

2025 A1 Awards Program Guide



AF/A1X

A MESSAGE FROM THE A1

It is critically important that we recognize the efforts of our A1 professionals for the support they have shown to our Airmen, communities, and nation. They leveraged creativity, flexibility, and innovation, and these awards showcase the professional spirit of our A1 family.

SUMMARY OF CHANGES

The Department of the Air Force, through SAF/MR (Manpower and Reserve Affairs), issued formal guidance directing the discontinuation/revision of all awards related to Diversity, Equity, and Inclusion (DEI) and gender ideology. In accordance with the *DEI and Gender Ideology Awards Guidance*, dated 25 February 2025, all A1 awards have been reviewed and edited to preclude any Diversity, Equity, and Inclusion language & grading criteria.

(New) 1.1.4.6. Roles and Responsibilities. HQ AFPC streamlined the award hardware delivery process. HQ AFPC will coordinate with the vendors on award shipments and vendors will ship engraved awards directly to the recipients' MAJCOMs.

(New) 1.2.2. Award Submission Timeline. Awards submission timeline updated to reflect award announcement in May.

(New) 1.3.2. Award Eligibility. Physical Fitness. Airmen who are not current on their fitness assessment as of 31 December 2025 or who received an unsatisfactory on the fitness assessment during the 2025 award period are **not authorized** to be considered for the A1 Functional and Community Awards listed within this guide. This restriction applies regardless of performance in other areas. Airmen who are fully or partially exempt from the fitness assessment **will** be eligible, provided they meet all other requirements and have a valid fitness exemption recorded in the official fitness system of record.

(New) 1.4. Award Levels. Personnel assigned to or serving within Air Force Recruiting Groups and Squadrons are eligible to compete in the appropriate installation-level award categories.

(New) 1.4.2.3. Award Levels. AFRS has been redesignated as the Air Force Accessions Command (AFAC).

(New) 1.5. Nomination Packages. Depiction of Award Nomination Paths updated to reflect USSF FLDCOMs, COCOMs, Institutional Commands, and Service Component Commands.

(Changed) 3.11. Legacy Awards. The Solomon Starks, Jr. EO Professional of the Year revised to align with SAF/MR's DEI and Gender Ideology Awards Guidance.

(Deleted) 3.12. Legacy Awards. The Chief Master Sergeant Billy R. Hunter Instructor of the Year Award was removed. Its purpose is now fulfilled by the 8T Instructor awards, which are managed through the 8T Career Field Manager and follow a separate nomination path.

(Unchanged) 3.13. Legacy Awards. The CMSAF Benken Award will remain unchanged for AFSC 3F5XX (Administration) during the 2025 award cycle.

(New) 5.1.2.1. The Installation Level. No singular branch/division/unit may be nominated, but a specialized team within an organization may be considered. See paragraph 1.4. for level definitions.

(New) 5.5. Force Support Capabilities Award List. Readiness and Operational Support Award.

(Deleted) 6.1. A1 Community Awards. The Joe G. Lineberger Excellence Award.

(New) A1.1.14. Readiness. This capability focuses on organizing, training, and equipping the unit's total force to perform Force Support mission essential capabilities in a range of military operations, whether at home station or deployed operations. This FS Capability demonstrates exceptional management and innovative efforts to ensure unit preparedness through unit deployment management and base plans functions for accomplishing operational readiness and the mission tasking narrative as outlined in the Unit Summary Statement.

Notes:

1. Service Component Commands (SCCs). For the purposes of this guide, Service Component Commands (SCCs) that have been officially elevated and recognized with their own command identification and will adhere to the same guidelines, processes, and responsibilities as MAJCOMs outlined herein.

2. The 2025 A1 Awards guide does *not* reflect the merged 3F0 career field, which became effective on 1 November 2025. Updates to align with the merger will begin with the 2026 cycle and *may* impact award categories, eligibility, and evaluation criteria.

Table of Contents

Chapter 1 GENERAL PROCEDURES.....	6
1.1. Roles and Responsibilities.....	6
1.2. Award Cycle.....	7
1.3. Award Eligibility.....	7
1.4. Award Levels.....	9
1.5. Nomination Packages.....	9
1.6. Writing Nominations/Use of Acronyms and Abbreviations..	10
1.7. Format of Submission Materials.....	10
1.8. Strength Figures for Group Nomination.....	11
1.9. Deadlines.....	11
1.10. Selection Board.....	11
Chapter 2 INSTALLATION AWARDS	12
2.1. Installation Awards.....	12
2.2. LeMay/Eubank Award Nomination Procedures.....	12
2.3. Award Scoring.....	13
2.4. Selection Process.....	14
Chapter 3 LEGACY AWARDS.....	15
3.1. Legacy Awards.....	15
3.2. General Robert J. Dixon Award.....	15
3.3. Roger M. Blanchard Memorial Award.....	16
3.4. General Horace M. Wade Innovation Award.....	16
3.5. General Michael P. C. Carns Award.....	17
3.6. General Benjamin Oliver Davis, Jr. Manpower Management Engineering Awards.....	18
3.7. General Billy J. Boles Mentorship Award.....	18
3.8. Lieutenant General Norm Lezy Award.....	19
3.9. Dr. Beverly L. Schmalzried Award.....	20
3.10. Dr. Edwin C. Peterson Education and Training Manager Award.....	20
3.11. Solomon Starks, Jr. EO Professional of the Year Award.....	21
3.12. The Robert E. Corsi A1 Legacy Service Award.....	22
3.13. Chief Master Sergeant of the Air Force Eric W. Benken Administration Professional of the Year Award.....	22
Chapter 4 INDIVIDUAL AWARDS	24
4.1. Award Submission.....	24
4.2. Officer Awards.....	25
4.3. Enlisted Awards.....	26
4.4. Civilian Awards.....	27
4.5. A1 Special Recognition Award.....	27
Chapter 5 FORCE SUPPORT (FS) CAPABILITIES AWARD.....	28
5.1. Force Support Capabilities Awards.....	28
5.2. Aligning FS Capabilities to Achievements.....	28
5.3. Eligibility.....	29
5.4. Nomination Package.....	30
5.5. Force Support Capabilities Award List.....	31

Chapter 6 A1 COMMUNITY AWARDS	32
6.1. A1 Community Awards.....	32
6.2. John L. Hennessy Trophy.....	32
6.3. AF Innkeeper Award.	36
6.4. AF Military Athlete of the Year.	37
6.5. AF Fitness & Sports Program of the Year Award.....	37
Chapter 7 AWARD SELECTION PROCESS & ANNOUNCEMENT	40
7.1. Award Selection Process.	40
7.2. Award Announcement and Release.....	40
7.3. Award Presentations.	40
Attachment 1 Force Support Capabilities.....	42
Attachment 2 Award Recap/File Names	45
Attachment 3 Small And Large Installation Categories.....	48
Attachment 4 DAF Form 1206 Example.....	49
Attachment 5 Template Nomination Letter.....	50
Attachment 6 Glossary of References and Supporting Information.....	55

Chapter 1

GENERAL PROCEDURES

1.1. Roles and Responsibilities.

1.1.1. AF/A1 will:

1.1.1.1. Provide funding for Air Force-level award hardware.

1.1.1.2. Provide funding for travel and associated costs for LeMay and Eubanks evaluation teams.

1.1.1.3. Approve and announce A1 Awards Program winners.

1.1.2. AF/A1X will appoint the OPR and OCR designated to support administration of the A1 Awards Program.

1.1.3. AF/A1XO will:

1.1.3.1. Serve as the OPR to support administration of the A1 Awards Program.

1.1.3.2. Provide policy guidance for the Air Force A1 Awards Program outlining nomination, eligibility, selection, announcement procedures, and award recognition for AF/A1.

1.1.3.3. Publish and manage the A1 Awards Program Guide.

1.1.3.4. After tasker is sent out by the HQ Air Force Personnel Center (AFPC), A1XO will determine the composition of General Curtis E. LeMay and Major General Eubank evaluation teams.

1.1.3.5. Finalize and staff the A1 Awards letters.

1.1.4. Headquarters Air Force Personnel Center (HQ AFPC) will:

1.1.4.1. Serve as the OCR to support administration of the A1 Awards Program.

1.1.4.2. Manage the nomination, selection, notification, and recognition process.

1.1.4.3. Draft and staff the following to A1XO for review: Congratulatory A1 letters to MAJCOM/CCs for all A1 Awards categories, and to MAJCOM/CCs and Wg/CCs for the General Curtis E. LeMay and Major General Eugene L. Eubank Awards.

1.1.4.4. Staff the following to A1XO along with the congratulatory letters for review: Awards scoresheets and awards announcement for A1 release.

1.1.4.5. Oversee the procurement and engraving of award hardware (plaques, trophies, etc.).

1.1.4.6. Provide vendors with the appropriate MAJCOM shipping addresses. Vendors will ship award hardware directly to the award winners' MAJCOMs.

1.2. Award Cycle.

1.2.1. All awards are based on a calendar year award period. The A1 Awards Program inclusion dates for Legacy, Individual and Force Support Capabilities Awards are from 1 January through 31 December.

1.2.2. Award Submission Timeline. Specific dates will be included in the nomination call.

November: Call for nominations
January: MAJCOM/Headquarters Air Force (HAF) selections
January: Award packages due to HQ AFPC
February: HQ AFPC award selection boards convene (virtually)
March: Site visits for LeMay and Eubank awards
May: Awards announced/message released

1.3. Award Eligibility.

1.3.1. Awards are intended to recognize the best individuals and teams within the A1 community. Commanders and/or Directors are the first line of defense in protecting the credibility of the A1 Awards Program. When submitting nominations, Commanders and Directors should perform a quality force review: ensure nominations are factual, ensure nominees are not under investigation and have no disciplinary actions within the award period, and are not involved in activities that would bring discredit to the Air Force (AF). MAJCOMs are responsible for conducting a second quality force review immediately prior to award announcement to ensure finalists are still not under investigation, have no disciplinary action since the end of the award period, and are not involved in activities that would bring discredit to the AF. MAJCOMs will notify HQ AFPC/DPSTTC if any nominees have obtained any quality force indicators during the board process or prior to official release.

1.3.2. Physical Fitness. Airmen who are not current on their fitness assessment as of 31 December 2025 or who received an unsatisfactory on the fitness assessment during the 2025 award period are **not authorized** to be considered for the A1 Functional and Community Awards listed within this guide. This restriction applies regardless of performance in other areas. Airmen who are fully or partially exempt from the fitness assessment **will** be eligible, provided they meet all other requirements and have a valid fitness exemption recorded in the official fitness system of record.

1.3.3. Legacy Awards. Nominees are not required to serve a minimum amount of time in a position or program, except for the Lieutenant General Norm Lezy Award (see paragraph 3.8. for details) and the Robert E. Corsi A1 Legacy Service Award (see paragraph 3.13. for details).

1.3.4. Individual Awards. There is no minimum requirement for time served in the category and level for which nominated, unless otherwise annotated. Nominees' accomplishments from the entire award period may be included in the DAF Form 1206, if each accomplishment meets specific criteria of the award for which they are being nominated.

1.3.5. Force Support Capabilities Awards. Nominees must have been in operation for a minimum of six months in the category and level for which they are nominated.

1.3.6. Nominees are submitted in a category based on the grade of the individual as of 31 December of the current awards cycle, or in the case of a group nomination, the size of the organization as of 1 June of the current awards cycle (see paragraph 1.8).

1.3.7. Nominees are nominated by the unit they are assigned to as of 31 December of the awards cycle. Exception: a member who has Permanently Changed Duty Stations (PCS) or Permanently Changed Assignment (PCA) during the award cycle, may be nominated for an award by the losing unit if all award criteria and eligibility requirements are met. Losing and gaining nominating authorities must communicate to determine who will submit the nomination. A member may not be nominated by more than one unit for the same award.

1.3.8. Organizations or members nominated should be performing missions or duties relevant to the A1 community. Furthermore, individuals may only be nominated for one award (e.g. same person cannot be nominated for General Wade Award and Force Support Company Grade Officer of the Year; 3F2 at Staff level cannot be nominated for the Dr. Peterson Award and an Enlisted level award as outlined in section 4.3). Only AF members (Active Duty, Reserve, and Air National Guard) and civilian employees (including Non-Appropriated Fund (NAF) and local national personnel) may be nominated for Individual Awards. Contractors, military members, and civilians of all other services are not eligible for these awards with two exceptions:

1.3.8.1. Any sister-service member (Military, Civilian and NAF) permanently assigned to or embedded with a AF unit/squadron located on a AF installation providing direct support to the AF A1 mission may be eligible for the A1 Special Recognition Award.

1.3.9. Consideration for Deployed Members:

1.3.9.1. Members on Temporary Duty (TDY) deployment must be nominated by their owning parent MAJCOM.

1.3.9.2. Due to the rotational nature of an Expeditionary Force Support Squadron's (EFSS) members, EFSSs may only compete for the Installation Level Special Recognition Team Award.

1.3.10. Consideration for personnel assigned to a United States Space Force (USSF) mission:

1.3.10.1. Members assigned to a USSF unit (e.g., Field Command, Delta, Garrison/Group, Squadron, etc.) equivalent to a USAF unit (e.g., Major Command, Wing, Group, Squadron, etc.) will be considered for all applicable awards as outlined in this guide.

