.14. Award Benefits: Quarterly winners will receive a 1-day pass, civilians 8 hours time-off. Annual winners will receive a 3-day pass, civilians 24 hours time-off. Use of passes must be coordinated through each individual's proper chain of command. Award winners will also receive a plaque or trophy.

1.4. Award Designation: Individuals who win their respective quarter/annual will be designated the Headquarters Fourteenth Air Force Company Grade Officer/Senior NCO/NCO/Airman/Civilian of the Quarter/Year. The title Fourteenth Air Force Company Grade Officer/Senior NCO/NCO/Airman/ Civilian of the Quarter/Year is reserved for individuals selected from the staff and wing competition. (see [Chapter 2](#))

Chapter 2

FOURTEENTH AIR FORCE RECOGNITION PROGRAM

2.1. General Policy: Entries on the AF Form 1206, **Nomination for Award**, will address events that occurred during the award period only.

2.2. Quarterly Awards Program.

2.2.1. Purpose: To recognize superior performance and outstanding achievement of 14 AF personnel. These guidelines apply to officer, enlisted, and civilian personnel assigned to HQ 14 AF and those units assigned or attached to Fourteenth Air Force.

2.2.2. Who May Submit Nominations: Each assigned Wing Commander (or representative of the Commander's immediate staff) within Fourteenth Air Force may submit one nominee for each category. HQ 14 AF may submit one nominee in each category to compete against the wing nominees.

2.2.3. Who May be Submitted as a Nominee: Nominate individuals in a category by the rank they held for the majority of the period covered. For example, if a member was a senior airman for two months and then promoted to Staff Sergeant, the member will compete in the Airman category. Civilians must be assigned to the nominating unit for the entire period of the nomination. The following are eligible for each category:

Table 2.1. Eligibility Categories.

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Chief Master Sergeant
CGO Category	Second Lieutenant – Captain
Civilian Category I	General Schedule (GS) 1 through GS-6 Wage Grade (WG) 1 through WG-7 Wage Level (WL) 1 through WL-5 Non appropriated Funds (NF) I and NF-II (Serving in a Permanent Appointment)
Civilian Category II	General Schedule (GS) 7 through GS-10 Wage Grade (WG) 8 through WG-15 Wage Level (WL) 6 through WL-15 Non appropriated Funds (NF) III only Wage Schedule (WS) 1 through WS-10 (Serving in a Permanent Appointment)
Civilian Category III	General Schedule (GS) 11 through GS-12 Wage Schedule (WS) 11 through WS-17 Non appropriated Funds (NF) IV and above (Serving in a Permanent Appointment)

2.2.4. Who May Not be Submitted as a Nominee:

2.2.4.1. CGOs selected for major before or during the award period.

2.2.4.2. Individuals who won in any category of the 14th Air Force Quarterly Awards Program in the previous quarter.

2.2.4.3. Individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

2.2.5. Competition Periods and Suspenses:

2.2.5.1. Awards are due at noon on the date indicated in the table below:

Table 2.2. Competition Periods and Suspenses.

<u>Competition Periods</u>	<u>Suspense</u>
1st quarter (January – March)	15 May
2d quarter (April – June)	15 August
3rd quarter (July – September)	15 November
4th quarter (October – December)	15 February

2.2.5.2. If the suspense date occurs on a non-duty day, submit the award on the first duty day following the suspense date. Late packages will only be accepted at the discretion of 14 AF/CCC or CV.

2.2.6. Nomination Package Contents: AF Form 1206: Submit via email AF Form 1206, **Nomination for Award**, (most current version), front only and titled as the members last name. Only 21 lines of justification (in 12-point font) is authorized. Headings are to be capitalized and bolded and do not count toward the 21 lines. Use bullet format and double-spaced. Bold and capitalize each category title on the AF Form 1206. Entire text will be double-spaced. Nominations will include and be scored on the categories listed below. (See [Attachment 1](#) for explanation of information to be included)

2.2.6.1. Leadership and Job Performance in Primary Duty. (Enlisted and CGO only)

2.2.6.2. Significant Self-Improvement. (Enlisted and CGO only)

2.2.6.3. Base or Community Involvement. (Enlisted and CGO only)

2.2.6.4. Job Performance in Primary Duty. (Civilian only)

2.2.7. Submission Method: Submit AF Form 1206 to 14AF/A1 via email or disk NLT COB due date (see Para [2.2.5.](#))

2.2.8. Evaluation Process: 14AF/A1 establishes board dates and procedures for each package-only board. This includes soliciting members for the CGO and Civilian boards and preparing score sheets and nomination packages for all board members. The enlisted boards are comprised of the Fourteenth Air Force Command Chief Master Sergeants. The Fourteenth Air Force Command Chief Master Sergeant will facilitate the board and forward the winning enlisted packages to 14AF/A1.

