

2010 A1 Awards Program Guide



August 2010

AF/A1X

*Forward
From the AF/A1*



Fellow A1 Professionals

The most critical weapon in our Air Force is the Airman—active duty, Reserve and Guard; both military and civilian—and our AF/A1 Community maintains and sustains that powerful weapon. The A1 Community is ready, engaged, and constantly leaning forward to support Airmen and take care of their families. I am proud of the “everyday excellence” we contribute to meeting our demanding missions.

I want to build an awards program that recognizes our professionals, and reflects the changes in our A1 Community. I am mindful of your time—and have further streamlined the nomination process to save time and effort at base and MAJCOM levels. We no longer require pictures, citations, or biographies during the nomination process. I want you to focus your efforts on what matters—the mission and our Airmen.

Thank you for taking the time to recognize your best people and programs. I’m proud to be part of our team—“All Things Airmen”—and the tremendous capabilities we bring to bear for our Air Force...America’s Air Force.

Sincerely

A handwritten signature in black ink that reads "Richard Y. Newton III". The signature is written in a cursive, slightly slanted style.

RICHARD Y. NEWTON, III
Lieutenant General, USAF
DCS, Manpower and Personnel

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1. Overview

1.1 Purpose

The simple purpose is to recognize our best performers and best Installation level programs—to honor their accomplishments and commitment to excellence. Furthermore, we hope to use the A1 Awards Program to improve the situational awareness for everyone in the A1 Community. AF/A1X will publish the winning individual / activity awards on the A1 Community Integration CoP at the conclusion of the award cycle. The endgame is to recognize the truly deserving individuals, programs, and units—and to share winning accomplishments and gained knowledge within the A1 Community.

1.2 Award Cycle

All awards are on a fiscal year cycle. The inclusion dates for all Installation, Individual, and Team/Program awards will be from 1 October through 30 September.

1.3 Award Submission Timeline

October:	Call for nominations
November:	Solicitation for panel members, nominations/selection
December 10 th :	Award packages due to AF/A1X
January:	A1 award selection boards convene
January-March:	Site visits for LeMay/Eubank awards
April:	Awards announced / message released
May:	A1 Worldwide Conference and Award Ceremony

1.4 Points of Contact

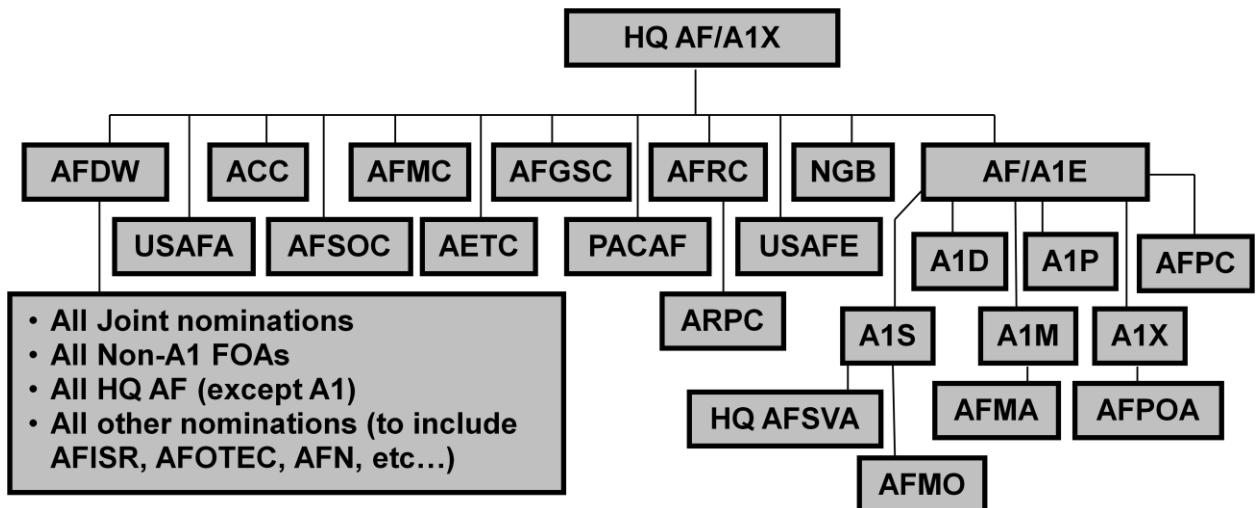
If you have questions on formatting, eligibility for awards, or anything related to the A1 Awards Program, please contact Timothy Wible at AF/A1X, DSN 225-5990 or e-mail: timothy.wible@pentagon.af.mil. Inquiries may also be sent to AF/A1XX workflow (afa1xx.workflow@pentagon.af.mil), with the text “A1 Awards” in the subject line.

2. Award Nomination Procedures

2.1 Nomination

Awards will be submitted on the most current version of AF IMT 1206, *Nomination for Award*. Please check the specific requirements for each award for headings and maximum number of lines. Annual awards are intended to recognize “the best”—commanders / directors are the first line of defense in protecting the credibility of the A1 Awards Program. In nominating individuals, commanders and directors should perform a **Quality Force Review**: Ensure nominations are factual, and that nominees are not under investigation, had recent disciplinary actions, or involved in activities that would bring discredit to the Air Force. Furthermore, individuals may only be nominated for one individual award (e.g., same person cannot be nominated for “Gen Wade Award” and “Force Support CGO of the Year”, etc.). Only Air Force members and civilian employees (including NAF and Non-US) may be nominated for individual awards. Contractors and members of other services are not eligible for awards.

Nominations should be submitted through parent MAJCOMs to AF/A1X. All nominations must be competed through a subordinate award board before submission to AF/A1X. HQ AF/A1 nominees will be submitted to HQ AF/A1E for boarding. Nominations from Joint organizations and FOAs will be submitted to HQ AFDW/A1. Joint bases that are AF-led nominate through their parent MAJCOM. Joint bases led by other services are submitted with other Joint nominations to AFDW/A1. Nominees assigned to a tenant unit on an installation hosted by another MAJCOM must submit their award nominations to their parent MAJCOM. ARC award nominations must be submitted through AFRC or NGB. ARC members assigned to an active duty unit will submit through their assigned unit’s MAJCOM.



Depiction of award nomination paths

2.2 Award Categories

Staff Level: For people or units located on the Headquarters Air Force (HAF) staff, Secretary of the Air Force (SAF) staff, and Major Command (MAJCOM) staff including associated Numbered Air Force staffs, and associated Joint staffs.

Operational Level: For people or units located at a Field Operating Agency (FOA) or Direct Reporting Unit (DRU); examples include AFRS, AFSVA, AFMA, AFPC, RMG, and AFMOC. Manpower Requirements Squadrons (MRS) submit awards through AFMA. Personnel in AFSPC / AFMC Centers (Aeronautical Systems Center, Air Armament Center, etc) and at Air University will compete for Operational level awards, but will submit nominations to their MAJCOM.

Installation Level: For people or units that are located at the installation level, working for host wing/squadron (i.e., Wing-level at Scott AFB). Wing-level personnel at Andrews AFB and USAFA are included in this category.

2.3 Consideration for Deployed Members

Members on a TDY deployment must be nominated by their home unit. Members PCSed into an AOR must be nominated by their assigned unit, through their parent MAJCOM.

2.4 Submission Procedures

Writing Nominations / Use of Abbreviations and Acronyms: Only use acronyms common to the A1 Community, the Air Force and DoD (e.g., BLSDM, CLEP, DCAPES, NATO, NIAD, OCO, etc). Based on feedback from board members, abbreviations or invented words (e.g., “sprstr”, “prsnl”, “mnpwr”, “trng”, etc...) with deleted vowels are “dstreckng and may rslt in nom pkgs being scrd lwr” than nominations written in American English. Uncommon acronyms may be spelled out on the bottom eight lines on the front of the nomination.

Format of Submission Materials: Please refer to the specific award for additional information. All documents will be electronically submitted. Use the most current version of AF IMT 1206 from the AF Publications Website at <http://www.e-publishing.af.mil/>. Please submit the “Pure Edge” file, and do not scan them into PDF documents. When naming files, use the file number and format listed in Attachment 3. Photographs and biographies are not required for award nominations. See Chapter 5 for instructions for those announced as AF-level winners.

Submission: All award nomination packages must be received by close of business (16:30 EST) on the award deadline date. Award submissions must be loaded on the A1 Awards Board CoP at <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-OT-AF-76>. Each award nomination must be loaded into specific folders. Award files may not be uploaded in a bundle.

Each submitting agency should identify who their awards POC is via e-mail to AF/A1XX Workflow (afdpxx.workflow@pentagon.af.mil). The POC should then ask for membership and access to the A1 Awards CoP. Membership (and authority to view/upload documents) will not be given without an accompanying e-mail request from the submitting agency.

