

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**HEADQUARTERS OPERATING
INSTRUCTION 36-3**

7 MAY 2024



**HEADQUARTERS DEPARTMENT OF
THE AIR FORCE QUARTERLY AND
ANNUAL RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program* and is consistent with Department of the Air Force Instruction (DAFI) 36-2803, *Military Decorations and Awards Program*. It provides eligibility criteria, submission, and selection procedures for recognizing officer, enlisted, and civilian personnel assigned to the Headquarters Department of the Air Force (HAF) who have performed their duties (mission), served their community, and had significant self-improvement either quarterly or annually. The HAF is the executive part of the Department of the Air Force (DAF), consisting of the Office of the Secretary of the Air Force (Secretariat), the Air Staff, and the Office of the Chief of Space Operations (Space Staff). Winning any award under this program does not in itself automatically constitute nomination or selection for any other DAF, Department of Defense (DoD), Federal or non-Federal entity awards program. It requires the collection and maintenance of information protected by the Privacy Act of 1974. AFI 33-332, *Air Force Privacy and Civil Liberties Program*, sets guidelines for collecting, safeguarding, maintaining, accessing, amending, and disseminating personal data kept in systems of records to comply with the Privacy Act Program. This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force (USSF), the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those with a contractual obligation to abide by the terms of DAF issuances. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, and forward to the Director of Staff, Office of the Secretary of the Air Force at SAF.DS.Workflow@us.af.mil. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for

coordination prior to certification and approval. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been substantially revised and should be reviewed thoroughly. Major changes include the eligibility of USSF members, additional award categories, documenting standards, and the organization of award boards. The rewrite reflects the reorganization of the DAF with the establishment of the USSF and the Office of the Secretary of the Air Force Director of Staff (SAF/DS). Finally, it standardizes requirements based on new DAF instructions and incorporates recognition procedures.

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Chapter 1

OVERVIEW

1.1. Purpose. This publication details procedures for the HAF Awards Recognition Program. It defines HAF organizations' roles, responsibilities, relationships, and recognition of the HAF staff. It details the nomination procedures and narrative requirements to support quarterly and annual awards submissions for the various categories of HAF awards. This publication also provides the composition for the HAF Awards Board.

Chapter 2

RESPONSIBILITIES

2.1. Office of the Secretary of the Air Force Director of Staff (SAF/DS).

- 2.1.1. Develops policy, guidance, and direct management of the HAF quarterly and annual awards recognition program.
- 2.1.2. Coordinates with each Service's Director of Staff and HAF Awards Management Team to synchronize and incorporate any programmatic changes, requests, or waivers to this instruction.
- 2.1.3. Serves as the office of primary responsibility for the HAF quarterly and annual awards recognition program.
- 2.1.4. Connects across HAF organizations to ensure equal and fair representation for the HAF Awards Management Team on the award board teams.
- 2.1.5. Solicits volunteers for the HAF Awards Management Team.

2.2. Administrative Assistant to the Secretary of the Air Force (SAF/AA).

- 2.2.1. Approves use of Official Representation Funds (ORF) at HAF awards events, per AFI 65-603, *Emergency and Extraordinary Expense Funds*, and HOI 65-3, *Headquarters Air Force Official Representation Funds*.
- 2.2.2. Controls the use of Special Morale and Welfare Funds at the HAF, per DAFMAN 34-201, *Use of Nonappropriated Funds (NAF)*, Chapter 12, *Special Morale and Welfare Funds*.
- 2.2.3. May fund recognition items at nominal cost and having little intrinsic value intended primarily for presentation (e.g., trophies, plaques, certificates), per AFMAN 65-605 V1, [paragraph 5.21.8.3.](#), *Budget Guidance and Technical Procedures*.

2.3. HAF Awards Management Team.

- 2.3.1. Facilitates the HAF quarterly and annual awards recognition program in conjunction with SAF/DS.
- 2.3.2. Executes the business operations of the HAF quarterly and annual awards recognition program.
- 2.3.3. Connects across HAF organizations via the official task management system to solicit nominations for the HAF quarterly and annual awards recognition program.
- 2.3.4. Ensures nominee packages are complete (properly formatted, properly assembled, and appropriately endorsed).
- 2.3.5. Solicits enlisted, officer, and civilian board presidents and board members for all categories and award periods. See [paragraph 5.2](#) for board eligibility requirements for each award category.
- 2.3.6. Notifies board presidents and board members of scheduled quarterly and annual board dates.