1.3.10.2. In all instances of this guide, where USAF units are mentioned, this implies the USSF equivalent unit. USSF Field Commands (FLDCOMs) will submit nominations directly to HQ AFPC for Airmen assigned to the USSF (Command ID "4G").

1.3.10.3. USSF/S1 at the Pentagon will submit nominations to AFDW at HAF.

1.4. Award Levels.

1.4.1. Installation Level. For individuals or units at the installation level. Only accomplishments from installation-level work should be submitted for this category. Wing level personnel at locations that are co-located with staffs and the United States Air Force Academy (USAFA) unit level submissions are included in this category. A-Staffs will compete at the installation level. Personnel assigned to or serving within Air Force Recruiting Groups and Squadrons are eligible to compete in the appropriate installation-level award categories.

1.4.2. Staff Level. Only accomplishments from staff-level work should be submitted for this category.

1.4.2.1. For individuals or units located on the HAF staff, Secretary of the Air Force (SAF) staff, HQ USSF staff, and MAJCOM staffs including Numbered Air Force (NAF) staffs and associated Joint staff, to include Combatant Commands (CCMD) and DoW agencies.

1.4.2.2. North Atlantic Treaty Organization (NATO) will submit as an associated Joint staff.

1.4.2.3. For individuals at, or directly reporting to, a Field Operating Agency (FOA), Direct Reporting Unit (DRU), or Primary Subordinate Unit (PSU). Examples include: Headquarters Air Force Accessions Command (AFAC), Headquarters Air Force Personnel Center (HQ AFPC), Headquarters Readiness Integration Organization (HQ RIO), and Air Force Maintenance Operations Center (AFMOC); Air Force Manpower Analysis Agency (AFMAA), and Air Force Mortuary Affairs Operations (AFMAO); USSF and Air Force Materiel Command Centers (e.g. Air Force Sustainment Center, Air Force Life Cycle Management Center, Installation and Mission Support Center, etc.), Air University, and USAFA A1 Staff.

1.5. Nomination Packages.

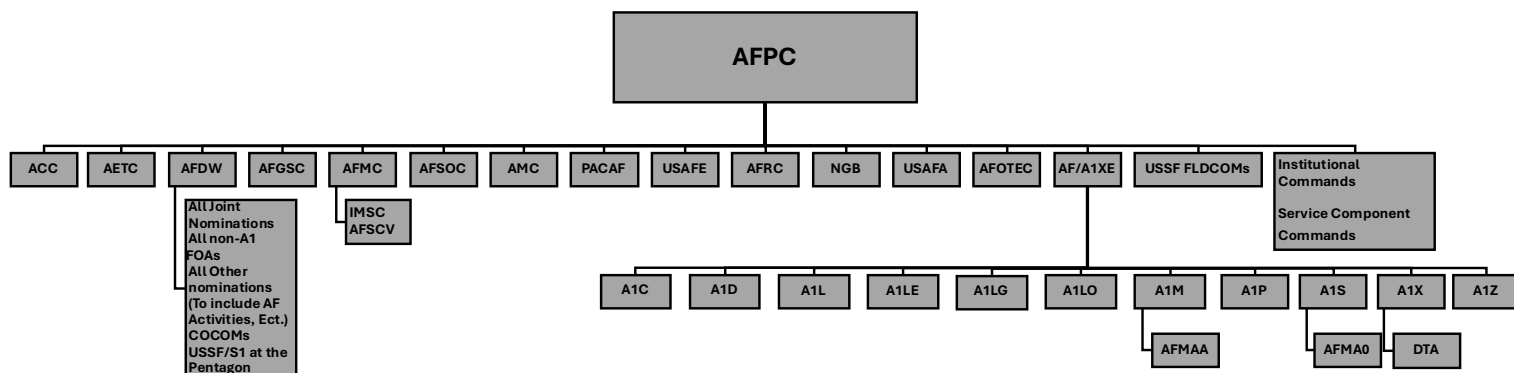
1.5.1. Awards will be submitted on the most current version of DAF Form 1206, Nomination for Award, found on the DAF Publications website at <http://www.e-publishing.af.mil/>. It is the nominating unit's responsibility to check the specific requirements for each award including headings, maximum number of lines, format, and appropriate acronym usage. DAF Form 1206 content requirements for each award are described in Chapters 2-6. Performance statements will be used for all awards. Each performance statement will be limited to three lines, and statements will be separated by a line break.

1.5.2. All nominations must be competed through a subordinate award board before submission to HQ AFPC. Nominations should be submitted through parent MAJCOMs to HQ AFPC. All MAJCOMs, FOAs, etc. will only submit one winner per category.

1.5.3. AF/A1 nominees will be submitted to AF/A1XE for boarding. Nominations from Joint organizations and non-A1 FOAs will be submitted to AFDW/A1. Joint bases that are AF-led nominate through their parent MAJCOMs. Joint bases that are not AF-led nominate through their parent AF MAJCOM.

1.5.4. Nominees assigned to a tenant unit on an installation hosted by another MAJCOM must submit their award nominations to their parent MAJCOM. All MAJCOMs, DRUs, Combatant Commands, and their subordinate units can nominate assigned component members from all levels (this includes Individual Mobilization Augmentees and Active Guard/Reserve (AGR) members).

Depiction of Award Nomination Paths



1.5.5. COCOMs will submit their packages to AFDW.

1.5.6. Institutional Commands will submit their packages to HQ AFPC.

1.5.7. All MAJCOMs will submit an A1-endorsed memorandum listing all their nominees, verifying that there is no derogatory information for each nominee, and the name/ mailing address of the wing commander (or equivalent) in PDF format, using the template at Attachment 5.

1.6. Writing Nominations/Use of Acronyms and Abbreviations. If using acronyms and abbreviations, use in accordance with approved Air Force Acronym and Abbreviation List and guidance located at <https://www.afpc.af.mil/Career-Management/Acronyms/> and DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, Chapter 7, paragraphs 7.3.2 and 7.3.3.

1.7. Format of Submission Materials.

1.7.1. All documents must be electronically submitted. Do not combine categories into one file. Each category should be sent as a separate PDF file.

1.7.2. Use and submit the most current version of DAF Form 1206. Do not create PDF files by scanning documents into PDF format.

1.7.3. When naming files, they must be in file number, name of award, MAJCOM and last name of nominee format (example: 2A-Blanchard-AETC-Harris). Packages will be returned for incorrect naming. See Attachment 2 for more information.

1.8. Strength Figures for Group Nomination.

1.8.1. The determination of the Force Support Squadron (FSS) category in the Small/Large Installation Categories is based on an HQ AFPC snapshot taken NLT 1 July during the award period of each installation's military and civilian population (Appropriated Fund (APF) and NAF full-time equivalent employees), with the cutoff being 5,000 personnel.

1.8.2. The Air Reserve Component (ARC) FSSs fall into the Small Installation category.

1.8.3. Each individual, group, or base nominated competes on its own merits and is not penalized for size, location, or mission. See Attachment 3 for list of Small and Large Installation categories.

1.9. Deadlines.

1.9.1. All nomination packages are due to AFPC by the deadlines established in the call for nominations. Late nominations will not be accepted without prior approval. Send all nominations to HQ AFPC A1 Awards Workflow at AFPC.A1.AwardsWorkflow@us.af.mil.

1.10. Selection Board.

1.10.1. A virtual central selection board, consisting of experienced participants, will select all AF-level winners in all categories. The AF/A1 approves all winners. See Chapter 7 for additional information.

Chapter 2

INSTALLATION AWARDS

2.1. Installation Awards.

2.1.1. General Curtis E. LeMay (Large Installation). This prestigious award is named in honor of General Curtis E. LeMay, who had a life-long interest in support and quality of life programs provided to Air Force members and their families around the globe. In 1928 he became a flying cadet in the Armed Forces, eventually achieving the position of Chief of Staff of the U. S. Air Force until retirement in 1965. This award recognizes the best large FSS.

2.1.2. Major General Eugene L. Eubank (Small Installation). This prestigious award is named in honor of Major General Eugene L. Eubank, who recognized the importance of morale and welfare for America's fighting forces to further the overall Air Force mission. In 1917 he became a flying cadet in the Signal Corps, culminating in becoming the Commander of the Technical Training Air Force in 1951 until retirement in 1954. This award recognizes the best small FSS.

2.2. LeMay/Eubank Award Nomination Procedures.

2.2.1. Categories are determined by the size of the population the FSS supports. Assigned personnel includes military (Active and ARC), civilians (APF and full-time equivalent NAF), local nationals, students/cadets and contractor employees (full-time equivalent). An installation with a population of 5,000 or greater will be considered in the Large Installation category. The Small Installation category includes installations with fewer than 5,000 assigned personnel. A listing of the Small and Large Installations can be found in Attachment 3.

2.2.1.1. The award recognizes a single FSS. At installations where two RegAF FSSs are located (e.g., Ramstein AB, Kadena AB, etc.), the owning MAJCOM may combine both units for the single MAJCOM submission. Units may include accomplishments for any A1 functional area (e.g., collocated ARC FSS, Wing A1 function) as long as those accomplishments do not fall under a separate RegAF FSS and are not included on separate nominations.

2.2.1.2. Non-collocated ARC units submit through AFRC or National Guard Bureau (NGB).

2.2.2. After winning either award, a unit will not be eligible to re-submit a package for a minimum of one year.

2.2.3. To nominate a squadron, the following items in paragraphs 2.2.3.1. through 2.2.3.3. must be submitted to HQ AFPC in a single PDF file named "Eubank-xx FSS-Installation Name" or "LeMay-xx FSS-Installation Name". The PDF files should be in the following order: Wg/CC or GAR/CC, Gp/CC, FSS/CC, and FSS/SEL subsequent bios; FSS Org Chart; Wing/Garrison Key Personnel Listing; DAF Form 1206 nomination.

2.2.3.1. DAF Form 1206. Nominations must highlight accomplishments during the award period in the headings of Mission and Mission Accomplishment; Management and Customer Focus; Leadership, Innovation, and Integration. Headings will be capitalized lines without additional text. The nomination will be in performance statement format and is not to exceed 27 lines (reference section 2.3.1.1. for exact guidance on the number of performance statements for each section), including headings.

2.2.3.2. The name/rank, mailing address, commercial and DSN phone numbers, government cell (if applicable), and email address for the following key personnel: installation commander, mission support group commander, FSS commander or director, and senior enlisted leader. Biographies for all key personnel above are also required.

2.2.3.3. The local FSS organizational chart, depicting FSS Flights and names of Flight Chiefs. If a waiver is in place for non-standard FSS structure, include a copy of the waiver.

2.3. Award Scoring.

2.3.1. Scoring for LeMay and Eubank Award packages is conducted in two parts. In Part 1, all nominated installations are scored on a DAF Form 1206 using the criteria below to determine the finalists. Two finalists will be determined for both awards. In Part 2, finalists will receive a short-notice on-base evaluation where the evaluators will determine the final award winner. Adjustments will be made as necessary, to avoid penalizing bases that are at Joint Bases that are not AF-led, or do not have a standard FSS configuration. HQ AFPC will conduct a virtual score sheet training session prior to the start of scoring.

2.3.1.1. Part 1, DAF Form 1206 (100 points, to determine finalists). The headings below are required and the number of performance statements under each heading is mandatory. Any heading exceeding or not meeting the required number of lines will be penalized. In all instances, performance statements will be used for all awards. Each performance statement will be limited to three lines, and statements will be separated by a line break.

2.3.1.1.1. Mission and Mission Accomplishment (60 points), four performance statements. Describe the FSS impact on mission and significant accomplishments in managing, developing, and sustaining military (AD, AFR, and ANG) and civilian Airmen and Guardians and their families. Expand on core functions of the FSS and Total Force initiatives and use of resources to support accomplishments.

2.3.1.1.2. Management and Customer Focus (20 points), two performance statements. Describe how the unit demonstrates exceptional management qualities and utilizes innovative efforts that resulted in lasting and significantly improved programs, base-wide support, and the development of Airmen (i.e., the right people capable of meeting the needs of commanders through hiring/staffing, leadership and technical development, force management, personnel accountability, and casualty and entitlement support). Explain how programs adhere to program and, if applicable, financial standards (i.e., indicators, APF goals, applicable checklists, Unit Effectiveness Inspections, certifications, etc.). Describe how the unit collects meaningful customer feedback and how feedback is used. Finally, describe how managers collectively apply current trends and benchmark best practices.

2.3.1.1.3. Leadership, Innovation, and Integration (20 points), two performance statements. Describe how squadron leadership plans strategically from where the FSS started and where it is going. Describe how leadership uses Total Force initiatives, resources, and community partnerships to deliver extraordinary programs and services that improve productivity and force support sustainment, reception and bed-down across the full range of military operations, provided a sense of community for the population and cutting edge, life sustaining and essential services (i.e., quality-of-life programs, promote esprit de corps). Describe the impact the FSS had on Force Development with educating Airmen, focusing on developing and integrating leadership competencies and analytical skills of our officers, enlisted and civilians.

2.3.1.2. Part 2, On-site Evaluation. Finalist bases will receive a short-notice notification for an on-site visit by an evaluation team. Evaluation teams will utilize standard score sheets for overall assessment of the FSS.

2.3.1.2.1. Separate teams are appointed for LeMay and Eubank evaluations. Travel is normally conducted in March.

2.3.1.2.2. Out-briefs will be scheduled by evaluation teams with available squadron, group, and wing leadership. Out-briefs will provide an opportunity for evaluation teams to share their observations, top performers, and receive feedback.