3. Awards

3.1 Installation Awards

General Curtis E. LeMay (large installation)
Major General Eugene L. Eubank (small installation)

These awards recognize the best installation level Force Support Squadrons (FSS). Squadrons may also showcase any A1 functional area outside of the conventional FSS. Bases are free to include nomination bullets for any A1 functional area (i.e., collocated ARC FSS, attached operating locations). Non-collocated ARC units submit through AFRC or NGB.

Categories are determined by the number of full-time equivalent personnel assigned to an installation's FSS. Assigned personnel includes military (Active and ARC), civilians (APF and full-time equivalent NAF, and Non-US), and contractor employees (full-time equivalent). A listing of the small and large installation FSS's can be found at attachment 4 of this guide.

3.1.1 LeMay/Eubank Award Nomination Procedures:

To nominate an installation, the following items must be uploaded to the A1 Award Board CoP before COB on December 10th, 2010:

- Nomination letter signed by the MAJCOM/A1 (or above), as a PDF or Word Document.
- AF IMT 1206, Nomination for Award. Nomination shall not exceed two pages, single-spaced, in bullet format. Use sub-bullets to group messages and present cohesive thoughts/concepts. Only use acronyms common to the A1 Community and Air Force (e.g., BLSMD, CLEP, DCAPEs, DoD, NIAD, OCO, etc). Do not shorten words (e.g., "sprstr", "prsnl", "mnpwr", "ldr") by deleting vowels, or use uncommon acronyms without spelling out their first use. There is no acronym key on Eubank/LeMay nomination.
- If your installation is slated for high-level DV visits, exercises, or inspections between 15 Jan 2011 and 30 Mar 2011, send a message to AF/A1XX Workflow (with title "Eubank-LeMay") with the dates of your visits, exercises, or inspections. Please list the exact dates and nature of the scheduled event. Every effort will be made for evaluation visits not to occur during dates of other base activities. If no message is received, open availability for the Eubank/LeMay evaluation will be assumed.
- List of key personnel to include the installation and mission support group commanders and squadron key staff (squadron leadership [officer, civilian and enlisted], Ops Officer, flight chiefs and section chiefs). List should include commercial and DSN phone numbers, fax numbers and e-mail addresses. Include bios of leadership and key managers.

After MAJCOM nominations are received, AF/A1X will launch customer service surveys to the nominated installations. Surveys will be sent to military members and civilian employees assigned to the FSS's host wing (but not to FSS-assigned personnel). The survey score will account for 25% of the total scoring in determining the finalist bases.

Award nominations must highlight installation accomplishments during the award period in the categories below. Use categories, without additional text, as heading lines on AF IMT 1206:

Mission and Mission Accomplishment (25%)

- Describe the FSS's impact on the installation's mission, as well as significant mission support accomplishments. Describe how well programs provide base-wide support. Clearly differentiate what took place during the award period from events and programs completed in previous years that are still in operation.

Leadership and Innovation (25%)

- Describe how leadership uses resources, facilities, manpower, equipment, technology, and process improvement tools to deliver extraordinary programs or services. Describe how squadron capitalized on new, integrated FSS structure and how the unit leads the way in providing cutting edge programs or services. Illustrate how innovative efforts have institutionalized lasting, enterprise-wide changes that significantly improved programs and base-wide support. Describe any new initiatives or techniques developed that could be potential best practices.

Management and Customer Focus (25%)

- Describe how unit and individual sections, programs, and activities demonstrate exceptional management qualities. Explain how well the programs adhere to program and (if applicable) financial standards; e.g., indicators, APF goals, Golden Eagle, applicable checklists, UCI inspections, certifications, etc. Illustrate how managers collectively apply current trends and benchmarks best practices. Lastly, describe how unit collects meaningful customer feedback (including obtaining a valid sample size) and how feedback is used.

Please see attachments 1 and 2 for additional information regarding on-site evaluation team visits.



During this year's on-base evaluation, outstanding performers will be given recognition awards by evaluators.

3.2 Individual Legacy Awards

These awards are the most prestigious awards in the A1 Community and intended for individuals whose scope of evaluation does not lend itself to a particular function or activity. These awards are unique to the A1 Community, and have specific criteria that must be included in the nomination. Portrait photos, action photos, and citations are not required during the nomination process. There are not separate award categories (installation, operational, staff) for Individual Legacy Awards.

Nomination Packages: For all awards in this section, submit a one-sided, single-spaced AF IMT 1206 with a **maximum of 28 lines, including headings**. Bullet format will be used with separate, capitalized lines for headings. Heading lines will not have additional text.

3.2.1 Roger M. Blanchard Memorial Award

The Roger M. Blanchard Memorial Award for Character and Innovation honors the former Assistant Deputy Chief of Staff, Manpower and Personnel, Headquarters United States Air Force, for his outstanding service and dedication to the Air Force and the Nation. The award is presented to an individual at any level of the A1 Community who exhibits those attributes of character--integrity, commitment and a selfless spirit of service to others--that Mr. Blanchard demonstrated and inspired in others, and whose personal, innovative efforts have institutionalized lasting, enterprise-wide changes that significantly improved the support of the A1 Community to the men and women of the Air Force. Headings for AF IMT 1206 are:

- **Demonstration of Character** (25% of score). Describe how the nominee demonstrated attributes of Mr. Blanchard's character --integrity, commitment and a selfless spirit of service to others -- and how the nominee inspired those attributes in others.
- **Innovative Efforts** (25% of score). Describe how the nominee's personal, innovative efforts have institutionalized lasting, enterprise-wide changes that significantly improved the support of the A1 community to the men and women of the Air Force.
- **Impact on and Benefit to the Air Force** (25% of score). Describe the impact and benefit of the nominee's innovative efforts to the Air Force.
- **Institutionalization of Nominee's Innovation** (25% of score). Describe how the nominee's efforts were (or will soon be) institutionalized within the Air Force.

3.2.2 General Robert J. Dixon Award

The General Robert J. Dixon Award recognizes an individual, in any Air Force Specialty Code (AFSC) or job series, at Staff or Operational level (see para 2.2 for definitions), who performs duties as an "action officer" involving programs of significant concern to the A1 community.

Nominees must demonstrate an ability to be creative, innovative, and effective in working the A1 “tough problem” issues. Nominees must clearly show significant contributions that have long-range impact and that immensely benefit individual members or the Air Force as a whole. Headings for AF IMT 1206 are:

- **Leadership and Job Performance in Primary Duties** (70% of score). 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 to include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Provide examples of how the individual demonstrated organizational values, expectations, and vision. Include results of Air Force, MAJCOM and other inspections and/or evaluations. Include awards or special recognition received.
- **Innovation and Initiative** (20% of score). Describe how the nominee’s personal, innovative efforts have institutionalized lasting, enterprise-wide changes that significantly improved the support of the A1 community to the men and women of the Air Force.
- **Unit and Self Improvement and Community Involvement** (10% of score). Show how the member developed or improved their personal skills benefiting their unit, community or the Air Force. Define the scope and impact of the member’s positive leadership and involvement in both the military and civilian community. Include activities and events that make a significant impact on the base and/or in the community or portray the Air Force in a positive light.

3.2.3 General Horace M. Wade Innovation Award

The General Horace M. Wade Innovation Award recognizes an individual at an installation, operational, or staff level who has initiated innovative change that enhances operational support to the war fighter. MAJCOMs may submit one nominee in any grade (military or civilian) for this award. Military nominees may hold any AFSC and civilian nominees may hold any job series. Do not submit group nominations.

The nomination should emphasize the visionary nature of new ideas rather than the creator of the idea. Focus on innovation of the idea and the specific achievement. Headings for AF 1206 are:

- **Idea/Program Description** (20% of score). Describe the innovation and how the change impacts support to the war fighter. Include details on how the idea was developed and how previous methods led to the new process.
- **Impact on Service/Operations** (40% of score). Describe how the nominee’s personal, innovative efforts have institutionalized lasting, enterprise-wide changes that significantly improved the support of the war fighter and accomplishment of the Air Force mission. Include a description of the process and how it departs from previous methods.

- **Tangible Benefits** (40% of score). Describe the impact and benefit of the nominee's innovative efforts to the Air Force. List the savings in time, resources, manpower and money.

3.2.4 General Michael P. C. Carns Award

This award recognizes the individual who best exemplifies personal leadership, innovation, and ingenuity to improve processes that are of significant concern to the A1 community. This award honors General Carns' outstanding achievements, service and dedication to the Air Force, as well as his business acumen. The nominee must be an A1 military or civilian (APF, NAF, or Non-US) staff member assigned as division chief or above at Staff or Operational levels (see para 2.2 for definitions). Headings for AF IMT 1206 are:

- **Personal Leadership** (40% of score). Describe how the individual influenced other people to accomplish change, regardless of the scope of their position?
- **Innovation** (30% of score). List the process(es) the individual developed or improved and describe the impact on the A1 Community and support to the Air Force Mission.
- **Ingenuity** (30% of score). Describe how the individual used available resources in new and different ways to make improvements and implement the innovation.

