

Sir or Ma'am,

The Air Force Association is soliciting nominations for the 2016 Joan Orr Air Force Spouse of the Year Award for the award period of 1 January 2015 to 31 December 2015. All nominations must be turned into you assigned Detachment by 16 Nov 2015. Detailed award package information is contained below.

Award Information:

This Air Force Association (AFA) award recognizes the significant contributions made by non-military spouses of Air Force military members. The nominee's husband or wife must be serving in the Air Force (Active Duty, Guard, or Reserve). The award period is 1 January 2015 to 31 December 2015. Nominations will include facts and specific accomplishments that clearly state the individual's contributions to the Air Force, to include specific examples in any of the following areas:

- Participation in Base and Community Activities
- Articulate and Influential Spokesperson for the Air Force
- Voluntary Service in Air Force-related Organizations and Activities
- Contributions to the States or to the Nation
- Moral and Religious Leadership
- Contributions to the Resolution of Contemporary Social Problems
- Membership in Professional, Civic, or Cultural Organizations
- Self-Improvement Efforts
- Leadership and Other Accomplishments

Nomination Package

A. A write-up, limited to 30 lines (including headers, if applicable, and are to stand alone from the bullets), single-spaced, size 12 font, using only the AF Form 1206, Nomination for Award. Bullet format is mandatory. The SSN on the AF Form 1206, Nomination for Award, is no longer required. **Note: Only common acronyms known throughout the Air Force will be authorized, (AF, USAFE, ACC, CC, TDY, NCO).

B. 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, The 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.

C. A recommendation letter signed by the NAF/CC, WG/CC, GP/CC, RIO/CC, ARPC/CC, or an AFRC Director also stating that "A records check was conducted on (date)

and revealed no information that would bring discredit to the award or the U. S. Air Force.”

D. A biography, limited to one single-spaced typewritten page (see AFI 36-2805, Attachment 2, for format). The Social Security number as reflected in Attachment 2, is no longer required.

E. 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.

F. Nominee go-by name.

Nomination Submission

Each NAF, Wing/Group, RIO, ARPC, and HQ AFRC may submit one nomination. Submitting organizations must upload their nominations into TMT under public workspace.

The only scanned documents we will accept are those with signatures, such as endorsement letters and public release statements. The AF IMT 1206 must have the e-mail address of the nominee and the nominating commander. IMT 1206 MUST be sent in IMT format (not scanned), and all other documents should be in word document format.

If nomination package is not received by the established suspense date and an extension has not been approved, the nomination package will not be considered and will be returned with no action.

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