



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
15 March 2021



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 Assistant at DSN 226-3806 for specific questions about this NOTAM.

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JESSE J. FRIEDEL, Colonel, USAF
Commander, 35th Fighter Wing

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Attachment:
35 FW Board Member Score Sheets



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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):
 - 23.1.1. Oversees the quarterly and annual enlisted awards program.
 - 23.1.2. Appoints the annual awards banquet chairman/committee.
 - 2.3.2. 35th Fighter Wing Director of Staff (35 FW/DS):
 - 23.2.1. Oversees the quarterly and annual officer, civilian, Key Spouse, and team awards program.
 - 23.2.2. Distributes quarterly and annual awards schedules that detail when board member names, nomination packages are due, and when the boards will convene.
 - 23.2.3. Distributes quarterly ceremony and annual award banquets dates.
 - 23.2.4. Coordinates with the 35th Fighter Wing Vice Commander (35 FW/CV) to select individuals to serve as board members.
 - 23.2.5. Prepares and coordinates enlisted, officer, civilian, team, and unit annual award packages with Higher Headquarters (HHQ).
 - 23.2.6. Coordinates and prepares special award packages for HHQ.
 - 2.3.3. 35th Fighter Wing Command Chief Executive Assistance (35 FW/CCCE):
 - 23.3.1. Coordinates with 35 FW/DS to establish suspense dates for packages and boards.
 - 23.3.2. Coordinates with 35 FW/CCC to select individuals to serve as enlisted board members for quarterly and annual awards.
 - 23.3.3. Maintains the master board record.
 - 23.3.4. Secure funding and procures applicable certificates, trophies, awards, and engraving plates for all categories.
 - 2.3.4. Group Staffs.
 - 23.4.1. 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 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: A team or flight that collectively performs a specific function that directly contributes to the FW mission. Nominations must not exceed flight level.
- 4.11. Key Spouse of the Year: This is an ANNUAL award only.
- 4.12. First Sergeant of the Year: This is an ANNUAL award only.

5. Award Package Specifics.

- 5.1. Active duty and Flight Commander **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 **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. Civilian **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 + 12 bullets).
 - 5.5.2. WHOLE AIRMAN CONCEPT (header + 4 bullets).
- 5.6. Flight Commander **ANNUAL** award will have an AF Form 1206 package completed with the following header:
 - 5.6.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (header + 16 bullets).



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- 5.7. Team **ANNUAL** awards will have an AF Form 1206 package completed with the following header:
 - 5.7.1. **TEAM ACCOMPLISHMENTS** (header + 16 bullets).
- 5.8. Key Spouses **ANNUAL** awards will have an AF Form 1206 package completed with the following headers:
 - 5.8.1. **KEY ACCOMPLISHMENTS** (header + 12 bullets).
 - 5.8.2. **OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS** (header + 4 bullets).
- 5.9. First Sergeant **ANNUAL** awards will have an AF Form 1206 package completed with the following headers:
 - 5.9.1. **IMPACT ON UNIT MISSION READINESS & EXECUTION** (header + 6 bullets).
 - 5.9.2. **FOSTERING RESILIENCE IN TEAMS & COMMUNITY** (header + 5 bullets).
 - 5.9.3. **DEVELOPING SELF & OTHERS** (header + 4 bullets).

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

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. Prior to any award package being boarded at the Squadron, Group or Wing level, the name of the individual on the 1206 must be masked to ensure unconscious bias and favoritism doesn't occur.
 - 7.1.1. Units will use a numbering system to identify the packages i.e. Airman 1, Airmen 2, etc.