3.2.5 General Benjamin Oliver Davis Jr. Management Engineering Award

This award recognizes the individual or team making outstanding contributions of significant concern to the Air Force by displaying superior expertise in the competencies of Management Engineering and/or Analysis. This award honors General Davis' outstanding leadership, contributions, support and dedication to the Air Force, and recognition of the importance of a repeatable, defensible systematic approach to problem solving and requirements determination. Any military member or civilian employee (APF, NAF, or Non-US) assigned anywhere in the A1 Community is eligible for the award. The nomination can be for a specific study or a body of work throughout the award period. Team submissions may also be made for this award. This award may be written in a narrative format, but must comply with other requirements listed in para 3.2 (individual award) or 3.4 (team award). Headings for AF IMT 1206 are:

- **Problem/Scope/Results (40% of score)**. Describe problem/issue being addressed and significance to Air Force. Explain size/scope of effort (e.g., installation level/MAJCOM/AF-wide, number of authorizations/budget/resources impacted). Explain results/outcome of effort(s) and implementation status.
- **Methodology (60% of score)**. Describe specific process/methodology used and why it was selected (include discussion of data collection and analysis). Examples could include, but not limited to, development of manpower standard using workload measurement, simulation modeling, force management analysis, survey statistical analysis, AFSO-21 8-step problem solving, etc. Explain quality control and statistical analysis/validation method of results. Describe use of resources (time, money, people, equipment) used to complete the effort(s).

3.2.6 Lieutenant General Norm Lezy Award

This award recognizes the individual making outstanding contributions of significant concern to the A1 Community by displaying superior expertise and leadership qualities. This award honors General Lezy's outstanding leadership, contributions, support and dedication to the Air Force community. The nominee must be an A1 military or civilian (APF, NAF, or Non-US) member assigned below the division chief level at Staff or Operational levels (see para 2.2 for definitions). Headings for AF IMT 1206 are:

- **Significant accomplishments or projects.** (70% of score). Describe how the individual performed their duties and impacted the A1 Community and its support to the war fighter. Include a list of the specific outcomes and improvements as a result of new ideas and programs to improve A1 programs.
- **Leadership qualities** (20% of score). Provide details on the nominee's leadership and how it led to the positive outcome of the initiative(s). Describe how the individual influenced others and provide examples of integrity, professionalism and teamwork.
- **Ingenuity** (10% of score). Describe how the individual used available resources to make improvements or changes. Include details on how the individual adapted to change or overcame unique problems.

3.2.7 Dr. Beverly L. Schmalzried Award

The Schmalzried Award focuses on staff members who made a significant impact on an individual level or a particular participant in an A1 program during the award period. The nominee must be an A1 military, APF, NAF, or Non-US civilian employee, local national, or volunteer assigned to an A1 program.

Nomination Package: AF IMT 1206. There are no specified headings. Other A1 Awards focus on wide-ranging impacts on the entire Air Force or A1 Community. A nomination for this award emphasizes what the nominee did for another *individual* and is typically written on a more personal level from that individual's perspective. Bases are encouraged to solicit nominations from program participants and families, but nominations may also come from fellow staff members, supervisors, managers, or the base populace at large. Clearly and objectively describe what the nominee did for the individual and what impact it had. Pay special attention to the unique aspect of the contribution that set the nominee apart from other staff members.

3.2.8 Dr. Edwin C. Peterson Education and Training Manager (ETM) Award

This award recognizes outstanding achievement and significant contributions in education and training management at the Staff or Operational levels. The nomination should reflect the impact the individual had on education and training management, enhanced mission effectiveness, and customer support. Nominees must be in an E&T position (AFSC 3S2XX or civilian 17XX occupational series). Headings for AF IMT 1206 are:

- **Leadership and Job Performance in Primary Duty** (70% of score). 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; include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Provide examples of how the individual demonstrated

organizational values, expectations and organizational vision. Include results of Air Force, MAJCOM and NAF inspections and/or evaluations. Include awards or special recognition received.

- **Significant Self-Improvement** (20% of score). Show how the member developed or improved skills related to primary duties, such as: formal training, Career Development Course enrollment/completion, On-the-Job Training, certifications, off-duty education and other related activities. Include completion of any Professional Military Education (PME) as well as any academic awards. Cite any other relevant training or activity significantly enhancing the member's value to their unit, the A1 Community and the Air Force.
- **Base or Community Involvement** (10% of score). 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, such as: community volunteer, base committee or council, PTA member, or other activities and events that make a positive impact on the base and/or in the community or portray the Air Force in a positive light.

3.2.9 Solomon Starks, Jr. EO Director of the Year Award

This award recognizes Equal Opportunity Directors at the installation/center level who have demonstrated outstanding leadership skills in the area of military equal opportunity (MEO) and civilian equal employment opportunity (EEO). Headings for AF IMT 1206 are identical to those for the Dr. Edwin C. Peterson Education and Training Manager (ETM) Award, in para 3.2.9.

3.2.10 CMSgt Billy R. Hunter SNCOA Instructor of the Year Award

The CMSgt Billy R. Hunter SNCOA Instructor of the Year Award was established in honor of Dr. Hunter who was an integral leader (during his military and civilian career) to the success of the Air Force SNCOA and the Academic Instructor School by establishing and raising standards for instructor qualification and performance. This award recognizes superior performance of an instructor who has made the most significant contributions to Air Force Enlisted Professional Military Education program. Air Force members assigned to the Air Force SNCOA (AFSNCOA), Army Sergeants Major Academy (USASMA), US Navy Senior Enlisted Academy (SEA), US Coast Guard Chief Petty Officer Academy (CPOA), German SNCOA, and Canadian Air Force Command Professional Development and Training Center are eligible to compete as well as members from the other services assigned to the AF SNCOA. Headings for AF IMT 1206 are identical to those for the Dr. Edwin C. Peterson Education and Training Manager (ETM) Award, in para 3.2.8.

3.2.11 A1 Special Recognition Award

This award recognizes any individual in the A1 community or supporting the A1 Community for outstanding results, dedication and improvements. This award is reserved for personnel or situations not covered by other awards. Personnel must contact HQ/A1XX before submitting for this award. Nominations submitted that did not receive prior permission will not be considered during boarding at the Air Force level. Headings for AF IMT 1206 are identical to those for the Dr. Edwin C. Peterson Education and Training Manager (ETM) Award, in Para 3.2.7.

3.3 Individual Annual Awards

Nomination Package: For all categories in this section (officer, enlisted, civilian) use the same award formats and processes. For all awards in this section, submit a one-sided, single-spaced AF IMT 1206 with a **maximum of 28 lines, including headings**. Bullet format will be used with capitalized lines for headings without additional text. Headings for AF IMT 1206 are:

- **Leadership and Job Performance in Primary Duty** (75% of score). 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; include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Provide examples of how the individual demonstrated organizational values, expectations and organizational vision. Include results of DoD, Air Force, MAJCOM, and other inspections and/or evaluations. Include awards or special recognition received.
- **Significant Self-Improvement** (15% of score). Show how the member developed or improved skills related to primary duties, such as: formal training, Career Development Course enrollment/completion, On-the-Job Training, certifications, off-duty education and other related activities. Include completion of any Professional Military Education (PME) as well as any academic awards. Cite any other relevant training or activity significantly enhancing the member's value to their unit, the A1 community and the Air Force.
- **Base or Community Involvement** (10% of score). 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, such as: community volunteer, base committee or council, PTA member, or other activities and events that make a positive impact on the base and/or in the community or portray the Air Force in a positive light.

3.3.1 Officer Awards

For installation level awards, FSS Commanders and Directors should consider any officer with a 38F Air Force Specialty Code, even if they are serving in a non-FSS position; e.g., protocol, EO, honor guard, etc. However, 38Fs assigned to a Manpower Requirements Squadron (MRS) should be considered for awards at the Operational level and be nominated by AFMA.

Categories (See para 2.2 for Definitions):

Staff level:

- Force Support Field Grade Officer of the Year
- Force Support Company Grade Officer of the Year
- Force Support Reserve Component Field Grade Officer of the Year
- Force Support Reserve Component Company Grade Officer of the Year

Operational level:

- Force Support Field Grade Officer of the Year
- Force Support Company Grade Officer of the Year
- Force Support Reserve Component Field Grade Officer of the Year
- Force Support Reserve Component Company Grade Officer of the Year

Installation level:

- Force Support Field Grade Officer of the Year
- Force Support Company Grade Officer of the Year
- Force Support Reserve Component Field Grade Officer of the Year
- Force Support Reserve Component Company Grade Officer of the Year

3.3.2 Enlisted Awards

At the Staff and Operational levels, all A1 Community AF Specialties (AFS) compete for the same awards; however at installation level a distinction is drawn between AFSs. Additionally, there are separate awards for Air Reserve Component (ARC) nominees. Staff and Operational-level 3S2s may compete for the Dr. Edwin Peterson Award but will not be included in any other individual award category (Airman/NCO or SNCO categories). Instructors at SNCOAs will compete for the CMSgt Billy R. Hunter Award but will not compete for any other award (Enlisted PME NCO or SNCO Award).

