

From: DAADMINISTRATOR@PTSC.PENTAGON.MIL On Behalf Of HQ USAF WASHINGTON DC//A1P//
Sent: Wednesday, December 12, 2007 4:38 PM
Subject: CHIEF MASTER SERGEANT OF THE AIR FORCE ANNUAL HONOR GUARD AWARDS PROGRAM

UNCLASSIFIED//

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A1P(uc)
SUBJECT: CHIEF MASTER SERGEANT OF THE AIR FORCE ANNUAL HONOR GUARD AWARDS PROGRAM
TEXT:
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1. AIR FORCE PEOPLE MAKE MANY PERSONAL AND PROFESSIONAL SACRIFICES TO ENSURE THE AIR FORCE ACCOMPLISHES ITS MILITARY FUNERAL HONORS MISSION. THE CHIEF MASTER SERGEANT OF THE AIR FORCE ANNUAL HONOR GUARD AWARDS PROGRAM RECOGNIZES THE OUTSTANDING PROFESSIONAL PERFORMANCE BY AIR FORCE ENLISTED PERSONNEL WORKING MILITARY FUNERAL HONORS AND CEREMONIES WHILE ASSIGNED TO THE USAF HONOR GUARD OR A BASE HONOR GUARD PROGRAM DURING THE AWARD YEAR.

2. WE WILL RECOGNIZE THE AIR FORCE HONOR GUARD CEREMONIAL GUARDSMEN OF THE YEAR, BASE HONOR GUARD MEMBER OF THE YEAR AND BASE HONOR GUARD PROGRAM MANAGER OF THE YEAR. MAJCOM NOMINATION PACKAGES MUST REACH THE HQ USAF/CCC OFFICE NLT 3 MAR 08. SELECTIONS WILL BE BASED ON JUSTIFICATION PROGRAMMED ON AF IMT 1206, NOMINATION FOR AWARD. THE AWARD PRESENTATIONS WILL BE MADE AT THE ANNUAL AIR FORCE SERGEANT ASSOCIATION (AFSA) CONFERENCE.

3. BACKGROUND INFORMATION:

A. USAF CEREMONIAL GUARDSMAN OF THE YEAR. THIS AWARD RECOGNIZES THE USAF HONOR GUARD MEMBER WHO HAS MADE THE MOST SIGNIFICANT CONTRIBUTION TO MILITARY HONORS AND CEREMONIES AT THE USAF HONOR GUARD LEVEL. ONLY PERSONNEL ASSIGNED TO THE USAF HONOR GUARD, BOLLING AFB DC, WITH THE 8G000 SPECIAL DUTY IDENTIFIER (SDI) ARE ELIGIBLE FOR THIS AWARD. NOTE: 8G000S STATIONED AT BASE LEVEL CAN AND SHOULD COMPETE FOR EITHER OF THE BASE-LEVEL HONOR GUARD AWARDS.

B. BASE HONOR GUARD MEMBER OF THE YEAR AWARD. THIS AWARD RECOGNIZES THE BASE-LEVEL HONOR GUARD MEMBER WHO HAS MADE THE MOST SIGNIFICANT CONTRIBUTION IN THE AREA OF MILITARY HONORS AND CEREMONIES AT BASE-LEVEL PROGRAMS. ALL ENLISTED BASE-LEVEL HONOR GUARD MEMBERS, TO INCLUDE ANG AND AFRC MEMBERS, ARE ELIGIBLE FOR THIS AWARD. NOTE: PERSONNEL ASSIGNED TO THE USAF HONOR GUARD ARE NOT ELIGIBLE FOR THIS AWARD.

C. BASE HONOR GUARD PROGRAM MANAGER OF THE YEAR. THIS AWARD RECOGNIZES THE ENLISTED BASE-LEVEL PROGRAM MANAGER WHO HAS MADE THE

MOST SIGNIFICANT CONTRIBUTION IN THE AREA OF BASE HONOR GUARD PROGRAM MANAGEMENT. ALL BASE-LEVEL HONOR GUARD NCOICS/PROGRAM MANAGERS, TO INCLUDE ANG AND AFRC MEMBERS, ARE ELIGIBLE FOR THIS AWARD. NOTE: PERSONNEL ASSIGNED TO THE USAF HONOR GUARD ARE NOT ELIGIBLE FOR THIS AWARD.

4. SUBMISSION OF NOMINATIONS

A. USAF HONOR GUARD: THE 11 WG/CCC WILL ADMINISTER THE PROGRAM AT THE USAF/HG LEVEL. THE 11 WG/CCC WILL CONVENE A BOARD OF 5 MEMBERS TO CHOOSE THE THREE CANDIDATES FROM EACH OF THE THREE FLIGHTS. THE 11 WG/CCC WILL SUBMIT ONE NOMINEE FROM EACH FLIGHT TO THE CMSAF'S OFFICE FOR COMPETITION AT THE AIR FORCE LEVEL.

B. BASE HONOR GUARD: MAJCOM/CCC'S ARE DESIGNATED AS OPRS AND WILL ADMINISTER THE PROGRAM AT THE MAJCOM LEVEL. EACH BASE WITHIN THE MAJCOM MAY SUBMIT ONE NOMINEE IN EACH CATEGORY. MEMBERS MAY COMPETE IN ONLY ONE CATEGORY. THE MAJCOM/CCC WILL CONVENE A BOARD OF 5 MEMBERS TO CHOOSE THE TOP CANDIDATE IN EACH CATEGORY FOR SUBMISSION TO THE CMSAF'S OFFICE FOR COMPETITION AT THE AIR FORCE LEVEL.

