

25 SEPTEMBER 2001



Personnel

**TWENTIETH AIR FORCE
INTERCONTINENTAL BALLISTIC MISSILE
AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://afpubs.hq.af.mil>

OPR: 20 AF/DOMC
(Major Phillip W. Jones, Jr.)

Certified by: 20 AF/DO (Col Thomas L. Cullen)
Pages: 10
Distribution: F

This instruction establishes the Twentieth Air Force Intercontinental Ballistic Missile (ICBM) Awards Program designed to increase effectiveness and morale. It applies to all Twentieth Air Force ICBM units, including Minot AFB 5th Bomb Wing Munitions (ICBM), Transportation and Communications personnel. This instruction does not apply to the Air Force Reserve or Air National Guard. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4). Comply with AFI 33-332, *Privacy Act*, for documents containing Privacy Act Information. For Official Use Only information comply with DoDR 5400.7, *DOD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

1. Introduction. Commanders and supervisors should be aware of the awards program and ensure deserving individuals and units are submitted for consideration. Written nominations should be concise and factual. This regulation establishes deadlines for submitting nominations (See **Attachment 1, ICBM Awards Index**).

2. Policies/Definitions. The following policies and definitions apply to the 20 AF ICBM awards program:

2.1. Competition Period. The annual competition period will be 1 January through 31 December. Unit/individual performance or activity considered in determination of winners must be completed prior to the end of the last day of the competition period. Quarterly competition period will be duty performance for the past quarter unless stated otherwise. Monthly competition period will be for the month nominated unless stated otherwise. For unit crew/team or individual award include results of the last inspection/evaluation regardless if it falls within the competition period.

2.2. Awards. 20 AF will provide engraved awards for all award winners.

3. Nomination Suspenses. Refer to [Attachment 1](#) for regulatory authority and suspenses for 20 AF level awards applicable to 20 AF units for maintenance, safety, operations and security forces. Commanders will submit 20 AF award nominations in the format prescribed in paragraph 4. Nominations must be received on or before the suspense to be considered.

4. Nomination Format.

4.1. Commanders submit nominations to Twentieth Air Force Operations (20 AF/DO), Logistics (20 AF/LG) or Safety (20 AF/SE), as appropriate. A cover memorandum signed by the wing or group commander or senior officer for the applicable discipline will accompany the nomination. This memorandum will include a statement verifying no negative files/factors exist on the nominee. See [Attachment 2, Sample Transmittal Memorandum](#).

4.1.1. All nominations will be submitted on an AF Form 1206, Nomination For Award, using FORMFLOW®. Limit nomination content to front page of AF Form 1206 only. Back page may be used to provide additional identification data only, such as additional team members' names. Headings on the AF Form 1206 will be in compliance with [Attachment 3, Figure A3.1](#), Nomination For Award Format.

4.1.2. Send nomination packages and an electronic copy of package for each award by the suspense date. Electronic copies will be e-mailed to the 20 AF Awards Monitor. When using email, type "<original signed>" on the e-mail copy above the cover letter signature block, and file the original signed letter locally.

5. Twentieth Air Force ICBM Operations Annual Awards. The following awards are for sustained superior performance during a year:

5.1. Major Duane W. Hollis Memorial Award. The Missile Control Section in each Operations Support Squadron is eligible for this award. Nominations should highlight the section's overall contribution to the wing mission.

5.2. Best OSKE of the Year. The Plans and EWO Training Section in each Operations Support Squadron is eligible for this award. Packages may be classified up to SECRET.

5.3. Operations Staff Officer of the Year. Each Operations Group may nominate one officer (Lt-Maj) as the 20 AF Operations Staff Officer of the Year. All staff officers in the operations group/squadrons are eligible for this award. Nominations should detail the individual's overall contribution to the wing mission.

5.4. Operations Enlisted Person of the Year. Each Operations Group may nominate one enlisted member (Senior Master Sergeant and below) as the 20 AF Operations Enlisted Person of the year. All staff and squadron enlisted personnel in the operations group/squadrons are eligible for this award. Nominations should detail the individual's overall contribution to the wing mission.

5.5. Missile Operations Flight Commander of the Year. Each Operations Group may nominate one officer (Lt-Maj) as the 20 AF Missile Operations Flight Commander of the Year. All missile operations flight commanders are eligible for this award. Nominations should detail the individual's overall contribution to the wing mission.

5.6. FM of the Year. Each group may nominate one line facility manager for the Facility Manager of the Year award. Facility managers with staff positions in the squadron are not eligible for this award.

5.7. Chef of the Year. Each group may nominate one line chef for the Chef of the Year award. Chefs with staff positions in the squadron are not eligible for this award.

5.8. Security Forces Annual Awards. The following awards are for outstanding duty performance during the year. Each group may nominate one individual for each award category.