Staff level:

- Force Support Airman of the Year
- Force Support NCO of the Year
- Force Support SNCO of the Year
- Force Support Airman of the Year (ARC)
- Force Support NCO of the Year (ARC)
- Force Support SNCO of the Year (ARC)

Operational level:

- Force Support Airman of the Year
- Force Support NCO of the Year
- Force Support SNCO of the Year
- Force Support Airman of the Year (ARC)
- Force Support NCO of the Year (ARC)
- Force Support SNCO of the Year (ARC)

Installation level:

Airman and Family Readiness Center Enlisted Manager of the Year
Career Assistance Advisor of the Year
Education and Training Airman of the Year
Education and Training NCO of the Year
Education and Training SNCO of the Year
Equal Opportunity Specialist of the Year

Installation level (cont.):

First-Term Airmen Center NCOIC of the Year
Manpower NCO of the Year
Manpower SNCO of the Year
Personnel Airman of the Year
Personnel NCO of the Year
Personnel SNCO of the Year
Services Airman of the Year
Services NCO of the Year
Services SNCO of the Year
Enlisted Professional Military Education NCO of the Year
Enlisted Professional Military Education SNCO of the Year

Airman and Family Readiness Center Enlisted Manager of the Year (ARC)
Career Assistance Advisor of the Year (ARC)
Education and Training Airman of the Year (ARC)
Education and Training NCO of the Year (ARC)
Education and Training SNCO of the Year (ARC)
Equal Opportunity Specialist of the Year (ARC)
First-Term Airmen Center NCOIC of the Year (ARC)
Manpower NCO of the Year (ARC)
Manpower SNCO of the Year (ARC)
Personnel Airman of the Year (ARC)
Personnel NCO of the Year (ARC)
Personnel SNCO of the Year (ARC)
Services Airman of the Year (ARC)
Services NCO of the Year (ARC)
Services SNCO of the Year (ARC)
Enlisted Professional Military Education NCO of the Year (ARC)
Enlisted Professional Military Education SNCO of the Year (ARC)

3.3.3 Civilian Awards:

Please use discretion in determining the level at which civilian employees are nominated. Guidelines are provided below. Because of the wide assortment pay systems (GS, IA, NSPS, NAF, Non-US, etc.), it is not practical to distinguish award level by civilian grade. For example, the head librarian at a large, “mega” installation may not necessarily compete at the same level as a part-time librarian at a small base. The level of responsibility is the determining factor.

Guidelines for Staff and Operational levels (See Para 2.2 for definitions)

- **Senior Manager:** Multiple levels of supervision; i.e., division or branch chief
- **Manager:** Personnel who officially supervise other employees; e.g., team leads
- **Specialist:** Non-supervisory and oversees a program or activity, and uses independent authority in the execution of their duties; e.g., action officers
- **Technician:** Non-supervisory, administrative or transaction-oriented tasks, and requires supervision; e.g., admin support, travel planner, clerk, etc.

Staff level:

- Action Officer of the Year (limited to “Specialist” level)
- Technician of the Year

Operational level:

- Senior Manager of the Year
- Manager of the Year
- Specialist of the Year
- Technician of the Year

Installation level civilian employee award categories have changed: Installation level awards are now differentiated by Flight position within the FSS. Also, “A1 in Wing” category was created for those civilians that have A1 functional positions, but are outside of the FSS. Examples include, but are not limited to, Honor Guard, Protocol, E&T Technicians, and EO Specialists.

Guidelines for Installation level:

- **Manager:** Multiple levels of supervision, e.g., large function / activity manager, oversight of wide span of control
- **Specialist:** Oversees a program or activity (may or may not supervise), and uses independent authority in the execution of their duties; e.g., shift leader, counselor, budget analyst, supply manager, etc.
- **Technician:** Non-supervisory, administrative, or transaction-oriented tasks, and requires supervision, i.e., clerk, food service worker, custodian, customer service representative, etc.

Installation level Awards:

- Force Support Senior Civilian of the Year (Director/Deputy)
- Force Support Manager of the Year (Flight Chief/OPSO)
- Manpower & Personnel Flight (FSM) Manager of the Year
- Manpower & Personnel Flight (FSM) Specialist of the Year
- Manpower & Personnel Flight (FSM) Technician of the Year
- Sustainment Services Flight (FSV) Manager of the Year
- Sustainment Services Flight (FSV) Specialist of the Year
- Sustainment Services Flight (FSV) Technician of the Year
- Airman and Family Services Flight (FSF) Manager of the Year
- Airman and Family Services Flight (FSF) Specialist of the Year
- Airman and Family Services Flight (FSF) Technician of the Year
- Force Development Flight (FSD) Manager of the Year
- Force Development Flight (FSD) Specialist of the Year
- Force Development Flight (FSD) Technician of the Year
- Community Services Flight (FSC) Manager of the Year
- Community Services Flight (FSC) Specialist of the Year
- Community Services Flight (FSC) Technician of the Year
- FSS Command Staff (FSO, FSR, FSK, Admin) Manager of the Year
- FSS Command Staff (FSO, FSR, FSK, Admin) Specialist of the Year
- FSS Command Staff (FSO, FSR, FSK, Admin) Technician of the Year
- A1 in Wing Manager of the Year (EO, SARC, Protocol, etc)
- A1 in Wing Specialist of the Year (EO, SARC, Protocol, etc)
- A1 in Wing Technician of the Year (EO, SARC, Protocol, etc)

3.4 Program/Team Awards

Overview: These awards recognize teams, programs and flights which make outstanding contributions to the Air Force and the A1 Community.

Nomination Package: For all awards in this section, submit a one-sided, single-spaced AF IMT 1206 with a **maximum of 33 lines, including headings**. Bullet format will be used with separate, capitalized lines for headings. Headings (without additional text) for AF IMT 1206 are:

- **Mission Accomplishment and Innovation** (60%). List significant accomplishments and support to the mission. Describe how the team/program's innovative efforts have affected lasting changes that significantly improved the support of the mission. Detail how well the team collectively applies current trends, benchmarks best practices and cross-tells with other agencies and programs. Define the scope and level of responsibilities and the impact on the mission, include any new initiatives or techniques developed.
- **Leadership and Management** (20%). Describe how the program or team demonstrates exceptional leadership and management qualities. Describe how the program/team leads the way in providing cutting edge programs or services. Describe how the program/team utilizes resources, facilities, manpower, technology, or process improvement tools to deliver extraordinary programs or services. If applicable, describe how well the program or organization adheres to financial and program standards; e.g., indicators, APF goals, Golden Eagle, applicable checklists, certifications, etc.
- **Customer Focus** (20%). Describe to what extent program/team results meet customer needs and applicable standards. Include any new programs, initiatives, services and improvements to existing programs, with specific emphasis on changes that enhance customer focus.

Legacy Team Awards:

- George Washington Award for Protocol Excellence (Installation level Protocol Office)
- General Benjamin Oliver Davis Jr. Management Engineering Award (see para 3.2.5)
- Nathan Altschuler Outstanding Education and Training Program
- Col L. Joseph Brown Award – Equal Opportunity Program (Installation level)
- Gerrit D. Foster, Jr. Outstanding Military Personnel Program
- A1 Special Recognition Team / Program of the Year
 - This award recognizes any team / program in the A1 community or supporting the A1 Community for outstanding results, dedication and improvements. This award is reserved for personnel or situations not covered by other awards. Contact AF/A1XX before submitting for this award as prior permission is required.

Team / Program Awards (Installation-level only, unless otherwise noted):

- Aero Club Program of the Year
- Airman & Family Readiness Program of the Year
- Arts and Crafts Program of the Year
- Bowling Program of the Year
- Child Development Program of the Year

- Civilian Personnel Program of the Year (AETC/AFSPC Centers may be nominated)
- Club of the Year (all installation club activities)
- Community Center Program of the Year
- Enlisted Professional Military Education Team of the Year
- Family Child Care Program of the Year
- Fitness and Sports Program of the Year
- Golf Program of the Year
- Human Resources Program of the Year (*installation level NAF Human Resource Offices*)
- Library Program of the Year
- Manpower and Organization Program of the Year (AETC/AFSPC Ctrs may nominate)
- Marketing Program of the Year
- Outdoor Recreation Program of the Year
- Operations Program of the Year (*award includes readiness functions*)
- Professional Development Program of the Year
- Resource Management Program of the Year
- Sexual Assault Prevention and Response Program of the Year
- Youth Program of the Year



Within 30 days of the award announcement, award winners are asked to submit an “action photo” (examples below) and a “head/shoulders” photo. See Sect 5 for specific information.



