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This instruction implements the requirements of Department of Defense (DoD) Instruction (DoDI) 1348.33, *Military Awards Program*, and Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It provides Department of the Air Force policy, criteria, and administrative instructions concerning individual military decorations, service and campaign medals, and unit decorations. It prescribes the policies and procedures concerning United States Air Force awards to foreign military personnel and foreign decorations to United States Air Force personnel. This instruction applies to all Active Duty Air Force, Air Force Reserve (AFR), and Air National Guard (ANG) personnel and units. In collaboration with the Chief of Air Force Reserve (HQ USAF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (HQ USAF/A1) develops policy for the Military Awards and Decorations Program. The use of Reserve Component noted in certain chapters of this Air Force Instruction (AFI) refers to the ANG and AFR personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route

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(AMC) AFI 36-2803, 18 December 2013, is supplemented as follows: This publication supplements procedures and guidance as it pertains to the Military Awards and Decorations. The Office of Primary Responsibility (OPR) for this supplement is HQ AMC/A1KKM. This publication applies to AMC, AMC-gained Air National Guard (ANG) units upon mobilization, and Air Force Reserve Command (AFRC) units and tenant units located on AMC host installations. It establishes the proper guidelines for awards and decorations administrative guidance which need MAJCOM recommendation or approval; announces mission criteria required for award of the Aerial Achievement Medal (AAM) and the Combat Readiness Medal (CRM). 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 the Air Force Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional chain of command. Supplementation of this instruction is prohibited without prior review by AFPC/DPSIDR.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This revision updates organizations, office symbols, and the realignment of all chapters. It adds an Awards and Decorations program objective (paragraph 1.2). It adds new DoD campaign medals: the Kosovo Campaign Medal (KCM – paragraph 6.16), Afghanistan Campaign Medal (ACM – paragraph 6.17), Iraq Campaign Medal (ICM – paragraph 6.18), Global War on Terrorism Expeditionary Medal (GWOT-E – paragraph 6.19), Global War on Terrorism Service Medal (GWOT-S – paragraph 6.20), and Korean Defense Service Medal (KDSM – paragraph 6.21); new Air Force Awards: Air Force Combat Action Medal (AFCAM – paragraph 5.3.1), Air and Space Campaign

Medal (ASCM – paragraph 5.3.8), Air Force Expeditionary Service Ribbon (AFESR) with Gold Border (paragraph 5.3.10); and new unit awards: Meritorious Unit Award (MUA – paragraph. 4.5) and Gallant Unit Citation (GUC – paragraph 4.4). It also adds the North Atlantic Treaty Organization Meritorious Service Medal (paragraph 7.2.6), as well as NATO Campaign and Service Medals (paragraph 7.4.6). It acknowledges the addition of the Civilian Leader as an approval authority (paragraph 2.6 and Table 2.1). It updates procedures for approval authorities (paragraph 2.11), decoration processing (paragraph 2.17) for decorations arising from combat operations, appeal process for the Distinguished Service Medal and Legion of Merit (paragraph 2.10.11), and adds the qualifying positions for the Distinguished Service Medal and Legion of Merit (table 3.5, note 3 and 4). It provides policy on award of the Purple Heart (table 3.9). It discontinues the use of the "V" (valor) device for Air Force unit awards (paragraph 4.6.3 and 4.7.3). Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publications and Forms Management*.

(AMC) An IC to AFI 36-2803, AMC Supplement 1 is necessary to add an additional awarding criteria for award of the Aerial Achievement Medal as listed in subparagraphs to paragraph 1.9.4.

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Chapter 1

AIR FORCE AWARDS AND DECORATIONS PROGRAM INTRODUCTION, OBJECTIVE, GENERAL RESPONSIBILITIES AND GENERAL INFORMATION

1.1. Awards and Decorations Program Introduction. The Air Force Awards and Decorations Program is primarily a commander's program that uses individual decorations, service awards and medals, achievement awards, and unit awards to recognize meritorious or outstanding service, as well as recognizing excellence above and beyond the actions of others. All individual decorations and unit awards must be properly processed using a 3-step process: proper recommendation and submittal into official channels, approval of the recommendation, and presentation of the approved decoration or award. Service and achievement awards typically do not enter the 3-step process, as they are considered awards of entitlement, which are automatically awarded based upon meeting the established criteria for the particular service or achievement award.

1.2. Awards and Decorations Program Objective. The objective of the Air Force Awards and Decorations Program is to foster morale, provide incentive, and esprit de corps. Individuals or units considered for awards and decorations under this program must clearly demonstrate sustained and superior performance. Air Force members make many personal and professional sacrifices to ensure the Air Force accomplishes its missions. Acts of valor, heroism, courage, exceptional or meritorious service, and outstanding achievement deserve special recognition; this instruction provides a means for commanders and supervisors to recognize these acts. The Air Force Awards and Decorations Program, AFI 36-2803, is limited to recognizing units, organizations, or individuals. There is no authorized award or decoration to be used to recognize military service animals, such as K-9 dogs, horses, etc.

1.3. Responsibilities of the Secretary of the Air Force (SECAF):

1.3.1. Make final decision on new award policies, decoration approval authority (see Table 2.1.), and new awards and decorations.

1.3.2. Approve nominations for the Air Force Cross (AFC).

1.3.3. Endorse nominations requiring higher level approval by the Secretary of Defense and President of the United States.

1.4. Responsibilities of the Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR).

1.4.1. Provide policy oversight and advocacy of the Air Force Awards and Decorations Program.

1.4.2. Ensure the Air Force Awards and Decorations program complies with DoD 1348.33-M.

1.4.3. Interface with the Office of the Secretary of Defense staff concerning development of the DoD policy and legislative initiatives.

1.4.4. Serve as the appeal authority for Distinguished Service Medal (DSM) and Legion of Merit (LOM) nominations disapproved by the Secretary of the Air Force Personnel Council (SAFPC).

1.5. Responsibilities of the HQ USAF/A1.

1.5.1. Develop, coordinate, and execute personnel policy and essential procedural guidance for the management of the Air Force Awards and Decorations Program.

1.5.2. Create, design, and develop criteria for new awards and decorations.

1.5.3. Interface with the Office of the Secretary of Defense staff concerning development of the DoD policy and legislative initiatives.

1.6. Responsibilities of the Air Force Review Boards Agency.

1.6.1. Director, Air Force Review Boards Agency signs certificates for the Distinguished Service Medal for recipients in the rank of O-7, Legion of Merit, and all other lower-level decorations approved by the Air Force Decorations Board and the Board of Correction of Military Records.

1.6.2. SAFPC Decorations Board:

1.6.2.1. Approve, disapprove, downgrade, upgrade, or recommend upgrade of decorations, unit awards, or other awards/decorations requiring SECAF approval (to include Humanitarian Service Medal (HSM) recommendations initiated within the Department of the Air Force (DAF)), except the AFC.

1.6.2.2. Determine entitlement, at time of approval, to 10 percent increase in retirement pay (applies to enlisted personnel only) for award of the Silver Star (SS), Distinguished Flying Cross (DFC) (noncombat), and Airman's Medal (AmnM) awarded for extraordinary heroism, in accordance with Title 10 U.S.C. Section 8991. This policy is further defined in AFI 36-3203, *Service Retirements*.

1.6.2.3. Draft statutory time waiver for Medal of Honor (MOH) nominations considered under section 1130 of title 10 U.S.C. The draft will be included in the nomination package that the SECAF forwards to the Secretary of Defense (SECDEF). Additional information on the draft time waiver can be found in DoD 1348-33.M, *Manual of Military Decorations and Awards.*

1.7. Responsibilities of the Secretary of the Air Force Legislative Liaison (SAF/LL):

1.7.1. Upon notification from AFPC that an Air Force member will receive the Medal of Honor, the AFC (or other Service's Cross), or the SS, SAF/LL will release and distribute individual Service member's rank, name, title of award and legal residence/domicile to the service member's Congressional delegation (Senate and House). Release and distribution of the information shall be made:

1.7.1.1. When it will not present a compromise to National Security, ongoing military operations, or the overall security of the DoD. If awardees are serving in intelligence, counterintelligence, special mission or security positions, and/or involved in sensitive programs or operations or are in a unit or a position that frequently or regularly deploys overseas, the above mentioned information will not be released without concurrence from the appropriate Service Intelligence/Security Office.

1.7.1.2. When it will not create an undue risk to the privacy and security of the awardees and their families. Where such a risk is possible, the information may be denied.

1.7.1.3. Only after official announcement or presentation of the award occurs. This is to prevent premature disclosure which could minimize the impact of ceremonies.

1.7.1.4. With the following statement attached:

The information contained herein is provided to Congress in the event members wish to convey congratulations to valorous Service members. Geographic locations or units of assignment of awardees, while not classified, may potentially expose the member to risk if the information is publicized openly, or released without attention to purpose.

1.7.1.5. The citation and certificate of the awards listed in **paragraph 1.7.1**, will not be forwarded to Congress unless specifically requested by a Member of Congress. Upon receipt of requests for additional information such as information on all awards, decorations, or citations, the Services shall conduct a security and privacy review and obtain concurrence to release from appropriate Air Force Intelligence/Security officials, as well as their Privacy Office. In those situations there could be a risk or a compromise to national security, the information will be sanitized by removing or rewording the identifying particulars or the release may be denied. This applies to all requests for award citations listed in **paragraph 1.7.1** The cover statement put forth in **paragraph 1.7.1.4** must accompany all citation and certificate information provided to Congress.

1.8. Responsibilities of the Air Force Personnel Center (AFPC):

1.8.1. AFPC/CC signs certificates for the Distinguished Service Medal for recipients in the rank of O-7 (or one grade below the rank of the AFPC/CC), Legion of Merit, and all other lower-level decorations approved by the Air Force Decorations Board and the Board of Correction of Military Records.

