

59th Medical Wing Awards Guide



Current as of January 2020

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1. Objective: To recognize outstanding professionalism, technical competence, and extraordinary performance. Recognition will be given to those individuals who have made a significant contribution to the mission.

2. Program Responsibilities

2.1. The 59th Medical Wing Commander (59 MDW/CC) retains overall responsibility and is the final approval authority for award programs.

2.1.1. Commanders organize and manage unit and group/staff agency level award programs to support the wing awards program.

2.2. 59th Medical Wing Command Chief Master Sergeant (59 MDW/CCC)

2.2.1. Responsible for oversight of the enlisted and Outstanding Team quarterly and annual awards program.

2.2.2. Appoints the annual awards banquet chairman/committee in coordination with Group Superintendents and the Wing's Top 3 Council.

2.3. Wing Commander's Executive Officer (59 MDW/CCE)

2.3.1. Responsible for officer and civilian quarterly as well as annual award packages and boards.

2.3.2. Coordinates with Group Deputy CCs to select individuals to serve as board members.

2.4. 59th Medical Wing Command Chief Executive Assistant (59 MDW/CCCE)

2.4.1. Coordinates wing quarterly winners' recognition and distributes annual award banquet dates.

2.4.2. Distributes quarterly and annual award schedules detailing when board member names and nomination packages are due, and when rating boards will convene.

2.4.3. Coordinates with 59 MDW/CCE and 59 MDW/CCC to establish suspense dates for nomination packages and rating boards.

2.4.4. Coordinates with 59 MDW/CCC to select individuals to serve as enlisted board members for quarterly and annual awards, within the guidelines of paragraph seven.

2.4.5. Maintains the master board record, detailing wing level nominees, winners, and board members.

2.4.6. Secures funding and procures applicable certificates, trophies, awards, and engraving plates for all categories.

2.4.7. Ensures board packages are loaded and available via 59 MDW Virtual Rating Center at: <https://www-r.aetc.af.mil/sc/awardssys/home.asp>

2.4.8. Responsible for overseeing enlisted and outstanding team quarterly and annual award packages and boards.

2.5. Group Staffs

2.5.1. Each group will appoint a primary and alternate POC for all quarterly and annual award correspondence. **NOTE:** 59 MDW/CCCE will provide training to the POCs.

2.5.2. Each Group award POC will upload documents to the Virtual Rating Center by the Wing's suspense. Each Group POC will also send confirmation email to 59 MDW Awards Org Box (usaf.jbsa.59-mdw.mbx.59-mdw-wing-awards@mail.mil) once documents are successfully uploaded. **NOTE:** 59 MDW will NOT consider late submissions unless approved by 59 MDW/CC or 59 MDW/CCC.

2.5.3. For quarterly and annual (excluding 12 Outstanding Airman of the Year (OAY), CGO and 1st Sgt) awards, send only the front side of the AF Form 1206 in a single page PDF to the 59 MDW Awards Org Box.

2.5.3.1. All wing annual award nominees' packages must include:

- Statement of Release
- Statement of Intent (for enlisted awards **ONLY**)
- 1206
- Endorsement Letter
- Air Force Official Bio
- Official Photo
- Respective Checklist
- SURF
- AFFMS Report
- Records Check
- Citation (for FSOY **ONLY**)

NOTE: All of the required items listed above have templates that can be found in the TMT Tasker. Only complete packages will be considered at the wing level.

2.5.3.2. The annual awards board will consist of all group superintendents. The date and time will be sent out by the CCCE.

NOTE: If the group superintendent is unable to attend the board, the CCC is the approving authority for substitutions.

2.5.4. For 12 OAY, CGO, and First Sergeant Awards, send the editable AF Form 1206, as well as a single page PDF of the form, to the 59 MDW/CCCE. These awards compete above the Wing and will be refined and routed to HHQ by the 59 MDW/CCCE.

NOTE: Members competing for both quarterly AND annual awards must have been assigned to the 59 MDW for more than half of the award period.