2.3.1.2.3. No special amenities/mementos will be extended to the evaluation team.

2.4. Selection Process.

2.4.1. On-site evaluation teams will determine the final award winner and forward their decision and all notes to HQ AFPC.

2.4.2. HQ AFPC A1 Awards Workflow forwards all notes and graded packages, annotating the recommended winners, to AF/A1XO for final review and submission to the AF/A1 for approval.

2.4.3. Upon approval of the winners, the AF/A1 will notify the installation and release an AF-wide message, and each winning base will receive a plaque.

Chapter 3

LEGACY AWARDS

3.1. Legacy Awards.

3.1.1. These awards are the most prestigious awards in the A1 community and are 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 addressed in the nomination. Portrait photos, action photos, and citations are not authorized during the nomination process.

3.1.2. Scoring. All DAF Forms 1206 will be scored on a 100-point scale in accordance with HQ AFPC instructions. Each Legacy award will annotate the required headings and the respective weight of each heading.

3.2. General Robert J. Dixon Award.

3.2.1. This award is named in honor of General Robert J. Dixon for outstanding achievements, service, and dedication to the Department of the Air Force. He entered pilot training in the Royal Canadian Air Force in 1941, launching a career resulting in assignment as Deputy Chief of Staff, Personnel, Headquarters Air Force in 1970. He served in that position until 1973, at which time he assumed command of Tactical Air Command until retirement in 1978. General Dixon was known for his bold ideas and deep interest in and understanding of Airmen. He was dedicated to rebuilding the morale and force structure of the United States Air Force after the Vietnam War. He also developed new ways of approaching technologies and training in order to ensure that Airmen were getting the most out of their time.

3.2.2. This award recognizes a Field Grade Officer at Staff Level (see paragraph 1.4. for level 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 on the A1 enterprise's toughest issues. Nominees must clearly show significant contributions that have long-range impact and immensely benefit individual members or the AF as a whole. Military nominees may hold any Air Force Specialty Code (AFSC).

3.2.3. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period in the headings below. Headings will be capitalized lines without additional text. The nomination will be in performance statement format and is not to exceed 27 lines, including headings.

3.2.3.1. Problem-Solving and Strategic Vision (70 points). Show how the officer demonstrated problem-solving ability and strategic vision through development or improvement of AF programs, processes, or policies that provided solutions to significant problems involving morale, force structure, operational competence, and/or knowledge of Airmen.

3.2.3.2. Leadership and Character (30 points). Describe how the officer embraced the role as a leader in the AF while overcoming leadership challenges and conveying vision to subordinates, peers, and leaders. Provide examples that demonstrate the nominee's character and embodiment of the Air Force Core Values both on- and off-duty.

3.3. Roger M. Blanchard Memorial Award.

3.3.1. This award is named for Roger M. Blanchard, who served as the Assistant Deputy Chief of Staff, Manpower and Personnel, Headquarters United States Air Force from 1997 through 2007. This award honors Mr. Blanchard's character, integrity, commitment, and spirit of selfless service to others, and recognizes an individual whose personal efforts significantly improved the support of Airmen at every level.

3.3.2. The award is presented to a senior civilian (GS-13 or higher, GG, NF-V or Non-US equivalent) at an Installation or Staff Level in the A1 community who exhibits Mr. Blanchard's attributes and whose personal innovative efforts have institutionalized enterprise-wide changes that have significantly improved support of Airmen at every level. Innovative efforts, impact and institutionalization may have been made at any point during the nominee's civilian career, not just during the award period.

3.3.3. DAF Form 1206 Content. Nomination must highlight accomplishment in the heading below. Headings will be capitalized lines without additional text. The nomination will be in performance statement format and is not to exceed 27 lines, including headings.

3.3.3.1. Demonstration of Character (25 points). Describe how the nominee demonstrated integrity, commitment, and a selfless spirit of service to others both on- and off-duty, and ways in which the nominee inspired those attributes in others.

3.3.3.2. Transformation Efforts and Long-Term Impact (75 points). Describe how the nominee's personal efforts toward transforming a program, policy, process or cultural aspect of the AF were (or soon will be) institutionalized within the AF. Describe the impact, scope, and benefit of the nominee's efforts on the AF. Specify how the enterprise-wide changes have or will significantly improve the support provided by the A1 community.

3.4. General Horace M. Wade Innovation Award.

3.4.1. This award is named in honor of General Horace M. Wade for his outstanding achievements, service, and dedication to the Department of the Air Force. His military career began in 1934 when he became a member of the Arkansas National Guard. He later became Director of Personnel, Headquarters Strategic Air Command (1955-1959) and culminated his career as the Vice Chief of Staff, U.S. Air Force, in 1972 where he served until retirement in 1973.

3.4.2. The General Horace M. Wade Innovation Award recognizes an individual at an Installation or Staff Level who has initiated innovative change that enhanced operational support to the warfighter. For this award, MAJCOMs may submit one nominee in any grade (military or civilian) directly working anywhere in the A1 community. 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.

3.4.3. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period in the headings. Headings will be capitalized lines without additional text. The nomination will be in performance statement format and will not exceed 27 lines, including headings.

3.4.3.1. Airmen Powered by Innovation (API) Submission Description (20 points). Describe the API idea or initiative. Include details on how the idea was developed and how previous methods led to the new process.

3.4.3.2. Impact on Service/Operations (40 points). Describe how the initiative has or will institutionalize lasting, enterprise-wide changes that significantly improved the ability of the A1 community to support the warfighter and accomplishment of the AF mission. Include a description of the process and how it departs from previous methods.

3.4.3.3. Tangible Benefits (40 points). Using statistical historical data comparison, describe the impact and benefit of the initiative to the AF. Specifically, list the savings in time, resources, manpower, and money, and/or improvements in productivity, quality, process improvement, or morale.

3.5. General Michael P. C. Carns Award.

3.5.1. This award honors General Michael P. C. Carns' outstanding achievements, service and dedication to the Department of the Air Force and his business acumen. He was commissioned upon graduation from the U.S. Air Force Academy in 1959 and later became the Vice Chief of Staff, U.S. Air Force, in 1991 where he served until retirement in 1994.

3.5.2. This award recognizes the individual who best exemplifies personal leadership, creativity, and problem-solving related to policies, programs, or processes of significant concern to the A1 community. The nominee must be an A1 military or civilian (AFP, NAF or Non-US) member assigned as division chief or equivalent and above, at the Staff Level (see paragraph 1.4. for level definitions).

3.5.3. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period in the headings. Headings will be capitalized lines without additional text. The nomination will be in performance statement format and is not to exceed 27 lines, including headings.

3.5.3.1. Leadership as a Change Agent (40 points). Describe how the individual influenced other people to accomplish change, regardless of the scope of the nominee's position.

3.5.3.2. Change/Modernization/Transformation (30 points). Describe the ways the nominee embraced change, modernization, and transformation by developing or improving processes, and describe the impact on the A1 community and support to the AF mission.

3.5.3.3. Ingenuity and Resourcefulness (30 points). Describe how the individual demonstrated ingenuity to overcome obstacles, and how available resources were used in new and different ways to creatively improve and implement unit, installation, command, or AF level change.

3.6. General Benjamin Oliver Davis, Jr. Manpower Management Engineering Awards.

3.6.1. These awards honor the outstanding leadership, contributions, support and dedication to the Department of the Air Force by General Benjamin Oliver Davis, Jr. He was commissioned upon graduation from the U.S. Military Academy at West Point in 1936 later becoming a Tuskegee Pilot in 1942 and serving as the Director of Manpower and Organization, Deputy Chief of Staff for Programs and Requirements (1961-1965). He later assumed the position of Deputy Commander in Chief, U.S. Strike Command, and Commander in Chief, Middle East, Southern Asia, and Africa, where he served from 1968 until his retirement in 1970.

3.6.2. This award recognizes one individual and one team whose outstanding contributions address a significant concern to the AF. Nominees must demonstrate superior expertise in the competencies of Management Engineering and/or Workforce Analysis for a specific study or a body of work throughout the award period. Nominees must have demonstrated the importance of a repeatable, defensible and systematic approach to determining requirements and/or solving problems.

3.6.3. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period using performance statement format and limited to 27 lines including headers. If a team is nominated, list the team members' names on the second page of the DAF Form 1206. The following headers shall appear in the nomination (in any order).

3.6.3.1. Problem/Scope/Results (40 points). Describe problem/issue being addressed and significance to Air Force. Explain size/scope of effort (i.e., Installation Level/MAJCOM/AF-wide, number of authorizations/budget/resources impacted). Explain results/outcome of effort(s) and implementation status.

3.6.3.2. Methodology (60 points). Describe specific process/methodology used and why it was selected (include discussion of data collection and analysis). Examples could include, but are not limited to, development of an Air Force Manpower Determinant (AFMD) using workload measurement, simulation modeling, force management analysis, survey statistical analysis, process improvement, 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).

3.7. General Billy J. Boles Mentorship Award.

3.7.1. This award is named in honor of General Billy J. Boles for his outstanding achievements, service, and dedication to the Department of the Air Force. He was commissioned in 1962 through the Reserve Officer Training Corps, launching a career focused on the fields of Personnel and Education. In June 1995, he became the Commander of Air Education and Training Command until he retired in 1997. General Boles continues to support the Department of the Air Force A1 community as a trusted advisor and mentor by providing expertise and guidance to leaders at all levels.

3.7.2. The General Billy J. Boles Mentorship Award honors individuals who put forth great effort in mentoring Airmen to reach higher standards of excellence and foster professional enhancement. Mentorship can be described as a relation in which a person with greater experience and knowledge guides others to an advanced level of person and professional excellence resulting in success. Exceptional mentors facilitate development and growth of those they mentor by assisting them in reaching their goals and full potential. Any military member (of any AFSC) or civilian employee (APF, NAF or Non-US) assigned anywhere in the A1 community is eligible for the award. Accomplishments must have been completed within the award period.

3.7.3. DAF Form 1206 Content. There are no headings, but the narrative must describe the full scope of what the nominee did for his/her group of mentees and the resulting impact. This award will be written in performance statement format and is limited to 27 lines.

3.8. Lieutenant General Norm Lezy Award.

3.8.1. This award honors General Norm Lezy's outstanding leadership, contributions, support, and dedication to the Department of the Air Force community. He entered the Air Force in 1964 through the Reserve Officer Training Corps and served in several capacities where he had a positive impact on personnel and services. During 1994, he served as Director of Services, Headquarters U.S. Air Force. His career culminated as the Deputy Assistant Secretary of Defense (Military Personnel Policy) in 1997, where he served until his retirement in 1999.

3.8.2. The award recognizes the FSS leader making outstanding contributions of significant concern to their installation, displaying superior expertise and leadership qualities. The nominee must be a sitting FSS Commander/Director or an FSS Deputy (military or civilian) and must have been in place during the entire award period.

3.8.3. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period in the headings below. Headings will be capitalized lines without additional text. The nomination will be in performance statement format and is not to exceed 27 lines, including headings.

3.8.3.1. Leadership Qualities (50 points). 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.

3.8.3.2. Significant Accomplishments or Project (30 points). Describe how the individual performed his/her duties and impacted the FSS and its support to the installation. Include a list of the specific outcomes and improvements as a result of new ideas and programs to improve FSS programs.

3.8.3.3. Ingenuity (20 points). Describe how the individual used available resources to make improvements or changes within the FSS. Include details on how the individual adapted to change or overcame unique problems.

3.9. Dr. Beverly L. Schmalzried Award.

3.9.1. This award honors Dr. Beverly L. Schmalzried for her outstanding contributions to child and youth care services in the Department of the Air Force. Dr. Schmalzried entered into Civil Service in 1983 and was instrumental in providing policy and implementation guidance that revolutionized quality, availability, and affordability of military child and youth programs. Dr. Schmalzried's 20-year career culminated in 2002 as the Chief of Air Force Child and Youth Programs.

3.9.2. The Schmalzried Award focuses on staff members who made a significant impact on an individual level or as 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. While other A1 awards focus on wide-ranging impacts on the entire AF or A1 community, this award emphasizes what the nominee did for another individual and should be 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.

3.9.3. DAF Form 1206 Content. There are no headings, but the write-up must describe the impact the nominee had on another individual. This award will be written in a performance statement format and is limited to 27 lines.

3.10. Dr. Edwin C. Peterson Education and Training Manager Award.

3.10.1. This award honors Dr. Edwin C. Peterson for his outstanding contributions to education and training in the Department of the Air Force. Dr. Peterson began his Civil Service career in 1958 and was responsible for the development, daily operation, management, and evaluation of Air Force and inter-service adult continuing education and training programs at installation, intermediate command, Major Command, and regional levels for over 35 years. In 1972, he was appointed as Chief, Education and Training, Headquarters Pacific Air Force, where he served until his passing in 2002.

3.10.2. This award recognizes outstanding achievement and significant contributions in education and training management at the Staff Level. Nominations should reflect the impact the individual had on education and training management, enhanced mission effectiveness, and customer support. Nominees must be in an Education and Training position (AFSC 3F2XX, applicable NAF positions, or civilian 17XX occupational series, except childcare positions) and assigned to a Staff position (e.g., higher headquarters). Installation level personnel are ineligible for this award.

3.10.3. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period in the headings below. Headings will be capitalized lines without additional text. The nomination will be in performance statement format and is not to exceed 27 lines, including headings.