2.3.7. Ensures board members receive instructions on the board process, procedures, conduct, scoring, and selection of category winners.

2.3.8. Instructs board presidents to deliver all board results, packages, and signed scorecards to the HAF Awards Board Coordinators immediately upon completion of the board.

2.3.9. Collaborates with HAF Protocol on the creation and maintenance of a ceremony checklist.

2.3.10. Release authority for all awards.

2.4. HAF Organizations (2-Letter, Level 2, or equivalent).

2.4.1. Establish, organize, and manage internal quarterly and annual award recognition programs in accordance with their organization's guidance.

2.4.2. Ensure maximum participation to support the HAF Recognition Program.

2.4.3. Approve nomination packages within their organizations and submit organization winners as nominees to represent their organization at the HAF Quarterly/Annual Board. Only one individual per category, as applicable, may represent the organization at the HAF Quarterly/Annual Board. **Note:** refer to [Chapter 3](#) on eligibility requirements.

2.4.4. Perform Quality Force Checks. Nominees cannot have any negative Quality Force Indicators during the applicable award period (quarter/year). Principal Officials (2-Letter, Level 2, or equivalent) will ensure their nominee(s) do not have any adverse actions or information pending.

2.4.5. Complete nomination packages according to the HAF Awards Management Team instructions. **Note:** Packages not in compliance with the requirements will not be accepted and will be returned to the nominating HAF organization. If the package is not returned to the HAF Awards Management Team prior to the suspense, the HAF organization forfeits the right for their nominee to meet the board.

2.5. HAF Protocol (SAF/DSP).

2.5.1. Coordinates with the HAF Awards Chair on the planning for the quarterly and annual ceremonies.

2.5.2. Support includes, but is not limited to, the following committee responsibilities:

2.5.2.1. Manages the support of Distinguished Visitor in accordance with policies and procedures.

2.5.2.2. Notifies HAF organizations' front offices of the annual awards and tracks responses.

2.5.2.3. Prepares list of attendees and makes seating arrangements for general officers, distinguished visitors, and guests.

2.5.2.4. Creates event brief for the presiding official.

2.5.2.5. Develops nominee and guest list to invite special guests and track responses.

2.5.2.6. Reviews and edits the annual awards ceremony script for SAF/DS approval.

Chapter 3

HAF AWARDS CONSTRUCT ELIGIBILITY

3.1. Eligibility.

3.1.1. All U.S. and foreign national military personnel and Federal civilian employees permanently assigned or attached to HAF organizational elements for at least half (i.e., the majority) of the award period are eligible to compete in the applicable award periods and categories. Contract personnel are not eligible to apply for these awards. **Note:** HAF organizations' Field Operating Agency (FOA) or Direct Reporting Unit (DRU) members whose home installation/installation of residence have an established recognition program will participate at their installation, otherwise participation in the HAF program is authorized. Service members and civilians cannot participate in both.

3.1.2. Nominees cannot have any negative Quality Force Indicators (military) during the applicable award period (quarter/year). Nominees must meet the standards of DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, or joint/combined Service equivalent standards, and other applicable Quality Force Indicators (MILITARY ONLY).

3.1.3. For grade-based categories, personnel are considered for the appropriate award category based on the grade they held for the majority of the award period.

3.1.4. Winning a quarterly award does not constitute an automatic advancement to compete in the annual awards. That is, quarterly winners will not be required to compete at another level, nor will annual award nominees be required to be a previous quarterly nominee or winner.