2.2.9. Scoring Process: Each board member will evaluate and score each nomination package on a 6-10 scale, next they will rank the packages (1st, 2nd, 3rd and so on) based on their score. The Board President will facilitate the selection board process. Results are confidential until validated by 14 AF CV or CC and released. (See [Attachment 8](#) and [Attachment 9](#))

Table 2.3. Score/Rank Range.

10 – Absolutely superior
9.5 – Outstanding
9.0 – Few could be better
8.5 – Strong
8.0 – Slightly above average
7.5 – Average
7.0 – Slightly below average
6.5 – Well below average
6.0 – Lowest in potential

2.2.9.1. Board members will use the format below for recording scores.

Table 2.4. Sample Format for Scoring.

NAME	Score	Rank Order
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		

2.2.10. Announcement of Winners: 14 AF/A1 will announce the winners no later than the end of May, August, November and February.

2.2.11. Official Photos: Forward 5x7 official photo of each winner to 14AF/A1 NLT 2 weeks after announcement of winners to update the Fourteenth Air Force Recognition Board.

2.2.12. Presentation: 14 AF/CCA will order and forward trophies to the respective Wing Commander for presentation.

2.2.13. Award Benefits: In addition to any local awards, 14 AF Quarterly winners will receive a 1-day pass, civilians 8 hours time-off. Use of passes must be coordinated through each individual’s proper chain of command. Award winners will also receive a plaque or trophy.

2.3. Annual Awards: (To include: Twelve Outstanding Airmen of the Year (12 OAY) and First Sergeant of the Year)

2.3.1. Purpose: Foster a competitive spirit in unit operations, stimulate individual efforts to better manage the unit, develop esprit de corps, and recognize outstanding enlisted, CGO, and civilian members assigned to HQ 14 AF and those units assigned or attached to Fourteenth Air Force as the best in

Fourteenth Air Force. Enlisted packages will be forwarded to HQ AFSPC for MAJCOM Twelve Outstanding Airmen of the Year (12 OAY) and First Sergeant of the Year competitions; however each Wing under 14 AF may submit their Wing's CGO winner directly to MAJCOM per AFSPCI 36-2802.

2.3.2. Who May Submit Nominations: Each assigned Wing Commander (or representative of the Commander's immediate staff) under Fourteenth Air Force may submit one nominee for each category (see AFI 36-2805, paragraph 3.4.1 for 12 OAY). The HQ 14 AF will submit one nominee in each category to compete against the wing nominees.

2.3.3. Who May be Submitted as a Nominee: Nominate enlisted individuals in a category by the rank they held for the majority of the period covered. For example, if an enlisted member was a senior airman for seven months and then promoted to Staff Sergeant, the member will compete in the Airman category. If the member is promoted at the six-month point of the award cycle, AFSPC determines in which category to nominate the member. See AFI 36-2805, paragraph 3.4.1, and paragraph 3.3.1 for 12 OAY. The following are eligible for each category:

Table 2.5. Eligibility Categories.

Airman Category	Airman Basic - Senior Airman
NCO Category	Staff Sergeant - Technical Sergeant
SNCO Category	Master Sergeant - Chief Master Sergeant
CGO Category	Second Lieutenant – Captain
Civilian Category I	General Schedule (GS) 1 through GS-6 Wage Grade (WG) 1 through WG-7 Wage Level (WL) 1 through WL-5 Non appropriated Funds (NF) I and NF-II (Serving in a Permanent Appointment)
Civilian Category II	General Schedule (GS) 7 through GS-10 Wage Grade (WG) 8 through WG-15 Wage Level (WL) 6 through WL-15 Non appropriated Funds (NF) III only Wage Schedule (WS) 1 through WS-10 (Serving in a Permanent Appointment)
Civilian Category III	General Schedule (GS) 11 through GS-12 Wage Schedule (WS) 11 through WS-17 Non appropriated Funds (NF) IV and above (Serving in a Permanent Appointment)

2.3.3.1. See AFI 36-2805, paragraph 3.4.3 for retainability requirements for 12 OAY.

2.3.4. Who May Not be Submitted as a Nominee:

2.3.4.1. Individuals who were previously selected as Air Force 12 Outstanding Airmen of the Year.

2.3.4.2. Airmen with a pending application for, or who have been accepted for any program leading to a commission during the award period or anytime during their tenure as a 12 OAY, in accordance with AFI 36-2805, paragraph 3.4.4.1.

