



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

12 OCT 2004

MEMORANDUM FOR ANG CCMs

FROM: NGB/CFC  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

SUBJECT: CMSAF Annual Honor Guard Awards Program

Air Force people make many personal and professional sacrifices to ensure the Air Force accomplishes its Military Funeral Honors mission and is a respected part of our society. With that in mind, it is time again for the CMSAF Annual Honor Guard Awards Program. This program is to recognize the outstanding professional performance by the Department of the Air Force enlisted personnel working in the area of military funeral honors and ceremonies while assigned to the USAF Honor Guard or a respective Base Honor Guard program during the award year.

We, the Air National Guard, will be recognizing Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year. Nomination packages must arrive to my office NLT 1 Feb 05. Selection criteria will be based on a one-page AF Form 1206, *Nomination for Award*, further guidance is included in the attachment. Members will be recognized during the Outstanding Soldiers and Airmen of the Year Week in Washington, D.C.

The Air Force's Military Funeral Honors Mission continues to grow and our men and women continue to meet the challenge. Please extend my heartfelt thanks and appreciation to all the men and women serving in our Honor Guards. I am looking forward to seeing a nomination package from each state.

A handwritten signature in black ink, appearing to read "Richard A. Smith".

RICHARD A. SMITH  
CMSgt, USAF  
Command Chief Master Sergeant

Attachment:  
Background information & selection criteria

## **CMSAF Annual Honor Guard Awards Program Background Information & Selection Criteria**

### ***Categories***

**USAF Base Honor Guard Member of the Year.** 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 base-level Honor Guard members are eligible for this award.

**USAF Base Honor Guard Program Manager of the Year.** This award recognizes the 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 are eligible for this award.

### ***Submission of Nominations***

**Base Honor Guard.** State CCMs are designated as OPRs and will administer the program at state level. Each wing within the state may submit one nominee in each category. Members may compete in only one category. The State CCM will convene a board of 5 members to choose the top candidate in each category for submission to NGB/CFC for competition at the national level. Once chosen for the national level, the candidate will be submitted to the CMSAF's office for competition at the Air Force level.

### ***Selection Criteria***

#### **(USAF Selection will be based on an AF Form 1206 only)**

Nomination Packages must arrive to NGB/CFC office NLT 1 Feb 05. Base nominations only on achievements that occurred during the current calendar year (1 Jan 04 – 31 Dec 04). Since nominees are representatives of the Air Force Enlisted Force, they must also stand the test of a "whole life/whole career" scrutiny, although the observation period for the award is one year. Do not submit a nominee who has previously been selected as the Air National Guard Honor Guard Program Manager/Member of the Year.

Packages will include:

A. A general information sheet (AFI 36-2805, Atch 5), Add one additional entry to this information sheet after "Permanent Home Address" – "Current Status: e.g. AGR/Technician/Traditional Guardsman

B. Use AF Form 1206, Nomination for Award, for all nominations. Submissions are limited to a one-page (front only, bullet format) description of the individual's accomplishments during the award year. Information will be divided into three categories: (1) Leadership and Job Performance in Honor Guard Duties (2) Significant Self-Improvement and (3) Base and Community Involvement. Examples of accomplishments include but are not limited to: nominees' 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. Selection board (at USAF) will look only at the AF Form 1206. Each State 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 state.

C. A Biography, limited to one single-spaced typewritten page (AFI 36-2805, Atn 2).

D. A Base-Level RIP (Records Review) on each nominee.

E. A Statement of Intent, signed and dated by the nominee (all nominees must sign a statement of intent). The statement will read verbatim: "I have not applied for a commissioning program and, if selected, will not apply for a commissioning program at any time during my tenure as the Honor Guard Program Manager/Member of the Year. If selected, I agree to serve in the capacity as an enlisted ambassador representing and assisting the Air Force in enlisted recruiting and retention efforts and matters. I understand I may be called upon by my MAJCOM Commander and MAJCOM/CCC to publicize and promote 'The Air Force Way of Life' and attend events or other venues deemed appropriate which may positively impact upon recruiting and retention. I attest that the facts I have provided for this nomination are true and correct to the best of my knowledge."

F. An official full-length 8 x 10 photo in Honor Guard uniform (4 copies)

G. A TAG endorsement.

H. A State Command Chief Master Sergeant endorsement.

Mail nomination packages to:

NGB/CFC  
Annual Honor Guard Awards Program  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

## ***Miscellaneous***

**Award Announcement and Presentation.** The CCM of the Air National Guard will announce the award winners prior to the annual Outstanding Soldiers and Airmen of the Week. For Air Force winners, the CSAF or his designee will announce the award winners prior to the annual Air Force Sergeants Association Convention. The presentation will be made at this forum. The winning member's unit will be responsible for funding travel to the AFSA Convention.

**All States are Encouraged To:** Develop parallel programs to recognize outstanding honor guard performers. Honor guard winners at appropriate ceremonies and provide public affairs exposure through base and/or local resources. Submit nominations to the ANG CCM's office on a yearly basis. Utilize award winners as State Honor Guard focal points for training, standardization, and developmental purposes.

## Attachment 1

### INSTRUCTION FOR COMPLETING AIR FORCE FORM 1206 FOR HONOR GUARD AWARDS PROGRAM

**A1.1. Award.** USAF Honor Guard Award

**A1.2. Category.** Base Honor Guard Member of the Year or Base Honor Guard Program Manager of the Year

**A1.3. Award Period.** 1 January-December 31 XXXX(year)

**A1.4. Rank/Name of Nominee.**

**A1.5. SSAN.**

**A1.6. DAFSC/Duty Title.**

**A1.7. Air National Guard**

**A1.8. Unit/Office Symbol/Street Address.** Spell out the unit name (e.g., 147<sup>th</sup> Communication Flight). Enter the street address for mailing purposes (e.g., 14657 Sneider Street).

**A1.9. Base/State/ZIP Code.** All ZIP codes must contain nine digits.

**A1.10. Telephone (DSN & Commercial).** Include area codes for commercial numbers.

**A1.11. Rank/Name of Unit Commander.**

**A1.12. All Typeface Should Be Identical.**