

Sir or Ma'am,

The Air Force Reserve Command is soliciting nominations for the 2016 American Legion Spirit of Service Award. This award is sponsored by the National Headquarters of the American Legion and is presented annually to an enlisted member from each of the military and reserve services for outstanding volunteer service performed off duty in the local community. The period of service for the award is 1 January 2015 through 31 December 2015.

Please submit your nomination package to your servicing RIO detachment NLT 18 January 2016.

#### Award Criteria and Eligibility

- Nominee must be enlisted in grades Airman through Staff Sergeant
- Main criteria: Cite examples of volunteer community service performed off duty by the member in the local community and also show how the community benefited
- Cite contributions and examples showing the individual is an outstanding military performer

#### Nomination Package

##### Write-up

A write-up, limited to 30 lines (including headers, if applicable, which are to stand alone from the bullets), single-spaced, size 12 point font, using only the current version of the AF Form 1206, Nomination for Award. Bullet format is mandatory. The write-up should focus primarily on volunteerism performed by the member.

##### Recommendation letter

A recommendation letter signed by the WG/CC, GP/CC, RIO/CC, ARPC/CC, or AFRC Director stating "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the U.S. Air Force."

##### Public release statement

Addressed to Air Force Personnel Center Recognition Programs Section (AFPC/DPSIDR). Each 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 Act information or personally identifiable information (PII) found in DoD 5400.11-R, DoD Privacy Program, Disclosure of Personal Information to Other Agencies and Third Parties and guidance in Air Force Instruction 33-332, Air Force Privacy and Civil Liberties Program, Chapters 1, 2, and 6. I understand those transmitting personal information via email will exercise caution and adequately safeguard it in accordance with AFI 33-332, paragraph 2.5. and subparagraphs. The announcement message or any publicity regarding the award nomination will contain no Privacy Act information other than name, rank, and base of assignment." The nominee must sign and date this statement.

##### Citation

Limited to no less than 50 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. \*\*Acronyms are not authorized in the citation.

##### Official photograph

One 8" x 10" high-resolution digital head and shoulder photograph of the nominee. This should be an official Air Force photo taken by the local military multi-media unit.

#### Nomination Submission

The only scanned documents accepted are those documents with signatures, such as recommendation letters and public release statements. The AF IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents should be in Microsoft word document format.

If a nomination package is not received by the established suspense date and an extension has not been approved, the nomination package will not be considered.

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 <<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>>

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