

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AIR EDUCATION AND TRAINING  
COMMAND INSTRUCTION 36-2809**

**18 DECEMBER 2013**

**Personnel**

**THE AETC ORDER OF THE SWORD**



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**This instruction implements AFD 36-28, *Awards and Decorations Programs*.** It establishes the Air Education and Training Command (AETC) Order of the Sword and outlines procedures to be used by AETC's enlisted personnel to nominate and select outstanding leaders for induction into this order. This publication applies to the AETC Air National Guard or AETC Air Force Reserve Command units only upon mobilization. This publication may be supplemented at any level, but direct Supplements must be routed to the Office of Primary Responsibility (OPR) for coordination prior to certification and approval. Units must forward one copy of their supplements of this instruction to the office of the AETC Command Chief Office. Refer recommended changes and questions about this publication to the OPR using Air Force (AF) Form 847, *Recommendation for Change of Publication*, route AF Forms 847 from the field through the appropriate chain of command to HQ AETC Command Chief Office. Ensure all records created as result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with (IAW) Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

Changes reference the removal of "19 AF" and adds "AFRS", updating members of the AETC Order of the Sword Committee (paragraphs **3.** and **4.1.**).

**1. Objectives.** The AETC Order of the Sword is designed to recognize and honor an outstanding leader for conspicuous and significant contributions to the welfare and prestige of

the enlisted force. Induction into the Order of the Sword is the highest honor and tribute enlisted people can bestow.

**2. Master Sword.** The AETC Command Chief Master Sergeant maintains a symbolic master sword on display at the Headquarters AETC. Individuals inducted into the AETC Order of the Sword will have a brass plate showing their grade, name and date of induction affixed to the master sword.

**3. AETC Order of the Sword Committee.** The AETC Command Chief Master Sergeant will chair the committee. Command chief master sergeants from Air University (AU), Second Air Force (2 AF), and Air Force Recruiting Service (AFRS) will serve as members of the committee.

**4. Nomination and Selection.** Any enlisted person or group of enlisted personnel in AETC may nominate any individual for induction into the AETC Order of the Sword. Nomination procedures are as follows:

4.1. Submit the nominations in bullet format with a cover memorandum through the Wing Command Chief Master Sergeant and applicable AU, 2 AF, or AFRS Command Chief Master Sergeant to the AETC Command Chief Master Sergeant. The nomination should be concise but in sufficient detail to substantiate the recommendation. Attachments or additional endorsements are not authorized.

4.2. The AETC Command Chief Master Sergeant will forward the nomination to committee members. After evaluating the nomination, committee members will respond in writing with their recommendation to approve or disapprove the nomination. A three-fourths affirmative vote of the committee is required for approval. The AETC Command Chief Master Sergeant will notify the nominating person (or group), by memorandum, of the committee's approval or disapproval.

**5. Induction Process.** The AETC Command Chief Master Sergeant will consult with the nominated person to plan the induction and ceremony and ensure AETC Protocol is in the coordination process.

SHANE P. COURVILLE, Colonel, USAF  
Director of Staff

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFPD 36-28, *Awards and Decorations Programs*, 30 July 2012

*Abbreviations and Acronyms*

**AF**—Air Force

**AETC**—Air Education and Training Command

**AFRS**—Air Force Recruiting Service

**AU**—Air University

**OPR**—Office of Primary Responsibility