

Sir or Ma'am,

The purpose of this solicitation message is to request nominations for the 2016 Reserve Officers Association (ROA) Outstanding Junior Officer of the Year Award.  
Suspense: 3 Jun 16

**Eligibility:**

- Grade 01-03 -- Must meet rank criteria for the entire period, even if promoted to senior officer grade
- Not on extended active duty (EAD) or other statutory tour

**Nomination:**

- Inclusive period is 1 Oct 14 - 30 Sep 15
- Award criteria:
  - Specific accomplishments in the functional area
  - Procedures or ideas that resulted in benefits to Reservists or the USAFR
  - Attendance record, personal performance, and attitude
  - Educational achievements (mission-oriented) and other self-improvement efforts
  - Leadership, professionalism, cultural, and social activities that reflect favorably on the USAFR
- Package will include:
  - Biography, limited to one single-spaced typewritten page (see AFI 36-2805, Atch 2, for format)
  - A write-up, limited to 2 pages (including headers, if applicable; headers are to stand alone from the bullets) single-spaced, size 12 font, using only the AF Form 1206, 20120926 , Nomination for Award. Bullet format is mandatory.
  - Submit a "go-by" name memo. For example: If your name is Christopher but you "go-by" Chris. If there is no "go by" name, please indicate so in the memo.
  - An endorsement letter signed by the RIO/CC, stating that "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force
  - A citation limited to no less than 50 words and no more than 70 words (not including opening and closing statements), which succinctly describes the nominee's accomplishments. Refer to AFI 36-2805, Special Trophies and Awards, Attachment 3, for format. Note: Acronyms are not authorized in the citation.

Packages are due to your servicing HQ RIO Detachment NLT 3 Jun 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.

HQ Individual Reservist Readiness and Integration Organization

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