

## INDIVIDUAL RESERVIST OF THE YEAR AWARD GUIDANCE

This document outlines the eligibility, nomination process, and requirements for the Individual Reservist (IR) of the Year Award. The award period covers the calendar year from January 1st to December 31st.

### Eligibility

All Individual Reservists are eligible if they meet the following requirements for the duration of the award period:

- No unfavorable information file (UIF) or control roster actions.
- No incidents of an adverse or discreditable nature (e.g., financial irresponsibility, disciplinary actions, administrative or non-judicial punishment).
- Must have been an IR for at least six months of the award period.
- Nominees must be submitted in the category corresponding to the grade held for the majority of the award period.

Requirement	Details
Physical Fitness	Must meet physical fitness standards and have a current, passing score. If the member is on a composite exemption, it must be reflected on the fitness report, and the most recent assessment prior to the exemption must be a passing score.
Readiness	Must meet the CAFR's "Ready Now" directive by being current in all Individual Readiness Requirements. Official documentation must be attached to verify any items not correctly reflected in readiness reports (e.g., myFitness, ARCNet).

### Award Categories

Category	Ranks
Airman (AMN)	E-4 and below
Non-Commissioned Officer (NCO)	E-5 and E-6
Senior NCO (SNCO)	E-7 and E-8

Company Grade Officer (CGO)

O-1 through O-3

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Field Grade Officer (FGO)

O-4 and O-5

### **Nomination Package**

A complete nomination package includes the following items:

- Nomination memorandum endorsed by the RegAF Commander
- The latest version of AF Form 1206
- Individual Fitness Report
- ARCNet Readiness Summary Report
- Any necessary supporting documentation

Important Notes:

- Do not submit unsolicited documents such as Military Biographies, SURFs, or CDBs. They will be removed from consideration.
- Incomplete, incorrect, or late packages will not be considered, and no extensions will be granted.

### **AF Form 1206 Guidance**

Submissions must use the AF Form 1206 in a narrative format, with a maximum of 24 lines (26 lines total including headings).

Heading	Line Limit
Leadership and Job Performance in Primary Duty	18 lines
Whole Airman Concept	6 lines