

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



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**AIR FORCE AND TRAINING COMMAND
Supplement**

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Personnel

**THE AIR FORCE MILITARY AWARDS AND
DECORATIONS PROGRAM**

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This supplement implements and extends the guidance of AFI 36-2803, The Air Force Military Awards and Decorations Program. This publication does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units assigned to Air Education and Training Command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, Recommendation of Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but supplementation of this instruction is prohibited without prior review by AETC/A1KM.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include addition of award inclusive date guidance for commanders on G-Series orders; updates processing guidance when utilizing the Tasker Management Tool (TMT) to process high-level decorations and unit awards; clarifies administrative guidance for citations and separate page citations; clarifies HQ AETC Unit Award Program policy and provides specific guidance and

submittal procedures for unit award nominations; clarifies policy and procedures for submitting decorations for foreign nationals; updates organizations and office symbols throughout..

1.9.4. The following Aerial Achievement Medal (AAM) guidance has been coordinated through AETC/A3OI and AF/A3V and applies to Aircrew members within AETC:

1.9.4.1. **(ADDED)** To qualify for award of an AAM within AETC, the following criteria apply:

1.9.4.1.1. **(ADDED)** Provided assistance to a theater commander during contingency operations. Aircrew members will meet the criteria established by their host major command. Awards will be submitted through their assigned unit.

1.9.4.1.2. **(ADDED)** Performed ten (10) search and rescue (SAR) mission sorties with the intent of locating personnel in distress, providing medical support, or transporting such individuals, which resulted in six (6) total saves. The SAR missions are not required to be from the same operation. Sorties from subsequent rescue coordination center tasking may be combined to meet the total.

1.9.4.1.3. **(ADDED)** Performed ten (10) humanitarian relief mission sorties. Qualifying mission sorties are those missions providing support to local authorities in response to natural disasters. Mission sorties may be combined with other humanitarian relief missions from a different time period or relief operation.

1.9.4.2. **(ADDED)** The AAM will not be awarded for single event flights or meritorious service. Instead, consider the Air Medal for significant singular aerial accomplishments.

1.9.4.3. **(ADDED)** The Air Force Commendation Medal (AFCM) and Air Force Achievement Medal (AFAM) will not be awarded for sustained meritorious achievements while personnel are participating in aerial flight. However, the medals may be awarded to personnel in crew positions based on outstanding achievement or meritorious service. NOTE: The AFAM may not be awarded for aerial achievement.

1.9.4.4. **(ADDED)** Units will devise a local method of ensuring missions are properly documents, tracked and credited. Aircraft commanders will ensure only qualifying missions are credited. Mission types cannot be combined to reach an overall total. Aircrew members who have not been awarded the basic AAM and are separating, relocating to another command, or moving to a nonflying billet may be submitted for the award after meeting 75 percent of the requirements. Individuals new to AETC will not be given credit for flights that took place prior to being assigned to AETC.

1.15.4. Recommendations will not be initiated when the justification for the decoration is solely for any of the following reasons: recognition by an inspection agency for superior duty performance, attainment of honors based solely on academic achievement (such as graduating with honors from Professional Military Education or other courses of instruction, or receipt of other forms of recognition (quarterly/annual award winners, special trophy or award recipients).

1.15.12.8. **(ADDED)** Commanders on G-Series Orders: Start date is the date the member assumed command per the G-series orders; stop date is the date the member

relinquished command. If the officer is retiring, stop date is the day prior to the retirement effective date.

1.17.3. Submit requests through command channels to AETC/A1KM in TMT. Display must be authorized prior to the expenditure of any funds and prior to notifying an individual (or family member) of a proposed display in their honor.