1.8.2. Develop Air Force-specific procedures, requirements, and instructions relating to current or new awards and decorations as applied to Air Force personnel and units. Disseminates Air Force awards (except for functional or career field-specific awards) and decorations information, such as establishing authority, eligibility criteria, and award/approval authority for each award or decoration, to Air Force field commands affecting, relating to, involving, or impacting the entire Air Force. Implements Air Force Awards and Decorations program guidance received from DoD, SECAF, HQ USAF/A1, or appropriate higher levels of command.

1.8.3. Review and process decoration recommendations, unit awards, and other decorations/ awards requiring SECAF and/or CSAF approval and prepare, retain, and dispose of decoration recommendation documents/records, and distribute decorations/awards elements.

1.8.4. Evaluate and process requests for awards and decorations used for display by military and non-military organizations. Verify entitlement to Air Force awards and decorations by retired and former Air Force, Army Air Force, or Army Air Corps members and/or their next of kin.

1.8.5. Respond to inquiries concerning awards and decorations for Air Force personnel Killed in Action (KIA), Missing in Action (MIA), and Prisoners of War (POW).

1.8.6. Administer the Air Force PH Program for active duty personnel and veterans, and the Defense of Freedom Medal awarded to Air Force civilians (unless otherwise delegated by SECAF), on the basis of the standards in effect at the time the event occurred.

1.8.7. Obtain Sister Service Concurrence:

1.8.7.1. Before Air Force approval authorities approve and award Air Force decorations to Army, Navy, Marine Corps, or Coast Guard military personnel temporarily assigned to USAF units.

1.8.7.2. From the Air Force to Sister Service before approval authorities approve and award their respective decoration to Air Force military personnel temporarily assigned to Sister Service units.

1.8.7.3. The Military Services Reciprocal Agreement from each service states award recommendations for the Meritorious Service Medal (MSM) and below to personnel permanently assigned to other service's command may be approved by the award approval authority of the other service without seeking concurrence. All other award recommendations above the MSM must be routed through the member's Service Branch for concurrence. All unit awards must be routed through the unit's Service Branch for concurrence prior to approval.

1.8.8. Update approved foreign awards or decorations for Air Force general officers. Refer to Chapter 7, paragraph 7.2.

1.8.9. Obtain concurrence for Air Force decorations, medals, and ribbons before awarding to U.S. Public Health Service officers assigned to the Air Force. Refer to Chapter 9, paragraph 9.1.

1.8.10. Will coordinate with HQ USAF/A1 and SAF/LL on the release of information on Service members awarded the MOH, the Air Force Cross, or the Silver Star. Further guidance can be referenced in **paragraph 1.7**

1.8.11. Will provide metrics as required to Headquarters, Air Force (HAF).

1.8.12. Evaluate decoration requests submitted under section 1552 of title 10 U.S.C using the criteria in effect at the time of the act, achievement or service, for which recommended.

1.8.13. Prepare award elements, to include the citation to accompany the award, for all favorably considered requests under Title 10 U.S.C. Section 1552

1.8.14. Provide a monthly list of Medal of Honor (MOH), Air Force Cross (AFC), and Silver Star (SS) recipients to HQ USAF/A1 for update of the Department of Defense Military Valor Awards website - valor.defense.gov.

1.9. Responsibilities of HAF Direct Reporting Units (DRU), Field Operating Agencies (FOA), MAJCOM, and ANG:

1.9.1. Develop Awards and Decorations Program management plans, instructions, supplements, and communicate to subordinate organizations and subordinate approval authorities how to implement the program. Prepare and disseminate award and decoration information that affects, relates, involves, or impacts organizations within their command. Answer questions and resolve matters involving awards and decorations from subordinate organizations.

1.9.1.1. Establish command standards, administrative requirements, awards/decorations processing procedures, and awards/decorations justification formats consistent with this instruction.

1.9.1.2. List, in the supplement to this AFI, any deviations (of approval level or standard AF organizational structure) to decoration approval authorities authorized in **Table 2.1** Notify AFPC/DPSIDR of any new deviations or changes to existing deviations within 30 days of the action or event (change of command, publication of delegation letter, reorganization, etc.).

1.9.2. Review and process decoration recommendations, unit awards, and other awards/ decorations for which approval, disapproval, downgrade, or upgrade authority exists. Prepare decoration elements (special orders, citation, certificate, or combined citation/certificate) and retain, dispose of recommendation for decoration documents, and distribute decorations/awards elements.

1.9.3. Coordinate with AF/A3O-AT to identify qualifying duty positions for the Combat Readiness Medal and mission profiles for inclusion in their supplement to this instruction.

1.9.4. Coordinate with AF/A3O-AT to establish and designate mission profiles for the Air Medal and Aerial Achievement Medal.

1.9.4. **(AMC)** For our unique missions, AMC establishes Air Medal (AM) and Aerial Achievement Medal (AAM) award criteria to meet the spirit and intent of Air Force guidelines, e.g., "Awarded to aircrew members identified in AFI 65-503, Tables A36-1, A37-1, or A38-1 while performing in-flight duties for sustained meritorious achievement on board an aircraft while participating in aerial flight." Such recommendations must meet or exceed the standards normally expected of professional Airman. The individual's unit commander and the operations group commander will sign each recommendation. Individuals must be performing duties as primary crewmembers and recommendations for the AM and AAM should be submitted within 90 days after the last act/achievement or within 90 days of return from deployment. Individuals who have not completed sorties/mission requirements for the basic AAM may still be submitted for the award. Ensure the member has completed 70% of the required missions (i.e., 14 out of 20 missions) and individual's participation is terminated due to PCS, PCA to non-flying duties, retirement, or separation (under honorable conditions). All 70% waivers apply only to the basic award regardless of specific operations or AORs. The 70% rule cannot be used on subsequent awards (oak leaf clusters), as subsequent awards must be based on 100% mission requirements. Established criteria for award of the AAM based on sustained operational activities are maintained at HQ AMC/A3. At present, AMC's criteria for MAJCOM-unique missions include:

1.9.4.1. **(Added-AMC)** Successful completion of 20 missions in support of Humanitarian Relief Operations where the aircrew members are subject to hostile intervention or are operating under austere conditions. Austere conditions is defined as conditions where base operating support are not up to the standards of a USAF base in terms of communications, aircraft servicing capability, and runway, taxiway, and parking conditions.

1.9.4.2. **(Added-AMC)** The AAM may be awarded to primary crewmembers, Special Operations Low Level (SOLL) II completing 20 SOLL II Operational Joint or JSC-

directed/sponsored sorties, limited to one sortie per day. This does not include training or exercise missions.

1.9.4.2.1. **(Added-AMC)** Missions must include two or more of the following: close interval flight formation/communication out aerial refueling, blacked out/tactical assault airdrop, and blacked out/night vision goggle landing.

1.9.4.3. **(Added-AMC)** KC-135/KC-10 aircrew members may be awarded the AAM for completion of 20 operational special operations sorties, limited to one sortie per day. Training sorties and exercises do not apply.

1.9.4.4. **(Added-AMC)** Successful completion of three Midwinter Antarctic Airdrop missions. Completion of 20 Operation DEEP FREEZE sorties. After initial award, limit to one AAM every two years.

1.9.4.5. **(Added-AMC)** Successful completion of 20 sorties in support of Prime Nuclear Airlift Force (PNAF). To be creditable, the sortie must have nuclear cargo. Only one sortie per day is creditable and training missions do not apply. After initial award, limit to one AAM every two years.

1.9.4.6. **(Added-AMC)** Successful completion of 20 sorties in support of the Modular Airborne Firefighting System (MAFFS). To be creditable, sortie must have completed a live drop on an actual fire. Training sorties do not count toward the award of the AAM. After initial award, limit to one AAM every two years.

1.9.4.7. **(Added-AMC)** Primary Credible Aeromedical Evacuation Crewmember (AECM) or Critical Care Aeromedical Transport Team (CCATT) members may be awarded the AAM for completion of 15 Urgent/Priority non-combat Aeromedical Evacuation airlift missions regardless of AOR flown. After initial award, limit to one AAM every two years.

1.9.4.8. **(Added-AMC)** Primary crewmembers may be awarded an AAM upon successful completion of 50 sorties transporting DV/VIP 1 and 2 or higher passengers to include four-star combatant commanders, limited to one sortie per day. After initial award, limit to one AAM every 2 years. This paragraph is retroactive in its entirety to 22 June 2015.

1.9.5. MAJCOM.

1.9.5.1. Approve acceptance of a foreign award or decoration by Air Force members, O-6 and below, under their purview or command. All others are forwarded to AFPC/DPSIDR (except for general officers). Refer to Chapter 7, paragraph 7.2.

1.9.5.2. Approves award of the Meritorious Service Medal, Air Force Commendation Medal, and Air Force Achievement Medal to foreign military personnel in the grades equivalent to O-6 and below. Refer to **paragraph 9.2.2**

1.10. Responsibilities of the Military Personnel Section (MPS):

1.10.1. Administer the Awards and Decorations program for the wing commander in accordance with higher headquarters guidance (such as Personnel Services Delivery Memorandum (PSDM)) and act as the focal point for wing/installation assigned/attached/visiting personnel with Awards and Decorations questions or matters.

Supports all assigned commanders with the Awards and Decorations program. Contacts the MAJCOM to obtain answers or resolve matters relating to Awards and Decorations. (T-2).

1.10.1. **(AMC)** Forward drafts of proposed supplements to AFI 36-2803 to HQ AMC/A1KKM for review.

1.10.2. Review, verify, and process decoration recommendations, unit awards, and other awards/decorations for which assigned commander has approval, disapproval, downgrade, or upgrade authority. Ensure all award or decoration recommendations comply with this instruction before forwarding for coordination and endorsement to higher command or authority. (T-3).

1.10.3. Prepare decoration elements (special orders, citation, certificate, or combined citation/certificate), and retain, and dispose of decoration recommendation documents/records, and distribute decorations/awards elements. (T-2).

