

Sir or Ma'am,

The Air Force Reserve Command is soliciting nominations for the 2015 Key Spouse Award. This award recognizes the critical role Key Spouses play in the wing/unit/organization's mission success, enhance command Key Spouses visibility and accomplishments, encourage units to recognize Key Spouses' outstanding accomplishments and contributions to overall mission accomplishment and motivate Key Spouses strive for meaningful connections within communities. 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.

Eligibility: Must have served within a unit throughout the award period (1 January through 31 December), be a current Key Spouse volunteer; be engaged in activities that support unit families and the unit's ability to support the mission. Key Spouse Mentors are not eligible for the Key Spouse of the Year Award.

Units must validate Key Spouse achievements covering the time frame used for nomination of the award. Units must define the scope and impact of the Key Spouse involvement in the community which, tangibly or intangibly, contributed to community or group welfare, morale, or status. Include volunteer awards, certificates of appreciation, training, etc., obtained as recognition for personal services rendered or contributions made having a direct impact on Quality of Life.

The award is not designed to recognize Key Spouses for a single act.

Nomination packages must include:

Most current version of AF Form 1206 – Do not exceed a total of 30 lines (including headings); however, the job description category is not included in these 30 lines. Headings should be listed on a single line with the justification beginning on the line immediately below the heading. Justification should be in bullet format, accurate and succinct, and address the subjects and criteria listed below. An acronym listing may be used and aligned along the bottom of the AF Form 1206 that explains unique acronyms not commonly known throughout the Air Force.

Headings for the AF Form 1206 are: 1) Key Accomplishments, 2) Other Accomplishments/Community Efforts as described below.

Key Accomplishments. Characterize the nominee's contributions as evidenced by character, conduct, and willingness to achieve unit goals. Provide factual and substantiated examples of the nominee's significant achievements and performance of Key Spouse duties. Describe how well the nominee improved unit family cohesion; explain any other outstanding services the Key Spouse provided that benefited the unit's mission. All accomplishments must have occurred during the 12-month nomination period.

Other Accomplishments/Community Efforts. Describe the nominee's self-improvement efforts, if applicable. This may include training and educational activities, community and (or) civic activities.

Standard biography format. (AFI 36-2805 Attachment 2)

An official color photograph (digital), head and shoulders only.

Public release statement. 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 identifying information (PII) found in AFI 33-332, Privacy Act Program, Chapter 12, Disclosing Records to Third Parties. I understand those transmitting personal information will exercise caution and adequately safeguard it IAW AFI 33-332, paras 10.2.1 and 10.2.2. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name and base of assignment." The nominee must sign and date the statement.

"Go-by" name.

The only scanned documents accepted are those documents with signatures, such as endorsement letters and public release statements.

Nominations will not be accepted after the suspense date.

For more information, see the official message from HQ USAF/A1S by clicking here 2015 Key Spouse of the Year Award A1S Memo.

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>>

\*\*Previous ARCNet messages are located in the Resources section (<http://www.arpc.afrc.af.mil/Home/HQRIO/Resources.aspx>) of our website\*\*