2.4.1.1. Submit requests through command channels to AETC/A1KM in TMT. Contact AETC/A1KM for additional instructions.

2.9.1. A Recommendation for Decoration (RDP) (DECOR6) produced from MILPDS is mandatory for all decoration recommendations, unless the decoration is processed entirely within the virtual Personnel Center (vPC). Do not change or delete the system generated date of the DECOR6; this date is mandatory and included as part of the special order information. Complete all items on the DECOR6, and whenever possible type in DECOR6 entries. When necessary, neat and legible handwritten entries and pen corrections are authorized. A desired presentation date must be included in item 1F; only use "Upon Approval" for achievement decorations or if the presentation date cannot be determined until after approval of the decoration. For separation or retirement decorations, include a complete forwarding mailing address in item 1H. If the DECOR6 was requested after reassignment, include all data for the period of service being recommended in items 2D (include PAS code), 2E and 2F. If the assignment was changed after the DECOR6 was generated, correct items 1G and 1H. Provide information for item 3, or mark "N/A". Mark item 4 accordingly, and provide additional information if required. The DECOR6 must be hard signed and dated by the recommending official and approval authority. The Air Force has not authorized electronic/digital signatures for the DECOR6. Include the official signature blocks of the signing supervisor and commander. When one individual will sign as both supervisor and commander, annotate "Same as Commander" directly above and on the left side of the signature line.

2.9.1.1. See AFI 36-2803, figure 9.1, for an example of a decoration recommendation memo for foreign nationals. Contact AETC/A1KM for any other situation.

2.9.2.1. For Meritorious Service Medals (MSMs) and below, full narrative justifications signed by recommending officials are only required when performance reports are not available.

2.9.2.2. For MSMs and below, supervisors are responsible for obtaining performance reports covering the award period. Clearly mark performance reports either by highlighting accomplishments which occurred during the award period, or by striking out accomplishments which occurred prior to the award period, were used to justify a prior decoration, or are otherwise not pertinent to the current decoration. Supervisors will include signed documentation of accomplishments not covered in performance reports; use bullet format, on bond paper using 1-inch top and side margins; include the supervisor's official signature block.

2.9.2.3. Prepare the narrative justification on plain bond paper with 1-inch top and side margins. The opening sentence will read: "I recommend (grade, first name, middle initial, last name) for the award of the (decoration and [if applicable] oak leaf cluster)." The recommending official must use the narrative justification to provide

concrete examples of exactly what the person did, how well the person performed the actions, the resulting impacts/benefits, and how the person significantly exceeded duty performance. Provide the approval authority more detail about achievements in the citation, and include notable achievements not included in the citation. Do not restate the citation, list job description duties, or cut and paste bullets from performance reports. Avoid generalities, broad/vague terminology, and superlative adjectives. The narrative justification will be signed, using the appropriate signature block.

2.10. Processing a Recommendation. For decorations requiring MAJCOM CC/CV or higher approval, the AETC IMT 114 will be used to document intermediate commander endorsements when their written endorsement is not otherwise part of the recommendation package, or their endorsement cannot be verified in TMT. Lower level approval authorities must ensure intermediate commander endorsements are properly obtained and documented, and can determine utilization of this form. This form is not required for decorations processed entirely in vPC.

2.10.1. Recommendations requiring MAJCOM CC/CV approval must be submitted in TMT to AETC/A1KM no later than 45 days prior to the desired presentation date. Recommendations requiring SAFPC/higher level approval must be submitted in TMT to AETC/A1KM no later than 75 days prior to the desired presentation date. A late memo will be included with recommendations not meeting these suspense guidelines. Late memos must clearly explain the reason for lateness and must be signed by the commander/director or vice commander/deputy commander of the responsible organization.

2.12. Decoration Approval Authority General Responsibilities: Annual LOM reports for all AETC LOM approval authorities will be submitted to AETC/A1KM no later than 15 January. AETC/A1KM will submit a consolidated report to SAFPC no later than 31 January.

3.4.1. For all citations (on certificates and separate page citations), the right and left margins will be 1 inch. Use two spaces between sentences. Normally, quotation marks will not be used except when referring to inspection result designations (i.e. "Excellent", "Outstanding"). The dollar sign will not be used (i.e., 10 million dollars, 8,000 dollars). The percent sign will not be used (95 percent). Numbers 10 and above will be expressed in figures, and with exceptions, numbers "zero" through "nine" will be expressed in words. If both categories of numbers are used in the same related series, figures may be used for all. Spell out "million" and "billion" (six million, 15 billion), but use figures for "thousands" (1,000; 500,000; 62,000, etc.). Ensure ranks/titles and names are on the same lines throughout citations. Whenever possible, ensure the day, month, and year are on the same lines throughout citations. When it is necessary to divide a date, separate the year from the month.