1.10.4. Update awards/decorations, or related devices into the Military Personnel Data System (MILPDS) and ensure related data for each member's MILPDS/vMPF (virtual military personnel flight)/Automated Records Management System (ARMS) record is accurate. Manage and execute all actions pertaining to awards and decorations involving MILPDS/vMPF/ARMS. (T-3).

1.10.5. Manage, monitor, and resolve matters relating to corrections, amendments, revocation, or duplicate elements to approved awards or decorations received from other units if an assigned member's decoration is in error. (T-3).

1.10.6. Manage and distribute awards and decorations computer products; manage and monitor the suspense control system for the Recommendation for Decoration Printout (RDP – RRDER6 / DECOR6) RIP and other programs, services, and products related to the Awards and Decorations program. (T-2).

1.10.7. Document and process decorations which are refused by a recipient. (T-3).

1.10.8. Process requests to accept and retain a foreign decoration to the MAJCOM or AFPC. (T-3).

1.10.9. Verify inquiries or claims relating to awards or decorations entitlement. Obtain the status of a recommendation for an award or decoration. Determine, verify, and record a member's eligibility for all US and Foreign awards and decorations and unit awards. (T-3).

1.10.10. Maintain adequate supply of decorations, service and achievement awards, as well as devices to provide initial issue of these items to eligible recipients. Provide initial issue of all US/USAF military decorations, service/achievement medals, decoration binders/folders, service award ribbons, individual ribbons for unit awards, and subsequent devices awarded, authorized, or presented to the recipient. (T-3).

1.11. Responsibilities of Commanders.

1.11.1. Administer the Awards and Decorations program for the wing/group/squadron/unit/ organization. (T-2).

1.11.2. Answer questions and resolve matters concerning Awards and Decorations from personnel assigned/attached/visiting the squadron, or contact the MPS to obtain answers or assistance to resolve matters. (T-3).

1.12. Responsibilities of the Individual Air Force Member.

1.12.1. Ensure all awards and decorations for which members are entitled are properly reflected in vMPF. Members need to retain copies of the permanent change of station (PCS) and/or Temporary Duty (TDY) orders, as well as paid travel vouchers, to substantiate entitlement to past and future awards/decorations. Request assistance from the servicing MPS to verify entitlement to awards and decorations or resolve problems. (T-3).

1.12.2. Ensure original decoration elements (citation, certificate, combined citation/certificate, special order) are safeguarded and available to prove entitlement to a decoration. When original elements are available, provide copies to the MPS. If original elements or copies are not available, contact MPS for instructions on how to acquire duplicate elements or solutions to the matter before it impacts personnel matters, such as promotions. (T-3).

1.12.3. Ensure the AF Officer Selection Record (OSR) Group or Senior NCO Selection Record (NSR), used for promotion consideration, contain the appropriate decoration documents. (T-3).

1.12.4. Submit a request to accept and retain a foreign award or decoration. (T-3).

1.12.5. Notify the MPS when awarded two or more decorations for the same act, service, or achievement. Keep and provide an original, or copy, of a decoration citation, certificate, or special order upon request from the MPS. (T-3).

1.12.6. Research this instruction and other references (such as DoD 1348-33.M, *Manual of Military Decorations and Awards*; AFPAM 36-2801 (previously AFP 900-2, up to 1991), and/or **http://access.afpc.af.mil/awardsDMZ/SearchAwards.aspx**, after 1991) to identify unit awards and service/achievement awards for which entitled and identify findings to the MPS for updating. (T-3).

1.12.7. At time of separation or retirement, ensure all entitled US decorations and service/achievement awards are reflected on the DD Form 214, *Certificate of Release or Discharge from Active Duty*. (T-3).

1.12.8. Contact the servicing MPS with questions about the Air Force Awards and Decorations Program. (T-3).

1.13. Eligibility for an Air Force Decoration:

1.13.1. Air Force, AFR, and sister service military personnel on active duty may be considered for an Air Force decoration in accordance with this instruction, provided a basis for a decoration exists. Members of the Reserve components, while participating in authorized periods of training or while in inactive status or other status than active duty, may be considered for an Air Force decoration; however, they must comply with Air Force Reserve Command (AFRC), Air Reserve Personnel Center (ARPC), and/or other assigned and higher command requirements.

1.13.2. ANG personnel on active duty, or while participating in authorized periods of training, or while in active status, or status other than active duty may be considered for an Air Force decoration. ANG must comply with National Guard Bureau (NGB) and ANG State Headquarters requirements and criteria for decorations. Decorations requiring HAF or Director, ANG approval must be routed through NGB/A1 for staffing.

1.13.3. Foreign personnel. Refer to **Table 1.1**.

1.14. Who Can Recommend Individuals for Decorations:

1.14.1. USAF personnel, supervisors, commanders, and DoD civilians working on behalf of the Department of the Air Force who had firsthand knowledge of the act, achievement, or service.

1.14.2. US Service members and DoD civilians from any US Service Department who has firsthand knowledge of the act, achievement or service.

1.15. General Considerations before Submitting a Decoration Recommendation: In accordance with Title 10 U.S.C. Section 6249, "No medal, cross, or bar, or associated emblem or insignia may be awarded or presented to any USAF member or their representative, if the member's entire service subsequent to the time of the distinguished act, achievement, or service has not been honorable." Section 8744 of title 10 U.S.C. also stipulate that the Medal of Honor (MOH), the AFC, and the DSM can only be considered and approved for members whose character of service is exemplary and this requirement will not be waived. Supervisors and commanders, at all levels, are responsible to ensure that only deserving personnel are submitted for decorations. Submit recommendations as soon as possible following the act, achievement, or service. Enter each recommendation (except the PH) into official channels within 2 years and award within 3 years of the act, achievement, or service performed. This will be strictly enforced. ***Note:*** A recommendation is placed in official channels when the recommending official signs the recommendation (DECOR6 and justification) and a higher official in the nominee's chain of command endorses it. Refer to paragraph 1.14. for who may recommend an award.

1.15.1. Do not submit decoration recommendations in a token effort to "do something for your people".

1.15.2. Restrict decoration recommendations to recognizing acts of valor, heroism, courage, exceptional service, meritorious service, or outstanding achievement that clearly place members above their peers.

1.15.3. Base decoration recommendations on specific projects, plans, programs, or actions that are or will be beneficial to the Air Force.

1.15.4. Recognition by inspection agencies for superior duty performance, attainment of honors based solely on academic achievement (such as graduating with honors from a noncommissioned officer academy or other courses of instruction), or receipt of other forms of recognition (for example, selection as Airman of the Month, Quarter, Year; recipient of a special trophy or award, or identification as a superior performer by the Inspector General) do not, in themselves, justify a recommendation for a military decoration and is discouraged.

1.15.5. Each decoration prescribes standards which define the degree and magnitude of an act, achievement, or service considered worthy for awarding that particular decoration. Do not base award of a specific decoration upon a member's grade, but on the member's level of responsibility, achievements, accomplishments, and manner of performance.

1.15.6. No member is automatically entitled to a decoration upon PCS, permanent change of assignment (PCA), retirement, separation, completion of a TDY, or reaching/achieving other

points at which a decoration may be recommended. Supervisors must decide at these points if a decoration is appropriate.

1.15.7. A member's immediate supervisor determines the propriety of a decoration recommendation. Do not establish preconditions for a decoration. Do not use military decorations for incentives or as prizes in contests.

1.15.8. Immediate supervisors and commanders evaluate all related facts regarding the service of a member before recommending or awarding a decoration.

1.15.9. The reassignment (PCA/PCS), retirement, separation, or death of a commander or supervisor is not a basis for recommending a subordinate(s) for a decoration.

1.15.10. Approval of multiple decorations for the same act, achievement, or period of service is considered dual recognition which is prohibited (see definition at Attachment 1). Personnel awarded two or more decorations for the same act or service must identify this discrepancy to their servicing MPS. Approve only one decoration for the same act, achievement, or period of service. Additionally USAF decorations may not be awarded to any US service member for an act, achievement, or period of service for which a DoD or another Services decoration has been awarded. For example, justification in an approved award for outstanding achievement (*"While deployed in support of Operation FROZEN CHEEKS, Airman Johnson served 125,000 meals-ready-to-eat to deployed personnel in Antarctica…"*) cannot be utilized in a recommendation for meritorious service (*"During this period, Airman Johnson prepared over 325,000 hot meals for service members of the 12th Mission Support Squadron, and 125,000 meals-ready-to-eat during a recent deployment as a Food Preparation Specialist."*). You can mention in the recommendation for meritorious service the member deployed, but not the time period, action, or achievements that occurred during the inclusive period of the deployment.

1.15.11. Do not award, approve, or present a decoration to any person whose entire service during or after the time of the distinguished act, achievement, or service has not been honorable; with "honorable" being defined as the characterization of one's conduct to be that of honest and faithful service according the standards of conduct, courage, and duty required by law and customs of the service of a member of the grade to whom the standard is applied.

1.15.12. Inclusive Dates: The dates to be used for inclusive dates are as follows:

1.15.12.1. PCS: Start date is the date the member arrived to the station/unit; stop date is the date of final outprocessing.

1.15.12.2. PCA: Start date is the date the member arrived to the unit; stop date is the day prior to the effective date of the unit change.

1.15.12.3. Separation/Retirement: Start date is the date the member arrived to the station/unit; stop date is the day prior to the separation/retirement effective date.

1.15.12.4. Posthumous: Start date is the date arrived to the station/unit; stop date is the date of the member's death.

1.15.12.5. Achievement: Start date is the date member inprocessed (TDY) or the date the special project or duty started; stop date is the final outprocessing day (TDY) or the date of when the special project or duty ended.

1.15.12.6. Extended Tour: Start date is the date the member arrived to the station/unit; stop date is the day prior to the 3- or 4-year point (see **paragraph 1.16.1.6)**

1.15.12.7. Unless under extenuating circumstances, requests to change either start or stop dates (i.e.: to facilitate promotion eligibility) once a decoration has been finalized and presented should not be approved.

