

Sir or Ma'am,

The purpose of this solicitation message is to request nominations for the 2016 Lance P. Sijan U.S. Air Force Leadership Award. Suspense: 24 Jun 16.

The Lance P. Sijan U.S. Air Force Leadership Award is named in honor of the late Capt Lance P. Sijan, an Air Force Academy graduate and combat pilot, who was posthumously awarded the Medal of Honor for his intrepidity while evading capture by the North Vietnamese and during his subsequent captivity as a Prisoner of War. The award recognizes the accomplishments of officers and enlisted leaders who demonstrate the highest qualities of leadership in the performance of their duties and the conduct of their lives. Posthumous nominations are not eligible.

Eligibility/Criteria:

- THE PERIOD OF SERVICE FOR THE AWARD IS JULY 1, 2015 - JUNE 30, 2016
- HQ RIO may submit one individual in each of the following four award categories. Validation must be made with the unit that nominee does not have any derogatory information prior to submission.
 - Senior officer (Maj through Col)
 - Junior officer (2nd Lt through Capt)
 - Senior enlisted (MSgt through CMSgt)
 - Junior enlisted (Amn through TSgt)
- Scope of Responsibility: include duty title, level of organization, number of individuals supervised directly or indirectly (military and civilian), dollar value or assets controlled, or programs for which the nominee has direct responsibility.
- Professional Leadership: nominee must demonstrate exceptional leadership traits in accomplishing the mission or overcoming unique problems or emergencies.
- Leadership Image: nominee must inspire others by personal example, by character and conduct displayed as a leader, and by eagerness to assist in accomplishing goals.
- Community Involvement: projection of leadership into the private community, as evidenced by the nominee's assumption of leadership roles in social, cultural, religious, or other community-service activities, may also be considered.

Nomination:

- AF Form 1206 - limited to 30 lines (including headers, if applicable, and are to stand alone from the bullets), single-spaced, size 12 font Bullet format is mandatory.
- Public release statement addressed to Air Force Personnel Center Recognition Programs Section (AFPC/DP1SP): 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, Attachment 2, for format). The Social Security number as reflected in AFI 36-2805, Attachment 2 is no longer required.
- A citation, limited to no less than 70 and no more than 90 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. **Acronyms are not authorized in the citation.
- The AF Form 1206 must be sent in its original format (not scanned) and all other documents should be in word document format. Only scanned documents with signatures, such as recommendation letters and public release statements, will be accepted.

Packages are due to your servicing HQ RIO Detachment NLT 24 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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