2.3.4.3. CGOs selected for major before or during the award period.

2.3.4.4. Individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

2.3.5. Competition Period: 1 January to 31 December.

2.3.6. Suspense: 20 February each year is the target date for submission. A formal suspense will be published each year based on higher headquarters guidance. If the 20th is a weekend, the packages will be due the next official duty day. Late packages will only be accepted at the discretion of 14 AF/CCC or CV.

2.3.7. Nomination Package Contents:

2.3.7.1. Enlisted Nomination Package Contents. Following the guidance in AFI 36-2805, Paragraph 3.3 and 3.4. and any yearly higher headquarters guidance received for 12 OAY and USAF First Sergeant of the Year. Include:

2.3.7.1.1. Cover letter signed by the Wing Commander or Fourteenth Air Force division chief.

2.3.7.1.2. AF Form 1206, **Nomination for Award**. Limit the write-up to the front and back of AF Form 1206, (most current version), printed head-to-head, and titled as the members last name. Use bullet format in 12-point font. In the Award block, list 12 Outstanding Airmen of the Year or USAF First Sergeant of the Year. Nominations will include and be scored on the categories listed below. (See [Attachment 1](#) for explanation of information to be included)

2.3.7.1.2.1. Leadership and Job Performance in Primary Duty. (Enlisted and CGO only)

2.3.7.1.2.2. Significant Self-Improvement. (Enlisted and CGO only)

2.3.7.1.2.3. Base or Community Involvement. (Enlisted and CGO only)

2.3.7.1.2.4. Job Performance in Primary Duty. (Civilian only)

2.3.7.1.3. Biography (ref. AFI 36-2805, Attachment 2)

2.3.7.1.4. Base-level Report of Individual Personnel (RIP) (records review RIP)

2.3.7.1.5. Signed statement of intent (ref. AFI 36-2805, paragraph 3.4.4. and any yearly higher headquarters guidance.) First Sergeant of the Year Nominees will submit the statement that he/she does or does not agree to give permission to use their name and unit location in the announcement message or publicity regarding the award winner. The nominee must sign and date this statement.

2.3.7.2. Company Grade Officer Package Contents.

2.3.7.2.1. Cover letter signed by the Wing Commander or Fourteenth Air Force division chief.

2.3.7.2.2. AF Form 1206, **Nomination for Award**, (most current version) one page, front only, and titled the members last name. Use bullet format in 12-point font. Bold and capitalize each category title on the AF Form 1206. Nominations will include and be scored on the categories listed below. (See [Attachment 1](#) for explanation of information to be included)

2.3.7.2.2.1. Leadership and Job Performance in Primary Duty. (Enlisted and CGO only)

2.3.7.2.2.2. Significant Self-Improvement. (Enlisted and CGO only)

2.3.7.2.2.3. Base or Community Involvement. (Enlisted and CGO only)

2.3.7.2.2.4. Job Performance in Primary Duty. (Civilian only)

2.3.7.2.2.5. Biography (ref. AFI 36-2805, Attachment 2)

2.3.7.2.2.6. Base-level Report of Individual Personnel. (RIP) (records review RIP)

2.3.7.2.2.7. Signed Privacy Statement. (See [Attachment 7](#))

2.3.7.3. Civilian Nomination Package Contents.

2.3.7.3.1. Cover letter signed by the Wing Commander or Fourteenth Air Force division chief.

2.3.7.3.2. AF Form 1206, **Nomination for Award**, (most current version) one page, front only and titled as the members last name. Use bullet format in 12-point font. Bold and capitalize the category title on the AF Form 1206. Nominations will include and be scored on the categories listed below. (See [Attachment 1](#) for explanation of information to be included)

2.3.7.3.2.1. Job Performance in Primary Duty.

2.3.7.3.3. Short Biography for 14 AF/CC use only (See [Attachment 6](#))

2.3.8. Submission Method: Submit package requirements to 14AF/A1 via email NLT COB due date (see Para [2.3.6.](#)), late packages will only be accepted at the discretion of 14 AF/CCC or CV. Mail applicable original RIP and signed Statements of Intent to 14AF/A1 within 3 calendar days of due date.