5.8.1. Security Forces Officer of the Year. (2d Lt - Captain).

5.8.2. Security Forces Senior Noncommissioned Officer of the Year. (MSgt through SMSgt).

5.8.3. Security Forces Noncommissioned Officer of the Year. (SSgt through TSgt).

5.8.4. Security Forces Airman of the Year.

6. Twentieth Air Force Aircrew Annual Award. Each group may nominate one crew for this award. The nomination should describe an outstanding mission by the nominated crew and address the following areas:

6.1. Intensity and Complexity of the Mission. How time and events compressed, influenced or adversely affected the ability of the crew to accomplish the mission. Consider the complexity or special requirements of the mission (SAR, DV support, recon, etc.) or emergency situation. Consider professionalism of the crew in executing the mission.

6.2. Challenge to Airmanship. To what extent did the crew need exceptional stick and rudder skills coupled with an in-depth knowledge of their aircraft.

6.3. Mission Duration. Difficult to determine, but necessary to consider. Duration is reflective of how time and events affect the crew's ability to perform and how deep they must reach for the little extra to successfully complete the mission.

6.4. Judgment/Mission Management. What the crew did that required exceptional judgment while executing the mission. How the crew's analysis of the situation contributed to the safe execution of the mission.

6.5. Other. Inputs from outside agencies pertaining to crew performance.

6.6. Only aircrews assigned to 20 AF are eligible for this award.

7. Twentieth Air Force ICBM Operations Quarterly Awards . The following awards are for outstanding performance during the quarter.

7.1. ICBM Crew/Crew Member of the Quarter. Each group may nominate one line crew or crew member for the ICBM Crew/Line Crew Member of the Quarter Award.

7.2. Facility Manager of the Quarter. Each group may nominate one line facility manager for the Facility Manager of the Quarter award. Facility managers with staff positions in the squadron are not eligible for this award.

7.3. Chef of the Quarter. Each group may nominate one line chef for the Chef of the Quarter award. Chefs with staff positions in the squadron are not eligible for this award.

7.4. Security Forces Quarterly Awards. The following awards are for outstanding duty performance during the previous quarter. Each group may nominate one individual for each award category.

7.4.1. Security Forces Officer of the Quarter. (2d Lt - Captain).

7.4.2. Security Forces Senior Noncommissioned Officer of the Quarter. (MSgt through SMSgt).

7.4.3. Security Forces Noncommissioned Officer of the Quarter. (SSgt through TSgt).

7.4.4. Security Forces Airman of the Quarter.

7.5. 20 AF Aircrew Quarterly Award. Each wing/group may nominate one crew for this award. This award is for outstanding/meritorious service performed by an aircrew during the previous quarter. Packages should describe an outstanding mission, as in paragraph 6.

8. Twentieth Air Force ICBM Maintenance Awards. (*NOTE:* Personnel competing for awards identified in paragraphs 8.1.2., 8.1.3., 8.2.1. and 9.1., must be maintenance technicians assigned to the Logistics Support Squadron (Resources Flight) or Maintenance Squadron (Facilities Flight, Generation Flight, Peacekeeper Maintenance Flight (90 SW only), and Munitions Flight) as outlined in AFSPCI21-0114 to be eligible):

8.1. Annual. The following awards are for sustained superior performance during the year nominated.

8.1.1. ICBM Logistics Work Center of the Year. Each unit may nominate one logistics work center for this award. Nominations should detail the work center's overall contribution to the unit mission.

8.1.2. ICBM Maintenance Team of the Year. Each unit may nominate one maintenance team for this award. Team composition for most maintenance work centers is defined in AFSPCI 21-0114, *Intercontinental Ballistic Missile Maintenance Management*. If team composition is not defined for a given work center, then the team is limited to two individuals. Nominations should detail the team's overall contribution to the unit mission.

8.1.3. The ICBM Maintenance Technician of the Year Award. (Airman – TSgt). Each unit may nominate one technician for this award. This award recognizes outstanding ICBM maintenance technicians. Nominations should be based on the quality and breadth of job performance.

8.1.4. ICBM Maintenance Instructor of the Year Award. Each unit may nominate one instructor for this award. Nominations should be based on the quality and breadth of instructor duties.

8.1.5. ICBM Quality Assurance Evaluator of the Year Award. Each unit may nominate one evaluator for this award. Nominations should be based on the quality and breadth of evaluator duties.

8.1.6. ICBM Communications Maintenance Team of the Year. Each unit may nominate one maintenance team for this award. If team composition is not defined for a given work center, then the team is limited to two individuals. Nominations should detail the team's overall contribution to the unit mission.

8.1.7. ICBM Communications Maintenance Technician of the Year (Airman – TSgt). Each unit may nominate one technician for this award. This award recognizes outstanding ICBM communications maintenance technicians. Nominations should be based on quality and breadth of job performance.