1.16. Basis for Decorations. Base decoration recommendations on meritorious service, outstanding achievement, or on an act of courage or heroism. See **Table 1.1** for guidance.

1.16.1. Meritorious Service: Recommendations based on meritorious service are the most common and recognize accomplishments, services, and achievements upon a completed period of service. A completed period of service has definite beginning and ending dates (inclusive dates) of service to, or assignment at, an organization or base and is typically marked by one of the following conditions:

1.16.1.1. PCS/365-day TDY Deployment. The PCS decoration beginning (start) date is the member's date arrived station. ***Note:*** If a previous PCS, PCA or Extended Tour decoration was approved and the inclusive period extends into the new recommended decoration's inclusive period, then it would be the first day after the ending date of the previous decoration. The ending date is the projected departure date (usually the scheduled outprocessing date from the MPS) as reflected on the Recommendation for Decoration Printout (DECOR6 RIP).

1.16.1.1.1. Should a member receive notice for a 365-day TDY deployment and be eligible for PCS decoration consideration, please follow the procedures outlined in **paragraph 1.16.2.3**

1.16.1.1.2. Only on very rare and unusual occasions (such as base closure, unit deactivation, A-76 conversion, etc.) in which for some reason a member was not recommended for a decoration, combining service in two (or more) assignments/commands to justify a decoration is authorized. When this is warranted, the losing commander of the member being recommended for a decoration must provide written input for the service period at that assignment/command to the current supervisor.

1.16.1.2. PCA is a permanent reassignment from one unit to another on the same base. The new assignment must be markedly different from the previous duty to meet the intent of the completed period of service requirements. The member's supervisor or commander may forgo a PCA decoration recommendation to qualify the member later for an Extended Tour decoration (see paragraph 1.16.1.6). The PCA decoration beginning date is the date arrived station or date arrived to the organization (unless a previous PCA or Extended Tour decoration was approved; then, it would be the first day after the ending date of previous decoration) and ending date is the date projected to depart from the PCA organization.

1.16.1.3. Retirement: The retirement decoration typical beginning date is the date arrived station or date arrived to the most recent assignment/organization (unless a previous PCA or Extended Tour decoration was approved; then, it would be the first day after the ending date of a previous decoration) and ending date is the last day of the month prior to the projected retirement effective date reflected on the DECOR6 RIP. For

example, if the projected retirement effective date is 1 July, the ending date of a retirement decoration is 30 June. If the retirement decoration is due to a disability, the beginning date is based on the same criteria as the length of service. The ending date is the actual date of retirement, which could be any day in the month.

1.16.1.4. Separation: The Separation decoration typical beginning date is the date arrived station or date arrived to the most recent assignment/organization (unless a previous PCA or Extended Tour decoration was approved; then, it would be the first day after the ending date of the previous decoration) and ending date is the actual projected separation effective date reflected on the DECOR6 RIP.

1.16.1.5. Posthumous (Death of an Airman): The Posthumous decoration typical beginning date is the date arrived station or date arrived to the most recent assignment/organization (unless a previous PCA or Extended Tour decoration was approved; then it would be the first day after the ending date of the previous decoration) and ending date is the date of the member's death.

1.16.1.6. Extended Tour. A member may be considered for a decoration for clearly outstanding and unmistakably exceptional service or meritorious service for an extended period of at least 3 years or more at an organization or base for award of the Bronze Star Medal and lesser medals, or at least 4 years for award of the LOM. Approval authorities establish policy and determine the propriety of this provision for situations or assignment locations in which a projected action (PCS, Retirement, Separation, etc.) is forthcoming. After approval of an Extended Tour decoration, supervisors may consider a decoration for a subsequent completed period of service, regardless of the time period elapsed since the Extended Tour decoration. The Extended Tour decoration typical beginning date is the date arrived station or date arrived to the most recent assignment/organization (unless a previous PCA or Extended Tour decoration was approved; then, it would be the first day after the ending date of the previous decoration) and the ending date is a date 3 years or more after the established beginning date; however, this inclusive period is determined by the approval authority for propriety.

1.16.1.7. A member may be recommended for a decoration based on exceptional service or meritorious service, even if during the period of exceptional service or meritorious service the member received a decoration based on outstanding achievement; however, do not include previously recognized outstanding achievement acts or achievements in the justification for the decoration based on exceptional service or meritorious service.

1.16.2. Outstanding Achievement: Recommendations based on outstanding achievement typically recognize a single, specific act or accomplishment, separate and distinct from regularly assigned duties, such as successfully completing an important project(s), reaching major milestones of a long-term project or negotiations, or accomplishments achieved during a temporary duty (TDY) status. Significant projects are usually not considered regularly assigned duties and may meet the criteria of the outstanding achievement basis, even if the project is related to the member's area of responsibility. Supervisors and commanders are responsible to make the determination of qualification.

1.16.2.1. An outstanding achievement decoration usually covers a short period of time with definite beginning and ending dates. To afford prompt recognition, submit

outstanding achievement decorations within 10 duty days, if practical, after the specific act or accomplishment.

1.16.2.2. Submit an outstanding achievement decoration recommendation only when you have no other way to recognize the specific act or achievement and waiting would diminish the significance of the accomplishment. Do not use the basis of outstanding achievement to justify decorations when the conditions for a completed period of service have not been met.

1.16.2.3. Criteria for 365-day TDY Deployment Medal. Consideration for this decoration is reserved for USAF members selected to deploy from home station for a 365-day period. Members selected for this TDY could receive a follow-on assignment to another installation upon completion of their TDY; however some USAF members will return to home station. Should a member be selected for a follow-on assignment to another installation and the member is considered for a decoration based on this criteria, the inclusive period start date is the date arrived station at the deployed location and the closeout date is the date of departure from the deployment location. If applicable, the inclusive period for the PCS decoration should be the date arrived on station unless a previous decoration closed out after this date (i.e., PCS, PCA or Extended Tour), and the close date should be the final out processing date or DEROS.

1.16.2.3.1. Processing a Medal Prior to a 365-day TDY Deployment. The processing of this decoration would follow the same processing procedures for other decorations at home station. The recommending official should confirm the member's projected 365-day TDY inclusive period to ensure the member's entire period of service on the installation is properly captured in the submission. Should the member not receive a decoration from the deployed location, this will prevent the member from having a break of dates at home station and the member's accomplishments could then be captured in the recommendation. Deployed locations who submit a member for a decoration for a 365-day period will process this submission as an achievement (Condition 4) decoration in accordance to paragraph 1.16.2. Upon approval, the deployed location is responsible for forwarding a copy of the approved decoration to the member's home station and, if applicable, to the member's gaining base/MPS for inclusion in their records under **paragraph 1.10.4**

1.16.2.3.2. Presentation of a Medal Prior to a 365-day TDY Deployment. Presentation of the 365-day TDY Deployment decoration should take place at home station prior to the member's departure on their 365-day TDY. If a member is required to return to home station for out-processing purposes, the decoration ceremony could take place upon the member's return. The recommending official is responsible to coordinate with the member and the MPS to ensure adequate presentation.

Table 1.1. United States/USAF Military Decorations.

	Awarded For			Awarded To			
Decoration (See Note 1)				US		Foreign	
	Heroism	Service	Achievement	Military	Civilian	Military	Civilian
Medal of Honor (MOH)	Yes (See notes 2 and 3)	No	No	Yes	No	No	No
Air Force Cross (AFC)	Yes (See notes 2 and 4)	No	No	Yes	Yes	Yes	Yes
Distinguished Service Medal (DSM)	No	Yes (See note 5)	No	Yes	Yes	No	No
Silver Star (SS)	Yes (See note 6)	No	No	Yes	Yes	Yes	Yes
Legion of Merit (LOM)	No	Yes	No	Yes (See note 7)	No	Yes (See note 8)	No
Distinguished Flying Cross (DFC) (see note 9)	Yes	No	Yes	Yes	No	Yes	No
Airman's Medal (AmnM)	Yes (see note 10)	No	No	Yes	No	Yes	No
Bronze Star Medal (BSM) (See notes 2 and 11)	Yes	Yes	Yes	Yes	No	Yes	No
Purple Heart (PH) (See note 12)	No	No	No	Yes (see note 12)	No (see note 13)	No	No
Meritorious Service Medal (MSM)	No	Yes (See note 14)	Yes (see note 14)	Yes	No	Yes (see note 15)	No
Air Medal (AM) (See note 16)	Yes	No	Yes	Yes	Yes	Yes	Yes
Aerial Achievement Medal (AAM)	No	No	Yes (See note 17)	Yes	Yes	No	No
Air Force Commendation	Heroism – No	Yes (see	Yes (see note 18)	Yes (see	No	Yes (see	No

Medal (AFCM) (See note 22)	Act of Courage – Yes	note 18)		note 19)		note 15)	
Air Force Achievement Medal (AFAM) (See note 22)	Heroism – No Act of Courage – No (See note 21)	Yes (see note 20)	Yes (see note 20)	Yes (see note 21)	No	Yes (See notes 15 and 21)	No

Notes:

1. Refer to the AFPC Awards and Decorations website, located at http://www.afpc.af.mil/library/awards/index.asp, for authorization, specific award requirements, and brief description of these decorations.

2. In accordance with section 1133 of title 10 U.S.C. the BSM may only be awarded to a member of a military force who: at the time of the events for which the decoration is to be awarded, was serving in a geographic area in which hostile fire pay or imminent danger pay (HFP/IDP) was authorized in accordance with section 310, or hazardous duty pay in accordance with paragraph (1) or (3) of Title 37 U.S.C. Section 351 (a); or receives HFP/IDP in accordance with section 310 or, hazardous duty pay in accordance with paragraph (1) or (3) of section 351(a) of title 37 U.S.C. as a result of those events.

3. Awarded for conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty. Award the Air Force design of the MOH on or after 1 November 1965. Recommendations are processed through chain of command to SAFPC.

4. Awarded for extraordinary heroism, not justifying award of the MOH. Recommendations are processed through chain of command to SAFPC and approved by SECAF.