3. General Eligibility Criteria for 59th MDW Awards

3.1. Only individuals in good standing will be considered for awards.

3.2. Individuals with an established unfavorable information file during the award period are ineligible for nomination.

3.3. Individuals must have a current and passing fitness assessment. Those with a failed fitness assessment during the award period, regardless of current fitness status, are ineligible for nomination. Additionally, individuals who do not have a current fitness test on file are also ineligible for nomination.

3.4. Individuals will have a current records check for quality force indicators, to include professional military education commensurate with grade, as applicable. Those with adverse quality force indicators are ineligible for nomination.

3.5. Individuals will compete in the category that corresponds to the grade they held during the majority of the award period.

4. Quarterly Award Categories and Specifics

4.1. The 59th MDW Quarterly Award Program is designed to recognize top performers in each of the following categories:

4.1.1. Enlisted (See Attachment 1):

4.1.1.1. Airman (Amn): Enlisted members E-1 thru E-4.

4.1.1.2. Noncommissioned Officer (NCO): Enlisted members E-5 and E-6.

4.1.1.3. Senior NCO (SNCO): Enlisted members E-7 and E-8.

4.1.2. Officer (See Attachment 1):

4.1.2.1. Company Grade Officer (CGO): Commissioned officers O-1 thru O-3.

4.1.2.2. Field Grade Officer (FGO): Commissioned officers O-4 and O-5, excluding Commanders.

4.1.3. Civilian (See Attachment 2):

4.1.3.1. Civilian, Category I (Non-Supervisory and Supervisory): Appropriated Fund Employees: GS-6 and below, WG-8 and below, and WL-8 and below.

4.1.3.2. Civilian, Category II (Non-Supervisory and Supervisory): Appropriated Fund Employees: GS-7 through 10, WL-9 and above, WS-1 through 7, and WG-9 through 15.

4.1.3.3. Civilian, Category III (Non-Supervisory and Supervisory): Appropriated Fund Employees: GS-11 and above, WS-8 and above.

4.2. Outstanding Team: (Attachment 3)

5. Annual Award Categories and Specifics

5.1. The categories previously described in Section four are all eligible to compete annually.

5.2. First Sergeant: compete for annual awards only.

5.3. FGO and Civilian Category I-III nominations will be completed using AETC guidance, to be posted on the Wing SharePoint as received.

5.4. 12 OAY (Annual AMN, NCO, and SNCO), as well as First Sergeant and CGO nomination packages, will be completed IAW AFI 36-2803 and additional HHQ-tasked instructions, as necessary. Any additional instructions will be communicated through officer and enlisted leadership channels, and posted on the Wing Awards SharePoint.

5.5. Team Annual Award: Only recognized at the Wing; there is no AETC equivalent award. The Team Annual Award will consist of 10 bullets only. List team members on the 1206, page two. Ensure all members listed on the 1206 are in good standing. Individuals with an unfavorable information file should not be placed on the 1206.

6. Nomination Procedures

6.1. Award periods are based upon a calendar year.

6.1.1. The quarterly awards periods are as follows:

6.1.1.1. 01 January through 31 March (1st Quarter)

6.1.1.2. 01 April through 30 June (2nd Quarter)

6.1.1.3. 01 July through 30 September (3rd Quarter)

6.1.1.4. 01 October through 31 December (4th Quarter)

6.1.2. The annual award period is 1 January through 31 December.

6.2. All quarterly and annual packages flow from individual squadron, to group, then wing.

6.3. Submit specific accomplishments for the award period on the latest version of AF Form 1206, *Nomination for Award*, using the following guidelines:

6.3.1. Complete nomination packages in accordance with the current templates.

6.3.2. 12 OAY and First Sergeant Categories have templates driven by competition at the AETC level.

6.4. All nomination packages will be due in accordance with the 59th MDW Awards Schedule, as presented on the Wing Awards SharePoint and Wing Calendar.