Lt Col Debra A. Lovette and 4th FSS
Seymour Johnson AFB, SC
Force Support Field Grade Officer of the
Year--Installation Level



Maj Gerald R. Cullens, _NGB/A1SC
Andrews AFB, MD
Force Support Reserve Component Field Grade
Officer --Staff Level

3.5 A1 Community Awards:

The following A1 Community Awards have a separate awards call and are typically recognized in forums outside of the A1 Worldwide conference. The A1 functional community responsible for the area remains the OPR for the award:

AWARD	OPR
LtGen Donald L. Peterson Award —PERSCO Team Readiness Challenge	AFPC/DPWOR
CMSgt Chester “Chet” L. Myers Award —PERSCO Team Readiness Challenge	AFPC/DPWOR
AF Innkeeper Award — Lodging Operations(Small / Large)	HQ AFSVA/SVOLO (See section 3.5.2)
John L. Hennessy Trophy —Active Duty Food Service (Single / Multiple)	HQ AFSVA/SVOFO (See section 3.5.1)
SMSgt Disney Award —ANG Food Service	HQ NGB/A1S
CMSgt William E. Morrison RIBS Award —RIBS Member, Readiness Challenge	AFSVA/SVORR
Prime RIBS Combat Excellence Award —RIBS Team	AFSVA/SVORR
Volunteer of the Year	AF/A1S
AF Family Child Care Provider of the Year	AF/A1S
AF Youth of the Year	AF/A1S
AF Military Athlete of the Year	AFSVA/SVPCR
Affirmative Employment Program Award (Commander Action)	AF/A1Q
Affirmative Employment Program Award (Supervisory Action)	AF/A1Q
Affirmative Employment Program Award (Affirmative Action)	AF/A1Q
Affirmative Employment Program Award (Program Management)	AF/A1Q
Special Emphasis Program Awards:	
-- Federal Women’s Program	AF/A1Q
-- Black Employment Program	AF/A1Q
-- People with Disabilities Program	AF/A1Q
-- Hispanic Employment Program	AF/A1Q
--American Indian / Alaskan Native Employment Program	AF/A1Q
-- Asian American / Pacific Islander Employment Program	AF/A1Q
CMSAF Honor Guard Awards	AF/A1S
Enlisted Aide (Single Quarter) of the Year	A1/DPG
Enlisted Aide (Multiple Quarters) of the Year	A1/DPG

3.5.1 John L. Hennessy Trophy

This program recognizes excellence in AF food service. The award is named for John L. Hennessy, a hotel and food service industry leader and advisor to Presidents on military food-service issues. Any AF installation (except medical facilities) providing mission essential (appropriated funded) food service and nominated by the MAJCOM is eligible to compete in the following categories:

- Single Category: a base that has one main dining facility.
- Multiple Category: a base that has two or more main dining facilities. A dining facility is considered to be a “main” facility if it is open for at least five days per week and serves at least three meals per day.

MAJCOMs may nominate one base in each category if they have five or more bases. HQ AFSVA recommends team composition and funds the TDYs for evaluation teams. Teams consist of HQ USAF/A1 and HQ AFSVA personnel, assisted by advisors from the National Restaurant Association (NRA), Society for Food Service Management (SFM), and/or International Food Services Executive Association (IFSEA). HQ AFSVA develops schedule for the single- and multiple-category evaluation teams and provides a standard itinerary for competing bases. HQ AFSVA is the OPR for the evaluation process using AF Form 1038, Food Service Evaluation, and provides HQ AF/A1S with the team’s recommendation for winning bases. The AF/A1 approves award winners and releases the official announcement. HQ AFSVA budgets and purchases all plaques and trophies for winning bases.

HQ AFSVA also budgets for the Hennessy Program and plans the logistics of presenting the Hennessy Trophy at the annual National Restaurant Association Banquet.

3.5.2 AF Innkeeper Award

This award program recognizes excellence in AF Lodging. Installations compete in one of the following categories:

- Large installation - at least 285 lodging rooms
- Small installation - fewer than 285 lodging rooms

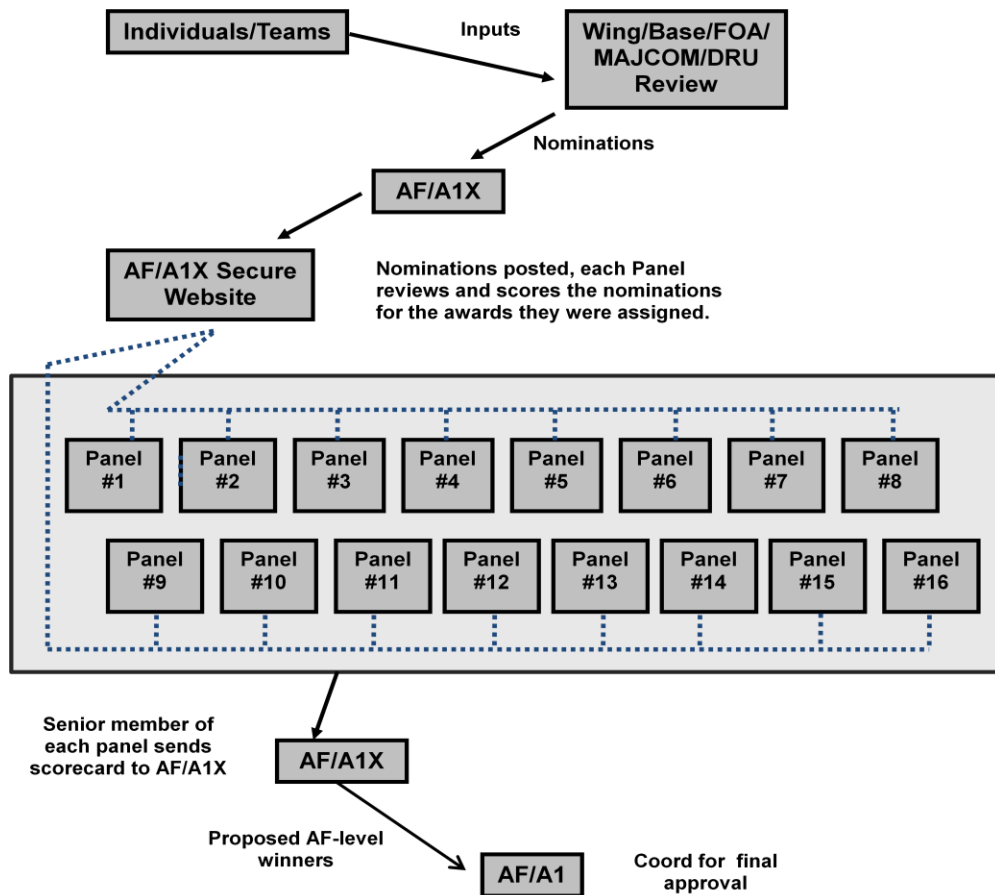
MAJCOMs may nominate one base in each category. HQ AFSVA/SVOSL recommends composition of large and small installation evaluation teams. Teams can consist of HQ USAF/A1, HQ AFSVA, and MAJCOM personnel, assisted by advisors from the American Hotel & Lodging Association (AH&LA), and any past winning Innkeeper lodging manager not competing. HQ AFSVA determines “finalist bases” for each category, develops schedule for the large and small installation evaluation teams and provides a standard itinerary for the competing bases, and is the OPR for the Innkeeper checklist. The evaluation team chiefs provide HQ USAF/A1S with the team’s recommendation for the winning bases. The AF/A1 approves the award winners. HQ AFSVA budgets and purchases all plaques and trophies for winning bases.

Awards are presented for winners in each category (large and small installations). A traveling trophy is presented to the winner in each category. A permanent trophy is also awarded by the AH&MA. Large and small installation evaluation teams select four traveler award winners, two for each category. Traveler award winners are selected based on demonstrated professionalism,

personal appearance, and customer service observed by the evaluation teams. The traveler award winners in each category receive a plaque from the AH&MA. Awards for winning bases and traveler award winners from both categories are presented at the annual International Hotel/Motel & Restaurant Show (IH/M&RS).