3.4.2. Reference Figure 3.15, Note 2. For separate page citations, the top, right and left margins will be 1 inch and the bottom margin will be not less than 3 inches. Use landscape orientation.

3.4.5. Use "Chief Master Sergeant full name" in the opening sentence. Thereafter, reflect "Chief surname" in the balance of the citation.

3.4.6. Whenever possible, ensure the numeric designator and the unit name are on the same lines throughout citations.

3.4.8. Specified line number maximums apply to the MSM, AM, AFAM, AAM and AFAM. Citation narrative must not begin or end on the same lines as the preprinted text, and there must be a visible space between the citation narrative and the preprinted certificate words "ACCOMPLISHMENTS" and "GIVEN UNDER MY HAND". For separate page citations, there is no line number maximum but the narrative must fit in the space allotted using: required citation headings (including spacing), landscape orientation, Times New Roman 10- to 12- point font, one inch top/left/right margins, and not less than a three inch bottom margin.

3.5. Citation Content: When processing decorations in vPC, use the option to include the duty title and unit in the opening sentence. The citation will reflect the duty title and unit of the member at the time of award close out date. The duty title used must be reflected in the member's duty history in MILPDS. Accomplishments while performing in other duty titles can be used, as long as occurred during the award period and were not used to justify a previous decoration. Be sure to clearly relate accomplishments with the duty titles they were performed under. For decorations not processed in vPC, or those with separate page citations, list one or two duty titles/duty locations in the opening sentence. If the member performed three or more duties, use "in various assignments culminating as (duty title and duty location at award closeout). The decoration inclusive date must show the total period of service for all duties. The citation closing sentence for members from sister services will contain the member's parent service in addition to the Air Force; for example, "The (singularly) distinctive accomplishments of (grade and name) reflect (great) credit upon (himself/herself), the United States Air Force, and the (United States Army, United States Navy, etc.)."

4.1. Definition: AETC/A1KM is the OPR for the AETC (below HQ AETC-level) Unit Award Program.

4.8.1.1. All ETP requests require SAFPC approval. Approved ETP requests do not carry over to subsequent award submissions. Exception to policy (ETP) requests for parent units to share their award with unlike subordinate unit(s) will only be considered for squadron-level subordinate units. Parent units requesting an ETP of any kind (i.e. sharing with unlike unit, less than one year of meritorious service) must provide a separate Exception to Policy (ETP) Request Memo with their nomination package. See paragraph 4.15.1.9.

4.9. Air Force Unit Awards Shared by Sister Services or a Foreign Nation. Whenever possible, Sister Service units are nominated through their respective service channels for their service specific unit awards. Parent units desiring to share an Air Force unit award with a sister service unit must provide a separate recommendation memo identifying the unit and provide supporting justification (at least three achievements). See paragraph 4.15.1.10.

4.11.1. IAW AFI 36-2803, paragraph 4.11, personnel in student status do not normally contribute directly to the day to day mission and accomplishments of the unit, and therefore are not eligible to share in unit awards. As an exception, if a Commander deems an assigned student meets the criteria for individual entitlement to an award, the Commander may provide a letter to the student authorizing them to share in the award.

The student must provide the letter to their servicing MPS for update of the Military Personnel Data System (MILPDS) and filing in their official personnel records.

4.13. Unit Award Approval Authority Responsibility. AETC wings nominated for the AFOUA will be organized into four types of “similar units”: Technical Training Wings, Undergraduate Flying Training Wings, Graduate Flying Training Wings, and Air Base Wings. Groups and Squadrons will compete with other similar units (Operations Group, Recruiting Squadrons, etc.). All units nominated for the AFOEA are considered “one-of-a-kind type units”.