3.2. Consideration Periods. The award consideration periods are as follows:

3.2.1. Quarterly: Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec

3.2.2. Annual: Jan-Dec

3.3. Award Categories. The award categories are as follows:

3.3.1. Junior Enlisted (E1-E4)

3.3.2. Non-Commissioned Officer (NCO) (E5-E6)

3.3.3. Senior Non-Commissioned Officer (SNCO) (E7-E8; except for E9s and E9-selects)

3.3.4. Company Grade Officer (CGO) (O1-O3)

3.3.5. Field Grade Officer (FGO) (O4-O5)

3.3.6. Civilian Category (CIV CAT) I (GS1-GS9 and Equivalent)

3.3.7. CIV CAT II (GS10-GS13 and Equivalent)

3.3.8. CIV CAT III (GS14-GS15 and Equivalent)

3.3.9. Individual Volunteer (No restriction)

3.3.10. Team (No restriction)

Chapter 4

NOMINATION PROCESS AND REQUIREMENTS

4.1. Procedures to Nominate.

4.1.1. The HAF Awards Management Team will inform HAF organizations of award schedule and suspense dates when nomination packages are due.

4.1.1.1. Nomination packages must include a DAF Form 1206, a cover letter from parent HAF organization's senior-ranking officer/civilian, and the nominee's current fitness score (MILITARY ONLY). See attachments for additional details. **Note:** EXEMPT fitness submissions are acceptable.

4.1.2. Each HAF organization will establish (write) nomination procedures to ensure eligible individuals are considered for recognition and may submit one nomination per award category for quarterly and annual awards.

4.2. Documenting Standards.

4.2.1. HAF organizations will provide justification containing specific facts on their nominee's contributions during the award period. Specific achievements and accomplishments must have occurred during the award period (quarter/year) for which the nomination is submitted.

4.2.2. HAF organizations will use narrative format performance statements on DAF Form 1206 with standard paragraph spacing (one blank line between statements). Performance statements must be written as stand-alone sentences (white space is okay) which include action, impact, and/or outcome (do not reference the name or gender of nominee). Performance statements cannot exceed two type written lines and comply with format specified in [paragraph 4.2.4](#).

4.2.3. Acronym lists are NOT allowed. It is in the nominee's best interest to limit acronym use to only those that are commonly known and easily understandable.

4.2.4. Gender specific references are NOT allowed. Proper verbiage should be "Airmen/Guardian" versus males or females. Do NOT use the nominees name in the body of the DAF Form 1206.

4.2.5. Nomination formats are shown in [Table 4.1](#).

4.2.5.1. Maximum of four (4) performance statement accomplishments, not to exceed two (2) lines each, for quarterly submissions (maximum of eight (8) total lines) and nine (9) performance accomplishments, not to exceed two (2) lines each, for annual submission (maximum of 18 total lines) in rank-based categories under "Leadership and Job Performance in Primary Duty."

4.2.5.2. Maximum of two (2) performance statement accomplishments, not to exceed two (2) lines each for quarterly submissions (maximum of four (4) total lines) and four (4) performance statement accomplishments, not to exceed two (2) lines each, for annual submission (maximum of eight (8) total lines) in rank-based categories under "Whole Airman/Guardian Concept."

4.2.5.3. Maximum of four (4) performance statement accomplishments, not to exceed two (2) lines each, for quarterly submissions (maximum of eight (8) total lines) and nine (9) performance statement accomplishments, not to exceed two (2) lines each, for annual submission (maximum of 18 total lines) in in the volunteer category.

4.2.5.4. The team category submissions will be in a paragraph format versus performance statements. Maximum of four (4) lines for quarterly submissions and six (6) lines for annual submissions under “Team Synopsis,” and a maximum of twelve (12) lines for quarterly submissions and twenty-eight (28) for annual submission under “Accomplishments” heading.

4.2.5.5. White space on the right margin of a populated DAF Form 1206 is both accepted and expected; white space will not be an indicator of quality.

4.2.5.6. Reference the attachment templates for additional details.

4.2.6. Nomination format is subject to change based on the award requirements and publications.

Table 4.1. HAF quarterly and annual awards recognition format guidance.