4. Selection Process

The A1 Awards selection process consists of a series of panels formed by AF/A1X from MAJCOMs, FOAs, and the Air Staff. Persons nominated for A1 Awards may not serve on an award panel. After nominations are received, they will be loaded into the A1 Awards Community of Practice (CoP) restricted website. Below is an overview of the process:



Award Panels: The ranking military or civilian person will be the chairperson and preside over scoring panel. The chairperson oversees two other personnel in scoring award nominations. In nominating panel members, ensure a balance of experience (i.e., Manpower, Personnel, Services) is achieved. If in reviewing nominations, specific experience is required to make an assessment of the nominations (i.e., EO award, SARC, etc), the panel chairperson may, at their discretion, seek expertise in assessing a category of nominations. The chairperson must report any additional panel members that were recruited during the scoring process and awards they assisted with.

The methodology and process of scoring on each panel will be done at the discretion of the Panel Chairperson. Communication among panel members is encouraged. The panel chairperson is responsible for ensuring the scoring sheet is returned to AF/A1XX Workflow (afa1xx.workflow@pentagon.af.mil) by the suspense date.

5. Award Announcements and Release

The Deputy Chief of Staff, Manpower and Personnel (AF/A1) will approve and transmit the award announcement message. AF/A1 is the final approval authority on all A1 awards. The award message will also be posted on the A1X Community Integration CoP website upon release. Link to website is:

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-DP-AF-68>

Within 30 days of the message release, MAJCOMs are asked to submit photographs of their AF-level individual award winners. Submit two photographs of the winner (in duty uniform, if applicable. One picture should have the winner alone in the picture and can be readily identified (i.e., head & shoulders). The second picture should be an “action shot”. Please do not send high-resolution pictures—file size should be under 1 MB. Files should be labeled with the award name, MAJCOM and individual’s last name. Please upload pictures to the A1 Award CoP listed in para 2.4.

Military award winners of individual AF-level awards are authorized to wear the AF Recognition Ribbon. Civilian individual winners are authorized to wear the AF Recognition Lapel Pin..



6. Worldwide Conference and Award Presentations

The A1 Worldwide Conference will be the forum for the presentation of the General Curtis E. LeMay and Major General Eugene L. Eubank Awards, Individual Awards, and Program/Team Awards. Funding, scheduling, and logistical constraints may limit the number of in-person award presentations, however every effort will be made to present all awards in-person. Each winning installation of the LeMay and Eubank Awards are encouraged to bring their leadership, and up to 15 squadron members.

The host of the annual worldwide conference will vary from year to year. However, the hosting agency will ensure a (minimum) 90-minute award luncheon or dinner is planned into the conference. Award trophies and plaques will be prepared and presented by the AF/A1. Trophies for recipients not able to attend will be mailed to the winner’s Commander/Director.

A1 Community Awards will not be presented at the Worldwide conference, but in the forum determined by the OPR listed on the table in Section 3.5.

Attachment 1: Installation Awards

General Curtis E. LeMay and Major General Eugene L. Eubank Awards

A1.1 Evaluation Process: Nominees are evaluated based on a two-part process:

- An AF/A1X-appointed Board will rate nomination packages to determine four “finalist” bases for both the LeMay and Eubank Awards. The Board will include panelists from a cross-section of the A1 Community.
- Finalist bases will receive an on-site visit by an evaluation team. Evaluation teams will verify information submitted on the bases AF IMT 1206, and use the Eubank/LeMay scorecard as a guide to evaluate nominees. A1 Community areas outside of the FSS may be visited if the squadron is showcasing that function.

A1.2 Team On-Site Visit. AF/A1X will appoint an evaluation team to visit “finalist” bases and fund TDY costs. Separate teams are appointed for LeMay and Eubank evaluations. Each evaluation team is typically at each base for two to three days, with a travel day on either end, and at least one acclimation day for overseas travel. Travel is normally conducted January through March. Bases are encouraged to reduce “pageantry” preparation—evaluation teams desire to see installations in their “everyday” focus on excellence.

Approximately one to two weeks before the evaluation team’s arrival, AF/A1X will provide team member biographies and exact evaluation dates and flight information. HQ AFSVA provides logistical and scheduling support for the evaluators. Unless notified otherwise, the squadron is responsible for making lodging arrangements for each team member and providing roundtrip airport transportation. The squadron should assign each team member an escort officer and provide transportation during the team’s visit. Use available resources for transportation (FSS or vehicle operations); **do not rent vehicles for the team.**

The squadron will not be evaluated on Sundays or holidays. However, because of scheduling, it may be necessary to evaluate on Saturdays. In those cases, only those employees normally working Saturday should be available to the team. Do not bring employees in on a weekend if they do not normally work on a weekend. Please note that although squadrons are not evaluated on Sundays and holidays, the team may physically be at the nominated base on those days. Do not fill those days with activities for the team; they will decide how they want to spend that time.

Do not provide nonappropriated fund financial booklets, etc., for the team. HQ AFSVA provides team members with nominee’s NAF financial data to include activities under MAJCOM or AF-level review. If more financial data is required than that provided, the team will ask for it.

A1.3 Team In-Brief. The FSS will present an orientation in-brief to the evaluation team on the first evaluation day. It should be the first order of business and normally attended by installation leadership, squadron commander and deputy, flight commanders/chiefs, activity managers, staff members and other installation leaders/customers.

The briefing format is at the discretion of the squadron; however, at a minimum, include the following areas:

- The mission of the base and the squadron's role in accomplishing the mission.
- The squadron mission and how the squadron meets it.
- Innovation efforts, and what makes their organization "the best"

Do not spend resources preparing video or elaborate briefings. Keep the briefings simple. The team does not evaluate the briefing; however, it is an important tool in presenting a positive image of the A1 programs.

Allow approximately 15 minutes at the end of the briefing for the evaluation team chief to review the evaluation rules of engagement with the in-brief attendees.

A1.4 Out-Briefs and Courtesy Visits. At the end of the last full day of the evaluation, please schedule an out-brief for the squadron members. Installation leadership may also attend at the installation's discretion. Recognition awards will be presented by the evaluation team. Prior to the out-brief, please schedule 60 minutes for the evaluation team to confer in private. Courtesy visits are conducted with the installation and/or mission support group commander only if requested by the base. If the base opts for these visits, they must be included in the activity visitation itinerary.

A1.5 No-Host Social and Meals. Limit social events to one conservative, no-host social upon the team's arrival, preferably on the day of arrival, time permitting. This allows the team to interact with squadron personnel. Since team members are on official travel orders and authorized per diem, they will pay their own way including the cost of the no-host social. The team costs must be the same as those charged to other function attendees. The function should not be subsidized with any outside funding (Booster Club, SM&W, etc.). Do not schedule additional events (to include breakfasts, lunches, dinners, BBQs, luaus, boat, plane or helicopter rides, white water rafting, and the like). The team may request information on sightseeing tours, golf, etc., for down days. However, the nominee will not schedule those events unless requested by the team. The team chief will enforce the single social event limit and decline anything more than one social event.

A1.6 Amenities/Mementos and Non-Evaluation Events. Preferably, no special amenities/mementos will be extended to the evaluation team. Extreme amenities/mementos such as jackets, flag boxes, pottery, steins, brass or ceramic eagles, gubernatorial proclamations, leather portfolios, etc., and non-evaluation events (professional ball games, trips to the zoo, or local attractions, etc.) are **INAPPROPRIATE** and costly to the base both financially and in man-hours. Non-evaluation events detract from the time the team has to evaluate the A1 programs and does not add to the evaluation process. Limit scheduling team visits to only A1 facilities, programs and activities. Limit the cost of amenities/mementos to \$20 per team member. The team chief will enforce the single \$20 amenity/memento limit and decline anything more. Exceeding these limitations is an ethics violation.

A1.7 Activity Visitation Itinerary. The squadron commander / director prepares a proposed activity visitation itinerary for the team to visit and evaluate each FSS section during the on-base evaluation. The itinerary will be prepared based on the functional areas assigned to team members. A primary, and (time permitting) an alternate team member will visit each activity.

- Allow an average of 30-60 minutes per activity/program depending on the size of the activity/program. When possible, the evaluators should be scheduled in two-person teams. Depending on the size and number of activities/programs, optional visits to other areas (e.g., EO, SARC, Vet Clinic, etc.) may be added. **Remember: The itinerary must include visits to all FSS sections.**
- Schedule a minimum of 1 hour at the end of each evaluation day (usually 1700-1800) for the evaluators to hold a team meeting in their quarters to review the day's evaluation.

A1.8 Selection Process. Following completion of all on-site evaluations, team chiefs will forward evaluation scores to AF/A1X. After review, AF/A1X forwards recommended winners along with the other A1 Award program winners to AF/A1 for final approval. Upon approval of the winners, the AF/A1 will notify the installation and release an AF-wide message. The message will also be posted on the A1X Community Integration CoP website. Link to website: <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AF-68>

A1.9 Evaluation Cross-feed. Team chiefs will prepare a trip report that highlights the great programs and star performers/teams recognized at each installation. This cross-feed will be posted to the CoP website after the awards cycle is complete and the results have been announced. "Best Practices" named during site visits will also be posted on the CoP website.