4.15. Preparing a Unit Award Recommendation. The annual close out date for AETC unit awards is 30 Jun. Each year, approximately 15 Jun, AETC/A1KM will solicit unit award (AFOUA and AFOEA) nominations via TMT. Suspense for nominations to AETC/A1KM will be approximately 31 Aug. The following are the requirements for Air Force unit award nominations for which AETC CC/CV have approval authority:

4.15.1. Letter of Recommendation (AFI 36-2803, Figure 4.6): Prepare on official letterhead and address to HQ AETC/A1KM. Opening paragraph must include the name of the parent unit, name of the award (AFOUA or AFOEA), type of service (exceptionally meritorious service or outstanding achievement) and the inclusive period of the award. In the second paragraph, list all unit awards the parent unit earned the last 5 years and any other unit or team recognition (including deployment awards) earned by parent and subordinate units during the inclusive period. The letter must include a statement indicating the Subordinate Organization Matrix (instructions below) has been validated and all of the organizations listed will share with the parent organization. (Do not list specific subordinate organization information on the recommendation memo itself.) The letter must be hard or digitally signed or endorsed by the AU, 2 AF, 19 AF, AFRS, Wing, Wing-equivalent or 381 TRG Commander. The deputy or vice commander can sign the letter if the commander is unavailable. Finally, the letter must identify an administrative POC (include rank, name, office phone number and email address) and be submitted to A1KM as a .pdf file. The following documents will be submitted as attachments to the Letter of Recommendation.

4.15.1.1. Subordinate Organization Matrix (AFI 36-2803, Figure 4.7): List the parent unit and all assigned and attached subordinate units (in alphabetical order by PAS code) that will share in the award by providing the full organization title, office symbol, PAS code, award inclusive dates, and any additional information pertinent to the award period. Each PAS code will only be utilized once (no duplicate PAS codes). Do not list student squadrons. Please validate the Subordinate Organization Matrix to ensure it accurately reflects all subordinate organizations the parent organization wishes to share in the award, to include coordinating the matrix with the local Manpower office to confirm the accuracy of the PAS codes. Matrix information will be used to publish special orders; request for changes after special orders are published must come from parent organization CC or CV. Submit the matrix to A1KM as an Excel file or a Word file with an imbedded Excel file.

4.15.1.2. Organizational Chart: Not required.

4.15.1.3. Subordinate Organization Mission Description: Not required.

- 4.15.1.4. Nomination/Narrative Justification (AFI 36-2803, Figure 4.10): The justification must not contain classified information and must be submitted on the most current version of the AF Form 1206, Nomination for Award, available on E-Pubs. Limit award justification to the “specific accomplishments” block and ensure it highlights what the unit accomplished during the submission period that is clearly and distinctly outstanding and places the unit’s performance above that of other units similar in composition and mission. Begin the justification with a mission statement (usually one sentence long) using the heading "Mission:" and state in present tense the mission of the parent unit. All award justification must be submitted in bullet format (one line bullets, multiple line bullets, and sub-bullets are authorized), and written in past tense. Heading lines are optional. The more competitive packages are well organized with strong supporting bullets. Unrelated and unsubstantiated bullets degrade nomination packages. The use of acronyms should be minimized. Submit the actual AF Form 1206, not a scanned copy.
- 4.15.1.5. Proposed Unit Award Citation: Follow instructions given at AFI 36-2803, Figure 4.12. Top and side margins will be 1 inch; bottom margin will be 3 inches. Submit draft citation to A1KM as an editable Word document.
- 4.15.1.6. Other Recognition Certificates (If applicable): Provide scanned copies of certificates and citations for unit or team recognition (including deployment awards) earned by parent and subordinate units during the inclusive period, and listed in the Letter of Recommendation.
- 4.15.1.7. Acronym Page: Provide editable Word document, portrait layout, 1 inch top and side margins, with the name of the Parent Unit at the top of the page. Do not use page headers or footers. List and define the acronyms used throughout the package in alphabetical order and in two columns (if necessary), and try to limit to one page.
- 4.15.1. 8 (ADDED) Tenant Unit Sharing Concurrence (If applicable): Parent organizations may identify tenant (non-AETC) units to share in the award providing the tenant units' parent MAJCOM/FOA/DRU A1 concurs with the award in writing. Parent MAJCOM/FOA/DRU A1 concurrence must be submitted with the nomination package as a .pdf file. Note: Do not include a tenant unit or any of the tenant unit’s achievements unless proper concurrence has been obtained.
- 4.15.1.9. (ADDED) Exception to Policy (ETP) Request Memo (If applicable): All unit award ETP requests require SAFPC approval. In general, numbered units are eligible for and must be nominated for the AFOUA and unnumbered units are eligible for and must be nominated for the AFOEA. Any situation which results in a parent unit sharing a unit award with an unlike subordinate unit requires approval of an ETP. Likewise, any unit (numbered or unnumbered; parent or subordinate) with less than one calendar year of meritorious service requires an ETP approval to earn an AFOUA or AFOEA. ETP requests must be fully justified on this memo. The justification must list each unit for which an ETP is being requested and fully explain (1) why the unit should share with the parent organization rather than be nominated for a unit award on its own merits, or (2) why the unit should earn a unit award with less than one year of meritorious service. Prepare this memo on official letterhead and address to HQ

AETC/A1KM. This memo will be signed by the same official who signed the letter of recommendation and submitted as a .pdf file.