CATEGORY	HEADINGS (DAF Form 1206 must include the applicable bold text below)	MAX Quarter	LINES Annual
(First Heading) • Junior Enlisted • NCO • CIV CAT I	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY <i>Significant accomplishments, task knowledge, proficiency, initiative, motivation, skill level upgrade, qualifications, certifications, and training of others</i>	8	18
(First Heading) • SNCO • CIV CAT II	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY <i>Performance in leadership, primary duties, followership, training, mission accomplishments, team building, resource utilization, communication skills, comply/enforce standards</i>	8	18
(First Heading) • CGO • FGO • CIV CAT III	LEADERSHIP & JOB PERFORMANCE IN PRIMARY DUTY <i>Mission execution, effective use of knowledge, initiative, & adaptability to produce quality/quantity results, foster cohesive teams, manage resources, critical thinking, innovation</i>	8	18
(Second Heading) • All MIL/CIV	Whole Airman/Guardian Concept (AIR FORCE CORE VALUES/GUARDIAN IDEALS) <i>Define the scope and impact of the member's efforts to adopt/internalize core values, personal and professional development, promote camaraderie, embrace esprit de corps, and involvement in the military and civilian community</i>	4	6
Volunteer (Individual) (One Heading)	LEADERSHIP, PARTICIPATION, AND COMMUNITY INVOLVEMENT AND IMPACT <i>Define the scope and impact of the member's positive voluntary work in the military and civilian community. Include volunteer hours on and off duty with the impact to organization(s) or community supported</i>	8	18
Team (Three Headings)	TEAM SYNOPSIS (Not Graded) <i>Describe the team's mission and scope during the nomination period</i>	4	6
	ACCOMPLISHMENTS <i>Describe the team's significant and recognizable contributions to the mission</i>	12	28
	TEAM MEMBERS <i>List team members by rank, first, and last name</i>	NA	NA

Chapter 5

HAF AWARDS BOARD

5.1. Construct.

5.1.1. Recognition Boards will convene quarterly and annually.

5.1.2. All board presidents and members, military, and civilian, will be solicited by the HAF Awards Management Team and will consist of only members eligible to compete within the guidelines of this instruction. **Note:** If a USSF member is nominated, at least one of the board members or the president will be a Guardian.

5.1.3. Awards boards will occur 100% electronically.

5.1.4. Upon completion of the boards, the HAF Awards Chair (or designee) prepares a memorandum listing the recommendations of the boards to SAF/DS for approval.

5.2. Composition.

5.2.1. Junior Enlisted of the Quarter/Year

5.2.1.1. Board President – (1) E-8 or E-7

5.2.1.2. Board Members – (3) E-7 or E-6

5.2.2. NCO of the Quarter/Year

5.2.2.1. Board President – (1) E-8

5.2.2.2. Board Members – (3) E-8 or E-7

5.2.3. SNCO of the Quarter/Year

5.2.3.1. Board President – (1) E-9

5.2.3.2. Board Members – (3) E-9 or E-9 selects

5.2.4. CGO of the Quarter/Year

5.2.4.1. Board President – (1) O-6

5.2.4.2. Board Members – (3) O-6 or O-5

5.2.5. FGO of the Quarter/Year

5.2.5.1. Board President – (1) O-7 or O-6

5.2.5.2. Board Members – (3) O-6

5.2.6. CIV CAT I and II of the Quarter/Year

5.2.6.1. Board President – (1) GS-15 or Equivalent

5.2.6.2. Board Members – (3) GS-14 or Equivalent

5.2.7. CIV CAT III of the Quarter/Year

5.2.7.1. Board President – (1) SES, GS-15, or Equivalent

5.2.7.2. Board Members – (3) SES, GS-15, or Equivalent

5.2.8. Volunteer of the Quarter/Year

5.2.8.1. Board President – (1) E-9

5.2.8.2. Board Members – (3) E-9, E-8, or E-7

5.2.9. Team of the Quarter/Year

5.2.9.1. Board President – (1) E-9

5.2.9.2. Board Members – (3) E-9, E-8, or E-7

5.3. Scoring.

5.3.1. The HAF Awards Management Team will send all packages with scorecards and board instructions to the board presidents.

5.3.2. Scoring will be accomplished using the scorecard provided by the HAF Awards Management Team. Board members should first score the packages by assigning a point value for each individual bullet. Different awards, categories and/or headers may have different weights (point spreads). The HAF Awards Management Team will provide the specific instructions and appropriate scorecard to the board presidents. After all the packages are scored individually, they must be ordered by ranking (1st, 2nd, 3rd, etc.) The nominee with the lowest aggregate ranking is the winner. If there is a tie, the board president will determine the winner.