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- 7.1.2. The name on the 1206 must remain closed hold.
 - 7.1.2.1. For Squadron level boarding, only the Sq CSS, Sq CC, and Sq Superintendent will know the number corresponding with the name on the package.
 - 7.1.2.2. For Group Level boarding, only the Group Exec and Group Superintendent will know the number corresponding with name on the package. For Wing Staff Agencies, only the CPTS/CC and Wing Staff Agency Superintendent will know the number corresponding with the name on the package.
 - 7.1.2.3. For Wing Level boarding, only the FW/CCCE and FW/DS will know the number corresponding to the name on the package.
- 7.2. Enlisted **QUARTERLY** award boards will be comprised of board president and a representative from each Group and Wing Staff Agency, for a total of six (6) board members. Rank composition is as follows:
 - 7.2.1. Airman of the Quarter boards will be chaired by a sitting Group Superintendent, or designee, with the other board members consisting of TSgts, MSgts, SMSgts, and/or CMSgts.
 - 7.2.2. NCO of the Quarter boards will be chaired by a sitting Group Superintendent, or designee, with the other board members consisting of MSgts, SMSgts, and/or CMSgts.
 - 7.2.3. SNCO of the Quarter boards will be chaired by the FW/CCC, with the other board members consisting of the Group Superintendents and the Wing Staff Agency Superintendent.
- 7.3. The board president for the Airman and NCO boards will be filled by a Group Superintendent, or designee, on a rotational basis. The designee must be a CMSgt or SMSgt. The rotational schedule is as follows:
 - 7.3.1. 1st Quarter – MDG.
 - 7.3.2. 2nd Quarter – MSG.
 - 7.3.3. 3rd Quarter – MXG.
 - 7.3.4. 4th Quarter – OG.
- 7.4. All enlisted **ANNUAL** award boards including First Sergeant of the Year will be chaired by the 35 FW/CCC, with the other board members consisting of all the Group Superintendents and the Wing Staff Agency Superintendent or their respective designees.
- 7.5. All **QUARTERLY** and **ANNUAL** officer, civilian and Team of the Year award boards, with the exception of the FGO and Key Spouse of the Year category, will be chaired by the 35 FW/DS, with the other board members consisting of all the Group Deputies or their respective designees.
- 7.6. FGO and Key Spouse of the Year boards will be chaired by the 35 FW/CV and the board members will consist of all Group CCs, or designee.
- 7.7. 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



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35 FW/CCCE.

- 7.8. All award boards are records review only and will be distributed electronically, unless otherwise advised.
- 7.9. All packages will be graded based upon merit with more emphasis being place on Leadership and Job Performance in Primary Duty. Percentages of merit for all packages except the Flight Commander, Team, Key Spouse and First Sergeant categories is as follows:
 - 7.9.1. Leadership and Job Performance in Primary Duty - 80%
 - 7.9.2. Whole Person Concept - 20%
 - 7.9.3. The grading of Flight Commander and Team packages will have all merit placed upon Leadership and Job Performance in Primary Duty.
 - 7.9.4. The percentages of merit for Key Spouse packages will be as follows:
 - 7.9.4.1. Key Accomplishments - 80%
 - 7.9.4.2. Other Accomplishments/Community Efforts - 20%
 - 7.9.5. The percentages of merit for First Sergeant packages will be as follows:
 - 7.9.5.1. Impact of Unit Mission Readiness & Execution - 50%
 - 7.9.5.2. Fostering Resilience in Teams & Community - 30%
 - 7.9.5.3. Developing Self & Others - 20%
- 7.10. Board members will use the board member scoresheet (Attachment 1) to grade the packages.
 - 7.10.1. The grading of **ALL QUARTERLY** packages will conducted on a 10 point scale. The maximum points per bullet is 2 with the maximum points per package being 10. The package with the most points at the end of grading is the highest ranking package.
 - 7.10.2. The grading of active duty, Flight Commander, Team and Key Spouse **ANNUAL** packages will be conducted on a 32 point scale. The maximum points per bullet is 2 with the maximum points per package being 32. The package with the most points at the end of grading is the highest ranking package.
 - 7.10.3. The grading of civilian **ANNUAL** packages will be conducted on a 32 point scale. The maximum points per bullet is 2 with the maximum points per package being 32. The package with the most points at the end of grading is the highest ranking package.
 - 7.10.4. The grading of First Sergeant **ANNUAL** packages will be conducted on a 30 point scale. The maximum points per bullet is 2 with the maximum points per package being 30. The package with the most points at the end of the grading is the highest ranking package.
- 7.11. 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. Significant disagreements are defined as a 1.5 points or higher difference in grading.