3.10.3.1. Achievements in Education and Training Program Management (60 points). Describe significant accomplishments and how well the individual managed the assigned program. Provide examples of how the individual demonstrated organizational values, expectations and organizational vision. Include results of AF, MAJCOM and NAF inspections and/or evaluations. Include awards or special recognition received.

3.10.3.2. Mission Impact (20 points). Describe practices and methods used to leverage cutting-edge training/education practices to support emerging mission requirements. Include any new initiatives or techniques developed by the individual that positively impacted the unit and/or the mission.

3.10.3.3. Collaboration (20 points). Demonstrate how the nominee collaborated with mission partners to promote training effectiveness, particularly in a resource-constrained environment.

3.11. Solomon Starks, Jr. EO Professional of the Year Award.

3.11.1. Award Purpose and Legacy. This prestigious award honors the enduring legacy of Mr. Solomon Starks, Jr., whose exceptional service and unwavering commitment to Equal Opportunity (EO) set the standard for professionalism and excellence within the Department of the Air Force. Mr. Starks dedicated over 50 years to the Air Force, first enlisting in 1954 before transitioning to Civil Service in 1984. In 2006, he was selected as the Air Force Equal Employment Opportunity (EEO) Complaints Program Manager, where he played a pivotal role in training thousands of Airmen and developing the Air Force's award-winning Alternative Dispute Resolution (ADR) program. His career embodied the principles of professional integrity, leaving a lasting impact on the EO community.

3.11.2. Award Eligibility and Recognition. The Solomon Starks, Jr. EO Professional of the Year Award recognizes an outstanding Equal Opportunity practitioner (3F4XX military or civilian) at the installation level who exemplifies the core values of equity, respect, and opportunity. This individual must demonstrate superior performance, unwavering dedication to the EO mission, and the highest standards of character attributes that defined Mr. Starks' distinguished career.

3.11.3. DAF Form 1206 Submission Requirements. Nominations must detail the nominee's exceptional achievements during the award period under the specified headings. Headings must be in capitalized lines without additional text. The nomination must be in performance statement format and is limited to 27 lines, including headings.

3.11.3.1. Achievements in Equal Opportunity Program Management (60 points). Detail how the nominee demonstrated exemplary leadership in EO program management. Highlight initiatives that advanced equity, representation, and unified engagement while maximizing the skills, experiences, and talents of Airmen and Guardians. Showcase measurable outcomes that enhanced workplace culture and policy effectiveness.

3.11.3.2. Impact on Mission and Morale (20 points). Provide concrete examples of how the nominee's efforts contributed to mission readiness, operational effectiveness, and overall morale. Explain how their leadership influenced policies, fostered mutual respect, and strengthened organizational cohesion at the center and/or installation level.

3.11.3.3. Overcoming Obstacles (20 points). Identify challenges the nominee encountered in executing the EO mission and describe their strategic approach to overcoming these barriers. Detail the innovative solutions or decisive actions taken to ensure the successful implementation of EO policies and initiatives.

3.12. The Robert E. Corsi A1 Legacy Service Award.

3.12.1. This award is named in honor of Mr. Robert E. Corsi's outstanding achievements, service and dedication to the Department of the Air Force as an ambassador, mentor and leader to the A1 Community throughout his distinguished career. Mr. Corsi was commissioned through the Reserve Officer Training Corps in 1970, serving 28 years active duty before entering the Senior Executive Service in 1998. His career culminated as the Assistant Deputy Chief of Staff for Manpower, Personnel and Services in 2011, where he served until his retirement in 2016.

3.12.2. The Robert E. Corsi A1 Legacy Service Award recognizes significant contributions by an individual while serving in the A1 Total Force community. Describe the exceptional efforts of an individual over time to improve the quality of life for Airmen across service components through their management or transformation of programs, policies, or process within the human capital domain. Specific accomplishments should be truly extraordinary, widely recognized as such, and of a positive and lasting quality for Airmen at all levels in the Active, Reserve, Guard and Civilian workforce. Recognition may be given to an individual who distinguished himself/herself in any area of the A1 portfolio for achievements in garrison and/or deployed locations, while serving in any duty status or component. The impact of this individual's contribution should be cumulative in nature and reflect their service to the A1 community over a minimum of 15 years.

3.12.3. The nominee may be a military member (active duty, Reserve or National Guard) or civilian (APF, NAF or Non-U.S.) assigned or attached for duty to organizations with missions in support of Manpower, Personnel and/or Services. The nominee must have served in the A1 community for a minimum of 15 cumulative years. There is no rank or grade requirement for this award.

3.12.4. DAF Form 1206 Content. No headings used, but performance statement format, limited to 27 lines, must clearly describe the full scope of the contributions and lasting impact of service on A1 community and/or Total Force.

3.13. Chief Master Sergeant of the Air Force Eric W. Benken Administration Professional of the Year Award.

3.13.1. This award is named in honor of Chief Master Sergeant of the Air Force Eric W. Benken for his outstanding service, dedication, and commitment to the Department of the Air Force. Over the course of his 29-year career, CMSAF Benken served proudly at every level of command from squadron through major air command as an information management specialist within the Administration Career Field. His distinguished career as a proud administrator culminated in 1996 when he was selected as the 12th Chief Master Sergeant of the Air Force, where he served as the top enlisted advisor to the Chief of Staff of the Air Force until his retirement in 1999.

3.13.2. This award recognizes the outstanding achievement, and contributions of a military Administration Professional assigned to any position within the 3F5XX Administration Career Field (i.e. CSS, Executive Support, Postal, ROTC, OSI, Embassy) during the award year. Only 3F5XX military personnel are eligible for this award. Nominees must have demonstrated superior performance and expertise in the career field core competencies throughout the award period. Note: The CMSAF Benken Award will remain unchanged for AFSC 3F5XX (Administration) during the 2025 award cycle.

3.13.3. DAF Form 1206 Content. There are no headings as this award will be written in a performance statement format and is limited to 27 lines. Nominations should reflect the significant impact and contributions the individual had on mission accomplishment, improvements within the organization and personal/professional development and mentorship.

Chapter 4

INDIVIDUAL AWARDS

4.1. Award Submission.

4.1.1. Individual Award Types. Individuals will be nominated based on the type of duties they performed during the award period: Technician/Specialist or Leadership/Management.

4.1.2. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period in the headings below. In all instances, performance statements will be used, and each performance statement will be limited to three lines. Different statements will be separated by a line break. Headings will be capitalized lines without additional text. The nomination will not exceed 27 lines, including headings.

4.1.3. Scoring. All DAF Forms 1206 will be scored on a 100-point scale in accordance with HQ AFPC instructions. Each individual award will annotate the required headings and the respective weight of each heading.

4.1.4. Technician/Specialist DAF Form 1206 evaluation criteria.

4.1.4.1. Mission Accomplishment (60 points), five performance statements. Describe significant contributions to mission accomplishment and how the nominee's unique performance or achievement led to achieving the mission. Define the scope and level of responsibilities and the impact on the mission. Consider timeliness, accuracy and program compliance. Describe how well the individual supported core A1 functions, utilized resources to support the mission and made contributions that advanced the A1 Enterprise.

4.1.4.2. Customer Focus (30 points), two performance statements. Describe how the individual made program improvements, met customer needs and identified and addressed trends
Leadership and Team Building (10 points), one performance statement. Define the scope and impact of the individual's positive leadership and team-building in both the military and civilian community. Consider how the member anticipated and supported the needs of fellow Airmen, leadership, professional development, and improvements in productivity.

If the nomination is for the...	Use DAF Form 1206 Criteria
Force Support Company Grade Officer of the Year	Technician/Specialist
Force Support Reserve Component Company Grade Officer of the Year	Technician/Specialist
Force Support Airman of the Year	Technician/Specialist
Force Support Reserve Component Airman of the Year	Technician/Specialist
Force Support NCO of the Year	Technician/Specialist
Force Support Reserve Component NCO of the Year	Technician/Specialist
Force Support Developmental Duty NCO of the Year	Technician/Specialist
Category I, Non-Supervisory (GS/GG-1 – GS/GG- 8) (NF-1-NF-3)	Technician/Specialist
Category I, Supervisory (GS/GG-1 – GS/GG-8) (NF- 1-NF-3)	Technician/Specialist

4.1.5. Leadership/Management DAF Form 1206 evaluation criteria.

4.1.5.1. Mission Accomplishment (40 points), four performance statements. Describe significant contributions to mission accomplishment and how the nominee's unique performance or achievements led to achieving the mission. Define the scope and level of responsibilities and the impact on the mission. Consider timeliness, accuracy and program compliance. Describe how well the individual supported core A1 functions, utilized resources to support mission and contributions that advanced the A1 Enterprise.

4.1.5.2. Management and Customer Focus (30 points), two performance statements. Describe how the individuals made program improvements, met customer needs and identified and addressed trends.

4.1.5.3. Leadership, Innovation and Integration (30 points), two performance statements. Describe how the nominee anticipates needs, leadership/professional development, employs Total Force initiatives, improves productivity and fosters sense of community.

If the nomination is for the...	Use DAF Form 1206 Criteria for
Force Support Field Grade Officer of the Year	Leadership/Management
Force Support Reserve Component Field Grade Officer of the Year	Leadership/Management
Force Support SNCO of the Year	Leadership/Management
Force Support Reserve Component SNCO of the Year (ARC)	Leadership/Management
Force Support Developmental Duty SNCO of the Year	Leadership/Management
Category II, Non-Supervisory (GS/GG-9 – GS/GG-12) (NF-4)	Leadership/Management
Category II, Supervisory (GS/GG-9 – GS/GG-12) (NF-4)	Leadership/Management
Category III, Non-Supervisory (GS/GG-13 – GS/GG-15) (NF-5)	Leadership/Management
Category III, Supervisory (GS/GG-13 – GS/GG-15) (NF-5)	Leadership/Management

4.2. Officer Awards.

4.2.1. FSS Commanders and Deputies are eligible for the Lieutenant General Norm Lezy Award but not the individual officer awards.

4.2.2. For Installation-Level awards, FSS Commanders and Directors should consider any officer with a duty AFSC of 38F even if they are serving in a non-FSS position (i.e., section commander).

4.2.3. Levels and Categories (see paragraph 1.4. for level definitions). Staff and Installations: submit one nominee in each of the categories below at each level, as appropriate.

If the nomination is for the...	Use DAF Form 1206 Criteria for
Force Support Field Grade Officer of the Year	Leadership/Management
Force Support Company Grade Officer of the Year	Technician/Specialist
Force Support Reserve Component Field Grade Officer of the Year	Leadership/Management
Force Support Reserve Component Company Grade Officer of the Year	Technician/Specialist

4.3. Enlisted Awards.

4.3.1. All A1 Community Duty AF Specialties (3F0, 3F1, 3F2, 3F3, 3F4, 3F5) will compete for either the Force Support Staff or Installation-Level awards. For example, a 3F0X1 MSgt working in a maintenance squadron may compete for the installation-level Force Support SNCO of the Year. Additionally, there are separate awards for Reserve and Guard Component nominees.

4.3.1.1. Individuals in a Developmental Duty assigned to an FSS will compete for the Installation-Level Force Support Developmental Duty NCO or SNCO of the Year award. Personnel in the following Special Developmental Duty roles are eligible to compete for this award: 8B000-Military Training Instructor, 8B100-Military Training Leader, 8B200-U.S. Air Force Military Training NCO, 8B300-Officer Accessions Instructor, 8R000-Enlisted Accessions Recruiter, 8T000-Professional Military Education Instructor (NCOA/SNCOA, CCAF, Barnes Center), and 8T200-Developmental Advisor (Local Hire).

4.3.1.2. RegAF members assigned to Reserve/Guard units are authorized to be nominated in the respective categories as long as they meet all eligibility criteria.

4.3.2. Level and categories (see paragraph 1.4. for level definitions).

4.3.2.1. Staff and Installation Levels. Submit one nominee in each of the categories below at each level, as appropriate.

If the nomination is for the...	Use DAF Form 1206 Criteria for
Force Support Airman of the Year	Technician/Specialist
Force Support NCO of the Year	Technician/Specialist
Force Support SNCO of the Year	Leadership/Management
Force Support Reserve Component Airman of the Year	Technician/Specialist
Force Support Reserve Component NCO of the Year	Technician/Specialist
Force Support Reserve Component SNCO of the Year (ARC)	Leadership/Management

4.3.2.2. Installation Level. Submit one nominee in each of the categories below, as appropriate.

If the nomination is for the...	Use DAF Form 1206 Criteria for
Force Support Developmental Duty NCO of the Year	Technician/Specialist
Force Support Developmental Duty SNCO of the Year	Leadership/Management

4.4. Civilian Awards.

4.4.1. Civilians must work within the A1 community to compete. FSS Directors are eligible for the Lieutenant General Norm Lezy Award but not the civilian awards. As a result of the wide assortment of pay systems and occupational series (GS, GG, WG, NH, Non-U.S., etc.), commanders/directors should use discretion in determining the category in which civilian employees are nominated. For example, the head librarian at a Large Installation may not necessarily compete at the same level as a part-time librarian at a Small Installation. The level of responsibility is the determining factor.

4.4.2. Staff and Installation Levels. Submit one nominee in each of the categories below at each level, as appropriate (see paragraph 1.4. for level definitions).

