

Semi Annual and Annual Award Checklist

Name:	Award Nomination for: (AMN/NCO/SNCO...)	Requirement Met		
		YES	NO	N/A
1	<p>Attached 1206 Semi-Annual--11 lines (including stand-alone headings), single-spaced, size 12 point-font, using the front side only the AF Form 1206-newest version. Categories: Leadership and Job Performance Limit 6 lines plus header. Whole Airmen Concept Limit 3 lines plus header</p> <p>Annual--No more than 18 lines lines (including stand-alone headings), single-spaced, size 12 point-font, using the front side only the AF Form 1206-newest version Categories: Leadership and Job Performance Limit 12 lines plus header. Whole Airmen Concept Limit 4 lines plus header</p> <p>-- Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used and must be spelled out ***The use of an acronym list is not permitted.</p>			
2	<p>Biography -- An official Air Force biography, limited to two pages. (N/A for CGO/FGO/Civ)</p>			
3.	<p>Official Photos -- One official Air Force 8x10 photo in .jpg format. Head and shoulders, Service Dress, blue background with US flag. Note: A gray background may be used if a blue background is unavailable (N/A for CGO/FGO/Civ)</p>			
4.	<p>Official Photos -- One official Air Force 5x7 photo in .jpg format, no bigger than 500KB. Full length, short sleeve blue shirt, no tie/tab, name tag, all ribbons and badges. Note: No exceptions will be authorized regarding the short sleeve blue shirt requirement. (N/A for CGO/FGO/Civ)</p>			
5.	<p>Air Force Fitness -- A current Air Force Fitness Management System print out of member's physical fitness history as of 3 Jan 2020. If member is on a profile include a copy of the members AF Form 469, <i>Duty Limiting Condition Report</i> in the package. If the member has a current fitness score, but was exempt during any portion of the award period, an AF Form 469 must be provided. (N/A for Civ)</p>			
	Annual Awards Add the Following Documents			
6.	<p>Ribbons/Medals Listing: -- A current virtual Military Personnel Flight (vMPF) print out of member's ribbons/medals. (N/A for Civ)</p>			
7	<p>Statement of Release -- per example/signed by member (N/A for CGO/FGO/Civ)</p>			
8	<p>Recommendation Letter signed by NAF/MAJCOM --Completed only if member is the NAF award winner -- Will be added by NAF</p>			

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Annual Awards: The only acceptable scanned documents we will accept are those with signatures, such as endorsement letters and public release statements. Digitally signed endorsement letters and public release statements will be accepted. The AF Form 1206 must be sent in its original format (NOT SCANNED) and all other documents should be in MS Word document format.

Commander Printed Name: _____ Commander Sig/Date: _____

First Sgt/Chief Printed Name: _____ First Sgt/Chief Sig/Date: _____