5.3.3. Once the boards are completed, the respective category board president will provide the winners' names to the HAF Awards Management Team. The HAF Awards Management Team Chair or Co-Chair will provide the winners' names to SAF/DSP for the awards ceremony.

5.3.4. Upon completion of the boards, the HAF Awards Management Team prepares a memorandum listing the recommendations of the boards to SAF/DS for approval.

Chapter 6

HAF AWARDS RECOGNITION

6.1. Construct.

6.1.1. All nominees may attend the quarterly/annual awards ceremony in person. If a category winner is unable to attend, the HAF organization's front office will notify the HAF Awards Management Team and identify an alternate to accept on behalf of the winner. HAF organizations may only fund the travel for category winners. Refer to DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, for additional guidance regarding travel to the HAF awards ceremony if award winner is geographically separated.

6.1.2. Award winners will be announced during the respective awards ceremony.

6.1.3. Award winners will receive a trophy, plaque, certificate, or other recognition item having little intrinsic value and intended primarily for presentation.

6.1.4. Award recognition items at each level should be commensurate with recognition items at other levels (i.e., recognition items for quarterly awards should be less ornate than recognition items for annual awards).

JENNIFER L. MILLER
Director of Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DODI1400.25V451_DAFI36-1004, *Civilian Recognition Program*, 26 April 2019

DAFPD 36-28, *Awards Program*, 24 May 2021

DAFI 36-2803, *Military Decorations and Awards Program*, 3 May 2022

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

DAFI 65-601V1, *Budget Guidance and Procedures*, 22 June 2022

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

DAFMAN 65-605V1, *Budget Guidance and Technical Procedures*, 31 March 2021

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020

AFI 38-101_AFGM2023-01, *Manpower and Organization*, 19 July 2023

AFI 65-603, *Emergency and Extraordinary Expense Authority*, 29 April 2020

AFMAN 33-326, *Preparing Official Communication*, 31 July 2019

AFMAN 34-201, *Use of Nonappropriated Funds (NAFS)*, 28 September 2018

HOI 65-3, *Headquarters Air Force Official Representation Funds*, 12 October 2017

Prescribed Forms

None

Adopted Forms

DAF Form 1206, *Nomination for Award*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AMJAMS—Automated Military Justice Analysis and Management System

CAT—Category

CGO—Company Grade Officer

CIV—Civilian

CMSgt—Chief Master Sergeant

Col—Colonel

DAFSC—Duty Air Force Specialty Code

DoD—Department of Defense

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Air Force Policy Directive

DRU—Direct Reporting Unit

FGO—Field Grade Officer

FLDCOM—Field Command

FOA—Field Operating Agency

GS—General Schedule

HAF—Headquarters Department of the Air Force

HOI—Headquarters Operating Instruction

Lt Col—Lieutenant Colonel

MAJCOM—Major Command

MSgt—Master Sergeant

MIL—Military

NCO—Non-Commissioned Officer

SES—Senior Executive Service

SMSgt—Senior Master Sergeant

SNCO—Senior Non-Commissioned Officer

TSgt—Technical Sergeant

USSF—United States Space Force

Office Symbols

SAF/AA—Administrative Assistant to the Secretary of the Air Force

SAF/DS—Office of the Secretary of the Air Force Director of Staff

SAF/DSP—Headquarters Department of the Air Force Protocol

Terms

Department of the Air Force—One of three military departments in the DoD organized under the Secretary of the Air Force. It operates under the authority, direction, and control of the Secretary of Defense. The Department is composed of air, space, and cyberspace forces, both

combat and support, not otherwise assigned. The Department's military services are the U.S. Air Force (USAF) and the U.S. Space Force (USSF).

DAF Senior Leaders (Top 8)—The Secretary of the Air Force (SecAF), Chief of Staff of the Air Force (CSAF), Chief of Space Operations (CSO), Under Secretary of the Air Force (USecAF), Vice Chief of Staff of the Air Force (VCSAF), Vice Chief of Space Operations (VCSO), Chief Master Sergeant of the Air Force (CMSAF), and the Chief Master Sergeant of the Space Force (CMSSF).

