

Sir or Ma'am,

The Noncommissioned Officers Association (NCOA) is soliciting nominations for the Noncommissioned Officer Vanguard Award. The NCOA Vanguard Award is sponsored by the NCOA, which recognizes a noncommissioned officer from each of the military services who has performed a heroic act, on or off duty, which resulted in the saving of life or the prevention of serious injury.

Submit nominations to your servicing Detachment by 16 Nov 2015.

The Period of the award is 1 January through 31 December 2015.

Criteria

A. Nominee must be serving on active duty or as a member of the Reserve or National Guard in a branch of Uniformed Services of the United States of America during the period of the time of heroic act is performed.

B. Nominee that meets criteria must have served in pay grades E-1 through E-9 during the period of time the act is performed.

C. Nominee must be serving on active duty at the time the award is presented at the Annual Convention.

D. Act for which nominee is to be recognized must be voluntary action initiated by nominee and not a result of directions or orders.

E. Act for which nominee is to be recognized must be an action performed to save life or prevent serious injury to another person or persons.

F. Action performed by nominee must have brought credit to the individual, his or her service, and the enlisted community of the Uniformed Services of the United States of America.

G. Act for which nominee is to be recognized must have occurred within the previous calendar year.

Nomination Package

A. Write-Up - Limited to 30 lines (including headers, which must stand alone from the bullets), single-spaced, size 12 font, using only the 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)

B. Public release statement addressed to Air Force Personnel Center Recognition Programs Section (AFPC/DPSIDR): 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 six, Disclosing Records to Third Parties. I understand those transmitting personal information via email will exercise caution and adequately safeguard it in accordance with AFI 33-332,

paragraph's 2.2.4., subparagraphs, 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.

C. Recommendation letter signed by the NAF/CC, WG/CC, GP/CC, RIO/CC, ARPC/CC, or AFRC Director stating that "A records check was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force."

D. Biography limited to one single-spaced typewritten page (Refer to AFI 36-2805, Special Trophies and Awards, Attachment 2, for format).

E. Citation limited to 50-70 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.

F. An official Air Force head and shoulders photograph of the nominee. (8 X 10, 3000dpj.jpg file)

G. Go-by name for nominee

Nomination Submissions

Each NAF, Wing/Group, RIO, ARPC, and HQ AFRC may submit only one nomination. Submit nominations in TMT. Create a folder in the public workspace identifying the submitting organization (NAF, WG, GP, RIO, ARPC, or HQ AFRC). The only scanned documents we will accept are those documents with signatures, such as endorsement letters and public release statements. The AF IMT 1206 Version 5 must be sent in IMT format (NOT SCANNED) and all other documents should be in Microsoft word document format.

If nomination package is not received by the established suspense date and an extension has not been approved, the nomination package will not be considered and will be returned with no action.

HQ Individual Reservist Readiness and Integration Organization

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