

Sir or Ma'am,

The Air Force is soliciting nominations for the Spirit of Hope Award Military Program for 2016. This award is named in honor of Bob Hope and is presented for outstanding service to the United States of America. It is awarded to men, women, and organizations of the United States Armed Forces, entertainers, and other distinguished Americans and organizations whose patriotism and service reflect Bob Hope's service. The Spirit of Hope Award is presented annually to one nominee each (individual or organization) from the Office of the Secretary of Defense, Army, Navy, Marine Corps, Air Force, and the Coast Guard.

All nominations must be turned into your assigned Detachment by 16 Nov 2015. Detailed award package information is contained below.

Nominees must exhibit the following criteria:

A. Epitomizes the values of Mr. Hope: duty, honor, courage, loyalty, commitment, integrity and selfless dedication.

B. Significantly enhances the quality of life of service members and their families serving around the world.

C. Selflessly contributes an extraordinary amount of time, talent, or resources to benefit members of the United States Armed Forces.

#### Eligibility Requirements

A. Active duty, Reserve, Guard, former military members, or civilians who embody the values of freedom, the U.S. constitution and the military.

B. Individuals or organizations with a commercial or profit-making contractual relationship with the Department of Defense (DoD), or with a DoD component, may be eligible to receive the award provided the following are true:

1. The contribution is clearly and substantially outside what is specified or implied within the terms of the contract establishing the relationship.

2. The recognition is clearly in the public interest.

C. This award may be presented posthumously.

D. Foreign nationals may receive the Spirit of Hope Award provided they meet the criteria listed in paragraph one. Before approval of the award, the nominating commander shall coordinate with the appropriate U.S. Embassy to ensure the award is consistent with the overall interests of the United States. The commander initiating the recommendation of this award to a foreign national shall:

1. Request the pertinent military counter intelligence organization to conduct a counter intelligence records check in conjunction with the initiation of the award recommendation.

2. Request the director, Defense Intelligence Agency (DIA), review the award recommendation, and conduct counter intelligence and biographic file checks to

ensure the foreign national has committed no act or engaged in any activity wherein the awarding of the Spirit of Hope Award would cause an embarrassment to the United States, and further request the director provide a statement of concurrence or non-concurrence.

E. The period of service for the award is 1 January thru 31 December 2015 or a multi-year or lifetime contribution (e.g. contribution took more than a year to complete or contribution took place over their lifetime).

#### Nomination Package

A. Full name of the nominee

B. Nominee's work address

C. Nominee's present position/status

D. Full name and address of nominee's employer during the period of service E. Name, address, and telephone number of the point of contact for the nominating organization

F. A write-up, not to exceed two double-spaced pages, 12 - point font, on the act or service rendered, and how it epitomized the values of Mr. Hope. Include duty, honor, courage, loyalty, integrity, commitment, and selfless dedication; which significantly enhanced the quality of life of service members and their families serving around the world. Show how the nominee selflessly contributed an extraordinary amount of time, talent, or resources to benefit members of the United States Armed Forces. Documentation to support the write-up is optional. Write-up should be in MS Word.

G. A statement of concurrence by the U.S. Chief of Mission and the U.S. Defense Attaché (if one is assigned) to the country of the foreign national nominee.

H. A statement of concurrence from the DIA (for foreign national nominees).

I. Public release statement addressed to the Air Force Personnel Center Recognition Programs Section (AFPC/DPSIDR): 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, Privacy Program, Disclosure of Personal Information to Other Agencies and Third Parties and guidance in AFI 33-332, The Air Force Privacy and Civil Liberties Program, Chapter 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.

J. A recommendation letter signed by the NAF/CC, WG/CC, GP/CC, RIO/CC, ARPC/CC, or AFRC Director 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."

K. A 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. \*\*Note: Acronyms are not authorized in the citation.

L. Go-by name for nominee.

#### Nomination Submission

6. Each NAF, Wing/Group, RIO, ARPC, and HQ AFRC may submit one nomination. Submit nominations in TMT. Create a folder in the public workspace identifying the submitting organization (NAF, WG, GP, RIO, ARPC, or HQ AFRC Directorate). The only scanned documents we will accept are those documents with signatures, such as endorsement letters and public release statements.

7. If nomination package(s) 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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