MEMORANDUM FOR ALL PROGRAM MANAGERS

FROM: HQ ARPC/DPRPT
6760 E. Irvington Place #2500
Denver, CO 80280-2500

SUBJECT: Message: FY05-45; 2005 12 Outstanding Airmen of the Year (12OAY) (AFI 36-2805)

1. THE FOLLOWING IS PROVIDED FOR THE 12 OAY PROGRAM:

A. THE PERIOD OF SERVICE FOR THE 2005 AWARD IS 1 JAN 04 THRU 31 DEC 04. BASE YOUR NOMINATIONS ONLY ON ACHIEVEMENTS THAT OCCURRED DURING THAT PERIOD. EVEN THOUGH THE PERIOD FOR THE AWARD IS ONE YEAR, ALL NOMINEES SHOULD BE SCREENED TO STAND THE TEST OF "WHOLE LIFE/WHOLE CAREER" SCRUTINY.

B. DO NOT SUBMIT A NOMINEE PREVIOUSLY SELECTED AS A 12 OAY.

C. MAJCOM/AGENCY IMA PROGRAM MANAGERS MAY NOMINATE UP TO THREE IMA MEMBERS PER CATEGORY (AIRMAN, NCO, OR SENIOR NCO) FOR THE PURPOSE OF THE IMA COMPETITION AT ARPC. ONLY ONE SELECTEE PER CATEGORY WILL BE NOMINATED BY ARPC AND FORWARDED TO HQ AFRC FOR FURTHER COMPETITION. NOMINATE INDIVIDUALS IN THE CATEGORY OF AWARD THAT CORRESPONDS TO THE GRADE HELD FOR THE MAJORITY OF THE AWARD PERIOD; E.G., IF A MEMBER IS A TSGT FOR SEVEN MONTHS OF THE AWARD PERIOD AND IS THEN PROMOTED TO MSGT, NOMINATE THE MEMBER IN THE NCO CATEGORY, NOT THE SNCO CATEGORY. IF THE MEMBER WAS PROMOTED AT THE SIX MONTH POINT OF THE AWARD CYCLE, THE DECISION IN WHICH CATEGORY TO NOMINATE RESTS WITH THE COMMAND.

2. ALL MEMBERS SELECTED IN THE COMMAND BOARD AT AFRC FOR FURTHER AIR FORCE WIDE COMPETITION WILL REQUIRE RETAINABILITY THROUGH 30 SEP 05.

A. POTENTIAL NOMINEES WHO DO NOT HAVE RETAINABILITY THROUGH 30 SEP 05 MAY EXTEND THEIR CURRENT ENLISTMENT IAW AFI 36-2606, REENLISTMENT IN THE UNITED STATES AIR FORCE, TABLE 4.1, RULE 28, AS AN EXCEPTION TO POLICY.

B. ANY NOMINEES WHO EXTEND THEIR ENLISTMENTS FOR THE 12 OAY PROGRAM MAY CANCEL THE EXTENSIONS IAW AFI 36-2606, PARA 4.11.4, AS AN EXCEPTION TO POLICY.

3. IN EACH NOMINATION PACKAGE INCLUDE THE FOLLOWING:

A. COVER LETTER SIGNED BY THE MAJCOM/AGENCY IMA PROGRAM MANAGER.

B. A CITATION AND GENERAL INFORMATION SHEET ARE NOT REQUIRED.

C. NOMINATIONS ARE SUBMITTED ON THE AF FORM 1206, NOMINATION FOR AWARD (IMT-V2). ANY VERSION OTHER THAN THE IMT VERSION OF THE 1206 WILL NOT BE ACCEPTED. USE TALKING PAPER OR POINT PAPER FORMAT (BULLETED, SHORT STATEMENTS OR KEYPOINTS). BE SURE ON THE AF FORM 1206 TO PUT RANK THEN NAME AND IN THE "MAJCOM" BLOCK PUT "AFRC". DO NOT USE A RUNNING NARRATIVE AND DO NOT USE PUNCTUATION AT THE END OF THE STATEMENTS. LIMIT THE WRITE-UP TO ONE SINGLE –SPACED TYPEWRITTEN PAGE (ORIGINAL AND ONE COPY). NOMINATIONS AND ALL CITED ACHIEVEMENTS MUST DISTINGUISH THE MEMBER FROM THEIR PEERS. NOMINATIONS MUST INCLUDE THE FOLLOWING AREAS AND CITE EXAMPLES THAT OCCURRED ONLY DURING THE AWARD PERIOD (ENTITLE EACH AREA IN BOLD PRINT):

(1) **LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY**. DESCRIBE SIGNIFICANT LEADERSHIP ACCOMPLISHMENTS AND HOW WELL THE MEMBER PERFORMED ASSIGNED PRIMARY AND ADDITIONAL DUTIES. DEFINE THE SCOPE, LEVEL OF RESPONSIBILITIES AND THE IMPACT ON THE MISSION / UNIT. INCLUDE ANY NEW INITIATIVES OR TECHNIQUES DEVELOPED BY THE MEMBER THAT POSITIVELY INPACT THE UNIT/AND OR MISSION. INCLUDE RESULTS OF AIR FORCE, MAJCOM, NUMBERED AIR FORCE-LEVEL INSPECTIONS AND /OR EVALUATIONS. INCLUDE AWARDS RECEIVED; E.G., NCO OF THE QUARTER, AND SO FORTH.

