

Sir or Ma'am,

This is a solicitation for the 2016 National Public Service Awards (NPSA)

Overview: The American Society for Public Administration (ASPA) and the National Academy of Public Administration (NAPA) proudly established the NPSA to honor individuals who have made outstanding contributions and whose accomplishments can be viewed as models of public service within and outside the work environment. The NPSA program recognizes individuals that have agency-wide responsibility who exhibit the highest standards of excellence, dedication, and accomplishment over a sustained period of time, and who are creative and highly skilled career managers at all levels of the public service.

Suspense: Packages are due to your servicing HQ RIO Detachment **NLT 27 May 16**. Please contact your servicing detachment for questions or concerns. Contact information can be found at the HQ RIO website (<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>) under "Detachments" or "HQ RIO Directory" link.

Eligibility: This award is open to both military and DoD civilian employees. A distinguished committee from ASPA and NAPA will review nominations and select up to five award recipients who have spent a significant portion of their career as public service practitioners at the federal, state, local, or international levels of government or in nonprofit organizations that provided direct public service. NPSA winners will be those who have, on a sustained basis, done some or all of the following:

- Made a profound difference to improve service to the public
- Been willing to take risks to achieve change
- Fostered a more democratic society
- Served as a champion of social equity
- Changed the way a governmental organization operates so that it better achieves its goals
- Achieved substantial savings in government operations
- Developed a cadre of other government leaders
- Contributed to the communities in which they live

Nomination: The sponsor requests nominations be submitted using the format outlined below. The nomination write-up, Items I to VI, must be sent in a continuous word document as one attachment.

I. General information (cover letter):

- a.) Name, organization address, daytime phone, title, and organization of the nominee,
- b.) Name, organization address, daytime phone, title, and organization of the nominator, and
- c.) Names, organization address, and phone numbers of three references who can evaluate the nominee's achievements.

II. Summary of accomplishments: The nomination should begin with a one-page summary of the accomplishments that the nominator believes makes the nominee worthy of a National Public Service Award.

III. Basis for nomination: Detailed information on specific accomplishments should comprise the bulk of the nomination. What are the major impacts of the nominee's work as a public manager or program leader? In essence, show how he/she "makes a difference."

IV. Positions and Education: Brief summary of positions held and educational background.

V. Community Involvements: Civic, community, and professional involvements conducted outside of the work environment (if none, state none).

VI. Awards: Examples of other awards received.

VII. Recommendation Letters: Letters of recommendation may be signed by more than one individual.

VIII. Citation: A citation limited to no less than 50 words and no more than 70 words (not including opening and closing statements). The citation should include specific examples of the act or services provided. Refer to AFI 36-2805, Special Trophies and Awards, attachment 3, for format.

**Note: Acronyms are not authorized in the citation.

VIII. Public Release Statement addressed to AFPC/DPSIDR. Nominee must sign a public release statement that reads verbatim:

"I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy information or personally identifiable information found in Air Force Instruction 33-332, Air Force Privacy and Civil Liberties Program, Chapter two, Privacy Act. I understand those transmitting personal information via email will exercise caution and adequately safeguard it in accordance with AFI 33-332, paragraph's 2.2.4., subparagraphs, and 2.2.5. The announcement message or any publicity regarding the award nomination will contain no privacy information other than name, rank, and base of assignment." The nominee must sign and date this statement.

Additional information can be found at

<http://www.arpc.afrc.af.mil/home/hqrio/IRawardsboardsandcourses.aspx> in the NPSA information under the "Awards" tab.

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