2.3.9. Evaluation Process: 14AF/A1 establishes board dates and procedures for each package-only board. This includes soliciting personnel for the CGO and Civilian boards and preparing score sheets and nomination packages for all board members. The enlisted boards will be comprised of the Fourteenth Air Force Command Chief Master Sergeants. The Fourteenth Air Force Command Chief Master Sergeant will forward the enlisted winners' packages to 14AF/A1 for all categories.

2.3.10. Scoring Process: Each board member will evaluate and score each nomination package on a 6-10 scale, then rank the packages (1st, 2nd, 3rd and so on) based on their score. The Board President will facilitate the selection process. Results are confidential until validated and approved by 14 AF CV or CC and released.

Table 2.6. Score/Rank Range.

10 – Absolutely superior
9.5 – Outstanding
9.0 – Few could be better
8.5 – Strong
8.0 – Slightly above average
7.5 – Average
7.0 – Slightly below average
6.5 – Well below average
6.0 – Lowest in potential

2.3.10.1. The board members will use the format below for recording scores.

Table 2.7. Sample Format for Scoring.

NAME	Score	Rank Order
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		

2.3.11. Announcement of Winners: 14 AF/A1 will normally announce the winners within one week of conclusion of the selection board.

2.3.12. Official Photos: Forward a 5X7 of each winner and 8x10 of 12 OAY and First Sergeant of the Year winners to 14AF/A1 NLT 2 weeks after announcement of winners in order to update the Fourteenth Air Force Recognition Board.

2.3.13. Presentation: 14 AF/CCA will order trophies. Winners will receive trophies at discretion of 14AF/CC, preferably during a 14 AF/CC visit to recipients wing.

2.3.14. Award Benefits: In addition to any local awards, 14 AF Annual winners will receive a 3-day pass, civilians 24 hours time-off. Use of passes must be coordinated through each individual’s proper chain of command. Award winners will also receive a plaque or trophy.

2.4. General Charles A. Horner "Tiger Award."

2.4.1. Purpose: This award is named in honor of General Charles A. Horner and recognizes the accomplishments of an officer and enlisted individual assigned to Fourteenth Air Force who demon-

strates the highest degree of professionalism, leadership, integrity, dedication, and courage in the performance of their duties and conduct of their lives.

2.4.2. Who May Submit Nominations: Each assigned wing commander under Fourteenth Air Force may submit one nominee for each category. HQ 14 AF will submit one nominee in each category to compete against the wing nominees, via a board process established by 14 AF/A1.

2.4.3. Who May be Submitted as a Nominee: Each individual must be an active duty, Air Force Reserve, or Air National Guard member in the grade of Major or below for the officer category, or SMSgt or below for the enlisted category.

2.4.4. Who May Not be Submitted as a Nominee: Nominees may not be Lt Col-selects or CMSgt selects. Also, individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

2.4.5. Competition Period: 1 January through 31 December.

2.4.6. Suspense: 30 January. If the 30th is a weekend, the packages will be due the next official duty day. Late packages will only be accepted at the discretion of 14 AF/CCC or CV.

2.4.7. Nomination Package Contents:

2.4.7.1. AF Form 1206, **Nomination for Award**, for award justification. Limit the justification to one page and titled as the members last name. Use bullet format in 12-point font. Award block should reflect General Charles A. Horner "Tiger Award." Bold and capitalize the category title on the AF Form 1206. (See [Attachment 4](#)) Nominations will include and be scored on the category below.

2.4.7.1.1. Leadership and Job Performance in Primary Duty: The nominee's job performance in their primary duty, including the impact of their leadership on the mission, the unit, and other unit members, as well as the development of new techniques that have contributed significantly to increased mission effectiveness.

2.4.7.1.2. Significant Self-Improvement: The nominee must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities.

2.4.7.1.3. Base or Community Involvement: Nominee must inspire others by personal example, by character and conduct, and by eagerness to assist in the accomplishment of goals. The leadership abilities of the nominee must clearly demonstrate outstanding professionalism, integrity, and morality. The nominee must have contributed tangibly or intangibly to the military or civilian community's welfare, morale or status. Include heroic acts or acts of courage in this section. The nature and results of the member's other accomplishments must set him or her apart from others. Include demonstrated ability as an articulate and positive member of the Air Force.

