

Sir or Ma'am,

The purpose of this solicitation message is to request nominations for the Government Employees Insurance Company (GEICO) Military Service Awards. Suspense: 8 Jul 16.

The GEICO Military Service Awards annually recognize enlisted Active Duty, Reserve, or National Guard members from all military service branches for contributions to military or private-sector communities in any of the following three categories:

- Drug and Alcohol Abuse Prevention.
- Fire Safety and Fire Prevention.
- Traffic Safety and Accident Prevention. (This category pertains only to vehicular/motorcycle traffic-related accomplishments.)

Eligibility/Criteria:

- The period of service is 1 Oct 15 to 30 Sep 16
- Enlisted members
- Contributions may span a period of several years, be ongoing, or have been accomplished during the award period.

Nomination:

- AF Form 1206 - limited to 30 lines (including headers, if applicable, and are to stand alone from the bullets), single spaced, size 12 point font. Bullet format is mandatory. Only common acronyms known throughout the Air Force will be authorized, Air Force, United States Air Force Europe, Air Combat Command, Commander, Temporary Duty, Non Commissioned Officer (AF, USAFE, ACC, CC, TDY, NCO). Write-up must cite facts and specific accomplishments using the following lead-ins in the specific accomplishments block of the AF Form 1206:
 - On Duty - describe how the base or local community benefited.
 - Off Duty - describe how the base or local community benefited.
- Public release statement addressed to Air Force Personnel Center Recognition Programs Section: 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.
- A recommendation letter signed by the HQ RIO Commander 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 biography, limited to one single-spaced typewritten page (see AFI 36-2805, Special Trophies and Awards, Attachment 2, for format). The Social Security number as reflected in Attachment 2 is no longer required.

3-Jun-16
16-023

- 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. Do not send a scanned PDF document. **Acronyms are not authorized in the citation.
- An official Air Force head and shoulder photo (8 by 10, 300 dpi.jpg file).
- The only scanned documents we will accept are those documents with signatures, such as recommendation letters and public release statements. The AF Form 1206 must have the e-mail address of the nominee and the nominating commander. The AF Form 1206 MUST be sent in its original format (not scanned), and all other documents should be in word document format.

Packages are due to your servicing HQ RIO Detachment NLT 8 Jul 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

Connect with HQ RIO online

[HQ RIO Website](#)

[Facebook](#)

[Twitter](#)

[YouTube](#)

Previous HQ RIO messages are located in the [Resources section](#) of our website