8.1.8. ICBM Transportation Technician of the Year (Airman – TSgt). Each unit may nominate one technician for this award. This award is for outstanding duty performance.

8.2. Quarterly. The following awards are for sustained outstanding performance during the quarter:

8.2.1. ICBM Maintenance Team of the Quarter. Each unit may nominate one maintenance team for this award. This award is for outstanding duty performance during the quarter nominated for and may include information from the last 6 months. Refer to paragraph 8.1.2. for team composition information.

8.2.2. ICBM Communications Maintenance Technician of the Quarter (Airman – TSgt). Each unit may nominate one technician for this award. This award recognizes outstanding ICBM communications maintenance technicians. Nominations should be based on quality and breadth of job performance.

9. Monthly. The following awards are for sustained outstanding performance during the month.

9.1. ICBM Maintenance Technician of the Month (Airman - TSgt). Each unit may nominate one technician each month for this award. This award is for outstanding duty performance during the month nominated for and may include information from the last 6 months.

9.2. ICBM Transportation Technician of the Month (Airman – TSgt). Each unit may nominate one technician each month for this award. This award is for outstanding duty performance during the month nominated for and may include information from the last 6 months.

10. Twentieth Air Force Safety Annual Awards. These awards are for sustained superior performance during the year nominated.

10.1. Flight Safety Award. This award is for outstanding contributions to flight safety. The award is limited to aircrews assigned to 20 AF. The 20 AF winner will be nominated to AFSPC for the MAJ-COM Flight Safety Award.

10.2. Weapons Safety Award. This award is for outstanding contributions to weapons safety.

11. Twentieth Air Force Safety Quarterly Awards. These awards are for outstanding performance during the quarter.

11.1. Flight Safety Award. The following award is for outstanding contributions to flight safety. Packages should describe a pilot, aircrew, or other member or members whose exceptional achievement, sustained performance, or one-time act have contributed to flight safety, prevented injury to personnel, damage to equipment or loss of life. Each wing may nominate one crew or individual for this award.

11.2. Weapons Safety Award. The following award is for outstanding contributions to weapons safety. Packages should describe an operator, maintainer, or other member or members whose exceptional achievement, sustained performance, or one-time act have contributed to weapons safety, prevented injury to personnel, damage to equipment or loss of life. Each wing/group may nominate one crew or individual for this award.

12. Twentieth Air Force Responsibilities. The designated OPR for each unit award is responsible for repair of award elements, engraving and preparation of citations.

13. Selection Boards.

13.1. Establishment of Boards. The 20 AF/DO, LG or SE will appoint a board of staff personnel to evaluate all unit nominations and select winners for each award.

13.2. Approval. The 20 AF/DO, LG or SE will have final approval on all awards.

13.3. Processing of Awards. The designated OPR for each unit award will accomplish the following:

13.3.1. Notification. Winners of all annual awards will be announced through a 20 AF/CC message.

13.3.2. Commander's Presentations. If possible, schedule awards presentations by the 20 AF/CC or CV as availability permits. The 20 AF award OPR will make presentation recommendations to the commander when applicable. Twentieth Air Force Protocol (CCP) will make arrangements for award presentation when the 20 AF Commander or Vice Commander is to make the presentation. This will ensure that the presentation is included in the commander's itinerary and proper arrangements for presentation and publicity are made at the unit. Each OPR will hold award elements until CCP makes firm arrangements. CCP will then coordinate with OPR to verify delivery of award elements and citation.

EDWARD W. RAUSCH, Col, USAF
Vice Commander

Attachment 1

ICBM AWARDS INDEX

Table A1.1. ICBM Awards Index.

AREA	AWARD	AUTHORITY	DUE TO NAF
20 AF ANNUAL AWARDS			
Operations	Outstanding Missile Control Section - Maj Duane W. Hollis Memorial Award	20 AFI 36-1	15 Jan
	Best OSKE	20 AFI 36-1	15 Jan
	Aircrew of the Year	20 AFI 36-1	15 Jan
	Operations Flight Commander of the Year	20 AFI 36-1	15 Jan
	Operations Staff Officer of the Year	20 AFI 36-1	15 Jan
	Operations Enlisted Person of the Year	20 AFI 36-1	15 Jan
	FM of the Year	20 AFI 36-1	15 Jan
	Chef of the Year	20 AFI 36-1	15 Jan
	Security Forces Officer of the Year	20 AFI 36-1	15 Jan
	Security Forces SNCO of the Year	20 AFI 36-1	15 Jan
	Security Forces NCO of the Year	20 AFI 36-1	15 Jan
	Security Forces Airman of the Year	20 AFI 36-1	15 Jan
Maintenance	ICBM Logistics Work Center of the Year	20 AFI 36-1	15 Jan
	ICBM Maintenance Team of the Year	20 AFI 36-1	15 Jan
	ICBM Maintenance Technician of the Year	20 AFI 36-1	15 Jan
	ICBM Maintenance Instructor of the Year	20 AFI 36-1	15 Jan
	ICBM QA Evaluator of the Year	20 AFI 36-1	15 Jan
	ICBM Communications Maintenance Team of the Year	20 AFI 36-1	15 Jan
	ICBM Communications Maintenance Technician of the Year	20 AFI 36-1	15 Jan
Transportation	ICBM Transportation Technician of the Year	20 AFI 36-1	15 Jan
Safety	Flight Safety Award	20 AFI 36-1	15 Jan
	Weapons Safety Award	20 AFI 36-1	15 Jan