2.4.7.2. Short biography (See [Attachment 6](#)) to be used in Award Program.

2.4.7.3. A single-page retrieval form (SURF) (available from HQ AFPC Assignment Management System web page) (Saved as members lastname_surf, i.e. smith_surf)

2.4.7.4. Evaluations covering the award period (1 Jan-31 Dec) (Scanned as a .pdf file, save as member's lastname_EPR or OPR, ie. smith_EPR.pdf)

2.4.8. Submission Method: Submit package requirements to 14AF/A1 via email NLT COB due date (see Para 2.4.6.)

2.4.9. Evaluation Process: 14AF/A1 establishes board dates and procedures for each package-only board. This includes soliciting members for the officer board and preparing score sheets and nomination packages for all board members. The enlisted boards will be comprised of the Fourteenth Air Force Command Chief Master Sergeants. The Fourteenth Air Force Command Chief Master Sergeant will forward the enlisted winners' packages to 14AF/A1.

2.4.10. Scoring Process: Each board member will evaluate and score each nomination package on a 6-10 scale, then rank the packages 1 through 6 (1st, 2nd, 3rd and so on) based on their score. The Board President will facilitate the board selection process. Results will be determined by selection board and are confidential until validated by 14 AF CV or CC and released.

Table 2.8. Score/Rank Range

10 – Absolutely superior
9.5 – Outstanding
9.0 – Few could be better
8.5 – Strong
8.0 – Slightly above average
7.5 – Average
7.0 – Slightly below average
6.5 – Well below average
6.0 – Lowest in potential

2.4.10.1. The board members will use the format below for recording scores.

Table 2.9. Sample Format for Scoring.

NAME	Score	Rank Order
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		

2.4.11. Announcement of Winners: 14 AF/A1 will announce the winners within one week of selection board.

2.4.12. Official Photos: Forward 8x10 official photo of each winner to 14AF/A1 NLT 2 weeks after announcement of winners in order to update the Fourteenth Air Force Recognition Board.

2.4.13. Presentation: 14 AF/CCA will order trophies. Presentation is normally made at annual 14 AF Ball.

2.5. 14th Air Force Flight Commander of the Year Award

2.5.1. Purpose: This award is annually to recognize the outstanding performance of the Flight Commander making the most significant contributions to the 14 AF mission.

2.5.2. Who May Submit Nominations: Each assigned wing commander under Fourteenth Air Force may submit one nominee. HQ 14 AF can submit one nominee to compete against the wing nominees, via a board process established by 14 AF/A1.

2.5.3. Who May be Submitted as a Nominee: Any officer who has been assigned in a Flight Commander position. (i.e. Operations, Support, Maintenance, etc.) for at least a 6-month period during the nominated year.

2.5.4. Who May Not be Submitted as a Nominee: Individuals who have been subject to judicial or non judicial punishment, unfavorable information file, control roster action, weight management program (3-Month Exercise and Dietary Period and Phase One only), or other administrative actions (LOR/LOA/LOC, etc.) during any time of the award period.

2.5.5. Competition Period: 1 January through 31 December.

2.5.6. Suspense: 25 March. If the 25th is a weekend, the packages will be due the next official duty day. Late packages will only be accepted at the discretion of 14 AF/CCC or CV.

2.5.7. Nomination Package Contents:

2.5.7.1. AF Form 1206, **Nomination for Award**, for award justification. Limit the justification to one page, and titled as the members last name. Use bullet format in 12-point font, unclassified only. Award block should reflect "14 AF Flight Commander of the Year". Bold and capitalize the category title on the AF Form 1206. Nominations will include and be scored on the category below.

2.5.7.1.1. Contributions to Mission Accomplishment. (50 points)

2.5.7.1.2. Professional and Leadership Qualities. (25 points)

2.5.7.1.3. Other Accomplishments. (15 points)

2.5.7.2. A single-page SURF (available from HQ AFPC Assignment Management System web page). (Saved as members lastname_surf, i.e. smith_surf).

2.5.7.3. Evaluations covering the award period (1 Jan-31 Dec). (Scanned as a .pdf file, save as member's lastname_EPR or OPR, ie. smith_EPR.pdf).

2.5.8. Submission Method: Submit package requirements to 14AF/A1 via email NLT COB due date (see **Paragraph 2.5.6.**).

2.5.9. Evaluation Process: 14AF/A1 establishes board dates and procedures for each package-only board. This includes soliciting members and preparing score sheets and nomination packages for all board members. 14AF/A1 will forward winning package to 14 AF/CC or CV for final approval.