4.15.1. 10 (ADDED) Request for Sister Service Concurrence Memo (If applicable): IAW AFI 36-2803, paragraphs 4.1.4. and 4.9, whenever possible, sister-service organizations must be nominated for unit awards through their parent military service in order to receive appropriate recognition from their respective service's chain of command. In rare instances, typically during periods of war, parent organizations may identify sister-service organizations to share in an Air Force unit award. The nomination of a sister-service organization must be documented on a separate memo, prepared on official letterhead, addressed to AETC/A1KM, and signed by the same official who signed the Letter of Recommendation. The full name and service of each nominated units must be listed, in addition to two or three main achievements of the sister service unit. If the parent unit is selected for a unit award, the entire unit award package will be forwarded to AFPC to obtain formal sister service concurrence. Submit memo with the nomination package as a .pdf file.

4.15.2. Submit nominations to AETC/A1KM Workflow (aetc.a1km.workflow@us.af.mil) no later than the established suspense date. Extensions will only be granted for extraordinary circumstances. Nomination packages which are submitted late and without an approved extension will be returned without action.

4.16. **Air Force Unit Award Streamer:** HQ AETC does not provide unit award streamers. Any AETC units awarded a unit award and eligible for a streamer (units authorized a flag or guidon) are authorized to procure streamers through supply channels.

7.2.3.2. AETC/A1 will approve acceptance for Air Force members assigned to AETC. Submit request memorandums IAW AFI 36-2803, paragraph 7.2.4. All information listed in AFI 36-2803, paragraph 7.2.4.1 is required. Personnel assigned to the HQ AETC staff will submit requests directly to AETC/A1KM; all other personnel will submit requests through their servicing MPS to AETC/A1KM.

8.1. **Definition:** Decorations submitted IAW this chapter must be submitted in TMT to AETC/A1KM NLT 75 days prior to desired presentation. Contact AETC/A1KM for further instructions.

9.2. **USAF Decorations and Awards to Foreign Nationals:** AETC/CC is the approval authority for award of the MSM and below to O-6 equivalents or below assigned to AETC units. Further delegation is not authorized under any circumstances.

9.2.2. All recommendations will include US Embassy/Defense Attaché Office (located in member's home country) and AFOSI concurrence memos. Recommendations requiring SECDEF approval also require Defense Intelligence Agency concurrence. Concurrence memos are required to ensure the award nominee has not committed an act or engaged in any activity wherein the award of a US decoration would cause embarrassment to the US Government, and to ensure the decoration is consistent with US interests and the appropriate foreign country concurs with the presentation of the award. AFPC/DPSIDR has confirmed concurrence memo timeline guidance found in DoD Manual 1348.33, Volume 3, also applies to decorations which require MAJCOM/CC approval. Therefore,

Embassy/DAO and DIA concurrences are perishable and expire six months from the date of issue, while AFOSI concurrences must have been accomplished within six months of award approval. For AETC/CC approval, recommendations must be submitted in TMT to AETC/A1KM NLT 45 days from desired presentation date; 75 days for recommendations requiring SECDEF approval. A late memo is required whenever these guidelines are not met.

JAMES L. PEASE, Colonel, USAF
Director of Manpower, Personnel & Services

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

AETC IMT 114, Indorsement for Decoration

Abbreviations and Acronyms

AU—Air University

CSS—Chiefs of Special Staff

EPR—Enlisted Performance Report

ETP—Exception to Policy

MILPDS—Military Personnel Data System

MPS—Military Personnel Section

OPR—Officer Performance Report

SAR—Search and Rescue

TMT—Tasker Management Tool

v PC—Virtual Personnel Center