5. Awarded for exceptionally meritorious service to the US in a duty or position of great responsibility. This is the highest peacetime Air Force decoration awarded. It is awarded primarily to general officers. Recommendations are processed through chain of command to SAFPC.

6. Awarded for gallantry in action that does not warrant the MOH or AFC. Gallantry in action means heroism of high degrees including risk of life. Recommendations are processed through chain of command to SAFPC.

7. Awarded for exceptionally meritorious conduct in the performance of outstanding service to the US. The LOM (Degree of Legionnaire) is the only LOM awarded to Armed Forces of the United States personnel. Do not award the LOM (Degree of Chief Commander, Degree of Commander, or Degree of Officer) to Armed Forces of the United States personnel. LOM recommendations are processed through chain of command to SAFPC. Other command levels may have approval authority; refer to **Table 2.1.** In peacetime, awards to US military personnel are limited to:

7.1. Service in an extremely difficult duty that is performed in a clearly exceptional manner, if such service is of marked national or international significance to the Air Force or the DoD; or

7.2. Service that has aided the US in furthering its national policies; or

7.3. Service which has furthered the interest or the security of the US; or

7.4. Service that has furthered the interests or the security of the US, or any nation allied or associated with the US during a period of national emergency declared by the President or

Congress. Superior performance of normal duties will not alone justify award of this decoration.
8. There are four degrees of the LOM awarded to foreign military personnel. Refer to Table 3.5 for the degrees. All LOM recommendations for foreign military members are processed through the chain of command to SAFPC, for appropriate action. A second or succeeding award to the same person will be in the same degree or in a higher degree than the previous award. A medal will be presented for each award. Refer to Chapter 9, *Air Force Decorations to Foreign Nationals and United States Civilians*, for more information or the AFPC Awards and Decorations website, at: http://www.afpc.af.mil/library/awards/index.asp.
9. While participating in aerial flight. Heroism or achievement must be entirely distinctive, involving operations that are not routine. The medal is not awarded for sustained operational activities and flights. Recommendations are processed through the chain of command to SAFPC and approved by SECAF, unless approval authority is delegated or authorized by this instruction. Award the "V" device for heroism.
10. Involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the US. The saving of a life or the success of the voluntary heroic act is not essential. Do not award for normal performance of duties. Recommendations are processed through the chain of command to SAFPC Decorations Board for approval. Along with all required documentation, one or more of the following is required to support the recommendation: fire reports, police reports, newspaper articles, safety reports, and/or witness statements.
11. Not involving participation in aerial flight. Refer to Table 2.1 for approval authorities. Award the "V" device for heroism.
12. See Table 3.10 for specific information on the PH criteria.
13. USAF civilian employees may qualify for the Defense of Freedom Medal (DFM) awarded for death or injuries. Refer to AFI 36-1004, *Air Force Civilian Recognition Program*, for criteria.
14. Awarded for outstanding noncombat meritorious achievement or service to the US. Level of achievement or service is less than that required for the LOM. Recommendations are processed through chain of command and approved by authorities in Table 2.1.
15. Do not award to foreign military personnel in the rank of brigadier general or higher. Recommendations by other eligible grades are processed through chain of command for review and approval by the AF MAJCOM.
16. Awarded for single acts of heroism or meritorious achievement while participating in aerial flight. Required achievement is less than that required for the DFC, but must be accomplished with distinction above and beyond that expected of professional Airmen. Recommendations are processed through the chain of command and approved by levels of command in Table 2.1., unless approval authority is delegated in writing. MAJCOMs, FOAs, and DRUs must identify, through their supplements to this instruction, those missions that qualify for the award. This medal is not awarded for peacetime sustained operational activities and flights.
17. Awarded for sustained meritorious achievement while participating in aerial flight, and to pilots (officers) and sensor operators (enlisted) operating remotely piloted aircraft (RPAs) and their onboard systems, or other weapons systems as determined by SECAF. Recommendations are processed through chain of command and approved by levels of command in Table 2.1., unless approval authority is delegated in writing. MAJCOMs, FOAs, and DRUs will identify the missions and positions to qualify for the award. The medal is not awarded for single event flight.
18. Awarded for outstanding achievement or meritorious service; or acts of courage that do not meet the requirements for award of the AmnM or BSM, and sustained meritorious performance

by aircrew members. Recommendations are processed through the chain of command and approved by levels of command in Table 2.1., unless approval authority is delegated in writing.
19. Do not award to general or flag officer grades. Place emphasis on the award to outstanding company grade officers and junior NCOs whose achievements and services meet the standards. Recommendations are processed through the chain of command and approved by levels of command in **Table 2.1.**, unless approval authority is delegated in writing.
20. Awarded for outstanding achievement or meritorious service that does not meet the requirements of the AFCM. Place emphasis on the award to junior officers and Airmen whose achievements and service meet the standards. Recommendations are processed through the chain of command and approved by other levels of command in Table 2.1., unless approval authority is delegated in writing. Do not award for aerial achievement or retirement.
21. Do not award for heroism or act of courage. Do not award to colonels (O-6) or higher of US military (all branches) or foreign military members.
22. Award of the "V" device for a contingency deployment operation will be dependent upon the AOR being declared a hostile environment by the JCS, or hostile acts identified by the unified commander or higher authority. Award of the "V" device is based solely on the acts of members who meet the basic criteria of the AFCM/AFAM, and who are exposed to personal hazards due to direct hostile action during a contingency deployment operation. For a single event, Air Force Component Commanders may authorize the "V" device when a single event, such as a terrorist act, isolated combat-type incident, etc., warrants the "V" device distinction. The "V" device will not be awarded for normal peacetime acts or services. Award of the "V" device is authorized only for events or situations which occurred on or after 11 January 1996.

1.17. Display of Awards and Decorations. Public display of Air Force awards and decorations, medals, ribbons, and devices is authorized by AFPC/DPSIDR. MAJCOM, FOA, or DRU commanders may authorize their subordinate organizations to display awards and decorations as described below. Public institutions such as museums, libraries, historical, numismatics, military societies, other public institutions, DoD military departments, and US government agencies that provide an opportunity for the public to view Air Force awards and decorations, under circumstances beneficial to the Air Force, may be loaned samples of Air Force awards and decorations. The loan of sample Air Force awards and decorations may be on a short or long term basis. At the discretion of the Superintendent, AFPC/DPSIDR, sample Air Force awards and decorations may be provided free of cost or include a charge for each award or decoration, and for packing, mailing, transporting, engraving, and other costs. Samples are not loaned or provided at cost to private individuals, associations, or organizations.

1.17.1. Public institutions request Air Force awards and decorations for display in writing on the institution's letterhead. The request must describe the institution, the intended use of the awards and decorations, a statement that the awards and decorations will be available for public viewing and display free of charge, a description of how the awards and decorations will be secured and safeguarded from theft or vandalism, a statement agreeing to report awards and decorations that are lost, stolen, or accidentally destroyed to AFPC and local police department, a statement that the awards and decorations will be returned to AFPC when no longer needed, removed from the facility or the facility changes in anyway detrimental to the display, and include the full name, telephone number, and email address of a point of contact within the institution. Requests should be submitted to Headquarters, Air

Force Personnel Center, Attention: AFPC/DPSIDR, 550 C Street, Randolph Air Force Base, TX 78150-4714.

1.17.2. US government agencies and DoD military departments request Air Force awards and decorations for display in writing on the agency's letterhead. The request should include similar requirements outlined in **paragraph 1.17.1**, above. Samples of these decorations may be furnished, without charge, for one display in the office of the chief of the government agency where opportunity for the public to view the display is assured.

1.17.3. MAJCOM, FOA, or DRU commanders or vice commanders can authorize their subordinate organizations to display awards and decorations, ensuring the display is justified in terms of benefits to be derived by the Air Force. Display of awards and decorations solely for the purpose of decorating an office or building are not encouraged; however, public displays highlighting awards and decorations or honoring individuals are acceptable. The request from the subordinate command should include similar requirements as above, along with any other MAJCOM/FOA/DRU specific requirements. The requesting subordinate organization acquires the authorized awards and decorations and bears all associated costs; the MAJCOM, FOA or DRU only authorizes the display.

1.17.4. Display sets of the Medal of Honor must be: open to the public under circumstances beneficial to the Air Force, available for public viewing free of charge, protected by a 24-hour guard or alarm system, and displayed in a locked showcase or cabinet that cannot be moved. Bulletproof or shatterproof glass is preferred.

1.17.5. Display of Air Force awards and decorations visual aids is authorized and is subject to the discretion of organization/unit leadership or office chief. The visual aid may be an official Air Force or a commercially procured item. There is no requirement in this instruction for authorization to display visual aids.

1.18. Requisition Procedures. Requisition decorations, service medals, ribbons, devices, and streamers through appropriate supply channels. Do not locally procure the items. Companies may not manufacture or sell these items unless authorized by the SECAF.

1.18.1. Requisitions for streamers must indicate the authority for the award and the appropriate inscription to be embroidered on the streamer. Units may not requisition AFOUA streamers without embroidery. Organizations requiring blank AFOUA streamers for use in award ceremonies prior to receiving embroidered streamers may obtain required blank streamers on a loan basis from Air Force Clothing and Textiles. Units may requisition the AFOEA streamer with or without embroidery.

1.18.2. Armed Forces of the United States miniature devices and ribbons, and the individual medals, ribbons, and emblems awarded by foreign governments are neither sold nor issued by the Department of the Air Force. The DoD does not issue items by the foreign governments concerned; they may be available commercially at the individual's expense.

1.19. Replacing Decorations. A person, or the representative of a person, awarded a decoration may receive a one-time replacement decoration, without charge, if the previously issued decoration is lost, destroyed, or rendered unfit for use, without fault or neglect on the part of the recipient or their representative. All other replacement decorations will be provided at cost. The AFPC will accomplish this for Air Force veterans.