7. Enlisted Board Composition and Scoring

7.1. Wing Quarterly award boards will include a board president and representatives from each group, to include wing staff. For a total of eight board members, unless otherwise noted. Rank composition is as follows:

7.1.1. Airman of the Quarter: Chair – any CMSgt; Members – SSgt or TSgt

7.1.2. NCO of the Quarter: Chair – any CMSgt; Members – MSgt or SMSgt

7.1.3. SNCO of the Quarter: Chair – MDW/CCC or designee; Members – Group Superintendents.

7.1.4. Outstanding Team of the Quarter: Chair – CMSgt (9G); Members six – CMSgts

7.1.5. All annual enlisted boards will be chaired by the 59 MDW/CCC or designee and will consist of all Group Superintendents or respective designees, as determined by the 59 MDW/CCC.

7.2. Group POCs, to include Wing Staff, will solicit and identify enlisted award board members to represent their respective units for each category. The Master Board Member Sheet (Attachment 4) will then be sent to the 59 MDW/CCCE.

7.2.1. Identification will be made to the 59 MDW/CCE and 59 MDW/CCCE respectively at least one week prior to the award package suspense date.

7.2.2. Identification will include names, ranks, duty sections, phone numbers and category assigned.

7.3. All 59 MDW enlisted boards are AF Form 1206/record review only, unless otherwise advised that an in-person board will convene. Exceptions to board composition and format may only be made by the 59 MDW/CCC or designee.

7.4. The Enlisted Board President will

7.4.1. Conduct the board to ensure board members understand and follow the rules of engagement and judge packages without prejudice or favoritism.

7.4.2. Convene the board in-person, via teleconference or video teleconference, if at all possible, to clarify Board Member questions on package content and resolve any discrepancies.

7.4.2.1. Review Board Member scoring for any glaring discrepancies or significant disagreements and, if deemed necessary, facilitate a conversation to resolve the issue(s).

7.4.3. Collect each Board Member's rank order and collate results on the Board President Score Sheet (Attachment 5).

7.4.4. Forward results to the 59 MDW/CCCE for Command Chief review and Wing Commander approval.

7.4.5. Each Board Member will

7.4.5.1. Access the applicable awards at the 59 MDW Virtual Rating Center (Attachment 7)

7.4.5.2. Review and grade nominee submissions based on performance within their scope of responsibility and mission impact.

7.4.5.3. Rank order the nominees based on their review and grading; report this on the Board Member Score Sheet (Attachment 6), and provide a copy to the Board President.

7.4.6. The nominee with the lowest combined score will be recommended as the winner. In the event of a tie, the Board President will serve as the tiebreaker.

7.4.7. Forward results to the 59 MDW/CCCE by 0800 the day after the board concludes for Command Chief review and Wing Commander approval.

NOTE: Enlisted board members will not grade their own respective unit packages unless otherwise instructed by 59 MDW/CCC or designee.

8. Officer/Civilian Board Composition and Scoring

8.1. FGO of the Quarter: Chair – Group Commander; Members – five Colonels (O-6) on a rotating schedule. See Attachment 5, Quarterly Board Rotation Schedule (Also located on 59 MDW SharePoint).

8.2. CGO of the Quarter: Chair – Colonel (O-6); Members - five FGOs (Maj-Lt Col) on a rotating schedule. See Attachment 5, Quarterly Board Rotation Schedule (Also located on 59 MDW SharePoint).

8.3. Civilian of the Quarter (Cat I): Chair – Colonel (O-6); Members - five FGOs (Maj-Lt Col) on a rotating schedule. See Attachment 5, Quarterly Board Rotation Schedule (Also located on 59 MDW SharePoint).

8.4. Civilian of the Quarter (Cat II): Chair – Colonel (O-6); Members – five FGOs (Maj-Lt Col) on a rotating schedule. Quarterly Board Rotation Schedule is located on 59 MDW SharePoint.

8.5. Civilian of the Quarter (Cat II): Chair – Colonel (O-6); Members – five FGOs (Maj-Lt Col) on a rotating schedule. Quarterly Board Rotation Schedule is located on 59 MDW SharePoint.

8.6. Group POCs, to including Wing Staff, will solicit and identify officer and civilian award board members to represent their respective units for each category. The Master Board Member Sheet (Attachment 7) will then be sent to the 59 MDW/CCE.

8.7. All 59 MDW officer boards are AF Form 1206/record review only, unless otherwise advised that an in-person board will convene. Exceptions to board composition and format may only be made by the 59 MDW/CCC or designee.

