



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



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

MICHAEL P. RICHARD, Colonel, USAF
Commander, 35th Fighter Wing



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



Table of Contents:

1. <u>Objective</u>	3
2. <u>Wing Awards Responsibilities</u>	3
3. <u>Eligibility Criteria for Awards</u>	4
4. <u>Award Categories</u>	4-5
5. <u>Award Package Specifics</u>	5-6
6. <u>Award Timelines</u>	6
7. <u>Award Board Execution</u>	7-9
8. <u>Functional Awards, Special Awards and Trophies</u>	9
9. <u>Attachment 1. Awards Criteria Quick Reference</u>	10
10. <u>Attachment 2. Awards Score Sheet</u>	11



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



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 team, 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, and Key Spouse 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 boards for 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>



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



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. Only those acronyms and abbreviations identified on the AF acronym and Abbreviation List located at <https://www.afpc.af.mil/Career-Management/Acronyms/> are authorized. Adding an acronym list on the AF Form 1206 is not authorized.

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 1-5/6, 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.



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



4.9. Civilian Category III:

- 4.9.1. Local National Employees: BWT 1-7 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 performance statements per section.

- 5.1.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (4 performance statements, 4-12 lines not including header).
- 5.1.2. WHOLE AIRMAN CONCEPT (1 performance statement, 1-3 lines not including header).

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

- 5.2.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (4 performance statements, 4-12 lines not including header)
- 5.2.2. WHOLE AIRMAN CONCEPT (1 performance statement, 1-3 lines not including header).

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

- 5.3.1. TEAM ACCOMPLISHMENTS (5 performance statements, 5-15 lines not including header).

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

- 5.4.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (9 performance statements, 9-18 lines not including header).
- 5.4.2. WHOLE AIRMAN CONCEPT (3 performance statements, 3-6 lines not including header).

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 (9 performance statements, 9-18 lines not including header)
- 5.5.2. WHOLE AIRMAN CONCEPT (3 performance statements, 3-6 lines not including header).

5.6. Flight Commander **ANNUAL** award will have an AF Form 1206 package completed with the following header:



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



- 5.6.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY (9 performance statements, 9-18 lines not including header).
- 5.6.2. WHOLE AIRMAN CONCEPT (3 performance statements, 3-6 lines not including header)
- 5.7. Team **ANNUAL** awards will have an AF Form 1206 package completed with the following header:
 - 5.7.1. TEAM ACCOMPLISHMENTS (10 performance statements, 10-30 lines not including header).
- 5.8. Key Spouses **ANNUAL** awards will be a write-up limited to 18 lines (including headers) single-spaced narrative format using the AF Form 1206 with the following headers:
 - 5.8.1. KEY ACCOMPLISHMENTS
 - 5.8.2. OTHER ACCOMPLISHMENTS/COMMUNITY EFFORTS
- 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 (6 performance statements, 6-12 lines not including header).
 - 5.9.2. FOSTERING RESILIENCE IN TEAMS & COMMUNITY (3 performance statements, 3-6 lines not including header).
 - 5.9.3. DEVELOPING SELF & OTHERS (3 performance statements, 3-6 lines not including header).

NOTE: Annual award guidance may be subject to change due to 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.



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



7. Award Board Execution.

- 7.1.1. The name on the 1206 must remain close hold.
- 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 Senior Enlisted Leader, 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 Senior Enlisted Leader, 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 Senior Enlisted Leaders and the Wing Staff Agency Senior Enlisted Leader.
- 7.3. The board president for the Airman and NCO boards will be filled by a Group Senior Enlisted Leader, 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/FWSA.
- 7.4. All enlisted **ANNUAL** award boards including First Sergeant of the Year and Team of the Year will be chaired by the 35 FW/CCC, with the other board members consisting of all the Group Senior Enlisted Leaders and the Wing Staff Agency Senior Enlisted Leader or their respective designees.
- 7.5. All **QUARTERLY** and **ANNUAL** officer and civilian 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 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



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



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 conduct on a 10-point scale. The maximum points per performance statement 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 and Flight Commander **ANNUAL** packages will be conducted on a 24-point scale. The maximum points per performance statement is 2 with the maximum points per package being 24. 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 24-point scale. The maximum points per performance statement is 2 with the maximum points per package being 24. The package with the most points at the end of grading is the highest-ranking package.
 - 7.10.4. The grading of team **ANNUAL** packages will be conducted on a 20-point scale. The maximum points per performance package being 20. The package with the most points at the end of the grading is the highest-ranking package.
 - 7.10.5. The grading of Key Spouse **ANNUAL** will be graded on a 1-5 ranking scale (1 being the highest, and 5 being the lowest).
 - 7.10.6. The grading of First Sergeant **ANNUAL** packages will be conducted on a 24-point scale. The maximum points per performance statement is 2 with the maximum points per package being 24. 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 an in-person discussion if any significant disagreements exist. Significant disagreements are defined as a 1.5 points or higher



WEASEL NOTAM – 35FW-19-06
35th Fighter Wing Awards Program Guidance
1 Apr 23



difference in grading.