1.20. Replacing Decoration Certificates. Any service member or former service member, or their next of kin, may have lost or destroyed decoration certificates replaced by the approval authority only if the requestor certifies, in writing, that the certificate was lost or destroyed. For commands no longer in existence, AFPC/DPSIDR will accomplish this. When replacing a certificate, enter the current date on the certificate below the printed statement, "given under my hand." Also, enter the words "replacement certificate" after the order number, for example "SPECIAL ORDER #: G-174 (Replacement Certificate)". This annotation will indicate that the certificate is a replacement.

1.21. Engraving Medals. Do not engrave military decorations for living recipients, except MOH. For posthumous awards engrave military individual achievement decorations only as follows:

1.21.1. Engrave, in capital letters as follows: Engrave the awardee's rank (abbreviated), first name, middle initial, last name.

1.21.2. For Medal of Honor include the organization (to which the member was assigned when performing the service that garnered the recipient the MOH) in line if possible (example: MSG JOHN D. DOE, 52 SPECIAL OPERATIONS SQUADRON). If rank, first name, middle initial, last name, and organization can't fit on one line, use rank, initial of first name, middle initial, last name, and organization (example: MSG J. D. DOE, 52 SPECIAL OPERATIONS SQUADRON). The rank, names, and organization may be split if necessary, but centered on each line - for example:

MSG
JOHN D. DOE
52 SPECIAL OPERATIONS SQUADRON

Use standard font block letters; do not use fancy fonts.

1.21.3. Engrave, in capital letters, medals accompanying military decorations awarded to foreign nationals with the awardee's first name, middle initial, and last name, in line if possible (example FREDERICK J. HORST). The name may be split if necessary - for example:

FREDERICK J.
HORST

If first name, middle initial, and last name can't fit on the medal, use initial of first name, middle initial, and last name only (example: F. J. HORST). Use standard font block letters; do not use fancy fonts.

1.22. Verifying Prior Awards: Make every effort to verify entitlement to prior awards before initiating a request to other headquarters or centers. This verification effort will include reviewing all available official records; requesting the member to search personal files for copies of orders or related documents, reviewing instructions for unit awards and campaign and assault landing credit; and reviewing entries on member's copy of separation certificates or statements of service for previous periods of service. If records are not available to verify the awards earned, refer to the following:

1.22.1. Requests from regular Air Force veterans or their next of kin are referred to the National Personnel Records Center, Air Force Reference Branch, 9700 Page Avenue, St. Louis, MO 63132-5100.

1.22.2. Requests from retired general officers and those placed on temporary disability retired list to AFPC/DPSIDR, 550 C Street West, Suite 12, Randolph AFB TX 78150-4712.

1.22.3. Requests from Air Force personnel of the retired Reserve to ARPC/DSMR, 18420 E. Silver Creek Ave, Bldg 390 MS68, Buckley AFB, CO 80011.

1.22.4. Requests relating to a decoration or service award earned while serving with another US Military Service should be referred to the appropriate US Service Branch at the National Personnel Record Center.

Army: National Personnel Records Center, Army Reference Branch,
9700 Page Avenue, St. Louis, MO 63132-5100

Navy/Marine Corps/Coast Guard:
Navy Personnel Command, Liaison Office Room 5409
9700 Page Avenue, St. Louis, MO 63132-5100

1.23. Decoration Elements. Decoration elements include: a case containing the medal with suspension ribbon, ribbon, clusters (if any), lapel button or rosettes (as applicable); a certificate, a citation (or a combined certificate/citation), the special orders announcing the award (may also be included on decoration certificate), and a folder for encasing the citation and certificate.

1.24. Commemorative Medals. Various commercial vendors offer commemorative medals which recognize historical events, campaigns, or service, such as the D-Day Invasion, the Battle of the Bulge, overseas tours, or combat service. These medals are not issued by DoD, individual branches of the Armed Services, or other government agencies. As such, and in accordance with AFI 36-2903, *Dress and Appearance of Air Force Personnel*, these medals and corresponding ribbons are not authorized for wear on official military uniforms.

1.25. Medal of Honor: For award description and award authority criteria refer to Table 3.1.

1.25.1. Courtesies and Privileges Accorded MOH Recipients.

1.25.1.1. Each recipient receives a monthly pension from the Department of Veterans Affairs (VA).

1.25.1.2. Enlisted recipients who retire with 20 or more years of Military Service receive a 10-percent increase in retired pay, not to exceed the 75 percent maximum.

1.25.1.3. Recipients are issued a special MOH Travel and Identification Card signed by the Secretary of a Military Department that entitles recipients who are not on active duty and not military retirees to use space available military air transportation.

1.25.1.4. Unlike military personnel and retirees, MOH recipients may wear their uniforms at any time or place they choose.

1.25.1.5. Recipients who are not on active duty and not military retirees are issued a DoD Identification Card, as are their family members, authorizing them military commissary, Base/ Post Exchange, and theater privileges. All of the Military

Departments, consistent with DoD policy, authorize use of morale, welfare, and recreation activities, including honorary club membership without dues.

1.25.1.6. Children of MOH recipients are not subject to quotas if they are qualified and desire to attend one of the U.S. military academies.

1.25.1.7. MOH recipients receive invitations to attend Presidential inaugurations and accompanying festivities. Military recipients and those who are civil servants have traditionally been authorized administrative absence instead of chargeable leave to attend these events.

1.25.1.8. The VA provides a special engraved headstone for deceased recipients of the MOH.

1.25.1.9. MOH recipients should be accorded on-base billeting commensurate with the prestige associated with the MOH.

1.25.1.10. AFPC/DPSIDR will accomplish and process the following forms upon approval of the MOH: DD 1369, *Application for Enrollment on Medal of Honor Roll and for the Pension Authorized by the Act of Congress Approved August 14, 1961*, and DD 1370AF, *Certificate of Enrollment on the Medal of Honor Roll*.

1.25.2. Authorized Appurtenances. The MOH flag is an appurtenance of the MOH. Section 8143 of Public Law 107-248, and Title 36 U.S.C. Section 903, provides that each person to whom a MOH is awarded will receive a MOH flag. The flag will be presented at the same time as the presentation of the medal. Recipients of the medal are authorized, upon written request of that person, be issued, without charge, a duplicate MOH flag for display purposes.

1.25.2.1. The MOH flag is a light blue flag with gold fringe bearing thirteen white stars in a configuration as on the MOH ribbon. The flag commemorates the sacrifices and bloodshed for our freedoms and gives emphasis to the MOH being the highest award for valor by an individual serving in the Armed Forces of the United States.

1.25.2.2. Presentation of the MOH Flag.

1.25.2.2.1. A MOH flag will be presented in an appropriate and dignified ceremony to each MOH recipient. At a minimum, a Flag Officer (Active or Reserve) will preside over the ceremony. The MOH flag shall not be mailed to the recipient.

1.25.2.2.2. If the MOH recipient has passed away, the MOH flag shall be presented to the Primary Next of Kin. The MOH flag shall not be mailed to the primary next of kin.

1.25.2.2.3. In this section, the term “primary next of kin” is defined in descending order as the surviving spouse, natural or adopted children in order of seniority, parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision, blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision, brothers or sisters in order of seniority, grandparents in order of seniority, other relatives in order of relationship to the individual according to civil laws, and persons standing in loco parentis to the member. Only one MOH flag shall be presented to the designated primary next of kin.

1.25.2.2.4. The MOH flag shall be folded with one star showing, representing the MOH and presented to the recipient or the primary next of kin during the ceremony.

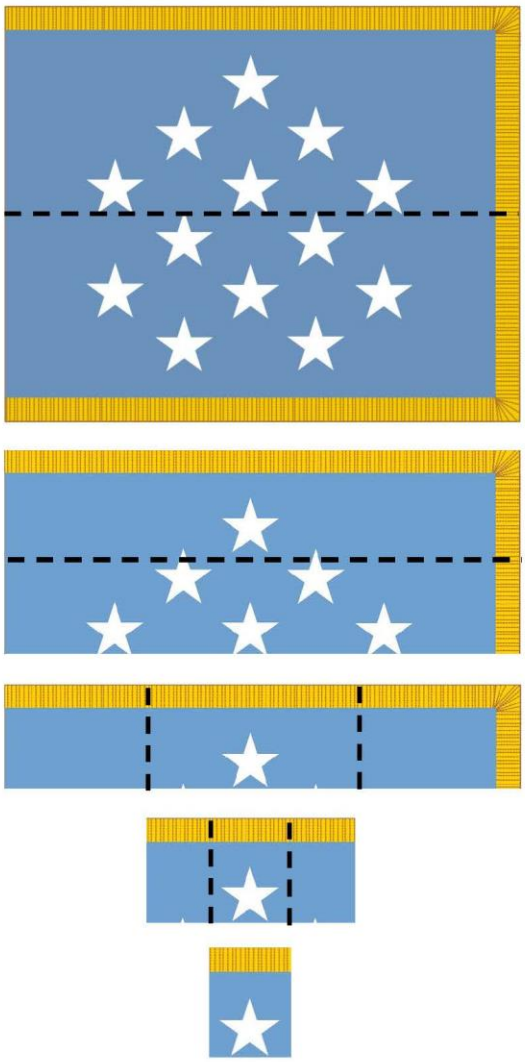
1.25.2.2.4.1. Folding the MOH Flag. Refer to Figure 1.1, below. Fold the flag in half twice width wise. Fold the flag in thirds length wise, leaving one star showing. Fold the flag in thirds so the one star is centered. The folded flag should form a rectangle with one star showing, representing the recipient's MOH.

1.25.3. Displaying the MOH Flag.

1.25.3.1. The MOH flag is a ceremonial flag for indoor use and is considered a personal flag which the recipients may display in their home or office.

1.25.3.2. The MOH flag may be displayed publicly when the member is being honored at an official military ceremony or the member is in attendance on the reviewing stand in an official ceremony. If the MOH flag is displayed on a flagstaff, the flagstaff shall be eight feet tall.

