



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

10 JAN 2020

MEMORANDUM FOR MAJCOM/A1s

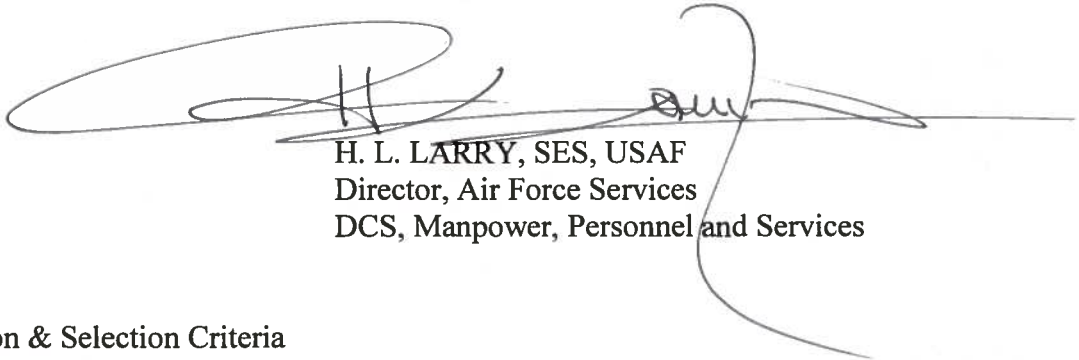
FROM: HQ USAF/A1S  
1040 Air Force Pentagon  
Washington, D.C. 20330

SUBJECT: 2019 Air Force Annual Honor Guard Awards Program

As we enter the New Year, I extend my sincere gratitude to the men and women who served in the Air Force Honor Guard and Base Honor Guard programs during 2019. Their devotion, sacrifice, and commitment to duty ensures the Air Force honors our fallen and their families with dignity and respect. The Air Force Annual Honor Guard Awards Program officially recognizes outstanding professional performance by Air Force enlisted personnel carrying out military funeral honors and ceremonies while assigned to the Air Force Honor Guard or a Base Honor Guard program.

Nomination requirements and selection process for the awards are outlined in the attachments. All base-level nomination packages must reach AF/A1SAZ office NLT 13 April 2020. The Air Force Honor Guard Ceremonial Guardsman of the Year awards will be managed by the 11th Wing.

My points of contact are Ms. Megan Ramirez, AF/A1SAZ, DSN 227-0683 and Ms. Ashley Jackson, AF/A1SAZ, DSN 222-4522., [usaf.pentagon.af-a1.mbx.af-a1saz@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-a1saz@mail.mil).



H. L. LARRY, SES, USAF  
Director, Air Force Services  
DCS, Manpower, Personnel and Services

Attachments:

1. Background Information & Selection Criteria
2. Instructions for Completing AF Form 1206

cc:  
MAJCOM/CCCs

**Attachment 1**  
**ANNUAL HONOR GUARD AWARDS PROGRAM**  
**BACKGROUND INFORMATION & SELECTION CRITERIA**

*Categories*

**Air Force Honor Guard Ceremonial Guardsman of the Year (OTY).** This award recognizes the Air Force Honor Guard member who has made the most significant contribution to military honors and ceremonies at the Air Force Honor Guard level. Three categories will be recognized as Ceremonial Guardsmen of the Year; Airman, NCO, and SNCO. Only personnel assigned to the Air Force Honor Guard, Joint Base Anacostia-Bolling, with the 8G000 Special Duty Identifier are eligible for this award. **NOTE:** 8G000s stationed at base level are not eligible for this award; however, they may compete for either of the base-level awards listed below.

**Base Honor Guard Member OTY.** 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 Air Force Honor Guard are not eligible for this award.

**Base Honor Guard Program Manager OTY.** 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 Program Managers, to include ANG and AFRC members, are eligible for this award. **NOTE:** Personnel assigned to the Air Force Honor Guard are not eligible for this award.

*Submission of Nominations:*

**Air Force Honor Guard Ceremonial Guardsman OTY.** The 11 WG/CCC will administer the program at the Air Force Honor Guard level. The 11 WG/CCC will convene a board to review the top three candidates from each of the flights and select winners. The 11 WG/CCC will submit final packages to AF/A1SAZ (AF/A1SAZ Workflow: [usaf.pentagon.af-a1saz@mail.mil](mailto:usaf.pentagon.af-a1saz@mail.mil)).

**Base Honor Guard Member of the Year and Base Honor Guard Program Manager OTY.** 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 to choose the top candidate in each category and submit packages to AF/A1SAZ (AF/A1SZ Workflow) for final selection.

## *Selection Criteria*

Air Force Honor Guard Ceremonial Guardsman OTY winning packages must be submitted to the AF/A1SAZ office for final certification. The nomination for the Air Force Ceremonial Guardsman of the Year nomination letter should be signed by the 11 WG/CCC or designee.

Base nomination packages should be submitted to their owning MAJCOM NLT a date set by the MAJCOM. Each MAJCOM will select one package from each category for submission to A1SAZ by 13 Apr 20 for consideration for the AF level award. USAFA may provide packages directly to A1SAZ by 13 April. The Base Honor Guard Member OTY and Base Honor Guard Program Manager OTY nomination letters must be signed by the MAJCOM/A1 or designee or the package will not be considered. Each package will include a photograph of the nominee in the following format: 8x10 official photo with flag, in ceremonial uniform (no hat or gloves), saved as a minimum of 300dpi high resolution .jpg file. **Photo should be a standard official photo, not full-length.**

All packages must be submitted electronically to the AF/A1SAZ Workflow box ([usaf.pentagon.af-a1.mbx.af-a1saz@mail.mil](mailto:usaf.pentagon.af-a1.mbx.af-a1saz@mail.mil)). Entries received after 13 April 20 will not be considered and extensions will not be granted.

All submissions will be completed on the AF Form 1206 and are limited to single-spaced, size 12 font, Times New Roman, 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 (**12 lines**), (2) Significant Self-Improvement to Military Funeral Honors & Ops (**5 lines**), for a total of **17 lines plus two headers**. 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 Honor Guard mission.

Selections will be boarded solely on the contents of the AF Form 1206. Each MAJCOM is encouraged to submit: one Base Honor Guard Program Manager OTY nomination and one Base Honor Guard Member OTY nomination. The Air National Guard and Air Force Reserve may nominate one member for each award category.

## *Miscellaneous*

**Award Announcement and Presentation.** AF/A1S will announce the award winners. The Air Force Ceremonial Guardsman OTY will be presented at the 11th Wing Annual Awards Ceremony. The Base Honor Guard Member and Base Honor Guard Program Manager OTY will be notified of the details of the official recognition ceremony after the winners are announced. The winning member's unit will be responsible for funding travel to the official recognition ceremony for award winners or those attending on their behalf.