HAF Awards Management Team—Volunteer committee that executes the business operations of the HAF quarterly and annual awards recognition program.

HAF Portfolio—Includes all HAF organizations, centrally-managed programs, Air Force Elements, Space Force Elements, and associated Field Operating Agencies.

Headquarters Department of the Air Force—The executive part of the Department of the Air Force consisting of the Office of the Secretary of the Air Force (Secretariat), Air Staff, and the Office of the Chief of Space Operations (Space Staff).


Principal Official—The head of the office or other entity (2-Letter, Level 2, or equivalent) established by law or as established or designated by the Secretary of the Air Force responsible for advising or assisting the Secretary of the Air Force in carrying out his/her responsibilities and performing such functions as delegated or assigned.

Quality Force Checks—Review of nominee's records to ensure they do not have any adverse actions or information pending that would be in contrast with the intent of the awards program.

Attachment 2

NOMINATION COVER LETTER TEMPLATE

Figure A2.1. Nomination Cover Letter Template.



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

(Insert Date)

MEMORANDUM FOR HAF Awards Board Management Team

FROM: ORG/SYM

SUBJECT: Nomination for **CY## X Quarter/Annual** HAF Recognition

The following personnel are submitted as ORG/SYM nominees for consideration at the appropriate Headquarters Department of the Air Force awards board. I certify these personnel meet all standards for dress and appearance, fitness, and do not have any derogatory or negative quality force indicators.

Civilian Category I (Cat I) Nominee: **Name**
 Civilian Category II (Cat II) Nominee: **Name**
 Civilian Category III (Cat III) Nominee: **Name**
 Company Grade Officer (CGO) Nominee: **Name**
 Field Grade Officer (FGO) Nominee: **Name**
 Airmen/Guardian/Specialist Nominee: **Name**
 Non-Commissioned Officer (NCO) Nominee: **Name**
 Senior Non-Commissioned Officer (SNCO) Nominee: **Name**
 Volunteer Nominee: **Name**
 Team Nominee: **Name**

My point of contact for this matter is **Name, Rank, e-mail address, phone number.**

**SIGNATURE BLOCK FOR
HAF PRINCIPAL OFFICIAL**

Attachments:

- 1: **Name** Civilian Cat I Nomination Package
- 2: **Name** Civilian Cat II Nomination Package
- 3: **Name** Civilian Cat III Nomination Package
- 4: **Name** CGO Nomination Package
- 5: **Name** FGO Nomination Package
- 6: **Name** Airmen/Guardian/Specialist Nominee
- 7: **Name** NCO Nomination Package
- 8: **Name** SNCO Nomination Package
- 9: **Name** Volunteer Nomination Package
- 10: **Name** Team Nomination Package

Attachment 3

DAF 1206 TEMPLATE (JUNIOR ENLISTED-NCO)

Figure A3.1. DAF 1206 Template (Junior Enlisted-NCO).

NOMINATION FOR AWARD		
AWARD HAF Quarterly (or Annual) Recognition Program	CATEGORY (if Applicable) Junior Enlisted/NCO	AWARD PERIOD DD-MMM-YY - DD-MMM-YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) SSgt/Jane E. Doe		MAJCOM, FLDCOM, FOA OR DRU PARENT HAF 2-letter/L-2
DAFSC/DUTY TITLE DAFSC (matches UMD)/ Duty title (matches systems)	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: ###-#### Comm: ###-####-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Office symbol of assignment and address of assigned unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: ###-####& COMM: (###) ###-####		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Four (4) statements for quarterly submissions or nine (9) for the annual submissions Each performance statement must not exceed two (2) lines Each performance statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome Performance statements need to begin below headers Begin next performance statement on a separate line. Include one blank line between each performance statement WHOLE AIRMEN/GUARDIAN CONCEPT (AIR FORCE CORE VALUES/GUARDIAN IDEAL): Two (2) statements quarterly or three (3) annually Each performance statement must not exceed two (2) lines Each performance statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome Performance statements need to begin below headers Begin next performance statement on a separate line. Include one blank line between each performance statement NOTES: - NO ACRONYM LIST ALLOWED, if an acronym list is on a 1206, it will be deleted prior to scoring - Remember that performance statements are standalone and not bullets - White space on the right margin of a populated AF Form 1206 is both accepted and expected; white space will not be an indicator of quality - Headings should always be in upper case (Capitalized) - Performance statements need to begin below headers - Check for misspellings - Be consistent with abbreviations throughout 1206 - No gender-specific references - Proper verbiage should be "Airmen/Guardian" vs males or females - Additional 1206 guidance can be found here: https://www.afpc.af.mil/Career-Management/Awards/		

Attachment 4

DAF 1206 TEMPLATE (SNCO)

Figure A4.1. DAF 1206 Template (SNCO).