Figure 1.1. Medal of Honor Flag Folding Diagram.



Chapter 2

SPECIFIC RESPONSIBILITIES OF THE CHAIN OF COMMAND AND THE APPROVAL AUTHORITIES

2.1. Chain of Command. The process of awarding a decoration involves the chain of command. Typically, the supervisor prepares the recommendation for a decoration, the first sergeant reviews it (if enlisted), the squadron commander endorses it, the approval authority prepares the elements of the decoration, the Military Personnel Section (MPS) files, updates and distributes the decoration elements, and then it is presented to the recipient. A variation of this process is authorized; however, the individual chains of command of members are primarily responsible to follow guidance in this instruction. Submission requests for US Air Force veterans can be found in Chapter 10, Veteran Application for Awards and Decorations.

2.1.1. Vigilance should be taken to protect Privacy Act (PA) and Personal Identifying Information (PII) when submitting or sending nominations, applications or other documents to DoD agencies whether through government internet systems (e-mail), postal methods, faxing or scanning. As a minimum review the following references and take appropriate actions to protect your PA/PII that contains sensitive or For Official Use Only (FOUO) information before sending: AFI 33-332, Chapter 2 and 6, DoD 5400.11-R, Department of Defense Privacy Program; AFI 33-119, and AFI 33-129.

2.2. Immediate Supervisor. Since the immediate supervisor is typically very aware of and familiar with the acts, achievements, and services performed by a member, the immediate supervisor submits a decoration recommendation. Under some unusual circumstances, an individual other than the immediate supervisor with firsthand knowledge of the act, achievement, or service, may recommend or contribute to a decoration recommendation by providing evidence or statements through the supervisor and chain of command of the member being recommended. (T-3).

2.2.1. Acquire and comply with respective unit/local or higher command decoration recommendation preparation and processing requirements and directives. (T-3).

2.2.2. Submit decoration recommendations in a timely manner. Should the member be non-recommended for a decoration, the DECOR6 should be signed and returned to the commander no later than 10 duty days prior to MPS or other established suspense. Should the member be recommended for a decoration, complete a decoration recommendation as soon as possible following the act or achievement; or before the period of service. Due to statutory time limitations, each recommendation for a decoration (except for the PH) must be placed into official channels within 2 years of the date of the act or achievement, or last day of the period of service, and final action (approval/disapproval, upgrade/downgrade) must be done within 3 years of the act, achievement, or service performed. However, to meet the objective of prompt recognition ("Pin 'Em Where You Win 'Em" philosophy), supervisors must not delay in submitting a decoration to the point of 2 years from the act, achievement, or service, since this may impact other critical personnel matters. (T-3).

2.2.3. Take action upon receipt of the Recommendation for Decoration Printout (RRDER6/DECOR6) RIP, or other similarly authorized document. The DECOR6 is usually automatically generated by MILPDS upon a projected action such as PCS, retirement, or

separation; therefore, supervisors do not normally need to request a DECOR6 upon a projected action. Request a DECOR6, in accordance with local requirements, and only for reasons outside the projected actions, through the unit/organization awards and decorations manager, MPS, or other locally established methods. (T-3).

2.2.4. Carefully review and complete the Recommendation for Decoration Printout (RRDER6/DECOR6) RIP or other similarly authorized document. The DECOR6 is the primary document required with each decoration recommendation or non-recommendation. It provides general, but critical, personnel information to, among other things, reach a decision to recommend or non-recommend a member for a decoration and serves as an official document for personnel decisions, evaluations, and actions. (T-3).

2.2.5. Decide to recommend or non-recommend a decoration. If the decision is to non-recommend, circle "Do not" at item 8 of the DECOR6 RIP, sign and date it, obtain the squadron commander's signature and date, and return it to the appropriate office prior to the suspense in the heading paragraph of the DECOR6. This ends the non-recommendation process; no further action is required. If the decision is to recommend, at a minimum, complete items 1. A, B, C, D, E, F (G and H and item 2 if applicable), circle "I recommend" at item 8 and sign and date the RIP. Obtain and follow local requirements to prepare the decoration justification, citation, certificate, or combined certificate/citation, endorsement letters, etc., and other documents that comprise a decoration recommendation, and submit recommendation prior to the suspense date. (T-3).

2.2.6. Submit a DECOR6 RIP for each member being recommended, even if all are being recommended for the same decoration and/or for the same act, achievement, or service. (T-3).

2.2.7. Process recommendation packages for decorations submitted on members, or on a group of individuals from various organizations, to recognize a single act, project, accomplishment, service, or outstanding achievement through the project or operational commander's chain of command. Obtain concurrence from the member's commander prior to submitting the recommendation to ensure no dual recognition. (T-3).

2.2.8. Prepare a decoration recommendation for deployed members; deployed immediate supervisor submits a recommendation for decoration through the operational commander's established channels. In the absence of established channels, a deployed immediate supervisor may recommend a member(s) through the member's home station commander. (T-3).

2.2.9. Prepare a decoration recommendation in chronological sequence to recognize the order in which the act, service, or achievement was performed. Supervisors must be especially careful to ensure the proper sequences of decorations are based on service performed. ***Note:*** *Only during war, conflict, or intense operational conditions, which can often delay the processing of decorations, would the chronological sequence be out of order when finalizing decorations.* (T-3).

2.2.10. Reconsidered Decorations: For disapproved or downgraded recommendations, initiate a request within 1 year of the date the decoration was disapproved or downgraded for reconsideration through the same official channels that the original recommendation for decoration was processed. The justification for reconsideration must be in memorandum or

letter format, not to exceed one page, or any other format determined by the authority that disapproved or downgraded the decoration. Include a copy of the documents used in the original recommendation for decoration, to include all endorsements and previous decisions. This process must be initiated by the recommending official of the original decoration submission. A one-time reconsideration by the approval authority is final. (T-3).

2.2.11. Withdrawing Decoration Recommendations: Submit a memorandum or letter with justification through the chain of command to the approval authority requesting to withdraw recommendations already in official channels. Intermediate endorsing officials or commanders must forward these recommendations and provide a recommendation to approve or disapprove request. (T-3).

2.2.12. Do not include any classified, highly sensitive, or special category information requiring special handling procedures in recommendations for decorations. Declassify information prior to preparing decoration justification and/or related recommendation for decoration documents. (T-3).

2.2.13. If no approval/disapproval decision has been made by the approval authority due to the recommendation being lost, not processed, or not acted on due to an administrative-type error, decide the appropriate decoration action within the prescribed time limits. Submit the recommendation for decoration through the original chain of command that existed during the act, achievement, or service. When original organizations/commands no longer exist, process the recommendation through the replacement organizations/commands or next level of command. (T-3).

2.2.14. Consider a recommendation for decoration "for official use only" until the approval/disapproval authority announces its final decision. (T-3).

2.3. First Sergeant: As a principle advisor to the commander on enlisted issues, the first sergeant can provide individual quality force indicators for sound decision-making. The first sergeant is a formal part of the recommendation for decoration process. In the decoration recommendation process, the first sergeant acts as an advisor (cannot officially recommend/non-recommend, unless acting as an immediate supervisor) to the squadron commander to help ensure appropriate recognition to truly deserving personnel. (T-3).

2.3.1. Reviews recommendations for decorations on enlisted personnel only. The first sergeant, or in their absence, a senior noncommissioned officer designated either verbally or in writing by the squadron commander, reviews a recommendation for decoration and advises the commander on quality force indicators which warrant consideration before the commander's decision to endorse recommendation or make a recommendation to approve, disapprove, upgrade, or downgrade. (T-3).

2.3.2. Sign and date the DECOR6 at item 8. Once the first sergeant reviews the recommendation for decoration and advises the commander, they print or type "first sergeant reviewed", the date reviewed, and signs the DECOR6 RIP at item 8 under the supervisor's signature. (T-3).

2.3.3. Consider a recommendation for decoration "for official use only" until the approval/disapproval authority announces its final decision. (T-3).

2.4. Squadron Commander: The squadron commander, or other immediate chain of command official equivalent to a squadron commander, reviews the entire recommendation and decides to recommend or non-recommend. If required, the leadership (commander) of a unit, squadron, or other level of organization determines which member(s) is/are equivalent to a squadron commander. (T-3).

2.4.1. Decide to recommend or non-recommend a decoration. This is *normally* the recommending official for the unit/squadron. If the decision is to recommend, at a minimum, signs and dates at item 8 of the DECOR6 RIP before forwarding to the next level of command. Return decoration recommendations back to the immediate supervisor for administrative correction or for more supporting data if needed, prior to signing and dating the DECOR6 RIP. If desired, a memorandum to the next level of command or higher authority requesting approval, disapproval, upgrade, or downgrade may be provided. In the absence of a memorandum, the squadron commander's signature indicates a recommendation to approve. If the decision is to concur with the immediate supervisor's recommendation to non-recommend, sign and date the DECOR6 RIP and return it to the MPS; no further endorsements/actions are required. (T-3).

2.4.1.1. The unit may still submit a member who has retired or separated from military service for a decoration recommendation, if initiated within 2-years of the effective retirement or separation date. This recommendation must be processed and submitted through the member's chain of command to the appropriate MAJCOM/FOA/DRU for approval, disapproval or endorsement, to the SAFPC for decision. A letter of explanation signed by the recommending official (i.e., Wing commander (CC) or equivalent) and endorsed by the MAJCOM/FOA/DRU CC must accompany the decoration recommendation explaining why the recommendation was not submitted in a timely manner. Approval and disapproval of decorations submitted within the 2-year time limit rests with the approval authorities listed in **Table 2.1** (T-2).

2.4.1.2. All other decoration recommendations for veterans retired or separated more than 2 years past their effective retirement or separation date must adhere to the guidelines outlined in Chapter 10, Veteran Applications for Awards and Decorations, and the decoration recommendation must be submitted to the Service Branch through a member of the US Congress. (T-3).