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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. If more than one nomination package is submitted for the same award, the packages will be boarded virtually prior to being reviewed by 35 FW/CC.
 - 8.3.1. Enlisted **functional and special** award boards will be chaired by the FW/CCC, with the other members being the Group Superintendents and Wing Staff Agency Superintendent.
 - 8.3.2. Officer **functional and special** award boards will be chaired by the FW/CV, with the other members being the group CCs.
- 8.4. 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.
- 8.5. 35 FW/HO and/or 35 FW/CCE will maintain a copy of all HHQ winning packages for program continuity.

QUARTERLY

BOARD MEMBER SCORE SHEET	AWARD		CATEGORY	PERIOD
	RANK	UNIT	BOARD MEMBER SCORE	RANK ORDER

NOTES:

1. Maximum points per bullet is 2 points. Maximum points per package is 10 points.
2. Grade each package on its own merits.
3. When scoring, consider the member's rank, level of accomplishment and overall impact.
4. If unsure about a particular bullet, consult with that nominee's board representative or section.
5. Unless otherwise instructed, bullets listed in the wrong category receive a zero (0).
6. Bring any questions of bullet accuracy to the Board President's attention for consideration and disposition.
7. To the greatest extent possible, do not let writing quality affect scoring.
8. Board member will award their number one rank order to the highest scoring package, with lesser rank order for lesser scoring packages in turn.
9. If you have any questions at all, consult the Board President.

BOARD MEMBER (PRINT NAME)	BOARD MEMBER (SIGNATURE)	DATE

ANNUAL (AD, Flt CC, Team, Key Spouse)

BOARD MEMBER SCORE SHEET	AWARD		CATEGORY	PERIOD
	NOMINEE	RANK	UNIT	BOARD MEMBER SCORE

NOTES:

1. Maximum points per bullet is 2 points. Maximum points per package is 32 points.
2. Grade each package on its own merits.
3. When scoring, consider the member's rank, level of accomplishment and overall impact.
4. If unsure about a particular bullet, consult with that nominee's board representative or section.
5. Unless otherwise instructed, bullets listed in the wrong category receive a zero (0).
6. Bring any questions of bullet accuracy to the Board President's attention for consideration and disposition.
7. To the greatest extent possible, do not let writing quality affect scoring.
8. Board member will award their number one rank order to the highest scoring package, with lesser rank order for lesser scoring packages in turn.
9. If you have any questions at all, consult the Board President.

BOARD MEMBER (PRINT NAME)	BOARD MEMBER (SIGNATURE)	DATE

ANNUAL (First Sergeant)

BOARD MEMBER SCORE SHEET	AWARD		CATEGORY	PERIOD
	RANK	UNIT	BOARD MEMBER SCORE	RANK ORDER

NOTES:

1. Maximum points per bullet is 2 points. Maximum points per package is 30 points.
2. Grade each package on its own merits.
3. When scoring, consider the member's rank, level of accomplishment and overall impact.
4. If unsure about a particular bullet, consult with that nominee's board representative or section.
5. Unless otherwise instructed, bullets listed in the wrong category receive a zero (0).
6. Bring any questions of bullet accuracy to the Board President's attention for consideration and disposition.
7. To the greatest extent possible, do not let writing quality affect scoring.
8. Board member will award their number one rank order to the highest scoring package, with lesser rank order for lesser scoring packages in turn.
9. If you have any questions at all, consult the Board President.

BOARD MEMBER (PRINT NAME)	BOARD MEMBER (SIGNATURE)	DATE
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ANNUAL (Civ)

BOARD MEMBER SCORE SHEET	AWARD		CATEGORY	PERIOD
	RANK	UNIT	BOARD MEMBER SCORE	RANK ORDER

NOTES:

1. Maximum points per bullet is 2 points. Maximum points per package is 32 points.
2. Grade each package on its own merits.
3. When scoring, consider the member's rank, level of accomplishment and overall impact.
4. If unsure about a particular bullet, consult with that nominee's board representative or section.
5. Unless otherwise instructed, bullets listed in the wrong category receive a zero (0).
6. Bring any questions of bullet accuracy to the Board President's attention for consideration and disposition.
7. To the greatest extent possible, do not let writing quality affect scoring.
8. Board member will award their number one rank order to the highest scoring package, with lesser rank order for lesser scoring packages in turn.
9. If you have any questions at all, consult the Board President.

BOARD MEMBER (PRINT NAME)	BOARD MEMBER (SIGNATURE)	DATE
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