

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



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Personnel

**PREPARATION AND USE OF AIR FORCE
NONCOMMISSIONED AND SENIOR
NONCOMMISSIONED OFFICER
INDUCTION CERTIFICATES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This pamphlet sets the guidelines for preparation and use of the Noncommissioned Officer Induction Certificate and Senior Noncommissioned Officer Induction Certificate.

This pamphlet is the primary source for Noncommissioned Officer (NCO) and Senior Noncommissioned Officer (SNCO) induction certificates. Units may produce and award locally produced certificates, however, they must be presented in addition to the certificates prescribed by this pamphlet. Recommendations to change, add, or delete these certificates should be sent to HQ USAF/CCC, 1670 Air Force Pentagon, Washington DC 20330-1670. Process supplements to this pamphlet as shown in AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*, table 3.2.

1. Introduction. The NCO and SNCO are members of the armed services that have been recognized as troop leaders and an important link in the chain of command from the earliest records of warfare. History has recorded NCOs as leaders who have kept their units moving. Great military leaders, such as Caesar and Napoleon have lauded the vital contributions of the NCO. AFPAM 36-2241, Vol 1, *Promotion Fitness Examination Study Guide*, and Vol 2, *United States Air Force Supervisory Examination Study Guide*, provide extensive text on the history, accomplishments, and professionalism of the NCO and SNCO corps. These pamphlets provide

many passages that examine the history and contributions of the NCO and the creation of the SNCO grades.

2. Ceremony. A ceremony of induction into the NCO and SNCO corps is also steeped in history. From the earliest days individuals obtaining the ranks equivalent to those of an NCO and SNCO have been recognized and ceremonially inducted into these elite groups. This pamphlet implements NCO and SNCO certificates to be used for these ceremonies. Ceremonies of induction should be conducted unless circumstances are completely prohibitive. The ceremony should be at the discretion of the group responsible for executing the event and should be held in conjunction with the promotion release or in monthly increments. Regardless of the timing or the host, the event should be as formal as practical, stressing the importance of the role of NCO/SNCO, their role in the successful operation of the United States Air Force, and the core values that are required of the inductees, and all that they represent. While presentation of these Air Force certificates is required, they do not preclude the presentation of locally produced and sponsored certificates.

3. Certificates. Use the Microsoft Word versions of the certificates ([Figure 1](#) and [Figure 2](#)) and add the authenticators signature blocks below the provided signature lines at the bottom of the pages.

Figure 1. NCO Induction Certificate.



CERTIFICATE OF INDUCTION

*The United States Air Force,
having trust and confidence in the
patriotism, valor, fidelity, and abilities of*

inducts this valued member as a

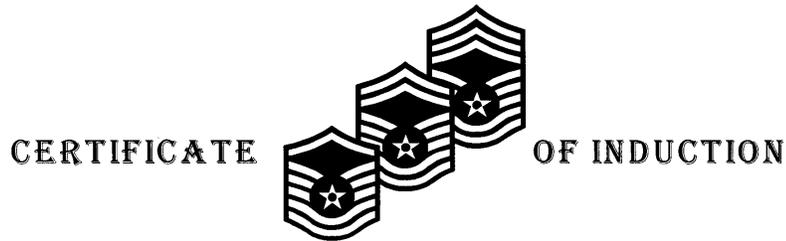
NONCOMMISSIONED OFFICER

Your induction carries with it the obligation to willingly accept greater responsibility while exercising additional authority. Your every action must be governed by a strong sense of personal and moral responsibility, leadership by example, excellence, and commitment to Air Force standards. You will observe and follow such orders as may be given by superiors acting according to the provisions of United States Air Force Instructions, General Orders, the Uniform Code of Military Justice, and supporting orders, policy, and directives.

*Given under my hand at
this day of*



Figure 2. SNCO Induction Certificate.



is hereby inducted into the
Senior Noncommissioned Officer Corps
of the
United States Air Force

In the United States Air Force, a Master Sergeant joins an elite group. Sergeant is an ancient, honorable term that denotes a person possessing special skills, trust, and integrity. You are now a Master Sergeant which means you have mastered the techniques and abilities required of Noncommissioned Officers.

As you progress to Senior Master Sergeant and Chief Master Sergeant, your title will change but not the designation as a Senior Noncommissioned Officer. You are afforded privileges not awarded others and you have freely accepted responsibility above and beyond the normal call of duty. Because of your actions and performance you have earned the respect of your superiors and subordinates.

By experience, performance, and testing, you have been advanced to Master Sergeant. You are now a Senior Noncommissioned Officer. You are now required to be the font of wisdom, the ambassador of good will, and the authority in personnel relations and technical applications.

Your entire way of life has now been changed. More will be expected of you, more will be demanded of you - not because you are an E-7, but because you are now a Master Sergeant. You have not merely been promoted; you have joined an exclusive society. And, as in all societies, you have a responsibility to its members, even as they have a responsibility to you.

This vital and highly regarded position you have attained exists because of the attitude and performance of the Senior Noncommissioned Officers before you. It shall continue as long as you and your fellow Top Three Noncommissioned Officers maintain these standards.

We take a deep and sincere pleasure in clasping your hand to welcome you into the Senior Noncommissioned Officer Corps.

Given under my hand at
this day of



RONALD R. FOGLEMAN, General, USAF
Chief of Staff