NOMINATION FOR AWARD		
AWARD HAF Quarterly (or Annual) Recognition Program	CATEGORY (if Applicable) SNCO	AWARD PERIOD DD-MMM-YY - DD-MMM-YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John E. Doe		MAJ/COM, FLD/COM, FOA OR DRU PARENT HAF 2-letter/L-2
DAFSC/DUTY TITLE DAFSC (matches UMD)/ Duty title (matches systems)	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: ###-#### Comm: ###-###-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Office symbol of assignment and address of assigned unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: ###-#### & COMM: (###) ###-####		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)		
LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Four (4) statements for quarterly submissions or nine (9) for the annual submissions Each performance statement must not exceed two (2) lines Each performance statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome Performance statements need to begin below headers Begin next performance statement on a separate line. Include one blank line between each performance statement WHOLE AIRMEN/GUARDIAN CONCEPT (AIR FORCE CORE VALUES/GUARDIAN IDEAL): Two (2) statements quarterly or three (3) annually Each performance statement must not exceed two (2) lines Each performance statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome Performance statements need to begin below headers Begin next performance statement on a separate line. Include one blank line between each performance statement NOTES: - NO ACRONYM LIST ALLOWED, if an acronym list is on a 1206, it will be deleted prior to scoring - Remember that performance statements are standalone and not bullets - White space on the right margin of a populated AF Form 1206 is both accepted and expected; white space will not be an indicator of quality - Headings should always be in upper case (Capitalized) - Performance statements need to begin below headers - Check for misspellings - Be consistent with abbreviations throughout 1206 - No gender-specific references - Proper verbiage should be "Airmen/Guardian" vs males or females - Additional 1206 guidance can be found here: https://www.afpc.af.mil/Career-Management/Awards/		

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PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: When filled in, the information in this form is CONTROLLED UNCLASSIFIED INFORMATION. Protect IAW the Privacy Act of 1974.

Attachment 5

DAF 1206 TEMPLATE (CGO-FGO-CIV)

Figure A5.1. DAF 1206 Template (CGO-FGO-CIV).

NOMINATION FOR AWARD		
AWARD HAF Quarterly (or Annual) Recognition Program	CATEGORY (if Applicable) CGO/FGO/CIV CATs	AWARD PERIOD DD-MMM-YY - DD-MMM-YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Capt/Jonathan E. Doe		MAJCOM, FLDCOM, FOA OR DRU PARENT HAF 2-letter/L-2
DAFSC/DUTY TITLE DAFSC (matches UMD)/ Duty title (matches systems)	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: ###-#### Comm: ###-####-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Office symbol of assignment and address of assigned unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: ###-####& COMM: (###) ###-####		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806) LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Four (4) statements for quarterly submissions or nine (9) for the annual submissions Each performance statement must not exceed two (2) lines Each performance statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome Performance statements need to begin below headers Begin next performance statement on a separate line. Include one blank line between each performance statement WHOLE AIRMEN/GUARDIAN CONCEPT (AIR FORCE CORE VALUES/GUARDIAN IDEAL): Two (2) statements quarterly or three (3) annually Each performance statement must not exceed two (2) lines Each performance statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome Performance statements need to begin below headers Begin next performance statement on a separate line. Include one blank line between each performance statement NOTES: - NO ACRONYM LIST ALLOWED, if an acronym list is on a 1206, it will be deleted prior to scoring - Remember that performance statements are standalone and not bullets - White space on the right margin of a populated AF Form 1206 is both accepted and expected; white space will not be an indicator of quality - Headings should always be in upper case (Capitalized) - Performance statements need to begin below headers - Check for misspellings - Be consistent with abbreviations throughout 1206 - No gender-specific references - Proper verbiage should be "Airmen/Guardian" vs males or females - Additional 1206 guidance can be found here: https://www.afpc.af.mil/Career-Management/Awards/		

Attachment 6

DAF 1206 TEMPLATE (VOLUNTEER)

Figure A6.1. DAF 1206 Template (Volunteer).