8.8. The Civilian/Officer Board President will

8.8.1. Conduct the board to ensure board members understand and follow the rules of engagement and judge packages without prejudice or favoritism.

8.8.2. Convene the board in-person, via teleconference or video teleconference, if at all possible, to clarify Board Member questions on package content and resolve any discrepancies.

8.8.2.1. Review Board Member scoring for any glaring discrepancies or significant disagreements and, if deemed necessary, facilitate a conversation to resolve the issue(s).

8.8.3. Collect each Board Member's rank order and collate results on the Board President Score Sheet (Attachment 5).

8.8.4. Forward results to the 59 MDW/CCE by 0800 the day after the board concludes for Vice Commander review and Wing Commander approval.

8.8.5. Each Board Member will:

8.8.5.1. Access the applicable awards at the 59 MDW Virtual Rating Center (Attachment 7)

8.8.5.2. Review and grade nominee submissions based on performance within their scope of responsibility and mission impact.

8.8.5.3. Rank order the nominees based on their review and grading; report this on the Board Member Score Sheet (Attachment 6), and provide a copy to the Board President.

8.8.6. The nominee with the lowest combined score will be recommended as the winner. In the event of a tie, the Board President will serve as the tiebreaker.

9. Recognition

9.1. To the greatest extent possible, Wing leadership will recognize every quarterly award winner in person, preferably in or near the winner's duty section.

9.2. Following the presentation, winners will be recognized via Command Staff and Public Affairs Announcements.

9.3. Annual award winners will be recognized at the Annual Awards Banquet.

9.4. Award winners will contact Public Affairs to have their official photo taken within one week of notification of achievement. Public Affairs will print the photos and provide to the 59th MDW Command Section for display on the 59 MDW Awards Board.

10. Functional Awards (i.e 4A0, 4N0, NSA awards) , Special Awards, and Trophies

10.1. Functional awards requiring 59 MDW/CV endorsement will be routed through normal wing coordination and returned to 59 MDW/CCE, 59 MDW/DS, or 59 MDW/CCCE for submission, once approved. For Functional awards not specifically requiring 59 MDW/CV endorsement, normal wing routing will still be accomplished for the 59 MDW/CV review. Once routing is complete, 59 MDW/CCCE will submit to award POC.

10.1.1. All Enlisted awards will be sent to the 59 MDW/CCCE for review and submission

10.1.2. Officer and Civilian awards will be sent to the 59 MDW/CCE and 59 MDW/DS for review and submission.

10.2. Special awards and trophies typically require 59 MDW/CV endorsement and will be routed through the normal wing coordination cycle. Wing suspense date will be one week prior to HQ AETC's suspense or one month prior to AF suspense, whichever is earlier, unless otherwise directed. For a listing of functional awards, special awards and trophies see *AFI 36-2805*.

10.2.1. 59 MDW/CCCE and 59 MDW/CCE will compile packages for special awards and trophy nominees from groups and provide them to 59 MDW/CV and 59 MDW/CCC for review and recommendation. 59 MDW/CV is the final decision-making authority in all cases. 59 MDW/CCCE will process to the sponsoring organization.

10.2.2. 59 MDW CCCE and/or 59 MDW/CCE will maintain a copy of all AETC level winning packages for program continuity.

Attachment 1 1206 Template (Enlisted and Officer)