2.5.10. Scoring Process: Each board member will evaluate and score each nomination package on a 6-10 scale, then rank the packages 1 through 6 (1st, 2nd, 3rd and so on) based on their score. The Board President will facilitate the board selection process. Results will be determined by selection board and are confidential until validated and released.

Table 2.10. Score/Rank Range

10 – Absolutely superior
9.5 – Outstanding
9.0 – Few could be better
8.5 – Strong
8.0 – Slightly above average
7.5 – Average
7.0 – Slightly below average
6.5 – Well below average
6.0 – Lowest in potential

2.5.10.1. The board members will use the format below for recording scores.

Table 2.11. Sample Format for Scoring.

NAME	Score	Rank Order
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		
Nominee Name		

2.5.11. Announcement of Winners: 14 AF/A1 will normally announce the winners within one week of selection board.

2.5.12. Official Photos: Forward 8x10 official photo of each winner to 14AF/A1 NLT 2 weeks after announcement of winners in order to update the Fourteenth Air Force Recognition Board.

2.5.13. Presentation: 14 AF/CCA will order and forward trophies to the respective Wing Commander, or for HQ 14 AF, the Fourteenth Air Force Commander, for presentation.

2.6. 14 AF Commander and Command Chief Master Sergeant Recognition Program: The 14 AF/CC/CCC present 14 AF Recognition Coins to individuals whom they believe deserve on-the-spot recognition for outstanding performance that improves overall mission success.

2.7. Funding of Presentations: The purchase of awards, coins, and medallions may be made using Operations and Maintenance funds IAW AFI 65-601, *Budget Guidance and Procedures*.

2.8. Forms Adopted: AF Form 1206, **Nomination for Award**.

JOHN K. LARNED, Colonel, USAF
Vice Commander

Attachment 1

NOMINATION CATEGORIES

Nominations will include and be scored on the following categories:

A1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY : (Enlisted and CGO only) Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. 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 impacted 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., Quarterly awards, Maintenance Professional of the Year, and so forth.

A1.2. SIGNIFICANT SELF-IMPROVEMENT : (Enlisted and CGO only) 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 and any professional military education (PME). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

A1.3. BASE OR COMMUNITY INVOLVEMENT : (Enlisted and CGO only) 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 Top 3, dining-out committee, member of Air Force Sergeants Association, Sunday school teacher, and so forth.

A1.4. JOB PERFORMANCE IN PRIMARY DUTY: (Civilian only) Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility. In addition, consider scope and level of responsibility and cost saving initiatives.

Attachment 2

**SAMPLE OF HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION FOR
14AF QUARTERLY AWARDS**

ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD//21 Lines ONLY

AWARD	CATEGORY	AWARD PERIOD
14AF Quarterly Awards or HQ 14 AF Quarterly Awards	SNCO, NCO, Amn Cat I, II, III (for Civilians Only)	1 Jan - 31 Mar XX

SPECIFIC ACCOMPLISHMENTS: (Use double-spaced, bullet format)

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (Enlisted and CGO Only)

- Describe significant leadership accomplishments; how well member performed assigned duties
 - 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 impacted unit/mission
 - Include results of Air Force, MAJCOM, Numbered Air Force-level inspections, etc.
- Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year``

SIGNIFICANT SELF-IMPROVEMENT: (Enlisted and CGO Only)

- 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 and any PME
- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen

BASE OR COMMUNITY INVOLVEMENT: (Enlisted and CGO Only)

- 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 Top 3, etc.

JOB PERFORMANCE IN PRIMARY DUTY (Civilian Only)

- Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility
 - In addition, consider scope and level of responsibility and cost saving initiatives

Attachment 3**SAMPLE OF HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION FOR ANNUAL AWARDS****ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD**

ENLISTED: FRONT AND BACK OF AF FORM 1206

CGO AND CIVILIAN: FRONT ONLY OF AF FORM 1206

AMN	CATEGORY	AWARD PERIOD
20XX 12 Outstanding Airmen of the Year	SNCO, NCO, Airman	1 Jan - 31 Dec XX
USAF First Sergeant of the Year or	Cat I, II, III	
20XX Company Grade Officer of the Year		
20XX Civilian of the Year		

SPECIFIC ACCOMPLISHMENTS: (Use single-spaced, bullet format)

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (Enlisted and CGO Only)

- Describe significant leadership accomplishments; how well member performed assigned duties
 - 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 impacted unit/mission
 - Include results of Air Force, MAJCOM, Numbered Air Force-level inspections, etc.
- Include awards received; e.g., Quarterly awards, Maintenance Professional of the Year`

SIGNIFICANT SELF-IMPROVEMENT: (Enlisted and CGO Only)

- 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 and any PME
- Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen

BASE OR COMMUNITY INVOLVEMENT: (Enlisted and CGO Only)

- 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 Top 3, etc.