5. SELECTION CRITERIA - (SELECTION WILL BE BASED ON AN AF FORM 1206 ONLY)

A. MAJCOM NOMINATION PACKAGES MUST ARRIVE TO CMSAF'S OFFICE NLT 3 MAR 08. PACKAGES WILL INCLUDE THE ORIGINAL AF FORM 1206 PLUS SIX ADDITIONAL COPIES, NOMINATION LETTER SIGNED BY THE MAJCOM/CCC OR DESIGNEE, AND A HIGH RESOLUTION PHOTOGRAPH OF THE NOMINEE (FOR AWARD PRESENTATION PURPOSES ONLY). INCLUDE ALL NOMINATIONS FOR RESPECTIVE MAJCOMS AS ATTACHMENTS TO ONE NOMINATING LETTER. MAIL NOMINATION PACKAGES TO:

HQ AF/CCC
ANNUAL HONOR GUARD AWARDS PROGRAM
1670 AIR FORCE PENTAGON
WASHINGTON, DC 20330-1670

* ELECTRONIC (SOFT COPY) PACKAGES CAN BE SENT TO THE AF/CCC WORKFLOW BOX (AFCCC.WORKFLOW@PENTAGON.AF.MIL) BUT MUST BE FOLLOWED BY HARD COPIES TO THE ADDRESS ABOVE.

B. SUBMISSIONS ARE LIMITED TO SINGLE-SPACED, SIZE 12 FONT, BULLET FORMAT DESCRIPTION OF THE INDIVIDUAL'S ACCOMPLISHMENTS DURING THE AWARD YEAR. THE HEADINGS WILL BE DIVIDED INTO TWO CATEGORIES: (1) LEADERSHIP AND JOB PERFORMANCE IN HONOR GUARD DUTIES (20 LINES); (2) SIGNIFICANT SELF-IMPROVEMENT TO MILITARY FUNERAL HONORS & OPS (8 LINES). EXAMPLES OF ACCOMPLISHMENTS INCLUDE BUT ARE NOT LIMITED TO: NOMINEE'S PARTICIPATION AND IMPACT ON CEREMONIES; PARTICIPATION IN TRAINING OPPORTUNITIES AS AN INSTRUCTOR OR STUDENT; AND PROGRAMS INITIATED BY NOMINEE THAT CONTRIBUTED SIGNIFICANTLY TO THE BASE HONOR GUARD MISSION.

C. THE SELECTION BOARD WILL LOOK ONLY AT THE AF FORM 1206. NO OTHER CORRESPONDENCE WILL BE INCLUDED IN THE SELECTION FOLDERS. EACH MAJCOM IS ENCOURAGED TO SUBMIT (1) BASE HONOR GUARD PROGRAM MANAGER OF THE YEAR NOMINATION AND (1) BASE HONOR GUARD MEMBER OF THE YEAR NOMINATION. NOMINATIONS CAN ORIGINATE FROM DIFFERENT BASES WITHIN THE COMMAND.

6. MISCELLANEOUS

A. AWARD ANNOUNCEMENT AND PRESENTATION. THE CMSAF OR HIS DESIGNEE WILL ANNOUNCE THE AWARD WINNERS PRIOR TO THE ANNUAL AIR FORCE SERGEANTS ASSOCIATION CONVENTION. THE BASE HONOR GUARD MEMBER AND PROGRAM MANAGER OF THE YEAR WILL BE HONORED DURING THE AFSA CONVENTION. THE CEREMONIAL GUARDSMEN OF THE YEAR WILL BE HONORED DURING A SEPARATE CEREMONY AT BOLLING AFB. THE WINNING MEMBER'S UNIT WILL BE RESPONSIBLE FOR FUNDING TRAVEL TO THE AFSA CONVENTION.

B. TRAVEL FOR MILITARY MEMBERS OR DEPARTMENT OF THE AIR FORCE CIVILIANS. AIR FORCE MILITARY OR DEPARTMENT OF THE AIR FORCE CIVILIAN PERSONNEL, ATTENDING ON BEHALF OF A MILITARY MEMBER WHO IS SELECTED FOR AN AWARD LISTED IN THIS INSTRUCTION, WILL ATTEND THE PRESENTATION CEREMONIES AT GOVERNMENT EXPENSE.

C. AIR FORCE MAJCOMS ARE ENCOURAGED TO DEVELOP PARALLEL PROGRAMS TO RECOGNIZE OUTSTANDING HONOR GUARD PERFORMERS. HONOR AWARD WINNERS AT APPROPRIATE CEREMONIES AND PROVIDE PUBLIC AFFAIRS EXPOSURE THROUGH BASE AND/OR LOCAL RESOURCES. SUBMIT NOMINATIONS TO CMSAF'S OFFICE ON A YEARLY BASIS. UTILIZE AWARD WINNERS AS MAJCOM HONOR GUARD FOCAL POINTS FOR TRAINING, STANDARDIZATION, AND DEVELOPMENTAL PURPOSES.

7. THE AIR FORCE'S MILITARY FUNERAL HONORS MISSION IS INCREASING EVERY YEAR. OUR HONOR GUARD MEMBERS SHOULDER THIS RESPONSIBILITY PROUDLY AND HONORABLY AND CONSISTENTLY RENDER THE UTMOST DIGNITY, HONOR AND RESPECT FOR OUR FALLEN WARRIORS AND THEIR FAMILIES.

8. PLEASE EXTEND MY HEARTFELT THANKS AND APPRECIATION TO ALL THE MEN AND WOMEN SERVING IN OUR AIR FORCE AND BASE HONOR GUARDS. IF YOU HAVE ANY QUESTIONS, PLS CONTACT MY POC, CAPT KEITHEN WASHINGTON, DSN 664-4936.