AREA	AWARD	AUTHORITY	DUE TO NAF
20 AF QUARTERLY AWARDS			
Operations	ICBM Combat Crew/Crew Member of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Aircrew of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Facility Manager of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Chef of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Security Forces Officer of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Security Forces SNCO of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Security Forces NCO of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Security Forces Airman of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
Maintenance	ICBM Maintenance Team of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	ICBM Communications Maintenance Technician of the Quarter	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
Safety	Weapons Safety Award	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan
	Flight Safety Award	20 AFI 36-1	15 Apr, 15 Jul, 15 Oct, 15 Jan

AREA	AWARD	AUTHORITY	DUE TO NAF
20 AF MONTHLY AWARDS			
Maintenance	ICBM Maintenance Technician of the Month	20 AFI 36-1	20th day of month for which nominated
Transportation	ICBM Transportation Technician of the Month	20 AFI 36-1	20th day of the month for which nominated

Attachment 2

SAMPLE TRANSMITTAL MEMORANDUM

MEMORANDUM FOR 20 AF/LG, DO or SE

FROM: XXX SW/CC or XXX OG/CC
Street, Suite
Base State Zip

SUBJECT: Award Name

1. Body of memorandum can be one or multiple paragraphs. State clearly the full name and/or unit designation of the nominee and the award for which nominated. For example: I am proud to nominate Technical Sergeant William S. Jones of the XXX MS for the Twentieth Air Force Enlisted Member of the Year Award.
2. Summarize the most important reasons why the individual, team or unit is simply the best.
3. State no quality force factors exist. Use a separate letter for each nomination forwarded.

XXXXXXXXX X. XXXXXXXXXXXX, Rank, USAF
Commander

Attachment
Nomination Package

Attachment 3

NOMINATION FOR AWARD FORMAT

Figure A3.1. Sample AF Form 1206, Nomination Award Format.

NOMINATION FOR AWARD		
AWARD Name of award	CATEGORY <i>(if Applicable)</i> leave blank	AWARD PERIOD self-explanatory
RANK/NAME OF NOMINEE <i>(First, Middle Initial, Last)</i> self-explanatory **	SSN 000-00-0000	MAJCOM, FOA, OR DRU self-explanatory
DAFSC/DUTY TITLE self-explanatory **	NOMINEE'S TELEPHONE <i>(DSN & Commercial)</i> self-explanatory	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE self-explanatory		
RANK/NAME OF UNIT COMMANDER <i>(First, Middle Initial, Last)</i> /COMMANDER'S TELEPHONE <i>(DSN & Commercial)</i> self-explanatory		
SPECIFIC ACCOMPLISHMENTS <i>(Use single-spaced, bullet format)</i> (SAMPLE) NOTE: Nomination content in this block is limited to front side of AF Form 1206 only. Use headings as follows: - Annual -- Operation/Logistics -- DUTY/MISSION ACOMPLISHMENTS (For team or crew, focus on what the team/crew did) (50%) --- INSPECTIONS/EVALUATIONS/EXERCISES (HHQ or local) (25%) --- OTHER ACCOMPLISHMENTS (Special awards, recognition, community, quality, etc.) (25%) -- Safety --- Headings determined by unit -- Aircrew --- Refer to paragraph 8 -- Security Forces --- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (50%) --- SIGNIFICANT SELF-IMPROVEMENT (25%) --- BASE OR COMMUNITY INVOLVEMENT (25%) - Quarterly -- Operation/Logistics --- DUTY PERFORMANCE (50%) --- INSPECTIONS/EVALUATIONS/EXERCISES (Most recent, HHQ or local) (25%) --- OTHER ACCOMPLISHMENTS (Special awards, recognition, community, quality, etc., within the last year) (25%) -- Safety --- Headings determined by unit -- Aircrew --- Refer to paragraph 11 -- Security Forces --- LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (50%) --- SIGNIFICANT SELF-IMPROVEMENT (25%) --- BASE OR COMMUNITY INVOLVEMENT (25%) - Monthly -- Technician of the Month --- DUTY PERFORMANCE ** Continue on page 2 as needed (SAMPLE)		