NOMINATION FOR AWARD		
AWARD HAF Quarterly (or Annual) Recognition Program	CATEGORY (if Applicable) Volunteer	AWARD PERIOD DD-MMM-YY - DD-MMM-YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Ms. Julie Ann E Doe		MAJCOM, FLDCOM, FOA OR DRU PARENT HAF 2-letter/L-2
DAFSC/DUTY TITLE DAFSC (matches UMD)/ Duty title (matches systems)	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: ###-#### Comm: ###-###-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Office symbol of assignment and address of assigned unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: ###-#### & COMM: (###) ###-####		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806) LEADERSHIP AND MANAGEMENT, SCOPE OF RESPONSIBILITY, INNOVATIVE AND CREATIVE IDEAS, COMMUNITY INVOLVEMENT, INITIATIVE AND RELIABILITY, IMPACT ON COMMUNITY: Four (4) statements quarterly or nine (9) annually Each performance statement must not exceed two (2) lines Each performance statement is a standalone sentence and includes 1) action and 2) at least one of the following: impact or results/outcome NOTES: - NO ACRONYM LIST ALLOWED, if an acronym list is on a 1206, it will be deleted prior to scoring - Remember that performance statements are standalone and not bullets - White space on the right margin of a populated AF Form 1206 is both accepted and expected; white space will not be an indicator of quality - Headings should always be in upper case (Capitalized) - Performance statements need to begin below headers - Check for misspellings - Be consistent with abbreviations throughout 1206 - No gender-specific - Proper verbiage should be "Airmen/Guardian" vs males or females - Additional 1206 guidance can be found here: https://www.afpc.af.mil/Career-Management/Awards/		

Attachment 7

DAF 1206 TEMPLATE (TEAM)

Figure A7.1. DAF 1206 Template (Team).

NOMINATION FOR AWARD		
AWARD HAF Quarterly (or Annual) Recognition Program	CATEGORY (If Applicable) Team	AWARD PERIOD DD-MMM-YY - DD-MMM-YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Team Name		MAJ/COM, FLDCOM, FOA OR DRU PARENT HAF 2-letter/L-2
DAFSC/DUTY TITLE Organizational Name	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: ###-#### Comm: ###-###-####	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE Office symbol of assignment and address of assigned unit		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Doe/DSN: ###-####& COMM: (###) ###-####		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)		
<p>TEAM SYNOPSIS: Maximum of four (4) lines for quarterly and six (6) annually submissions</p> <p>Paragraph format versus performance statements</p> <p>The paragraph should include 1) action and 2) at least one of the following: impact or results/outcome, and begin below headers</p> <p>Begin next performance statement on a separate line Include one blank line between each performance statement</p> <p>ACCOMPLISHMENTS: Maximum of twelve (12) lines for quarterly submissions and twenty-eight (28) lines for annual submissions</p> <p>Paragraph format versus performance statements</p> <p>The paragraph should include 1) action and 2) at least one of the following: impact or results/outcome, and begin below headers</p> <p>Begin next performance statement on a separate line Include one blank line between each performance statement</p> <p>TEAM MEMBERS: List all team members (statements are N/A)</p> <p>NOTES:</p> <ul style="list-style-type: none"> - NO ACRONYM LIST ALLOWED, if an acronym list is on a 1206, it will be deleted prior to scoring - White space on the right margin of a populated AF From 1206 is both accepted and expected; white space will not be an indicator of quality - Headings should always be in upper case (Capitalized) - Paragraph format versus performance statements - Check for misspellings - Be consistent with abbreviations throughout 1206 - No gender-specific - Proper verbiage should be "Airmen/Guardian" vs males or females - Additional 1206 guidance can be found here: https://www.afpc.af.mil/Career-Management/Awards/ 		