(2) **SIGNIFICANT SELF-IMPROVEMENT**. SHOW HOW THE MEMBER DEVELOPED OR IMPROVED SKILLS RELATED TO PRIMARY DUTIES; E.G. FORMAL TRAINING,
CAREER DEVELOPMENT COURSE ENROLLMENT OR COMPLETION, ON-THE-JOB TRAINING, CERTIFICATIONS, OFF-DUTY EDUCATION RELATED TO PRIMARY DUTIES, AND SO FORTH. INCLUDE COMPLETION OF ANY PROFESSIONAL MILITARY EDUCATION (PME), AS WELL AS AWARDS EARNED DURING THE IN-RESIDENCE ATTENDANCE. INCLUDE ANY OFF-DUTY EDUCATION NOT DIRECTLY RELATED TO PRIMARY DUTIES. CITE ANY OTHER RELEVANT TRAINING OR ACTIVITY THAT SIGNIFICANTLY ENHANCED THE MEMBER'S VALUE AS A MILITARY CITIZEN.

(3) **BASE OR COMMUNITY INVOLVEMENT**. DEFINE THE SCOPE AND IMPACT OF THE MEMBER'S POSITIVE LEADERSHIP AND INVOLVEMENT IN BOTH THE MILITARY AND CIVILIAN COMMUNITY. INCLUDE LEADERSHIP, MEMBERSHIP, OR PARTICIPATION IN UNIT ADVISORY COUNCILS, PROFESSIONAL MILITARY ORGANIZATIONS, ASSOCIATIONS, AND EVENTS.

D. OFFICIAL BIOGRAPHY (IAW AFI 36-2805, ATCH 2), LIMITED TO ONE, SINGLE-SPACED TYPEWRITTEN PAGE (ORIGINAL AND ONE COPY).

E. ARPC WILL INCLUDE A COPY OF THE MEMBER'S RECORDS REVIEW REPORT OF INDIVIDUAL PERSONNEL (RIP) AFTER RECEIPT OF NOMINATION FROM MAJCOM/AGENCY. IMA PROGRAM MANAGERS MUST ENSURE ALL AWARDS AND DECORATIONS INFORMATION MENTIONED IN THE NOMINATION ARE REFLECTED ON THE NOMINEES RIP. THIS IS A MUST!

F. STATEMENT OF INTENT. INCLUDE THE FOLLOWING SIGNED AND DATED STATEMENTS, VERBATIM, FOR ALL MAJCOM/AGENCY NOMINEES:

(1) " I HAVE NOT APPLIED FOR A COMMISSIONING PROGRAM AND, IF SELECTED AS A 12 OAY BY AF, WILL NOT APPLY FOR A COMMISSIONING PROGRAM AT ANY TIME DURING MY TENURE AS ONE OF THE 2004 12 OAY."
(2) "IF SELECTED AS A 12 OAY, I AGREE TO SERVE IN THE CAPACITY AS AN ENLISTED AMBASSADOR REPRESENTING AND ASSISTING THE AIR FORCE IN ENLISTED RECRUITING AND RETENTION EFFORTS AND MATTERS. I UNDERSTAND I MAY BE CALLED UPON BY MY MAJCOM COMMANDER OR MAJCOM/CCC TO TRAVEL TO ANY EVENTS OR VENUES DEEMED APPROPRIATE WHICH MAY POSITIVELY IMPACT UPON AIR FORCE RECRUITING AND RETENTION."

(3) "I ATTEST THAT THE FACTS I HAVE PROVIDED FOR THIS NOMINATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE."

(4) "I DO/DOT NOT (CIRCLE ONE) GRANT PERMISSION TO RELEASE MY NAME, RANK, DUTY TITLE, AND UNIT OF ASSIGNMENT IN ANY ANNOUNCEMENT MESSAGE, PRESS RELEASE, OR PUBLICITY REGARDING MY WINNING THIS AWARD." ENSURE THE NOMINEE SIGNS AND DATES THE STATEMENT PAGE.

G. ONE (1) 8X10 COLOR PHOTO (BUST SHOT) WITH THE NOMINATION. THIS MUST BE AN OFFICIAL MILITARY PHOTO. MEMBER MUST BE IN SERVICE DRESS WITH ALL APPROPIATE DECORATIONS AND BADGES. (PLEASE ENSURE THE RIBBONS ON PHOTOGRAPH ARE IN CORRECT ORDER AND THE NEW SATIN FINISH NAME TAG IS ON THE SERVICE COAT WHEN TAKING PHOTOGRAPH).

H. ONE 3.5 DISC CONTAINING THE NOMINATION PACKAGE, ON THE DISK INDICATE THE NAME OF THE AWARD NOMINEE, CATEGORY, ORGANIZATION, AND THE FORMAT USED.

4. SEND THE ORIGINAL AND ONE COPY (LEGIBLE, HIGH QUALITY REPRODUCED) OF THE ENTIRE NOMINATION PACKAGE. DO NOT STAPLE OR PUNCH HOLES IN THE PACKAGES. FASTEN EACH OF THE COPIES WITH PAPER CLIPS. ENSURE EACH PACKAGE HAS BEEN REVIEWED FOR STANDARD RULES OF GRAMMAR AND SPELLING ERRORS. ALL NOMINATIONS MUST BE RECEIVED BY ARPC/DPRPT NLT **10 FEB 05**. PLEASE DO NOT REQUEST A SUSPENSE EXTENSION AS ABSOLUTELY NO LATE SUBMISSIONS WILL BE ACCEPTED.

5. BASED UPON PREVIOUS HISTORY, IMA NOMINEES FORWARDED TO HQ AFRC FOR FURTHER COMPETITION HAVE BEEN REQUIRED TO ATTEND THE AFRC 12 OAY BANQUET.

6. QUESTIONS MAY BE DIRECTED TO ARPC/DPRPT VIA E-MAIL TO ARPC.DPATMILTNG@ARPC.DENVER.AF.MIL OR TOLL FREE 1-800-525-0102.