NOMINATION FOR AWARD		
AWARD 59th MEDICAL WING RECOGNITION PROGRAM	CATEGORY (If Applicable) AMN - FGO	AWARD PERIOD JAN 18 - MAR 18
RANK/NAME OF NOMINEE (First, Middle Initial, Last) A1C/IMA B. WINNER		MAJCOM, FOA, OR DRU AIR EDUCATION & TRAINING COMMAND
DAFSC/DUTY TITLE 4N051/NCOIC, INTERNAL MEDICINE	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 554-XXXX & COMMERCIAL: 210-292-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 59 XXXX/XXXX/1100 WILFORD HALL LOOP/JBSA-LACKLAND/TX/78236		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) LT COL/BUZZ O. SCOTT/DSN: 554-XXXX & COMMERCIAL: 210-292-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: (6 LINES) Define significant leadership and performance accomplishments by detailing how well the nominee performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Highlight outcomes relative to established standards, including any new initiatives, innovative processes, or techniques developed by the nominee that positively impacted the unit and/or the mission. Show how the nominee developed or improved skills related to primary duties; e.g., training (formal training, Career Development Course enrollment or completion, On-the-Job Training), resource utilization, team building, mentorship, communications, standards compliance and enforcement, and duty environment. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, and so forth.</p>		
<p>WHOLE AIRMAN CONCEPT: (2 LINES) Define the scope and impact of the nominee's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador. Describe nominee's character-driven and developmental accomplishments, specifically those not normally a part of the nominee's primary and additional duties, and their impact on the mission. Include positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the nominee's value as a military citizen. Place emphasis on consistency, continued development, leadership relevant to rank/position, and mission impact (if possible).</p>		
<p>MANDATORY STATEMENTS: - PT Current and Passing: Yes/No and last test date - Quality Force Review: Yes/No - Validated by (rater or higher)</p>		
<p>**NO Acronym list authorized **</p>		

AF FORM 1206, 20170802

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Attachment 2

Attachment 2 1206 Template (Civilian)

NOMINATION FOR AWARD		
AWARD 59th MEDICAL WING RECOGNITION PROGRAM	CATEGORY (If Applicable) CIVILIAN I - III	AWARD PERIOD JAN 18 - MAR 18
RANK/NAME OF NOMINEE (First, Middle Initial, Last) GS07/GONNA B. WINNER	MAJCOM, FOA, OR DRU AIR EDUCATION & TRAINING COMMAND	
DAFSC/DUTY TITLE 318/COMMANDER'S SECRETARY	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 554-XXXX & COMMERCIAL: 210-292-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 59 XXXX/XXXX/1100 WILFORD HALL LOOP/JBSA-LACKLAND/TX/78236		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) LT COL/BUZZ O. SCOTT/DSN: 554-XXXX & COMMERCIAL: 210-292-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>JOB PERFORMANCE IN PRIMARY DUTY: (5 LINES) Describe how well the nominee performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Also identify recognition of duty performance earned at the unit, installation, command, Air Force, or Department of Defense levels.</p> <p>LEADERSHIP QUALITIES: (2 LINES) Describe significant leadership accomplishments. Include the development of new techniques contributing to increased mission effectiveness. These qualities could be evidenced by supervisors or by non-supervisory personnel through management of a project associated with their primary duties.</p> <p>OTHER ACCOMPLISHMENTS: (2 LINES) Recognize contributions to the mission such as volunteering for on-duty projects in other work centers or units. For example, a secretary volunteers to help produce a report for a visiting inspection team; a budget analyst shares his/her expertise with a peer in another unit to resolve a complex problem. Include any significant self-improvement through off-duty education, training or achievements in professional associations directly related to official duties. For example, a local area network administrator takes off-duty computer courses and receives a certification; a secretary takes courses leading to certification as a Professional Secretary; an engineer joins a professional association that has a goal of keeping members abreast of current developments in his/her career field. Include base or community involvement. For example, participation in unit advisory councils, membership in unit booster club, Sunday School teacher, Little League coach, and so forth.</p> <p>**NO Acronym list authorized**</p>		

AF FORM 1206, 20170802

PREVIOUS EDITIONS ARE OBSOLETE

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Attachment 3 1206 Template (Team Award)