If the nomination is for the...	Use DAF Form 1206 Criteria for
Category I, Non-Supervisory (GS/GG-1 – GS/GG-8) (NF-1-NF-3)	Technician/Specialist
Category I, Supervisory (GS/GG-1 – GS/GG-8) (NF-1-NF-3)	Technician/Specialist
Category II, Non-Supervisory (GS/GG-9 – GS/GG-12) (NF-4)	Leadership/Management
Category II, Supervisory (GS/GG-9 – GS/GG-12) (NF-4)	Leadership/Management
Category III, Non-Supervisory (GS/GG-13 – GS/GG-15) (NF-5)	Leadership/Management
Category III, Supervisory (GS/GG-13 – GS/GG-15) (NF-5)	Leadership/Management

4.5. A1 Special Recognition Award.

4.5.1. This award recognizes an individual (officer, enlisted or civilian) for outstanding results, dedication and improvements affecting the A1 community.

4.5.2. The award is reserved for an individual in a duty AFSC outside the A1 community or those individuals from a sister service providing direct support to AF personnel (see paragraph 1.3.7.). Examples include: a Resources professional working in AF/A1 executing the A1 budget or sister service personnel attached to an AF unit serving AF personnel. Nominating authority (i.e., MAJCOM, FOA, etc.) should verify the individual being nominated is not eligible for any other award category.

4.5.3. The individual A1 Special Recognition Award does not have separate award categories (Installation or Staff). Nominees will use the Technician/Specialist DAF Form 1206 evaluation headings (see paragraphs 4.1.4.1. – 4.1.4.3.). On the DAF Form 1206 “Level” will be marked “N/A”.

Chapter 5

FORCE SUPPORT (FS) CAPABILITIES AWARD

5.1. Force Support Capabilities Awards.

5.1.1. The Force Support Capabilities Awards recognize flights which make outstanding contributions to the Department of the Air Force and the A1 community. Force Support has separate and distinct capabilities in order to accomplish the roles that enable Combat Support to deliver its total capabilities. Each capability is delivered through activities, programs, or both to achieve the desired effect. See Attachment 1 for descriptions of the FS capabilities. The intent is to recognize accomplishments that uniquely contributed to the readiness of the AF's most important asset – its Airmen – by linking Combat Support Doctrine to the day-to-day operations within a FSS and/or its Geographically Separated Units or Satellite Activities, as applicable.

5.1.2. The A1 Special Recognition Team of the Year Award is for teams that do not qualify for any of the FS Capabilities Awards. Nominations will be linked to FS capabilities and should focus on accomplishments that uniquely contributed to the readiness of the AF.

5.1.2.1. The Installation Level A1 Special Recognition Team of the Year Award is limited to teams working unique A1 programs and initiatives outside normal daily functions. No singular branch/division/unit may be nominated, but a specialized team within an organization may be considered. See paragraph 1.4. for level definitions.

5.1.2.2. The Staff Level Special Recognition Team of the Year Award is limited to teams working A1 specific programs and initiatives outside normal daily functions at the Staff Level. No singular branch/division/unit may be nominated, but a specialized team within an organization may be considered. See paragraph 1.4. for level definitions.

5.1.3. The Education & Training Team of the Year Award is an Air Force-level award which will recognize the top base-wide training team who demonstrates leadership and innovation within the Education and Training career field. The award recognizes the accomplishments of the 3F2 enlisted and civilian teams who demonstrate the highest qualities of mission accomplishment and customer focus in the performance of their education and training duties.

5.2. Aligning FS Capabilities to Achievements.

5.2.1. In order to relate achievements to the AF mission, each award will align one or more FS Capabilities to FSS flights, Commander Support Staffs (CSS) or Special Teams. Nominations must clearly articulate this alignment. For example, the nomination for Sustainment Services Flight of the Year may include achievements which align with Feeding Operations, Lodgment of Forces and Keeping Airmen Fit to Fight. FS Capabilities are listed in Attachment 1.

5.3. Eligibility and Award Submission.

5.3.1. FSS Commanders may nominate each flight from their FSS, one CSS and one Special Team.

5.3.1.1. The following FSS sections will be combined into the FSS Command Support Team of the Year Award: Commander/Director/Deputy, Unit Training, Operations Officer, Senior Enlisted Leader, Honor Guard, Commander Support Staff, Marketing, and First Sergeant.

5.3.1.2. Commander Support Staff of the Year Award nominations will be submitted by the unit commander or equivalent to the parent wing POC, to be considered by owning MAJCOM. For example, an ACC CSS at an AFMC base (host wing) would submit to/through the parent wing for consideration via ACC rather than the host wing for consideration through AFMC.

5.3.1.3. The Commander Support Staff of the Year Award is for CSSs conducting squadron-level work. Nominations will be linked to the FS capabilities and should focus on accomplishments that uniquely contributed to the readiness of the AF. A HQ Staff-Level CSS is not eligible for this award, but the individual may be nominated under A1 Special Recognition Team of the Year (see paragraph 5.1.2.).

5.3.2. MAJCOMs will select one flight as the MAJCOM Flight of the Year Award from the following MAJCOM flight awards: Civilian Personnel Flight, Manpower and Organization Flight, Military Personnel Flight (aka Gerritt D. Foster, Jr. Outstanding Military Personnel Program), Sustainment Services Flight, Child & Youth Services Flight, Force Development Flight, Community Services Flight, Resource Management Flight, Military & Family Readiness Flight, Postal Operations Flight (PACAF and USAFE only) and the FSS Command Support Team. Refer to AFI 38-101 (Manpower and Organization) to review the current FSS Flight Structure and organizational chart.

5.3.3. Postal Operations Flights in PACAF and USAFE that are aligned under the Functional Realignment Variance to Program Guidance Letter (PGL) L17-29, *Realigning the 3A1XX Administration Career Field under the Deputy Chief of Staff for Manpower, Personnel and Services*, will submit nominations for consideration for MAJCOM Flight of the Year Award. **NOTE:** FSSs without a separate Postal Operation Flight will include postal accomplishments with the Sustainment Services Flight nomination.

5.3.4. MAJCOMs will also select one CSS for the Commander Support Staff of the Year Award.

5.3.5. If applicable, MAJCOMs will also select one team for the Installation-Level A1 Special Recognition Team of the Year Award and one team for the Staff-Level A1 Special Recognition Team of the Year Award.

5.3.6. Accomplishments of individual flight sections (Food Operations, Postal, Fitness & Sports and/or Lodging) will be consolidated into a single nomination for the parent flight (Sustainment Flight).

5.4. Nomination Package.

5.4.1. Scoring. All DAF Forms 1206 will be scored on a 100-point scale in accordance with HQ AFPC instructions. The respective weight of each heading for FS Capability awards are listed below.

5.4.2. DAF Form 1206 Content. Nominations must highlight accomplishments during the award period in the headings below. Nominations must clearly align one or more FS Capabilities to the nominated flights or teams. Headings will be capitalized lines without additional text. The nomination will be in performance statement format, and is not to exceed 27 lines, including headings.

5.4.2.1. Mission Accomplishment and Innovation (60 points), four performance statements. List significant accomplishments and support to the mission. Describe how the flights' 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-talks 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.

5.4.2.2. Leadership and Management (20 points), two performance statements. Describe how the flight leads demonstrate exceptional leadership and management qualities. Describe how the flight leads the way in providing cutting edge programs or services. Describe how the flight utilizes resources, facilities, manpower, technology or process improvement tools to deliver extraordinary programs or services. If applicable, describe how well the flight or organization adheres to financial and program standards (i.e., indicators, APF goals, checklists, certifications, etc.).

5.4.2.3. Customer Focus (20 points), two performance statements. Describe to what extent flight results met customer needs and applicable standards. Include any new programs, initiatives, improvements and services to existing programs, with specific emphasis on change that enhanced customer focus.

5.5. Force Support Capabilities Award List.

CATEGORY
Civilian Personnel Flight (or equivalent)
Manpower & Organization Flight
Military Personnel Flight (aka Gerritt D. Foster, Jr. Outstanding Military Personnel Program)
Sustainment Services Flight
Child & Youth Services Flight
Force Development Flight
Community Services Flight
Resource Management Flight
Postal Operations Flight (PACAF and USAFE only)
Military & Family Readiness Flight
FSS Commander Support Team
Commander Support Staff
A1 Special Recognition Team (Installation and Staff levels)
Education & Training Team of the Year Award (Installation level)
Readiness and Operational Support

Chapter 6

A1 COMMUNITY AWARDS

6.1. A1 Community Awards.

6.1.1. The following A1 Community Awards have a separate awards call and may not follow the same timeline. The information below is subject to change, and all official guidance will be sent with a separate call for nominations.

AWARD	OPR	EMAIL
John L. Hennessy Trophy - Active Duty Food Service (Region 1, Region 2)	AFSVC (see paragraph 6.2)	afsva.svo.distro@us.af.mil
SMSgt Disney Award - ANG Food Service	HQ NGB/A1S	NGB.A1XS.SustainmentServices@us.af.mil
Arthur J. Myers Excellence Award	AFSVC (see paragraph 6.2.7)	afsva.svo.distro@us.af.mil
AF Innkeeper Award	AFSVC (see paragraph 6.3)	afsva.svoldistro@us.af.mil
Air Force and Space Force Key Support Liaisons of the Year	AF/A1S	AF.A1S.Workflow@us.af.mil
AF Military Athlete of the Year	AFSVC	AFSVC.Sports.Workflow@us.af.mil
Air Force Honor Guard Awards	AF/A1S	AFMAO.Workflow@us.af.mil
NCO Enlisted Aide of the Year	AF/A1LG	AF.Enlisted.AideProgramManager@us.af.mil
SNCO Enlisted Aide of the Year	AF/A1LG	AF.Enlisted.AideProgramManager@us.af.mil

6.2. John L. Hennessy Trophy.

6.2.1. This program recognizes excellence in AF Food Service. The award is named after John L. Hennessy, a hotel and food service industry leader and advisor who presents on military food service issues.

6.2.2. Active duty AF installations to include Food 2.0 (except medical facilities) providing mission essential (appropriated funded) food service and AF-operated Dining Facilities at Joint Base installations are eligible to compete. The AF-operated dining facility will be the only operation evaluated by the team under the AF Hennessy Program guidelines. Active AF installation nominees participate under Region 1 (East) or Region 2 (West). A maximum of four installations will be selected for each region to compete for this award (see Table 6.1. for respective categories).

6.2.3. Special Categories include: U.S. Air Forces in Europe (USAFE) Small Site Award, Best Missile Feeding Operation, Best Air National Guard (ANG), and Best Air Force Reserve (AFR) Operation.

6.2.4. Nomination Process for Active Duty, Small Site, and Missile Feeding awards:

6.2.4.1. Nomination packages will consist of a completed DAF Form 1038, Food Service Evaluation Record, TFTR Training Status Report, DD Form 2973, Food Operations Inspection Report, Team Photo Submission (see competition guide for detailed instructions) and DAF Form 1206 (see call for nominations for requirements).

6.2.4.2. Installation food operations choosing to compete will upload their nomination packages to the Air Force Services Center (AFSVC) via myFSS. Installation-level nomination packages require installation commander concurrence. The AFSVC Food & Beverage Division (AFSVC/VMF) will collect all nominations and assemble a board to score each package. Overall scoring will also include an assessment of financial data, inventory management, ESM validation, and utilization rates for the award period. AFSVC/CC will notify Installation Commanders to inform them of bases selected for the Hennessy Trophy awards evaluation team visits.

6.2.4.3. AFSVC/VMF develops schedules for Region 1 and Region 2 category evaluation teams and provides a standard itinerary for competing installations. Site visits will only be conducted as resources allow. AFSVC/VMF is the OPR for the evaluation process. Evaluation teams will use the Food Service Evaluation Form as their record of evaluation during site visits and provide AFSVC/CC their recommendations for winning installations.

6.2.4.4. ANG and AFR will conduct their own evaluations and forward their best food program selections to AFSVC/VMF.

6.2.5. Evaluation Team.

6.2.5.1. Active Duty: AFSVC/VM recommends team composition and funds all Air Force military/civilian traveler TDY expenses. Teams consist of AFSVC/VM representatives, assisted by advisors from the National Restaurant Association Education Foundation and the Society for Hospitality and Food Management (SHFM).

6.2.5.2. Missile Site: Two AFSVC/VMF personnel will conduct on-site evaluations.

6.2.5.3. Small Site Award: AFSVC/VMF will determine small site award based on nomination package only.

6.2.6. The Hennessy evaluation teams select nominees and finalists during the on-site evaluations for the Hennessy Travelers Award (HTA). The HTA is presented to airman performance displaying the highest standards of professionalism, attitude, team spirit and a high interest in continuing their culinary skills development. Outstanding military and civilian performers are recognized onsite and are presented the Outstanding Performer Certificate by the Hennessy Travelers.

6.2.7. Each Installation may nominate one 3F1 Airman from the base to compete for the Arthur J. Myers Excellence Award, which honors his legacy of service and his contributions to morale, welfare and recreation during his Air Force military and civilian careers. A deserving Airman (E-1 through E-4 active duty) who has demonstrated excellence, commitment and outstanding leadership in the area of food and beverage operations is selected to receive this award. A winner from each region will be selected by the AFSVC/VMF.

6.2.8. HTA nominees and the Arthur J. Myers Excellence Award winners will be offered the opportunity to participate in culinary excellence training program provided by the Culinary Institute of America (CIA). This program is designed to heighten and sharpen their food service skills, expand and ignite their love for the Services career field, and provide them keen insight into the vast food and beverage industry.