JOB PERFORMANCE IN PRIMARY DUTY: (Civilian Only)

- Consider development of quality Air Force management principles, new techniques, contributions to increased mission effectiveness, acceptance of responsibility
 - In addition, consider scope and level of responsibility and cost saving initiatives

Attachment 4

**SAMPLE HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION FOR
GENERAL CHARLES A. HORNER "TIGER AWARD"**

ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD//FRONT ONLY

AWARD	CATEGORY	AWARD PERIOD
General Charles A. Horner "Tiger Award"	Officer or Enlisted	1 Jan - 31 Dec XX

SPECIFIC ACCOMPLISHMENTS: (Use single-spaced, bullet format)

LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:

- Define nominee's job performance in their primary duty
 - Including the impact of their leadership on the mission, the unit, and other unit members
 - Also include the development of new techniques that have contributed significantly to increased mission effectiveness

SIGNIFICANT SELF-IMPROVEMENT:

- Nominee must have shown this improvement through off-duty education
 - Or achievements in professional, cultural societies or associations, and development of creative abilities

BASE OR COMMUNITY INVOLVEMENT:

- Nominee must inspire others by personal example, by character and conduct, and by eagerness to assist in the accomplishment of goals
- Leadership abilities of nominee must clearly demonstrate outstanding professionalism, integrity, and morality
- The nominee must have contributed tangibly or intangibly to the military or civilian community's welfare, morale or status
 - Include heroic acts or acts of courage in this section
 - The nature and results of the member's other accomplishments must set him or her apart from others
- Include demonstrated ability as an articulate and positive member of the Air Force

Attachment 5

SAMPLE HEADINGS/TITLES/CATEGORIES OF AF FORM 1206, NOMINATION FOR 14TH AIR FORCE FLIGHT COMMANDER AWARD

ALL CATEGORY HEADINGS WILL BE UPPER CASE AND BOLD//FRONT ONLY

AWARD	CATEGORY	AWARD PERIOD
14th AF Flight Commander of the Year	(Leave Blank)	1 Jan - 31 Dec XX

SPECIFIC ACCOMPLISHMENTS: (Use single-spaced, bullet format)

CONTRIBUTIONS TO MISSION ACCOMPLISHMENT: (50 points)

PROFESSIONAL AND LEADERSHIP QUALITIES: (25 points)

OTHER ACCOMPLISHMENTS: (15 points)

Attachment 6**SAMPLE SHORT BIOGRAPHY****BIOGRAPHY****STAFF SERGEANT JOHN R. DOE**

123-45-6789

Staff Sergeant John R. Doe is an Information Management Journeyman assigned to the 30th Mission Support Squadron. His current duties include reviewing and processing enlisted and officer performance reports, awards and decorations, and providing information management support to the Commander and his staff. Sergeant Doe is married and has three children.

Information on Preparation of Biography

- Times New Roman, 12 Font
- One inch margins
- Keep to four or five lines, include:

Name

Rank

Organization (Use only the nominating unit)

No more than two significant items (Duty description mandatory)

Family (Optional)

Attachment 7

PRIVACY ACT STATEMENT

AUTHORITY. Solicitation of personal information for USAF endorsed recognition programs is subject to the Privacy Act of 1974 (Public Law 93-579, as codified in Title 5, United States Code (U.S.C.), Section 552a, and published in Title 32, Code of Federal Regulations (C.F.R.), Section 806b, and is authorized by Federal Statutes (5 U.S.C. 301 and 10 U.S.C. 8012).

PURPOSE. The principal purpose for the information's use is to provide publicity and recognition through military and (or) civilian news media inherent to the recognition program.

ROUTINE USES. Routine uses may be made of the information by commanders and award section board members at any level of command, by officials of private organizations sponsoring award programs, and by information officials representing the military and/or civilian news media.