A1.10 Awards Presentation. A representative of the National Order of Daedalians presents a traveling trophy along with a plaque to each winning base at the annual AF/A1 Awards Banquet. The LeMay and Eubank winners are encouraged to bring up to 15 people to the awards ceremony. The traveling trophy is for public display at the winning base until February after which the base returns the trophy to the National Order of Daedalians.

Attachment 2: Eubank / LeMay Evaluation Scorecard Overview

The scoring of installations will be assessed using the criteria below:

On-base Evaluation Score (750 pts)

Mission and Mission Accomplishment: FSS's impact on the installation's mission, as well as significant mission support accomplishments. How well the FSS programs provide base-wide support.

Leadership and Innovation: How leadership uses resources, facilities, manpower, equipment, technology, and process improvement tools to deliver extraordinary programs or services. How FSS capitalizes on new, integrated FSS structure and how the unit leads the way in providing cutting edge programs or services. Innovative efforts that resulted in lasting, enterprise-wide changes that significantly improved programs and base-wide support.

Management and Customer Focus: How unit demonstrates exceptional management qualities. How well the programs adhere to program and (if applicable) financial standards; e.g., indicators, APF goals, Golden Eagle, applicable checklists, UCI inspections, certifications, etc. How managers collectively apply current trends and benchmark best practices. How well unit collects meaningful customer feedback (including obtaining a valid sample size) and how feedback is used.

Customer Impact (250 pts) --Results of Customer Service Survey and / or Mystery Customer visits from Air Staff. Same standard to be used for all installations and will be disclosed after award announcement. See A1 Community Integration CoP for additional information on Mystery Customer criteria.

The evaluation scorecard used by the on-site evaluation will remain an internal document. Key assessment items for each function / activity will be obtained from Subject Matter Experts (SMEs) for each function / activity. Evaluators may add additional items to scorecard as long as items are assessed at each visited installation. Also adjustments will be made to avoid penalizing bases that do not have a standard FSS configuration (i.e., four flights) or specific functions/activities (e.g., no Aero Club, etc.).

Leadership, FSO, FSR, FSK

Max. 250 points

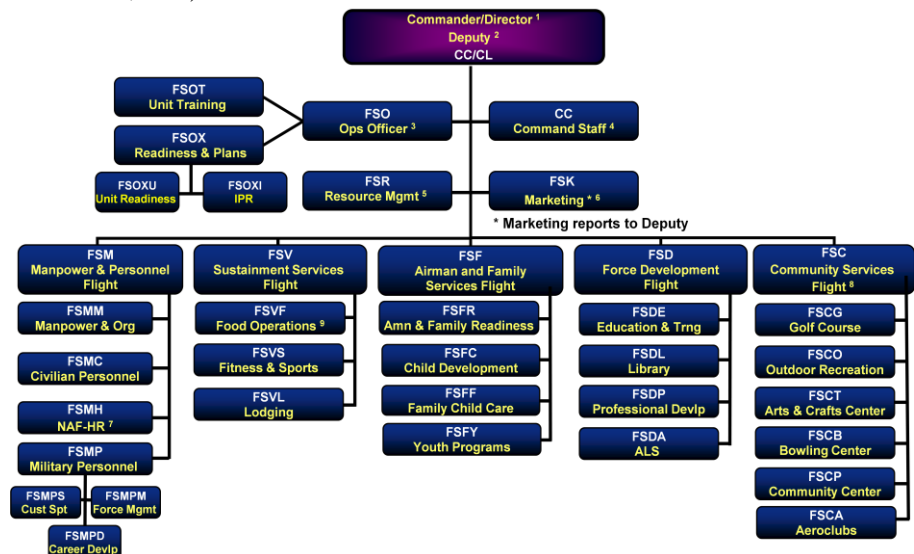
Flights / Functions

Max. 500 points

Customer Impact

(Survey, mystery customer, etc.)

Max. 250 points



Maximum Score: 1000 points

Attachment 3: Award Recap / File Names

For awards below, submit a one-sided, single-spaced AF IMT 1206 with a **maximum of 28 lines, including headings**. See Sections 3.2 and 3.3 for additional information. File names of the up-loaded nominations are after the award name. When naming/uploading files, use the file name with the MAJCOM and individual listed afterward (ex: A1 Blanchard-AMC-SrA Jones)

Legacy Awards

<u>Award Title</u>	<u>File Name</u>
• Roger M. Blanchard Memorial Award	1A-Blanchard
• General Robert J. Dixon Award	2A-Dixon
• General Horace M. Wade Innovation Award	3A-Wade
• General Michael P.C. Carns Award	4A-Carns
• General Benjamin Oliver Davis Jr. Management Engineering Award	5A-Davis
• Lieutenant General Norm Lezy Award	6A-Lezy
• Dr. Beverly L. Schmalzried Award	7A-Schmalzried
• Dr. Edwin C. Peterson Education and Training Manager (ETM) Award	8A-Peterson
• Solomon Starks, Jr. EO Director of the Year Award	9A-Starks
• CMS Billy R. Hunter SNCOA Instructor of the Year Award	10A-Hunter
• A1 Special Recognition Award	11A-Special

Officer Awards

<u>Award Title</u>	<u>File Name</u>
Staff level:	
• Force Support Field Grade Officer of the Year	12A-FGOstaff
• Force Support Company Grade Officer of the Year	13A-CGOstaff
• Force Support Reserve Component Field Grade Officer of the Year	14A-RFGOstaff
• Force Support Reserve Component Company Grade Officer of the Year	15A-FCGOstaff
Operational level:	
• Force Support Field Grade Officer of the Year	1BA-FGOop
• Force Support Company Grade Officer of the Year	2B-CGOop
• Force Support Reserve Component Field Grade Officer of the Year	3B7-RFGOop
• Force Support Reserve Component Company Grade Officer of the Year	4B-RCGOop
Installation level:	
• Force Support Field Grade Officer of the Year	5B-FGObase
• Force Support Company Grade Officer of the Year	6B-CGObase
• Force Support Reserve Component Field Grade Officer of the Year	7B-RFGObase
• Force Support Reserve Component Company Grade Officer of the Year	8B-RCGObase

Enlisted Awards

Staff level:	
• Force Support Airman of the Year	9B-AmnStaff
• Force Support NCO of the Year	10B-NCOSTaff
• Force Support SNCO of the Year	11B-SNCOStaff
• Force Support Airman of the Year (ARC)	12B-RAmnStaff
• Force Support NCO of the Year (ARC)	13B-RNCOSTaff
• Force Support SNCO of the Year (ARC)	14B-RSNCOStaff

Award Title

File Name

Operational level:

- | | |
|--|------------|
| • Force Support Airman of the Year | 15B-AmnOp |
| • Force Support NCO of the Year | 16B-NCOOp |
| • Force Support SNCO of the Year | 1C-SNCOOp |
| • Force Support Airman of the Year (ARC) | 2C-RAmnOp |
| • Force Support NCO of the Year (ARC) | 3C-RNCOOp |
| • Force Support SNCO of the Year (ARC) | 4C-RSNCOOp |

Installation level:

- | | |
|---|------------------|
| • Airman and Family Readiness Center Enlisted Manager of the Year | 5C-AFRCEnl |
| • Career Assistance Advisor of the Year | 6C-CAA |
| • Education and Training Airman of the Year | 7C-ETAmn |
| • Education and Training NCO of the Year | 8C-ETNCO |
| • Education and Training SNCO of the Year | 9C-ETSNCO |
| • Equal Opportunity Specialist | 10C-EO |
| • First-Term Airmen Center NCOIC of the Year | 11C-FTAC |
| • Manpower NCO of the Year | 12C-MnpwrNCO |
| • Manpower SNCO of the Year | 13C-MnpwrSNCO |
| • Personnel Airman of the Year | 14C-PrsnlAmn |
| • Personnel NCO of the Year | 15C-PrsnlNCO |
| • Personnel SNCO of the Year | 16C-PrsnlSNCO |
| • Services Airman of the Year | 1D-SVSAmn |
| • Services NCO of the Year | 2D-SVSNCO |
| • Services SNCO of the Year | 3D-SVSSNCO |
| • Enlisted Professional Military Education NCO of the Year | 4D-EPMENCO |
| • Enlisted Professional Military Education SNCO of the Year | 5D-EPMESNCO |
| • Airman & Family Readiness Center Enlisted Manager of the Year (ARC) | 6D-ARC-AFRCEnl |
| • Career Assistance Advisor of the Year (ARC) | 7D-ARC-CAA |
| • Education and Training Airman of the Year (ARC) | 8D-ARC-ETAmn |
| • Education and Training NCO of the Year (ARC) | 9D-ARC-ETNCO |
| • Education and Training SNCO of the Year (ARC) | 10D-ARC-ETSNCO |
| • Equal Opportunity Specialist (ARC) | 11D-ARC-EO |
| • First-Term Airmen Center NCOIC of the Year (ARC) | 12D-ARC-FTAC |
| • Manpower NCO of the Year (ARC) | 13D-ARC-MnpwNCO |
| • Manpower SNCO of the Year (ARC) | 14D-ARC-MnpwSNCO |
| • Personnel Airman of the Year (ARC) | 15D-ARC-PrsnlAmn |
| • Personnel NCO of the Year (ARC) | 16D-ARC-PrsnlNCO |
| • Personnel SNCO of the Year (ARC) | 1E-ARC-PrsnlSNCO |
| • Services Airman of the Year (ARC) | 2E-ARC-SVSAmn |
| • Services NCO of the Year (ARC) | 3E-ARC-SVSNCO |
| • Services SNCO of the Year (ARC) | 4E-ARC-SVSSNCO |
| • Enlisted Professional Military Education NCO of the Year (ARC) | 5E-ARC-EPMENCO |
| • Enlisted Professional Military Education SNCO of the Year (ARC) | 6E-ARC-EPMESNCO |

