

Sir or Ma'am,

Nomination packages for the 2016 Outstanding Individual Reservist of the Year Award are due to your servicing HQ RIO Detachment NLT Jan. 13, 2017.

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.

Award period: Jan. 1, 2016 - Dec. 31, 2016

Nomination Categories:

- Enlisted*: Airman (E-1 - E-4), NCO (E-5 - E-6), SNCO (E-7 - E-9)
- Officer: CGO (O-1 - O-3), FGO (O-4 - O-5)

*Enlisted members who earn 2016 IR of the Year will advance to compete for the 12 Outstanding Airmen of the Year at the AFRC level unless they specifically opt out of that program (see "Retainability" and "Statement of Intent" sections for details).

Nominees must be retainable through Sept. 30, 2018. Only those nominees selected must satisfy this requirement. As soon as nominees are selected, take action to extend or re-enlist any nominee whose date of separation is prior to Sept. 30, 2018.

Nomination packages must include the following items:

- Recommendation Letter
- Write-up
- AF1206
- Biography
- Official Photo
- Current passing fitness score
- Statement of Intent
- Statement of Release

For specific details on each item, visit the HQ RIO Awards and Boards web page (<http://www.arpc.afrc.af.mil/HQRIO/awards-boards.aspx>). The only acceptable scanned documents we will accept are those with signatures, such as endorsement letters and public release statements. Digitally signed endorsement letters and public release statements will be accepted. The AF Form 1206 must be sent in its original format (NOT SCANNED) and all other documents should be in MS Word document format.

Packages are due to your servicing HQ RIO Detachment NLT Jan. 13, 2017. 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/HQRIO.aspx>) under "Detachments" or "HQ RIO Directory" link.

HQ Individual Reservist Readiness and Integration Organization

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