6.2.9. AFSVC/VMF budgets and purchases all plaques and medallions for HTA winners, winning installations and Arthur J. Myers Excellence Award winner. AFSVC/VMF also budgets for the Hennessy Program and plans the logistics of presenting the Hennessy Trophy at the annual National Restaurant Association Education Foundation Banquet. The Arthur J. Myers Excellence Award winner will be announced at the CIA annual training event.

Table 6.1. John L. Hennessy Trophy Categories.

Region 1 (East) Category	Region 2 (West) Category
Aviano AB	Altus AFB
Barksdale AFB	Andersen AFB JR Marianas
Dover AFB	Beale AFB
Eglin AFB	Cannon AFB
Ft. Meade	Creech AFB
Grand Forks AFB	Davis-Monthan AFB
Hurlburt Field	Dyess AFB
Incirlik AB	Edwards AFB
JB Anacostia-Bolling	Eielson AFB
JB Andrews-Naval Air Facility	Ellsworth AFB
JB Charleston	Fairchild AFB
JB Langley-Eustis	F.E. Warren AFB
JB McGuire-Dix-Lakehurst	Goodfellow AFB
Keesler AFB	Hill AFB
Little Rock AFB	Holloman AFB
MacDill AFB	JB Elmendorf-Richardson
Maxwell AFB	JB Lewis-McChord
McConnell AFB	JB Pearl Harbor-Hickam
Minot AFB	JB San Antonio-Randolph
Moody AFB	JB San Antonio-Lackland
Offutt AFB	Kadena AB
Moron AB	Kirtland AFB
Patrick SFB	Kunsan AB
RAF Lakenheath	Luke AFB
RAF Mildenhall	Malmstrom AFB
Ramstein AB	Misawa AB
Robins AFB	Mountain Home AFB
Scott AFB	Nellis AFB
Seymour Johnson AFB	Osan AB
Shaw AFB	Peterson SFB
Spangdahlem AB	Schriever SFB
Tinker AFB	Sheppard AFB
Tyndall AFB	Travis AFB
Whiteman AFB	USAF Academy
Wright Patterson AFB	Vandenberg SFB
	Yokota AB

6.3. AF Innkeeper Award.

6.3.1. The objective of the Innkeeper program is to encourage innkeepers to improve the management and operation of lodging facilities at Air Force Lodging operations worldwide. The ultimate and intended beneficiary is the customer. This program recognizes excellence in Air Force Lodging. The Innkeeper Award is presented annually to lodging operations that provide the most outstanding hotel-type lodging and customer service to travelers.

6.3.2. The competition consists of two categories: small and large base, and submission is based on a fiscal year performance period.

6.3.2.1. Small Base: 285 or less permanent transient bed spaces to include satellite properties. Commercial lodging and contingency lodging bed spaces are excluded from the total.

6.3.2.2. Large Base: 286 or more permanent transient bed spaces to include satellite properties. Commercial lodging and contingency lodging bed spaces are excluded from the total.

6.3.2.3. Transient bed spaces include the total of the VAQ, VQ, Business Suites, and TLFs where applicable. Do not count contingency dorms/lodging facilities.

6.3.3. Nomination Process:

6.3.3.1. Nomination packages will consist of a completed DAF Form 1206 (not to exceed 15 lines), Air Force Lodging Standards Checklist (Self-Assessment), Base Fact Sheet, and an Endorsement Memorandum signed by the installation commander addressed to AFSVC/VBL.

6.3.3.2. Installations choosing to compete will upload their nomination packages to the Air Force Services Center (AFSVC) via the Services Portal. Installation-level nomination packages require installation commander concurrence. The AFSVC Lodging Division (AFSVC/VBL) Innkeeper evaluation board members will evaluate Defense Lodging System (DLS) reports, AF Lodging digital customer service feedback reports, labor efficiency based on bed nights sold, financial performance, and DAF Forms 1206 to determine the top four nominated bases for both the small- and large-base categories. The AFSVC/CC will notify MAJCOM/A1s and Installation Commanders to inform them of bases selected for evaluation team site visits for the AF Innkeeper Award competition. The evaluation team chiefs will provide the AFSVC/CC with the team's recommendation for the winning bases.

6.3.4. AFSVC/VBL develops site visit schedules for the Large and Small Base nominees, and evaluation teams provide a standard itinerary for competing installations. Site visits will only be conducted as resources allow. Evaluation teams will use the AF Inns Lodging Standards Checklist during site visits and provide recommendations for winning installation.

6.3.5. Evaluation Team.

6.3.5.1. AFSVC/VBL recommends team composition and funds all civilian travelers' TDY expenses.

6.3.5.2. Team will consist of four representatives, including AFSVC personnel and other private industry organizations, to conduct the on-site evaluations if applicable.

6.3.6. Innkeeper Trophy Awards and Traveler Awards

6.3.6.1. The winner of each category (large and small installations) will receive a traveling trophy to display at the installation. Once the award period is completed and the trophy is returned to AFSVC/VBL, a smaller model trophy will be sent to the installation for permanent display. This award is presented at the Lodging Managers Leadership Training.

6.3.6.2. The evaluation teams select four nominees and one winner for each category during the on-site evaluations for the Innkeeper Traveler Awards. This award is presented to civilian lodging team members who exemplify the highest standards of professionalism, attitude, customer service, and job knowledge and impact on the overall operation as determined by the entire evaluation team. Two winners will be selected, one from each Air Force Inn category (small and large). The winner in each category will receive a plaque.

6.3.7. AFSVC/VBL budgets and purchases all plaques and trophies for Traveler Awards and winning installations. AFSVC/VBL also budgets for the AF Innkeeper program and plans the logistics of presenting the awards at the annual Lodging Managers Leadership Training.

6.4. AF Military Athlete of the Year.

6.4.1. This program recognizes an Air Force Male and Female Military Athlete of the Year. All nominees must be active duty, guard or reserve. U.S. Air Force Academy cadets are not eligible for this award.

6.4.2. AF installations may submit one male nomination and one female nomination to their respective MAJCOMs. All ANG nominations must be submitted to NGB/A1X. Each MAJCOM and the NGB may submit one nomination for each category (male/female) for their command/bureau. MAJCOM will submit nomination packages to AFSVC Air Force Fitness & Sports via AFSVC.Sports.Workflow@us.af.mil.

6.4.3. At this time, as the USSF has not established its own program, the USSF may submit one male and one female nomination as a MAJCOM equivalent to compete.

6.5. AF Fitness & Sports Program of the Year Award

6.5.1. This annual award program recognizes excellence in AF Fitness & Sports to the installation whose Fitness & Sports programs best exemplifies this effort.

6.5.2. Active-duty AF installations providing mission essential fitness and sports facilities and AF-led Joint Base installations are eligible to compete. The AF-operated fitness and sports operation will be the only facilities/programs evaluated by the team under the AF Fitness & Sports awards guidelines. Active AF installation nominees participate under Region 1 (East) or Region 2 (West) categories in Table 6.5. A maximum of four installations will be selected for each region to compete for this award.

6.5.3. Special Categories include: U.S. Air Forces in Europe (USAFE) Small Site Award and Best Air Force Reserve (AFR).

6.5.4. Nomination Process for AF Active Duty, USAFE Small Site, and AFR awards:

6.5.4.1. Nomination packages will consist of a PowerPoint submission highlighting their successes/best practices and a most recent version of DAF Form 1206 in narrative format (not to exceed the front page); paragraph format is acceptable, and uncommon acronyms may be spelled out on the back if necessary.

6.5.4.2. Installation Fitness & Sports operations choosing to compete will send their nomination packages to the Air Force Services Center (AFSVC) Fitness & Sports Division via email AFSVC.FitnessPrograms.Workflow@us.af.mil. Installation-level nomination packages require installation commander concurrence via electronic staff summary sheet (eSSS). The AFSVC Fitness & Sports Division (AFSVC/VMS) will collect all nominations and assemble a board to score each package. Overall scoring will also include an assessment of financial data, equipment management, fitness programming and sports utilization rates for the award period. AFSVC/CC will notify MAJCOM/A1s or MAJCOM-equivalent/S1s along with Installation Commanders to inform them of bases selected for evaluation team visits for the Fitness & Sports annual awards program.

6.5.4.3. AFSVC/VMS develops schedules for AF installation evaluation teams and provides a standard itinerary for competing installations. Site visits will only be conducted as resources allow. AFSVC/VMS is the OPR for the evaluation process. Evaluation teams will use a Fitness & Sports evaluation record as their record of evaluation during site visits and provide the AFSVC/CC their recommendations for the winning installation.

6.5.4.4. AFR will conduct their own evaluations and forward their best Fitness & Sports program selections to AFSVC/VMS.

6.5.5. Evaluation Team:

6.5.5.1. Active Duty: AFSVC/VMS recommends team composition and funds all Air Force military/civilian traveler TDY expenses. Teams consist of AFSVC/VM representatives.

6.5.5.2. Special Category Awards: AFSVC/VMS will determine USAFE Small Site award and AF Reserve based on nomination packages only.

6.5.6. AFSVC/VMS budgets and purchases all plaques and medallions for the Fitness & Sports Awards Program and plans the logistics of presenting the award at the annual Athletic Business Show.

Table 6.5. AF Fitness & Sports Program Award.

Region 1 (East) Category	Region 2 (West) Category
Aviano AB	Altus AFB
Barksdale AFB	Arnold AFB
Columbus AFB	Andersen AFB JR Marianas
Dover AFB	Beale AFB
Eglin AFB	Buckley SFB
Ft. Meade	Cannon AFB
Grand Forks AFB	Creech AFB
Hurlburt Field	Davis-Monthan AFB
Incirlik AB	Dyess AFB
JB Anacostia-Bolling	Edwards AFB
JB Andrews-Naval Air Facility	Eielson AFB
JB Charleston	Ellsworth AFB
JB Langley-Eustis	Fairchild AFB
JB McGuire-Dix-Lakehurst	F.E. Warren AFB
Keesler AFB	Goodfellow AFB
Lajes Field	Hill AFB
Little Rock AFB	Holloman AFB
MacDill AFB	JB Elmendorf-Richardson
Maxwell AFB	JB San Antonio
McConnell AFB	Kadena AB
Minot AFB	Kirtland AFB
Moody AFB	Kunsan AB
Moron AB	Laughlin AFB
Offutt AFB	Los Angeles AFB
Patrick SFB	Luke AFB
RAF Croughton	Malmstrom AFB
RAF Lakenheath	Misawa AB
RAF Mildenhall	Mountain Home AFB
Ramstein AB	Nellis AFB
Robins AFB	Osan AB
Scott AFB	Peterson SFB
Seymour Johnson AFB	Schriever SFB
Shaw AFB	Sheppard AFB
Spangdahlem AB	Travis AFB
Tinker AFB	USAF Academy
Tyndall AFB	Vance AFB

Chapter 7

AWARD SELECTION PROCESS & ANNOUNCEMENT

7.1. Award Selection Process.

7.1.1. The awards selection process includes a series of panels, consisting of experienced participants formed by HQ AFPC and A1 personnel from MAJCOMs, FOAs, the Air Staff, and HQ USSF.(see Figure 7.1.). Persons nominated for A1 Awards may not serve on an award panel for any award categories in which they are competing.

7.1.2. Award panel member names will be sent to HQ AFPC A1 Awards Org box by 8 December 2025. Each MAJCOM and DRU A1 will provide eligible O-6/GS-15, E-8/E-9 and GS-13/GS-14 who has extensive A1 experience. Panel members should be aware that this is a virtual board and consists of a large quantity of packages to be scored within a specified time period.

7.1.3. Award Panels.

7.1.3.1. The highest ranking military or civilian person will be the chairperson and preside over the scoring panel. The chairperson oversees two other personnel in scoring award nominations. In selecting panel members, HQ AFPC will ensure a variety of A1 functional experience is achieved.

7.1.3.2. Communication among panel members is encouraged. The panel chairperson will score packages in accordance with HQ AFPC instructions. Additionally, the chairperson will break scoring ties, compile score sheets, and submit graded packages to HQ AFPC by the suspense date.

7.2. Award Announcement and Release.

7.2.1. The Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1) will approve and transmit the award announcement message. AF/A1 is the final approval authority on all A1 awards.