Civilian Awards

<u>Award Title</u>	<u>File Name</u>
Staff Levels:	
• Action Officer of the Year	7E-AOSStaff
• Technician Award of the Year	8E-TechStaff
Operational Level:	
• Senior Manager of the Year	9E-SenMgr
• Manager of the Year	10E-Manager
• Specialist of the Year	11E-Specialist
• Technician of the Year	12E-Technician
Installation level:	
• Force Support Senior Civilian of the Year (Director/Deputy)	13E-FSS-CL-DD
• Force Support Manager of the Year(Flight Chief/OPSO)	14E-FSS-FltChief
• Manpower & Personnel Flight (FSM) Manager of the Year	15E-FSM-Mgr
• Manpower & Personnel Flight (FSM) Specialist of the Year	16E-FSM-Spec
• Manpower & Personnel Flight (FSM) Technician of the Year	1F-FSM-Tech
• Sustainment Services Flight (FSV) Manager of the Year	2F-FSV-Mgr
• Sustainment Services Flight (FSV) Specialist of the Year	3F-FSV-Spec
• Sustainment Services Flight (FSV) Technician of the Year	4F-FSV-Tech
• Airman and Family Services Flight (FSF) Manager of the Year	5F-FSF-Mgr
• Airman and Family Services Flight (FSF) Specialist of the Year	6F-FSF-Spec
• Airman and Family Services Flight (FSF) Technician of the Year	7F-FSF-Tech
• Force Development Flight (FSD) Manager of the Year	8F-FSD-Mgr
• Force Development Flight (FSD) Specialist of the Year	9F-FSD-Spec
• Force Development Flight (FSD) Technician of the Year	10F-FSD-Tech
• Community Services Flight (FSC) Manager of the Year	11F-FSC-Mgr
• Community Services Flight (FSC) Specialist of the Year	12F-FSC-Spec
• Community Services Flight (FSC) Technician of the Year	13F-FSC-Tech
• FSS Command Staff (FSO, FSR, FSK, Admin) Manager of the Year	14F-FSS-Cmd-Mgr
• FSS Command Staff (FSO, FSR, FSK, Admin) Specialist of the Year	15F-FSS-Cmd-Spec
• FSS Command Staff (FSO, FSR, FSK, Admin) Technician of the Year	16F-FSS-Cmd-Tech
• A1 in Wing Manager of the Year	14G-A1Wing-Mgr
• A1 in Wing Specialist of the Year	15G-A1Wing-Spec
• A1 in Wing Technician of the Year	16G-A1Wing-Tech

Team / Program Awards

For awards below, submit a one-sided, single-spaced AF IMT 1206 with a **maximum of 33 lines, including headings**. Bullet format will be used with separate, capitalized lines for headings (without additional text). See Section 3.4 for additional information. File names of the up-loaded nominations are after the award name—and should have the MAJCOM and installation listed afterward (for example: D1-Altschuler-PACAF-Yokota)

Award Title

File Name

Legacy Team Awards

- | | |
|--|---|
| <ul style="list-style-type: none"> • George Washington Award for Protocol Excellence (Installation level only) • General Benjamin Oliver Davis Jr. Management Engineering Award • Nathan Altschuler Outstanding Education and Training Program • Col L. Joseph Brown Equal Opportunity Program (Installation level) • Gerrit D. Foster, Jr. Outstanding Military Personnel Program • A1 Special Recognition Team / Program Award | <ul style="list-style-type: none"> 4G-Washington 5G-Davis 6G-Altschuler 7G-Brown 8G-Foster 9G-A1SpecialTeam |
|--|---|

Installation level Awards

- | | |
|---|--|
| <ul style="list-style-type: none"> • Aero Club Program of the Year • Airman & Family Readiness Program of the Year • Arts and Crafts Program of the Year • Bowling Program of the Year • Child Development Program of the Year • Civilian Personnel Program of the Year • Club of the Year (All installation club activities) • Community Center Program of the Year • Enlisted Professional Military Education Team of the Year • Family Child Care Program of the Year • Fitness and Sports Program of the Year • Golf Program of the Year • Human Resources Program of the Year (NAF HRO Installation Level) • Library Program of the Year • Manpower and Organization Program of the Year • Marketing Program of the Year • Outdoor Recreation Program of the Year • Operations Program of the Year • Professional Development Program of the Year • Resource Management Program of the Year • Sexual Assault Prevention and Response Program of the Year • Youth Program of the Year | <ul style="list-style-type: none"> 10G-Aero 11G-AFRProg 12G-Arts 13G-Bowling 14G-CDC 15G-CivPers 16G-Club 2H-CommCtr 3H-EPMETeam 4H-FCCPgm 5H-Fitness 6H-Golf 7H-HRO 8H-Library 9H-MOPrgm 10H-Marketing 11H-ODR 12H-Ops-Readiness 13H-ProDev 14H-Resource 15H-SAPR 16H-Youth |
|---|--|

Attachment 4: Small / Large Installation Categories

Small Installation

Altus AFB	AETC
Beale AFB	ACC
Buckley AFB	AFSPC
Cannon AFB	AFSOC
Columbus AFB	AETC
Dover AFB	AMC
Dyess AFB	ACC
Edwards AFB	AFMC
Eielson AFB	PACAF
Ellsworth AFB	ACC
F E Warren AFB	AFGSC
Fairchild AFB	AMC
Goodfellow AFB	AETC
Grand Forks AFB	AMC
Hanscom AFB	AFMC
Holloman AFB	ACC
Incirlik AB	USAFE
JB Charleston	AMC
Kunsan AB	PACAF
Lajes AB	USAFE
Laughlin AFB	AETC
Los Angeles AS	AFSPC
Malmstrom AFB	AFGSC
McConnell AFB	AMC
Minot AFB	AFGSC
Moody AFB	ACC
Mountain Home AFB	ACC
Osan AB	PACAF
Patrick AFB	AFSPC
RAF Mildenhall	USAFE
Schriever AFB	AFSPC
Seymour Johnson AFB	ACC
Shaw AFB	ACC
Vance AFB	AETC
Vandenberg AFB	AFSPC
Whiteman AFB	AFGSC

Large Installation

Aviano AB	USAFE
Barksdale AFB	AFGSC
Davis-Monthan AFB	ACC
Eglin AFB	AFMC
Hill AFB	AFMC
Hurlburt Field	AFSOC
JB Andrews-Naval Air Facility	AFDW
JB Elmendorf-Richardson	PACAF
JB Langley-Eustis	ACC
JB McGuire-Dix-Lakehurst	AMC
JB San Antonio – 802 th FSS	AETC
JB San Antonio – 902 th FSS	AETC
Kadena AB	PACAF
Keesler AFB	AETC
Kirtland AFB	AFMC
Little Rock AFB	AMC
Luke AFB	AETC
MacDill AFB	AMC
Maxwell AFB	AETC
Misawa AB	PACAF
Nellis AFB	ACC
Offutt AFB	ACC
Peterson AFB	AFSPC
RAF Lakenheath	USAFE
Ramstein AB	USAFE
Robins AFB	AFMC
Scott AFB	AMC
Sheppard AFB	AETC
Spangdahlem AB	USAFE
Tinker AFB	AFMC
Travis AFB	AMC
Tyndall AFB	AETC
USAF Academy	USAF
Wright Patterson AFB	AFMC
Yokota AB	PACAF

An active duty or ARC FSS with over 390 assigned full-time equivalent (FTE) personnel will be considered as “large installation” category. Assigned personnel includes military (Active and ARC), civilians (APF and NAF FTE), Non-US employees, and contractor employees (FTE). The “small installation” category includes FSS with less than 390 personnel. For questions regarding installation category, contact AF/A1XX.