NOMINATION FOR AWARD		
<small>AWARD</small> 59th MEDICAL WING RECOGNITION PROGRAM	<small>CATEGORY (If Applicable)</small> OUTSTANDING	<small>AWARD PERIOD</small> JAN 18 - MAR 18
<small>RANK/NAME OF NOMINEE (First, Middle Initial, Last)</small> NAME OF TEAM/CLINIC/DEPARTMENT/FLIGHT	<small>MAJCOM, FOA, OR DRU</small> AIR EDUCATION & TRAINING COMMAND	
<small>DAFSC/DUTY TITLE</small> LEAVE BLANK	<small>NOMINEE'S TELEPHONE (DSN & Commercial)</small> DSN: 554-XXXX & COMMERCIAL: 210-292-XXXX	
<small>UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE</small> 59 XXXX/XXXX/1100 WILFORD HALL LOOP/JBSA-LACKLAND/TX/78236		
<small>RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)</small> LT COL/BUZZ O. SCOTT/DSN: 554-XXXX & COMMERCIAL: 210-292-XXXX		
<small>SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)</small> The Header for THE OUTSTANDING TEAM AWARDS IS: TEAM ACCOMPLISHMENTS: (Make a separate 1206 for each Team Award) <p>1. OUTSTANDING TEAM: (5 LINES) Include the team's concentration on support of patients, staff and mission, etc: demonstration of innovativeness, systems-thinking in healthcare delivery, ingenuity of problem-solving, and/or fiscal stewardship; effective organizational and/or human resources management; cultivation of environment of process improvement, customer service, and/or teamwork; creation of value for people (i.e. customers, patients, co-workers, team); contribution to support of operators, personnel/organizational readiness and/or operational mission; mentorship (formal or informal), and/or knowledge-sharing; improvement of interdepartmental, inter-service, departmental, joint and/or international partnerships; demonstration of selfless spirit of service to others; and pursuit of self-improvement.</p> <p>TEAM MEMBERS: List team members by rank, then by alphabetical order. List horizontally if names will exceed one page when listed vertically.</p> <p>**NO Acronym list**</p>		

**Attachment 4
Master Board Member Spreadsheet**

2nd Quarter						
Groups	Ann Board (SSgt-TSgt)	NCO Board (MSgt-SMSgt)	SNCO(Group Supts)	CGO/Civilian (Maj-Lt Col)	FGO (Col)	TEAM (CMSgt)
359 MDG						
559 MDG						
959 MDG						
59 DG						
59 MDOG						
59 MDSG						
59 TRG						
59 MDW Staff						
<i>Presidents</i>	59 MDSG (Group CMSgt)	59 DG (Group CMSgt)	Command CMSgt Frizzell	959 MDG (Group Col)	59 MDOG (Group Col)	59 TRG (Group CMSgt)

Page 1

Attachment 5 Board President Score Sheet

BOARD PRESIDENT SCORE SHEET		AWARD			CATEGORY				PERIOD			
RANK / NAME	UNIT	BOARD MEMBER SCORING (RANK ORDER)								FINAL		
		DG	MDSG	MDOG	959	559	359	TRG	Wing Staff	TOTAL	RANK	BOARD PRESIDENT
█	DG									█	█	█
█	MDSG									█	█	█
█	MDOG									█	█	█
█	959									█	█	█
█	559									█	█	█
█	359									█	█	█
█	TRG									█	█	█
█	Wing Staff									█	█	█

NOTES:

1. Instruct members to
 - a. be OBJECTIVE!
 - b. **NOT** grade packages from their own units.
 - c. grade each package on its own merits.
 - d. consider the member's rank, level of accomplishment and overall impact.
 - e. consult with that nominee's board representative or section if unsure about a particular bullet.
 - f. score any bullets listed in the wrong category as a zero (0). Keep in mind some bullets may be listed in one of several areas (ie upgrade training as duty or self-improvement)
 - g. bring any questions of bullet accuracy to your attention for consideration and disposition.
 - h. not let writing quality affect scoring.
 - i. break any tie at any rank order as follows:
 - i. First Tiebreaker: **Leadership** category score
 - ii. Second Tiebreaker: Board Member's **overall impression**
 - j. award their number one rank order to their highest scoring package, with lesser rank order for lesser scoring packages in turn.
 - k. recheck your work and ensure results pass the "eye ball" and "gut" tests.
 - l. consult with you on any questions or concerns.
2. List nominees according to unit.
3. Record each board member's initial rank order scores in the appropriate column.
4. If discrepancies exist with board member scores (for example AMDS has a nominee as their #1, while MDSS has the nominee as their #5)
 - a. discuss discrepancies as a board.
 - b. Give board members an opportunity to clarify and/or revise scoring.
5. Once done, add rank scores for each nominee, with the lowest total score identified as the recommended winner.
6. If a tie exists, use your rank order score as Board President to break ties.
7. Instruct all members results MUST NOT be discussed outside the board until the MDG/CC approves them AND makes an official announcement.