7.3. Award Presentations.

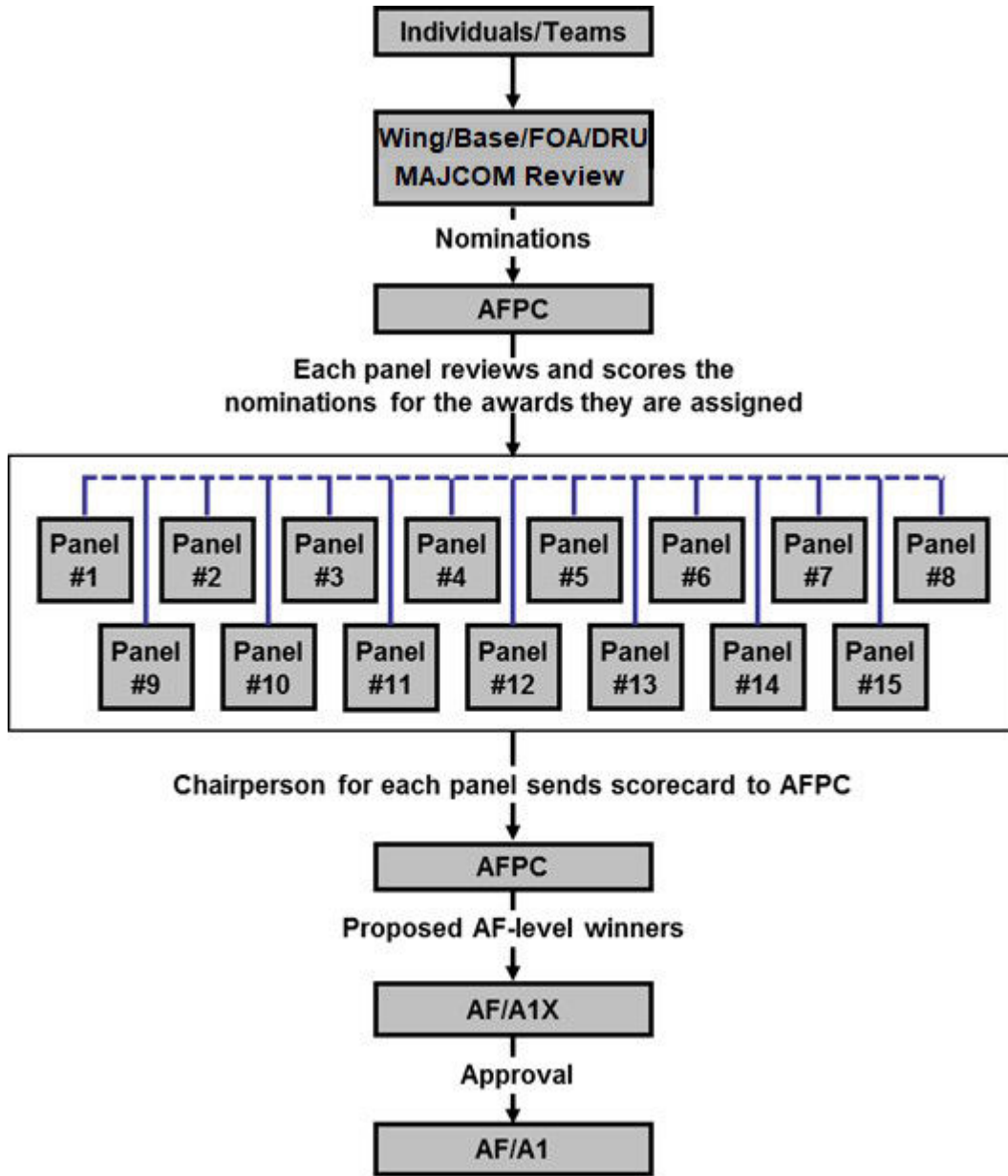
7.3.1. Funding, scheduling and logistical constraints may limit the number of in-person award presentations. If feasible, MAJCOM/A1s and/or nominating authority leadership should make efforts to present the LeMay, Eubank, and individual Legacy Awards.

7.3.2. HQ AFPC will oversee the awards hardware process. Awards for recipients will be mailed to the winner's MAJCOM or equivalent for presentation at their discretion.

7.3.3. In accordance with DAFMAN 36-2806, paragraph A14.8, the Air and Space Recognition Ribbon is awarded to individuals and members of small teams selected as overall winners of an Air Force-level or a HAF functional community award, unless prohibited in the award criteria.



Figure 7.1. Selection Process Diagram.



ATTACHMENT 1

FORCE SUPPORT CAPABILITIES

A1.1. FS Capabilities. Descriptions of the FS Capabilities are listed below.

A1.1.1. Manpower and Organization. Function serves as a strategic enabler for commanders and Functional Area Managers (FAMs), ensuring optimal alignment of manpower resources with mission requirements. Through expert analysis, consultation, and process validation, it drives organizational effectiveness across the enterprise. Manpower and Organization is a mission-critical function that ensures the right people are in the right roles at the right time. By integrating strategic planning with operational execution, Manpower and Organization empowers leadership to make informed decisions that enhance readiness, efficiency, and organizational resilience.

A1.1.2. Personnel Readiness and Accountability. This capability ensures that Airmen are eligible and prepared to deploy and are properly accounted for at home station as well as during deployment. Personnel Readiness and Accountability also ensures that Airmen, Guardians, and their families are prepared for deployments through supportive programs for financial preparedness, family care, and single Airmen support, all of which help mitigate potential adversity and enable Airmen to focus on the mission.

A1.1.3. Lodgment of Forces. Lodgment of Forces provides an environment where Airmen can rest and regenerate to perform future missions, whether in fixed facilities, tents, or contracted facilities. Taking into consideration the “rest factor” as well as safety, Lodgment of Forces can ensure successful sustainment of our Airmen in any environment and any location, resulting in effective Airmen prepared to meet mission needs.

A1.1.4. Casualty and Mortuary Affairs. Casualty and Mortuary Affairs operates under extreme conditions to identify and track ill, injured, or deceased personnel, including those wounded or killed in action. The FS Capability ensures the care for, and shipment of fallen members’ remains to their families with the dignity and respect they deserve.

A1.1.5. Airmen Regeneration. After an installation is open for operations, Airmen Regeneration allows for decompression and regeneration of Airmen by procuring entertainment and creating diversions. Airmen Regeneration may be difficult to achieve in a deployed environment and requires innovation and creativity. Whether at home station or in a deployed environment, consideration should be given to a broad range of interests and both recurring and special events.

A1.1.6. Developing and Connecting Airmen to the Outside World. This FS Capability delivers intellectual, professional and mental development, as well as diversion from the realities of combat duty. It also connects Airmen to each other and to their families by facilitating professional military education and recreational reading. The Mental Pillar of Resilience is strengthened when an Airman continues his or her professional and self-development.

A1.1.7. Alternative Resource Sourcing. Alternative Resource Sourcing provides Commanders with the ability to capitalize on various financial resources, NAF and Appropriate Fund (APF) contracts, commercial sponsorship, private organizations, partnerships in alternate resourcing and NAF memorandums of agreement. Alternative resources may enable FS to offer programs, maintain service standards, consistent program execution and provide backfill options during crisis or contingency deployments.

A1.1.8. Hosting Official Functions. Hosting Official Functions include planning, scheduling, coordinating and conducting Distinguished Visitor (DV) events and visits to base senior leaders. It also ensures synergy and economy of force by avoiding conflicts in the use of NAFs and APFs, contingency funds, special representation funds, and special morale and welfare funds.

A1.1.9. Building a Sense of Community. Building a Sense of Community strengthens relationships through programs that develop Airmen, civilians, dependents, and retirees by promoting individual development, unit cohesion, and family unity through physical and mental stimulation in a social environment. Building a Sense of Community may be accomplished through directed or self-directed activities and enables Airmen to focus on the mission by providing peace of mind with the knowledge that their families have access to support systems that meet their needs.

A1.1.10. Infant to Teenager Development. Infant to Teenager Development offers available, affordable, quality childcare and youth development programs that are a workforce enabler and generate a sense of well-being in that family members are well-cared for in a quality environment. This capability provides multiple avenues for infant through teenager care and development (i.e., child development centers, family childcare homes, school age care programs, youth programs and Exceptional Family Member Program (EFMP) respite care and community-based programs/partnerships).

A1.1.11. Airmen and Family Reunification. Airmen and Family Reunification offers opportunities for healthy reunions after remote tours and deployments to mitigate post-event negative impacts. Through existing and targeted special programming, this FS capability employs resources to create positive outcomes in the reuniting process, with special effort being given to build community between Air Reserve Component (ARC) families who may not have the same unit connectedness as RegAF families. Additionally, this FS capability provides Wounded, Ill and Injured (WII) warriors and their families with valuable non-medical care to assist in their recovery/rehabilitation.

A1.1.12. Shaping and Balancing the Force. Shaping and Balancing the Force keeps the human capital requirement at the appropriate strength to accomplish the Air Force's current and future missions. This capability involves analysis of the needs of the Air Force and provides the capabilities, through retraining or transitioning Airmen, leveraging technology and other innovations to support human resource management, compensation, and total force policies. It includes recruiting, retaining, reorganizing and force shaping activities to place the right number of Airmen where they are needed.

A1.1.13. Force Development. Force Development focuses on developing Airmen to thoroughly understand the Air Force mission, organization, and doctrine. It consists of three principle areas (training, education, and experience). Force Development works to foster critical thinking and encourage exploration and creative problem-solving. This capability provides a structured skill set to Airmen to be confident and competent in any scenario at the tactical, operational, or strategic level. Additionally, it involves development through assignment, promotion, retention, and transition programs by providing reference and information resources.

A1.1.14. Readiness. This capability focuses on organizing, training, and equipping the unit's total force to perform Force Support mission essential capabilities in a range of military operations, whether at home station or deployed operations. This FS Capability demonstrates exceptional management and innovative efforts to ensure unit preparedness through unit deployment management and base plans functions for accomplishing operational readiness and the mission tasking narrative as outlined in the Unit Summary Statement.

ATTACHMENT 2

AWARD RECAP/FILE NAMES

A2.1. Overview. When naming/uploading files, use the file name with the MAJCOM and individual listed afterward (ex: **2A-Blanchard-AETC-Harris**) or as annotated below.

A2.2. Installation Awards.

AWARD TITLE	FILE NAME
General Curtis E. LeMay Award (Large Installation)	LeMay-xx FSS-Installation Name
Major General Eugene L. Eubank Award (Small Installation)	Eubank-xx FSS-Installation Name

A2.3. Legacy Awards.

AWARD TITLE	FILE NAME
General Robert J. Dixon Award	1A-Dixon
Roger M. Blanchard Memorial Award	2A-Blanchard
General Horace M. Wade Innovation Award	3A-Wade
General Michael P.C. Carns Award	4A-Carns
General Benjamin Oliver Davis, Jr. Management Engineering Award (Individual)	5A-DavisInd
General Benjamin Oliver Davis, Jr. Management Engineering Award (Team)	5E-DavisTm
General Billy J. Boles Mentorship Award	6A-Boles
Lieutenant General Norm Lezy Award	7A-Lezy
Dr. Beverly L. Schmalzried Award	8A-Schmalzried
Dr. Edwin C. Peterson Education and Training Manager (ETM) Award	9A-Peterson
Solomon Starks, Jr. EO Professional of the Year Award	10A-Starks
The Robert E. Corsi A1 Legacy Service Award	11A-Corsi
Chief Master Sergeant of the Air Force Eric W. Benken Administration Professional of the Year Award	12A-Benken

A2.4. Officer Awards.

A2.4.1. Staff Level:

AWARD TITLE	FILE NAME
Force Support Field Grade Officer of the Year	1B-FGOSTaff
Force Support Company Grade Officer of the Year	2B-CGOSTaff
Force Support Reserve Component Field Grade Officer of the Year	3B-RFGOSTaff
Force Support Reserve Component Company Grade Officer of the Year	4B-RCGOSTaff

A2.4.2 Installation Level:

AWARD TITLE	FILE NAME
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

A2.5. Enlisted Awards.

A2.5.1. Staff Level:

AWARD TITLE	FILE NAME
Force Support Airman of the Year	1C-AmnStaff
Force Support NCO of the Year	2C-NCOSTaff
Force Support SNCO of the Year	3C-SNCOStaff
Force Support Reserve Component Airman of the Year (ARC)	4C-RAmnStaff
Force Support Reserve Component NCO of the Year (ARC)	5C-RNCOStaff
Force Support Reserve Component SNCO of the Year (ARC)	6C-RSNCOStaff

A2.5.2. Installation Level:

AWARD TITLE	FILE NAME
Force Support Airman of the Year	7C-AmnBase
Force Support NCO of the Year	8C-NCOTBase
Force Support SNCO of the Year	9C-SNCOBase
Force Support Reserve Component Airman of the Year	10C-RAmnBase
Force Support Reserve Component NCO of the Year	11C-RNCOBase
Force Support Reserve Component SNCO of the Year	12C-RSNCOBase
Force Support Developmental Duty NCO of the Year	13C-SDNCOBase
Force Support Developmental Duty SNCO of the Year	14C-SDSNCOBase

A2.6. Civilian Awards.

A2.6.1. Staff Level:

AWARD TITLE	FILE NAME
Category I, Non-Supervisory Civilian of the Year	1D-CIStaff
Category I, Supervisory Civilian of the Year	2D-CISupStaff
Category II, Non-Supervisory Civilian of the Year	3D-CIStaff
Category II, Supervisory Civilian of the Year	4D-CISupStaff
Category III, Non-Supervisory Civilian of the Year	5D-CIStaff
Category III, Supervisory Civilian of the Year	6D-CISupStaff

A2.6.2. Installation Level:

AWARD TITLE	FILE NAME
Category I, Non-Supervisory Civilian of the Year	7D-CIBase
Category I, Supervisory Civilian of the Year	8D-CISupBase
Category II, Non-Supervisory Civilian of the Year	9D-CIIBase
Category II, Supervisory Civilian of the Year	10D-CIISupBase
Category III, Non-Supervisory Civilian of the Year	11D-CIIIBase
Category III, Supervisory Civilian of the Year	12D-CIIISupBase

A2.7. Individual Award.