DISCLOSURE. Voluntary. Furnishing the information is voluntary; failure to provide the information will result in ending this consideration for recognition.

I have read the above statement, and I do authorize release of the personal information for the specific award.

Signature

Date

Attachment 8

BOARD MEMBER'S GUIDANCE

A8.1. Members must be fair and impartial. Set aside any bias (positive or negative) and evaluate based on the substance of the nomination packages. Evaluate quality and impact of the accomplishments. Keep in mind it is not the "importance" of one's job you're rating, but what the individual did within their job.

A8.2. You should compare the accomplishments of each nominee and then score accordingly. Pay careful attention to the category criteria. Bullets listed in an incorrect category (for example, a job performance-related bullet listed in the significant self-improvement category) may impact the overall score. Within the 6-10 point system, using half point increments, you must differentiate between nominees. Do not score each category independently. You should evaluate them on the "whole-person" concept relative to each other. Things to look for in each category are listed below.

A8.3. JOB PERFORMANCE IN PRIMARY DUTY: (Civilian Only) The member's leadership and job performance in their primary duty, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments--not unit accomplishments.

A8.4. SIGNIFICANT SELF-IMPROVEMENT: The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, voluntary self-improvement may be more noteworthy than just attending a mandatory class the individual was scheduled for.

A8.5. BASE OR COMMUNITY INVOLVEMENT: The member should have contributed tangibly or intangibly to the military or civilian community's welfare. This includes base/squadron/community involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is normally not as strong as serving in a leadership position (president, secretary, coach, team leader, head organizer, etc.).

A8.6. Appropriate recognition is very important. Review the packages with the time and effort they deserve. When you're finished, set them aside and if you have time, review them again.

A8.7. Once you have an established score for each nominee, identify the highest rated nominee with a "1", the second with a "2", etc. No ties are allowed. If you have two packages that are very close you must decide which to rate higher. (Remember this is a "whole person" program and you are selecting who you think will best represent the organization using the scoring criteria.)

A8.8. Total only the rankings. Low Score is winner.

A8.9. Do not reveal who won until after the winners are announced by Fourteenth Air Force Commander, Vice Commander, or Command Chief Master Sergeant.

Attachment 9

BOARD PRESIDENT'S GUIDANCE

- A9.1.** This guidance is to assist the president in ensuring the board runs smoothly and professionally.
- A9.2.** A Quarterly/Annual Board Members must not discuss board results until validated and released. Winners names are only to be released by Fourteenth Air Force Commander, Vice Commander, Command Chief Master Sergeant (enlisted packages) or Fourteenth Air Force Chief of Personnel (officer and civilian packages).
- A9.3.** 14AF/A1 will provide you the ranks, names, and units of your board members.
- A9.4.** Explain the criteria for review of packages. Members are to focus on the information listed on the AF Form 1206 and grade packages accordingly. The amount of information provided is not the determining factor. The quality of information provided for the period being considered is paramount. Remind members that, to be fair and consistent in their scoring, they **MUST** set aside all prejudices and evaluate the packages in accordance with the provided guidelines. This honest and unbiased review will give our program the integrity and fairness it deserves.
- A9.5. JOB PERFORMANCE IN PRIMARY DUTY: (Civilian Only)** The member's leadership and job performance in their primary duty, including the development of new techniques, must have contributed significantly to increase mission effectiveness during the calendar quarter/year. You should be looking for individual accomplishments--not unit accomplishments.
- A9.6. SIGNIFICANT SELF-IMPROVEMENT:** The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the award period. Consider military and civilian classes, professional development, self-development, etc. In general, voluntary self-improvement may be more noteworthy than just attending a mandatory class the individual was scheduled for.
- A9.7. BASE OR COMMUNITY INVOLVEMENT:** The member should have contributed tangibly or intangibly to the military or civilian community's welfare. This includes base/squadron/community involvement such as Top-3, booster club, coach of a youth athletic team, scout leader, church elder, etc. Being a member of an organization is normally not
- A9.8.** Ensure the nominees' ranks and names are written on the score sheets provided.
- A9.9.** Total the raw scores, and rack and stack packages for each nominee.
- A9.10.** Once the board is finished scoring their nominations, board members need to date and sign score sheets and turn in their folders along with the score sheets to the president. The board president will then transfer the information to the board president score sheet and sign it.
- A9.11.** Thank members for their participation and efforts in making our recognition program a meaningful and successful one.