



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
9 Mar 19



PURPOSE: Establish the 35th Fighter Wing’s guidance and business practices used in support of the Wing Awards Program.

COMMANDER’S INTENT: Commanders will create an environment that encourages supervisors to develop and recognize personnel regularly, using all methods of recognition, including formal quarterly and annual recognition program.

BACKGROUND: Our Airmen achieve unique and amazing things each and every day. Recognizing their accomplishments takes many forms, including official nominations for various awards throughout the year. As leaders and supervisors, we must remember the importance of recognizing those we are privileged to lead for their continued outstanding efforts. Thank you for taking the time to groom, mentor and nominate your Airmen for official recognition in the Wing Awards Program, as well as other levels and channels beyond the 35th Fighter Wing.

POC: Contact the 35 FW Command Chief Executive Assistance at 35fw.ccc@us.af.mil for specific questions about this NOTAM.

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Commander, 35th Fighter Wing



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1. Objective.

- 1.1. To recognize outstanding professionalism, technical competence, and extraordinary performance. Recognition will be given to those who have made a significant contribution to the mission.

2. Wing Awards Responsibilities.

- 2.1. The 35th Fighter Wing Commander (35 FW/CC) retains overall responsibility and is the final approval authority for awards programs
- 2.2. Commanders organize and manage unit and group/staff agency level award programs to support the wing program.
- 2.3. The following offices have specific responsibilities to support and administer the wing award program.
 - 2.3.1. 35th Fighter Wing Command Chief Master Sergeant (35 FW/CCC):
 - 2.3.1.1. Oversees the quarterly and annual enlisted awards program.
 - 2.3.1.2. Appoints the annual awards banquet chairman/committee.
 - 2.3.2. 35th Fighter Wing Director of Staff (35 FW/DS):
 - 2.3.2.1. Oversees the quarterly and annual officer, civilian, and team awards program.
 - 2.3.2.2. Distributes quarterly and annual awards schedules that detail when board member names, nomination packages are due, and when the boards will convene.
 - 2.3.2.3. Distributes quarterly ceremony and annual award banquets dates.
 - 2.3.2.4. Coordinates with the 35th Fighter Wing Vice Commander (35 FW/CV) to select individuals to serve as board members.
 - 2.3.2.5. Prepares and coordinates enlisted, officer, civilian, team, and unit annual award packages with Higher Headquarters (HHQ).
 - 2.3.2.6. Coordinates and prepares special award packages for HHQ.
 - 2.3.3. 35th Fighter Wing Command Chief Executive Assistance (35 FW/CCCE):
 - 2.3.3.1. Coordinates with 35 FW/DS to establish suspense dates for packages and boards.
 - 2.3.3.2. Coordinates with 35 FW/CCC to select individuals to serve as enlisted board members for quarterly and annual awards.
 - 2.3.3.3. Maintains the master board record.
 - 2.3.3.4. Secure funding and procures applicable certificates, trophies, awards, and engraving plates for all categories.
 - 2.3.4. Group Staffs
 - 2.3.4.1. Upload required documents to the Wing Awards SharePoint site at:
<https://misawa.eis.pacaf.af.mil/35FW/35FW-CAG/WAP-35FW/SitePages/Home.aspx>



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3. Eligibility Criteria for Awards.

- 3.1. Only individuals in good standing will be considered for awards.
- 3.2. Individuals with an established unfavorable information file during the award period are ineligible for nomination.
- 3.3. Individuals who failed their fitness test during the award period, regardless of current fitness status, are ineligible for nomination. Additionally, individuals who do not have a current fitness test on file are also ineligible for nomination.
- 3.4. For enlisted awards, individuals will compete in the category that corresponds to the grade they held during the majority of the award period.
- 3.5. Common acronyms may be used as long as the meaning is clear (TDY, AF, PACAF, UGT, etc.), otherwise acronyms will not be used and must be spelled out. The use of an acronym list is not permitted.

4. Award Categories.

- 4.1. Airman (Amn): Enlisted members E-1 through E-4
- 4.2. Noncommissioned Officer (NCO): Enlisted members E-5 and E-6
- 4.3. Senior NCO (SNCO): Enlisted members E-7 through E-8
- 4.4. Flight Commander: Commissioned officers performing as a flight commander or civilians with a flight chief duty title. AMU OICs (to include the new “MXG” staff), IGP, CVN, CP, and PA. O-5 and O-5 selects are ineligible to compete in this category.
- 4.5. Company Grade Officer (CGO): Commissioned officers O-1 through O-3
- 4.6. Field Grade Officer (FGO): Commissioned officers O-4 and O-5 to exclude commanders
- 4.7. Civilian Category I:
 - 4.7.1. Local National Employees: BWT 1-1 through 1-4, BWT 2-1 through 2-7, BWT 3-1 through 3-5, BWT 5-1 through 5-4, and BWT 6-1 and 6-2
 - 4.7.2. Appropriated Fund Employees: GS-6 and below, WG-8 and below, WL-8 and below
 - 4.7.3. Nonappropriated Fund Employees: NF-I and NF-II, NA-1 through 11, NL-1 through 5, NS-1 through 7 and CY-1 through 5
- 4.8. Civilian Category II:
 - 4.8.1. Local National Employees: BWT 1-5, BWT 2-8 through 2-10, BWT 3-6 and 3-7, BWT 5-5, and BWT 6-3 and 6-4
 - 4.8.2. Appropriated Fund Employees: GS-7 through 11, WL-9 and above, WS-1 through 7, and WG-9 through 15.
 - 4.8.3. Nonappropriated Fund Employees: NF-III, NA- 12 and above, NL-6 and above, and NS-8 and above.



