

Sir or Ma'am,

It is time for Individual Reservists to prepare and submit nomination packages to compete for 2015 Outstanding Individual Reservist of the Year. This award recognizes Individual Mobilization Augmentees or Participating Inactive Ready Reserve members who distinguish themselves from their peers through job performance, community involvement, and personal achievements. If you would like to compete, please work with your supervisor and/or URC to complete and submit your nomination package to your servicing RIO detachment NLT 25 January 2016. The award period is 1 January 2015 – 31 December 2015.

Nomination Categories: The Airman category includes AB through SrA, NCO category includes SSgt through TSgt, and Senior NCO category includes MSgt through SMSgt.* The CGO category includes 2nd Lt through Capt, and FGO category includes Maj through Lt Col.

*Enlisted members who earn 2015 IR of the Year will automatically compete for the 12 Outstanding Airmen of the Year at the AFRC level.

Nomination packages must include the following items. Incomplete packages will not be accepted. (Please visit the HQ RIO website <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx> and click on "Awards, Boards, and Courses" for example forms and the package checklist worksheet.)

1.Outstanding Individual Reservist of the Year Checklist (see IR_of_the_Yr_Checklist on website)

2.Cover letter signed by unit commander (see Cover_Letter_Sample form on website)

3.AF Form 1206, Nomination for Award. Use bullet format only and limit to 30 bullets (including headers). Nominations should include specific facts and examples that demonstrate the individual's exceptional performance. Performance must have occurred during the CY15 award period (1 January 2015 thru 31 December 2015. (see AF Form 1206 on website) 4.One-Page Biography (see Biography_Sample example on website)

5.Head and Shoulders 8 x 10-inch color portrait layout photograph in military service dress uniform submitted in JPEG or PDF format (must be taken within 12 months of package submission). *Note: AMN, NCO and SNCO IR of the Year winners will need to submit a full length 8 x 10-inch color portrait layout photograph to compete for 12 Outstanding Airman of the Year.

6.Pdf of Member Individual Fitness Report --obtain thru AFFMS II

7.Award Nomination Transmittal Form (see Award_Nomination_Transmittal_Form example on website)

8.Records Check Memo signed by the commander (see Records_Check_Memo example on website)

9.Nominee Data Fact Sheet (see Fact_Sheet example on website)

10.Public Release Statement signed by nominee--Enlisted packages only (see Public_Release_Statement example on website)

11. Statement of Intent signed by nominee--Enlisted packages only (see Statement_of_Intent_Letter_(Enlisted_Only) example on website).

If the 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>>

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