

Sir or Ma'am,

Nomination packages for the 2016 Katharine Wright Award are due to your servicing HQ RIO Detachment NLT Jan. 12, 2017.

The Katharine Wright Award is sponsored by the National Aeronautic Association. The award was established in 1981 by the Gates Learjet Corporation and is awarded annually to a woman who has contributed to the success of others, or made a personal contribution to the advancement of the art, sport and science of aviation and space flight over an extended period of time. The award was named in honor of Orville and Wilbur Wright's sister, Katharine.

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

Nomination packages:

-Nomination - must be a Word Document limited to three (3) pages, not including the citation; page layout, size and type of font may be of the writer's choosing. Attachments, reprints of articles, etc., will not be considered unless incorporated into and made part of the three pages.

The nomination should contain the name of the person making the nomination, including address, telephone, fax number, and e-mail address, if available. The nominee(s) are to be fully identified, along with mailing address, telephone, and email address. All nomination materials will become property of NAA. The citation may be placed on a separate page.

-Justification - Give complete, but concise, details justifying the award to the nominee with such background information as considered pertinent, and any other relevant information, that would assist the Selection Committee.

-Citation - A formal statement in 30 words or less, that captures the essence of the achievement for which the nominee's name has been submitted.

-Write-up/AF 1206 - The nomination write-up is limited to one single-spaced typed page using the front side of AF 1206

-Recommendation Letter - Endorsed by the member's active-component commander and HQ RIO Detachment commander. Template:

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/Awards/RIO-Nomination-letter-template.docx>

-Public release statement - Addressed to AFRC/A1KK. 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 Air Force Instruction 33-332, Air Force Privacy Program, Chapter 6, Disclosing Records to Third Parties AFI 33-332, Air Force Privacy Program. I understand those transmitting personal information via email will exercise caution and adequately safeguard it in accordance with AFI 33-332, paragraph 2.2.4., subparagraph, and 2.2.5. 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.

This information is also available from on HQ RIO Awards and Boards web page (<http://www.arpc.afrc.af.mil/HQRIO/awards-boards.aspx>).

Packages are due to your servicing HQ RIO Detachment NLT Jan. 12, 2017. Please contact them with 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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