



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

MEMORANDUM FOR ALMAJCOM/A1

DEC 27 2013

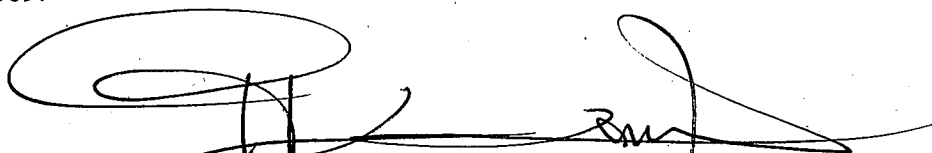
FROM: AF/A1S
1040 Air Force Pentagon
Washington, D.C. 20330-1040

SUBJECT: CMSAF Annual Honor Guard Awards Program, Calendar Year 2013

The Air Force team makes many personal and professional sacrifices to help ensure the Air Force honorably respects its fallen warriors and their families. We extend our heartfelt thanks and appreciation to all the men and women who served in our Air Force Honor Guard and Base Honor Guard programs during 2013. The Chief Master Sergeant of the Air Force Annual Honor Guard Awards Program recognizes the 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.

We are proud to announce the Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year will be recognized at this year's Air Force Sergeants Association Conference and the Air Force Honor Guard Ceremonial Guardsman of the Year at the 11th WG Annual Awards Ceremony. Full details on the nomination requirements and the selection process are included in the attachment to this message. All base level nomination packages must reach the AF/A1SAZ office NLT 11 Apr 14. These packages will meet a selection board. The Air Force Honor Guard Ceremonial Guardsman of the Year awards will be managed by the 11th Wing.

If you have any questions, the action officer for this year's award program is Mr. Tim Townes, AF/A1SAZ, DSN 227-1089.



H.L. LARRY, SES, USAF
Deputy Director of Services
DCS, Manpower, Personnel and Services

Attachment:
Background Info & Criteria
cc: ALMAJCOM/CCC

CMSAF Annual Honor Guard Awards Program Background Information & Selection Criteria

Categories

Air Force Honor Guard Ceremonial Guardsman of the Year. 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; Airmen, NCO, and SNCO. Only personnel assigned to the Air Force Honor Guard, Bolling AFB DC, with the 8G000 Special Duty Identifier (SDI) are eligible for this award. **NOTE:** 8G000s stationed at base level are not eligible for this award but should compete for either of the base-level awards listed below.

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 Air Force Honor Guard are not eligible for this award.

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 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 Ceremonial Guardsman of the Year: 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 nomination packages from each flight to AF/A1SAZ (AF/A1SZ Workflow) for final selection.

Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year: 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 for submission to AF/A1SAZ (AF/A1SZ Workflow) for final selection.

Selection Criteria

Air Force Honor Guard Ceremonial Guardsman of the Year 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 level nomination packages must arrive to the AF/A1SAZ (AF/A1SZ Workflow) office by

19 Apr 14. The Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year nomination letters should be signed by the MAJCOM/A1S or designee. Each package will include a photograph of the nominee, for award presentation purposes only, in the following format: 8x10 official photo with flag, in ceremonial uniform, saved as a minimum of 300dpi high resolution .jpg file.

All packages should be submitted electronically to the AF/A1SZ Workflow box (usaf.pentagon.af-a1.mbx.af-a1.saz@mail.mil) only.

All submissions will be completed on the AF Form 1206 and 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: 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 of the Year nomination and one Base Honor Guard Member of the Year nomination.

Miscellaneous

Award Announcement and Presentation. The CMSAF or his designee will announce the award winners. The Air Force Ceremonial Guardsman of the Year will be presented at a ceremony at the 11th Wing Annual Awards Ceremony. The Base Honor Guard Member of the Year and Base Honor Guard Program Manager of the Year will be presented during the AFSA Professional Airmen's Conferneec and International Convention (16 - 20 Aug 14). The winning member's unit will be responsible for funding travel to the AFSA Conference for award winners or those attending on their behalf.

**INSTRUCTIONS FOR COMPLETING AIR FORCE FORM 1206 FOR
HONOR GUARD AWARDS PROGRAM**

A1.1 Award. Air Force Honor Guard Award

A1.2. Category. Ceremonial Guardsman of the Year, Base Honor Guard Member of the Year, or Base Honor Guard Program Manager of the Year

A1.3. Award Period. 1 January–31 December 2012

A1.4. Rank/Name of Nominee.

A1.5. SSAN.

A1.6. DAFSC/Duty Title.

A1.7. MAJCOM.

A1.8. Unit/Office Symbol/Street Address. Spell out the unit name (e.g., 97th Force Support Squadron). Enter the street address for mailing purposes (e.g., 187 Brooks Road).

A1.9. Base/State/ZIP Code. All ZIP codes must contain nine digits, including APO numbers (e.g., Dyess AFB TX 79840-4105 and APO AE 09084-0882).

A1.10. Telephone (DSN & Commercial). Include country codes for overseas Defense Switched Network and area codes for stateside commercial numbers.

A1.11. Rank/Name of Unit Commander.

A1.12. All Typeface Should Be Identical.