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4.9. Civilian Category III:

- 4.9.1. Local National Employees: BWT 1-6 through 1-10.
- 4.9.2. Appropriated Fund Employees: GS-12 and Above, WS-8 and above.
- 4.9.3. Nonappropriated Fund Employees: NF-IV.

4.10. Team:

- 4.10.1. Consists of 3 to 15 members.

5. Award Package Specifics.

5.1. Active duty member **QUARTERLY** awards will have an AF Form 1206 package with the following headers and number of bullets per section.

- 5.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (header + 4 bullets)
- 5.1.2. WHOLE AIRMAN CONCEPT (header + 1 bullet)

5.2. Civilian **QUARTERLY** awards will have an AF Form 1206 package with the following headers and number of bullets per section:

- 5.2.1. JOB ACCOMPLISHMENTS (header + 4 bullets)
- 5.2.2. OTHER ACCOMPLISHMENTS (header + 1 bullet)

5.3. Team **QUARTERLY** awards will have an AF Form 1206 package completed with the following header:

- 5.3.1. TEAM ACCOMPLISHMENTS (header + 5 bullets)

5.4. Active duty and civilian member **ANNUAL** awards will have an AF Form 1206 package with the following headers and number of bullets per section:

- 5.4.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (header + 12 bullets)
- 5.4.2. WHOLE AIRMAN CONCEPT (header + 4 bullets)

5.5. Flight Commander and Team **ANNUAL** awards will have an AF Form 1206 package completed with the following header:

- 5.5.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (header + 16 bullets)

5.6. Civilian Category I, II, III **ANNUAL** awards will have an AF Form 1206 package completed with the following header:

- 5.6.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (header + 12 bullets)
- 5.6.2. WHOLE AIRMAN CONCEPT (header + 2 bullets)

NOTE: Annual award guidance may be adjusted due to updated HHQ requirements



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6. Award Timelines.

- 6.1. Quarterly award periods:
 - 6.1.1. 1 January through 31 March (1st Quarter)
 - 6.1.2. 1 April through 30 June (2nd Quarter)
 - 6.1.3. 1 July through 30 September (3rd Quarter)
 - 6.1.4. 1 October through 31 December (4th Quarter)
- 6.2. The annual award period is 1 January through 31 December.
- 6.3. All **QUARTERLY** nomination packages will be due IAW the 35th Fighter Wing Awards Schedule which can be viewed on the Wing Awards SharePoint site:
<https://misawa.eis.pacaf.af.mil/35FW/35FW-CAG/WAP-35FW/SitePages/Home.aspx>
- 6.4. Timelines for **ANNUAL** nomination packages are driven by HHQ. This information will be shared with Group Staffs as soon as it becomes available.

7. Award Board Execution.

- 7.1. Enlisted **QUARTERLY** award boards will be comprised of board president and a representative from each group (and Wing Staff), for a total of six (6) board members. Rank composition is as follows:
 - 7.1.1. Airman of the Quarter boards will be chaired by a sitting Group Superintendent (or designee), with other members being TSgts, MSgts, SMSgts, and/or CMSgts
 - 7.1.2. NCO of the Quarter boards will be chaired by a sitting Group Superintendent (or designee), with other members being MSgts, SMSgts, and/or CMSgts
 - 7.1.3. SNCO of the Quarter boards will be chaired by the FW/CCC, with other members being CMSgts
- 7.2. All enlisted **ANNUAL** award boards will be chaired by the 35 FW/CCC and board members will consist of all group superintendents or respective designees.
- 7.3. All **QUARTERLY** and **ANNUAL** officer and civilian award boards will be chaired by the 35 FW/DS and board members will consist of all group deputies or respective designees
- 7.4. Group Staffs will identify board members for each award category and forward the respective names, ranks, duty sections, and phone numbers to 35 FW/DS and 35 FW/CCCE.
- 7.5. All award boards are records review only and will be distributed electronically, unless otherwise advised.
- 7.6. Board presidents will compile each board member's rankings and will screen for significant disagreements. The board president will facilitate a discussion if any significant disagreements exist.



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8. Functional Awards, Special Awards, and Trophies

- 8.1. Functional awards requiring 35 FW/CC endorsement will be routed through the normal Wing coordination and returned to 35 FW/CCE for submission. For Functional awards not specifically requiring 35 FW/CC endorsement, Groups have the responsibility to contact the 35 FW/CCE for direction on processing.
- 8.2. Special awards and trophies typically require 35 FW/CC endorsement and will be routed through the normal Wing coordination cycle. Wing suspense date will be two weeks prior to HQ PACAF's (or 5 AF's, when applicable) suspense or one month prior to AF suspense, whichever is earlier, unless otherwise directed. See the Wing Awards SharePoint, for a listing of functional awards, special awards and trophies at:
<https://misawa.eis.pacaf.af.mil/35FW/35FW-CAG/WAP-35FW/SitePages/Home.aspx>
- 8.3. 35 FW/CCE will compile packages for special awards and trophy nominees from among group nominees and provide them to 35 FW/CV and 35 FW/CCC for review and recommendation. 35 FW/CC is the final decision-making authority in all cases. 35 FW/CCE will process to 5 AF, PACAF, or the sponsoring organization.
- 8.4. 35 FW/HO and/or 35 FW/CCE will maintain a copy of all HHQ winning packages for program continuity.