

Sir or Ma'am,

The Air Force Reserve Command is soliciting nominations for the 2016 United Service Organizations Service Member of the Year Award. Sponsored by the United Service Organizations (USO), the 2016 USO Service Member of the Year Award recognizes an enlisted member in the grades of E-5 or below from each branch of the military who represents the standards and values of their respective service, as demonstrated through a specific act of heroism. 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.

NOMINATION PACKAGE:

Write-up

A write-up, limited to 30 lines (including headers, if applicable, and are to stand alone from the bullets), single-spaced, size 12 point font, using only the current AF Form 1206, nomination for award. Bullet format is mandatory. **Only common acronyms known throughout the Air Force will be authorized (AF, USAFE, ACC, CC, TDY, NCO, etc.).

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.

Recommendation letter

A recommendation letter signed by the WG/CC, GP/CC, RIO/CC, ARPC/CC, or AFRC Director which includes the statement "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force." This may be delegated to the A1 directors by the MAJCOM/COCOM commander.

Biography

A biography (maximum 600 words), limited to one single-spaced typewritten page (see AFI 36-2805, Special Trophies and Awards, Attachment 2, for format).

Citation

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.

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.

SUBMISSION:

The AF IMT 1206 must be sent in IMT format (NOT SCANNED) and all other documents should be in Microsoft word document format.

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.

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>>

Facebook <<http://www.facebook.com/HQRIO>> Twitter <<http://www.twitter.com/HQRIO>> YouTube <<https://www.youtube.com/user/HeadquartersRIO>>