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 AFs, 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, 35 FW/CCC, and 35 FW/DS 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 Senior Enlisted Leaders and Wing Staff Agency Senior Enlisted Leader.
 - 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/CCE will maintain a copy of all HHQ winning packages for program continuity.



WEASEL NOTAM – 35FW-19-06
 35th Fighter Wing Awards Program Guidance
 1 Apr 23



Attachment 1. Awards Criteria Quick Reference

QUARTERLY:

CATEGORY	HEADERS	WRITE-UP
Active Duty & Flight Commander	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY	<ul style="list-style-type: none"> • 4 performance statements • 4-12 lines not including header
	WHOLE AIRMAN CONCEPT	<ul style="list-style-type: none"> • 1 performance statement • 1-3 lines, not including header
Civilian	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY	<ul style="list-style-type: none"> • 4 performance statements • 4-12 lines not including header
	WHOLE AIRMAN CONCEPT	<ul style="list-style-type: none"> • 1 performance statement • 1-3 lines not including header
Team	TEAM ACCOMPLISHMENTS	<ul style="list-style-type: none"> • 5 performance statements • 5-15 lines not including header

ANNUAL:

CATEGORY	HEADERS	WRITE-UP
Active Duty	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY	<ul style="list-style-type: none"> • 9 performance statements • 9-18 lines, not including header
	WHOLE AIRMAN CONCEPT	<ul style="list-style-type: none"> • 3 performance statements • 3-6 lines, not including header
Flight Commander	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY	<ul style="list-style-type: none"> • 9 performance statements • 9-18 lines, not including header
	WHOLE AIRMAN CONCEPT	<ul style="list-style-type: none"> • 3 performance statements • 3-6 lines, not including header
Civilian	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY	<ul style="list-style-type: none"> • 9 performance statements • 9-18 lines, not including header
	WHOLE AIRMAN CONCEPT	<ul style="list-style-type: none"> • 3 performance statements • 3-6 lines, not including header
Team	TEAM ACCOMPLISHMENTS	<ul style="list-style-type: none"> • 10 performance statements • 10-30 lines, not including header
Key Spouse	KEY ACCOMPLISHMENTS	A write-up, limited to 18 lines (including headers) single-spaced narrative format
	OTHER ACCOMPLISHMENTS/COMMUNITY EFFORT	
First Sergeant	IMPACT ON UNIT MISSION READINESS & EXECUTION	<ul style="list-style-type: none"> • 6 performance statements • 6-12 lines, not including header
	FOSTER RESILIENCE IN TEAMS & COMMUNITY	<ul style="list-style-type: none"> • 3 performance statements • 3-6 lines, not including header
	DEVELOPING SELF & OTHERS	<ul style="list-style-type: none"> • 3 performance statements • 3-6 lines, not including header

QUARTERLY & ANNUAL AWARDS

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

NOTES:

1. All QUARTERLY Awards: Maximum Points per performance statement is 2 points. Maximum points per package is 10 points.
2. ANNUAL Active Duty, Flight Commander, & Civilian: Maximum points per performance statement is 2 points. Maximum points per package is 24 points.
3. ANNUAL Team: Maximum points per performance statement is 2 points. Maximum points per package is 20 points.
4. ANNUAL Key Spouse: Scoring will be graded on a 1-5 ranking scale (1 being the highest & 5 being the lowest).
5. ANNUAL First Sergeant: Maximum points per performance statement is 2 points. Maximum points per package is 24 points.
6. Grade each package on its own merits.
7. When scoring, consider the member's rank, level of accomplishment and overall impact.
8. If unsure about a particular performance statement, consult with that nominee's board representative or section.
9. Unless otherwise instructed, performance statements listed in the wrong category receive a zero (0).
10. Bring any questions of bullet accuracy to the Board President's attention for consideration and disposition.
11. To the greatest extent possible, do not let writing quality affect scoring.
12. Board member will award their number one rank order to the highest scoring package, with lesser rank order for lesser scoring packages in turn.
13. If you have any questions at all, consult the Board President.

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