AWARD TITLE	FILE NAME
A1 Special Recognition Award	1E-A1SRInd

A2.8. Force Support Capabilities Awards. FSSs (including Commanders/Directors who have a Civilian Personnel Office) may nominate one submission per category. File names of the uploaded nominations are after the award name and should have the MAJCOM name and installation listed afterward (ex.: 4F-Sustainment-AFMC-Eglin).

AWARD TITLE	FILE NAME
Civilian Personnel Flight	1F-CivPers
Manpower Flight	2F-Manpower
Military Personnel Flight	3F-MilPers
Sustainment Services Flight	4F-Sustainment
Child & Youth Services Flight	5F-Youth
Force Development Flight	6F-ForceDev
Community Services Flight	7F-Community
Resource Management Flight	8F-Resource
Postal Operations Flight (PACAF and USAFE only)	9F-Postal
Military & Family Readiness Flight	10F-MilFamily
FSS Commander Support Team	11F-FSSCSTeam
Commander Support Staff	12F-CSSTeam
A1 Special Recognition Team Installation Level	13F-SRTABase
A1 Special Recognition Team Staff Level	14F-SRTAStaff
Education & Training Team Installation Level	15F-TRNGBase

ATTACHMENT 3

SMALL AND LARGE INSTALLATION CATEGORIES

Small Installation		Large Installation	
501st Combat Support Wing	USAFE	Aviano AB	USAFE
Altus AFB	AETC	Barksdale AFB	AFGSC
Andersen AFB JR Marianas	PACAF	Cannon AFB	AFSOC
Beale AFB	ACC	Davis-Monthan AFB	ACC
Buckley SFB	USSF	Edwards AFB	AFMC
Creech AFB	ACC	Eglin AFB	AFMC
Columbus AFB	AETC	Hill AFB	AFMC
Dover AFB	AMC	Holloman AFB	AETC
Dyess AFB	AFGSC	Hurlburt Field	AFSOC
Eielson AFB	PACAF	JB Andrews-Naval Air Facility	AFDW
Ellsworth AFB	AFGSC	JB Elmendorf-Richardson (773 FSS, 673 FSS)	PACAF
F. E. Warren AFB	AFGSC	JB Langley-Eustis	ACC
Fairchild AFB	AMC	JB McGuire-Dix-Lakehurst	AMC
Ft George Meade	ACC	JB Pearl Harbor-Hickam	PACAF
Goodfellow AFB	AETC	JB San Antonio (802/502 FSS)	AETC
Grand Forks AFB	ACC	Kadena AB (18 FSS, 718 FSS)	PACAF
Hanscom AFB	AFMC	Keesler AFB	AETC
Incirlik AB	USAFE	Kirtland AFB	AFGSC
JB Anacostia-Bolling	AFDW	Luke AFB	AETC
JB Charleston	AMC	MacDill AFB	AMC
JB Lewis-McChord	AMC	Minot AFB	AFGSC
Kunsan AB	PACAF	Moody AFB	ACC
Laughlin AFB	AETC	Nellis AFB	ACC
Little Rock AFB	AMC	Offutt AFB	ACC
Los Angeles AFB	USSF	Osan AB	PACAF
Malmstrom AFB	AFGSC	Pentagon	AFDW
Maxwell AFB	AETC	Peterson SFB	USSF
McConnell AFB	AMC	RAF Lakenheath	USAFE
Misawa AB	PACAF	Ramstein AB (86 FSS, 786 FSS, Lajes AB)	USAFE
Mountain Home AFB	ACC	Robins AFB	AFMC
Patrick SFB	USSF	Scott AFB	AMC
Pope Field	AMC	Seymour Johnson AFB	ACC
RAF Mildenhall	USAFE	Shaw AFB	ACC
Schriever SFB	USSF	Sheppard AFB	AETC
Spangdahlem AB	USAFE	Tinker AFB	AFMC
Tyndall AFB	ACC	Travis AFB	AMC
USAF Academy	USAF A	Wright-Patterson AFB	AFMC
Vance AFB	AETC		
Vandenberg SFB	USSF		
Whiteman AFB	AFGSC		
Yokota AB	PACAF		

NOTE: The determination of FSS category in this table is based on an HQ AFPC snapshot of each installation's assigned military and civilians (Appropriated Fund (APF) and Non Appropriated Fund (NAF) full-time equivalent employees). ARC FSSs fall in the "small installation" category. For questions regarding installation category, contact HQ AFPC at AFPC.A1.AwardsWorkflow@us.af.mil

ATTACHMENT 4

DAF FORM 1206 EXAMPLE

NOMINATION FOR AWARD		
AWARD Name of the Award	CATEGORY (If Applicable) Level	AWARD PERIOD 01 JAN 20XX - 31 DEC 20XX
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt/John E. Smith	MAJCOM, FLDCCOM, FOA OR DRU MAJCOM	
DAFSC/DUTY TITLE DAFSC/Duty Title	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 242-3333 & COMM: 111-222-3333	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE UNIT OFFICE SYMBOL, STREET ADDRESS, BASE, STATE, ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) LT COL/JOE E. JONES/DSN: 242-3334 & COMM: 111-222-3334		
SPECIFIC ACCOMPLISHMENTS (Use Performance Statements IAW DAFMAN 36-2806)		
MISSION ACCOMPLISHMENT		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		
MANAGEMENT AND CUSTOMER FOCUS		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		
LEADERSHIP, INNOVATION, AND INTEGRATION		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		
Narrative style performance statements will be used for all awards. Each performance statement should be no longer than three (3) lines in length. Nomination packages (DAF Form 1206) will not exceed 27 lines, including headings, and performance statement will be separated by a line break.		

DAF FORM 1206, 20240313

Prescribed by: DAFMAN36-2806

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.

DAF Form 1206 is not to exceed 27 lines, including headings; any DAF Form 1206 with more than 27 lines will not be scored. Headings will be capitalized lines without additional text. There is no mandatory number of lines per heading unless indicated for specific awards. For example, Individual Awards specify the number of performance statements in each heading. Each performance statement should be no longer than three (3) lines in length, and award will not exceed 27 written lines, including headings. Performance statements will be separated by a line break. Use DAF Form 1206 spacing as shown above.

ATTACHMENT 5

TEMPLATE NOMINATION LETTER

(INSERT OFFICIAL LETTERHEAD)

[Date]

MEMORANDUM FOR AFPC/DPSTTC FROM: DRU/FOA/MAJCOM/A1
Organization Street Address
City ST 12345-6789

SUBJECT: DRU/FOA/MAJCOM/A1 Nomination Letter

1. It is my pleasure to announce the attached DRU, FOA, or MAJCOM nominees for the 2025 A1 Awards Program.

2. I validate that a review of each nominee's official personnel record was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force. Should a nominee's eligibility change due to derogatory actions or events after nomination, I will immediately notify HQ AFPC/DPSTTC.

3. If there are any questions or concerns, please contact DSN: COMM: or email (org email or designated representative's name and email).

MAJCOM/A1 SIGNATURE

Duty Title

Attachment:
DRU, FOA, or MAJCOM Nominee Listing

INSTALLATION AWARDS			
CATEGORY	AWARD TITLE	NOMINEE (UNIT AND BASE)	MAILING ADDRESS
LeMay	General Curtis E. LeMay Award (Large Installation)		
Eubank	Major General Eugene L. Eubank Award (Small Installation)		
LEGACY AWARDS			
CATEGORY	AWARD TITLE	NOMINEE (RANK, FULL NAME, BASE)	MAILING ADDRESS
1A-Dixon	General Robert J. Dixon Award		
2A- Blanchard	Roger M. Blanchard Memorial Award		
3A-Wade	General Horace M. Wade Innovation Award		
4A-Carns	General Michael P.C. Carns Award		
5A-Davis Ind	General Benjamin Oliver Davis, Jr. Management Engineering Award (Individual)		
5E-Davis Tm	General Benjamin Oliver Davis, Jr. Management Engineering Award (Team)		
6A-Boles	General Billy J. Boles Mentorship Award		
7A-Lezy	Lieutenant General Norm Lezy Award		
8A- Schmalzried	Dr. Beverly L. Schmalzried Award		
9A-Peterson	Dr. Edwin C. Peterson Education and Training Manager (ETM) Award		
10A-Starks	Solomon Starks, Jr. EO Professional of the Year Award		
11A-Corsi	The Robert E. Corsi A1 Legacy Service Award		
12A-Benken	Chief Master Sergeant of the Air Force Eric W. Benken Administration Professional of the Year Award		

OFFICER AWARDS			
Staff Level			
CATEGORY	AWARD TITLE	NOMINEE (RANK, FULL NAME, BASE)	MAILING ADDRESS
1B-FGOSTaff	Force Support Field Grade Officer of the Year		
2B-CGOSTaff	Force Support Company Grade Officer of the Year		
3B-RFGOSTaff	Force Support Reserve Component Field Grade Officer of the Year		
4B-RCGOSTaff	Force Support Reserve Component Company Grade Officer of the Year		
Installation Level			
CATEGORY	AWARD TITLE	NOMINEE (RANK, FULL NAME, BASE)	MAILING ADDRESS
5B-FGOBase	Force Support Field Grade Officer of the Year		
6B-CGOBase	Force Support Company Grade Officer of the Year		
7B-RFGOBase	Force Support Reserve Component Field Grade Officer of the Year		
8B-RCGOBase	Force Support Reserve Component Company Grade Officer of the Year		
ENLISTED AWARDS			
Staff Level			
CATEGORY	AWARD TITLE	NOMINEE (RANK, FULL NAME, BASE)	MAILING ADDRESS
1C-AMNStaff	Force Support Airman of the Year		
2C-NCOSTaff	Force Support NCO of the Year		
3C-SNCOStaff	Force Support SNCO of the Year		
4C-RAMNStaff	Force Support Reserve Component Airman of the Year (ARC)		
5C-RNCOStaff	Force Support Reserve Component NCO of the Year (ARC)		
6C-RSNCOStaff	Force Support Reserve Component SNCO of the Year (ARC)		

ENLISTED AWARDS			
Installation Level			
CATEGORY	AWARD TITLE	NOMINEE (RANK, FULL NAME, BASE)	MAILING ADDRESS
7C-AMNBase	Force Support Airman of the Year		
8C-NCOBase	Force Support NCO of the Year		
9C-SNCOBase	Force Support SNCO of the Year		
10C-RAMNBase	Force Support Reserve Component Airman of the Year		
11C-RNCOBase	Force Support Reserve Component NCO of the Year		
12C-RSNCOBase	Force Support Reserve Component SNCO of the Year		
13C-SDNCOBase	Force Support Developmental Duty NCO of the Year		
14C-SDSNCOBase	Force Support Developmental Duty SNCO of the Year		
CIVILIAN AWARDS			
Staff Level			
CATEGORY	AWARD TITLE	NOMINEE (RANK, FULL NAME, BASE)	MAILING ADDRESS
1D-CIStaff	Category I, Non-Supervisory Civilian of the Year		
2D-CISupStaff	Category I, Supervisory Civilian of the Year		
3D-CIStaff	Category II, Non-Supervisory Civilian of the Year		
4D-CISupStaff	Category II, Supervisory Civilian of the Year		
5D-CIStaff	Category III, Non-Supervisory Civilian of the Year		
6D-CISupStaff	Category III, Supervisory Civilian of the Year		
Installation Level			
CATEGORY	AWARD TITLE	NOMINEE (RANK, FULL NAME, BASE)	MAILING ADDRESS
7D-CIBase	Category I, Non-Supervisory Civilian of the Year		
8D-CISupBase	Category I, Supervisory Civilian of the Year		
9D-CIIBase	Category II, Non-Supervisory Civilian of the Year		

10D-CIISupBase	Category II, Supervisory Civilian of the Year		
11D-CIIIBase	Category III, Non-Supervisory Civilian of the Year		
12D-CIIISupBase	Category III, Supervisory Civilian of the Year		
INDIVIDUAL AWARD			
1E-A1SRInd	A1 Special Recognition Award		

Installation Level	FORCE SUPPORT CAPABILITY AWARDS		
CATEGORY	AWARD TITLE	NOMINEE (UNIT and BASE)	MAILING ADDRESS
1F-CivPers	Civilian Personnel Flight		
2F-Manpower	Manpower & Organization Flight		
3F-MilPers	Military Personnel Flight		
4F-Sustainment	Sustainment Services Flight		
5F-Youth	Child & Youth Services Flight		
6F-ForceDev	Force Development Flight		
7F-Community	Community Services Flight		
8F-Resource	Resource Management Flight		
9F-Postal	Postal Operations Flight (PACAF and USAFE only)		
10F-AmnFamily	Military & Family Readiness Flight		
11F-FSSCSTeam	FSS Commander Support Team		
12F-CSSTeam	Commander Support Staff Team		
13F-SRTABase	A1 Special Recognition Team Installation Level		
14F-SRTAStaff	A1 Special Recognition Team Staff Level		
15F-TRNGBase	Education & Training Team of the Year Installation Level		

ATTACHMENT 6

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFPD 36-28, *Awards Program*

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

AFMAN 38-102, *Manpower and Organization, Standard Work Processes, and Procedures*

Special Trophies and Awards Link - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000010wchCAA>

Terms

Center—A named unit that performs a specialized mission. A primary characteristic is that it performs most of its mission within a large complex at one location; for example air logistics centers and test centers.

Unified Command—A command made up of joint or combined forces, operating under a single commander.

Websites

Air Force Acronym & Abbreviation List - <https://www.afpc.af.mil/Career-Management/Acronyms/>