BOARD PRESIDENT (PRINT NAME) █	BOARD PRESIDENT (SIGNATURE) █	DATE █
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Attachment 7 1206 Download Procedures

Visit <https://www-r.aetc.af.mil/sc/awardssys/home.asp>

Select the type of award(s) you are rating.

Please click on the Award Type you want to work on

59 MDW

[Annual Awards](#)
[Quarterly Awards](#)

Select the "Packages" tab at the top of the screen, select rate packages.



Welcome to the 59 MDW Awards Package Rating Center. This center is developed to provide quicker package submittal, rating, and awarding. Please dont use this as a repository for award packages. On the top you will find a navigation menu to all the areas you have access to. You can edit your own profile, change your password, submit and rate packages. If you believe you should have access to an area but dont, please use the email link on the [Help / FAQ](#) page for 59 MDW. There are many help topics and user documentation on the [Help / FAQ](#) area. **If you are having difficulty navigating this menu or rating a package, please go to your browser settings (the gear wheel in the upper right corner, then select "Compatibility View Settings". Type in af.mil in the "Add this website:" box and click on the "Add" button. Then select the "Close" button.**

Admin Tools

Total Packages Submitted period qtr: 1st18: 60 [Change Period \(Qtr: 1st18\)](#)
Voting is currently: **Enabled** [Disable Voting](#)
Package Submit Self Approval: On [Turn Off Package Self Approval](#)
Turning this setting on will allow you to submit packages and approve them at the same time.

Number of packages	Category
--------------------	----------

[Delete old packages](#)

NOTE: This option will delete archived packages submitted on a different period as the one you are currently on. Changing the period will archive submitted packages and let you submit new packages for the new Period.

For functional issues: • email to: [59 MDW](#) • Phone: 210-292-7015 • DSN:554-7015
For technical system issues: • email to: [HQ AETC CSS](#) • Phone: 210-652-9698 • DSN:487-9698

Last Updated: Jan 23, 2014

[Accessibility/Section 508 Statement](#)

Find the category/categories you are rating and select **RATE PACKAGES** to rate/review the packages.

Rating Packages

To rate packages in the system the system must be available for voting, this is done by enabling voting. See [Enable/Disable Voting](#)

To get the list of packages to be rated click the main menu link "Rate Package"
[See picture](#)

This click will display a list as displayed below:

SCMSB Awards Package Rating Center - Internet Explorer provided by USAF

https://www-r.aetc.af.mil/sc/awardssys/ratepackage.asp

Live Search

SCMSB Awards Package Rating Center

SCMSB Awards Package Rating Center
AETC CSS Testing Awards
Rodriguez Luis, GS-12

Home User CP Packages Maintenance Edit Admin Info Other Awards FAQ Help Exit

To save packages, right-mouse click the nominee's name and click "Save Target As...". A new window will open. Select "Desktop" in the Save in drop down menu. Click Save.

Filter Packages: All Categories

Chap Asst (Reserve) [Rate Packages](#)

Current Winner: None

Package Name	Your Rating	Raters	Avg Rating	Winning Scores
Package1	<None>	0	<Not Rated>	0
Package2	<None>	0	<Not Rated>	0
Package3	<None>	0	<Not Rated>	0

[View Ratings](#) | [Email Reminders](#)

Chap Asst NCO (Active Duty) [Rate Packages](#)

Current Winner: None

Package Name	Your Rating	Raters	Avg Rating	Winning Scores
Test1	<None>	0	<Not Rated>	0

[View Ratings](#) | [Email Reminders](#)

Chaplain (Reserve)
Current Winner: TEST3

Trusted sites | Protected Mode: Off 100%

From this screen you can perform several actions:

- [Download the Package](#)
- [Rate the Package](#)
- [View the Ratings](#)

Downloading a Package

- To Download a package from the Rate Package screen, click on the Nominee's Name.
- The dialog window will prompt you to save or open the file. Click open to view the file or click save to save the file.