2.4.2. The squadron commander, and if necessary, with higher level unit/organizational chain of command involvement, resolves any disagreements such as whether or not to recommend a decoration or the type of decoration to be recommended. (T-3).

2.4.3. Sign and date the DECOR6 to endorse the recommendation. The recommendation for a decoration is considered placed in official channels when the recommending official (typically the immediate supervisor) signs and dates the DECOR6 and a higher official (squadron commander or other immediate chain of command official equivalent to a squadron commander) in the chain of command endorses and dates it. Once this is done, the recommendation is in official channels and must continue through the normal chain of command of the member being recommended (unless local, higher command or other commands direct otherwise) to the appropriate approval or disapproval authority for the level of decoration recommended. The commander, vice commander, or other intermediate endorsing official at each organizational level in the chain of command, before forwarding to

the next level, must review the recommendation and provide a signed endorsement to the approval or disapproval authority recommending approval, disapproval, upgrade, or downgrade of the decoration. The approval or disapproval authority has to render a final decision on the decoration recommendation. (T-3).

2.4.4. Reconsidered Decorations: Consider and evaluate requests, submitted within 1 year of date decoration disapproved or downgraded, for one-time reconsideration of the disapproval or downgrade by higher levels of command and provide a signed recommendation, to the next level of command or higher authority, to approve or disapprove the request. The 1-year requirement to request reconsideration is based on DoD and Air Force policies and is subject to the discretion by the approval authority. (T-3).

2.4.5. Withdrawing Decoration Recommendations: Forward requests to withdraw a recommendation for a decoration already in official channels and provide a written recommendation to approve/disapprove the request. (T-3).

2.4.6. Consider a recommendation for a decoration "for official use only" until the approval/disapproval authority announces its final decision. (T-3).

2.4.7. Present approved decorations in a ceremony at the earliest possible date after receiving the decoration elements and support the Air Force "Pin 'Em Where You Win 'Em" concept/policy which highly recommends and expects timely approval and presentation of decorations to personnel prior to departing the organization. Commanders at other levels of command may elect to present decorations to personnel at appropriate and dignified ceremonies. The commander or other "host" or presentation officer should be senior in rank or position to the highest ranking member being decorated. For more guidance on presentation ceremonies, refer to the local Protocol office. Decoration ceremonies may range from formal reviews to commander's calls to small informal office ceremonies. The most common venue for decoration presentation ceremonies is the commander's call. Nonetheless, it is a responsibility of command to present decorations in a ceremony at the earliest possible date. If the decoration is a subsequent (OLC) decoration, present decoration elements in the Air Force binder, but retrieve the binder and provide the recipient a new and highly professional quality pocket folder. Use the binder to present all decorations to next-of-kin and do not retrieve the binder. (T-3).

2.5. Group Commander. Group Commander, Group Commander's Deputy, Acting Group Commander, Civilian leaders in Group Commander positions or other individuals with group equivalent status/authority (if required, the next organizational level Commander of the organization determines which individual(s) is/are equivalent to a group commander), review the entire recommendation and, if authority exists, makes a decision to approve, disapprove, downgrade, or upgrade a decoration. (T-3).

2.5.1. Approved decorations: Comply with actions of approval authorities at **paragraph 2.8** (T-3).

2.5.2. Disapproved decorations: Announce the decision in writing and inform the recommending officials (immediate supervisor and squadron commander). The immediate supervisor (original recommending official), through the squadron commander, may request a one-time reconsideration of a disapproved decoration by providing significant additional

justification. The disapproval authority determines the type of additional justification and format. (T-3).

2.5.3. Downgraded decorations: Comply with actions of approval authorities at **paragraph 2.8** The immediate supervisor (original recommending official), through the squadron commander, may request a one-time reconsideration of a downgraded decoration by providing significant additional justification. The downgrade authority determines the type of additional justification and format. (T-3).

2.5.4. Upgraded decorations: Comply with actions of approval authorities at **paragraph 2.8** (T-3).

2.5.5. Make recommendations to next level of command. If no authority to approve, disapprove, downgrade, or upgrade a decoration exists, provide a signed recommendation to the next level of command or higher authority, to approve, disapprove, downgrade, or upgrade the decoration. (T-3).

2.5.6. Reconsidered Decorations: Evaluate and decide on requests submitted within 1 year of the date the decoration was disapproved or downgraded for a one-time reconsideration of decorations disapproved or downgraded at their level, or provide a signed recommendation to the next level of command or higher authority to approve or disapprove the request. The decision rendered at this point is final. The 1 year requirement to request reconsideration is based on DoD and Air Force policies and is subject to the discretion of the approval authority. (T-3).

2.5.7. Return decoration recommendations, prior to decision, back to subordinate organizations for administrative correction or additional supporting data. These recommendations have not been removed from official channels; therefore ensure return without delay for further or final action by the approval/disapproval authority. (T-3).

2.5.8. Consider resubmitted recommendations for decorations that were placed into official channels within the prescribed time limits where no decision was made by the approval/ disapproval authority because the recommendation was lost, was not processed, or was not acted on due to an administrative type error. Consideration by the approval or disapproval authority is contingent on the presentation, by the recommendation official(s), of credible evidence that the recommendation was officially placed in military channels or submitted but not acted on through loss or inadvertence. Credible evidence may be signed and dated copies of the DECOR6, decoration justification, chain of command endorsements, and any other related documents. (T-3).

2.5.9. Withdrawing Decoration Recommendations: Decide to honor a request to withdraw a recommendation for decoration for which approval, disapproval, upgrade, or downgrade authority exists or forward the request for decorations already in official channels and provides a recommendation to approve or disapprove request. (T-3).

2.5.10. Consider a recommendation for decoration "for official use only" until the approval/disapproval authority announces its final decision. (T-3).

2.6. Wing Commander: Wing Commander, Wing Commander's Deputy, Acting Wing Commander, Civilian leaders or other individuals with wing equivalent status/authority (if required, the MAJCOM Commander of the organization determines which individual(s) is/are

equivalent to a Wing Commander), review the entire recommendation and, if authority exists, make a decision to approve, disapprove, downgrade, or upgrade a decoration. (T-3).

2.6.1. . Approved decorations: Comply with actions of approval authorities at **paragraph 2.8** (T-3).

2.6.2. Disapproved decorations: Announce the decision in writing and inform the recommending officials (immediate supervisor and squadron commander). The immediate supervisor (original recommending official), through the squadron commander, may request a one-time reconsideration of a disapproved decoration by providing significant additional justification. The disapproval authority determines the type of additional justification and format. (T-3).

2.6.3. Downgraded decorations: Comply with actions of approval authorities at **paragraph 2.8** The original recommending official (i.e., normally the squadron commander), may request a one-time reconsideration of a downgraded decoration by providing significant additional justification. The downgrade authority determines the type of additional justification and format. (T-3).

2.6.4. Upgraded decorations: Comply with actions of approval authorities at **paragraph 2.8** (T-3).

2.6.5. Provide a signed recommendation to the next level of command or higher authority to approve, disapprove, downgrade, or upgrade the decoration recommendation if no authority to approve, disapprove, downgrade, or upgrade the decoration exists. (T-3).

2.6.6. Reconsidered Decorations: Evaluate requests submitted within 1 year of the date the decoration was disapproved or downgraded for a one-time reconsideration of decorations disapproved or downgraded at their level, or provide a signed recommendation to the next level of command or higher authority to approve or disapprove request. A decision rendered at this point is final. The 1 year requirement to request reconsideration is based on DoD and Air Force policies and is subject to the discretion of the approval authority. (T-3).

2.6.7. Consider resubmitted recommendations for decorations that were placed into official channels within the prescribed time limits, but no approval/disapproval decision was made by the approval or disapproval authority because the recommendation was lost, not processed, or not acted on due to an administrative type error. Consideration by the approval or disapproval authority is contingent on the presentation, by the recommendation official(s), of credible evidence that the recommendation was officially placed in military channels or was submitted, but not acted on through loss or inadvertence. Credible evidence may be signed and dated copies of the DECOR6, decoration justification, chain of command endorsements, and any other related documents. (T-3).

2.6.8. Request for Withdrawing a Decoration Recommendation: Forward requests to withdraw a recommendation for decoration already in official channels and provide a recommendation to approve or disapprove the request. Decide to honor a request to withdraw a recommendation for decoration for which approval, disapproval, upgrade, or downgrade authority exists at this level. (T-3).

2.6.9. Return recommendations for decorations, prior to a decision, back to subordinate organizations for administrative correction or for more supporting data. Do not consider

these recommendations as having been removed from official channels, but ensure return without delay for further or final action. (T-3).

2.6.10. Consider a recommendation for decoration "for official use only" until the approval/disapproval authority announces its final decision. (T-3).

2.7. Air Force Higher Commands (MAJCOM, DRU, FOA, Air Staff, etc.): Approval authorities at these levels of command review the entire recommendation and, if authority exists, takes action to approve, disapprove, downgrade, or upgrade a decoration.

2.7.1. Approve decorations: Comply with actions of approval authorities at **paragraph 2.8**

2.7.2. Disapprove decorations: Announce the decision in writing and inform the recommending officials (immediate supervisor and squadron commander). The immediate supervisor (original recommending official), through the squadron commander, may request a one-time reconsideration of a disapproved decoration by providing significant additional justification. The disapproval authority determines the type of additional justification and format.

2.7.3. Downgraded decorations: Comply with actions of approval authorities at paragraph 2.8. The immediate supervisor (original recommending official), through the squadron commander, may request a one-time reconsideration of a downgraded decoration by providing significant additional justification. The downgrade authority determines the type of additional justification and format.

2.7.4. Upgraded decorations: Comply with actions of approval authorities at paragraph 2.8.

2.7.5. Provide a signed recommendation to the next level of command or higher authority to approve, disapprove, downgrade, or upgrade the decoration recommendation if no authority to approve, disapprove, downgrade, or upgrade the decoration exists.

2.7.6. Decides whether to endorse and forward decoration recommendations initiated within their command on members who have retired or separated from military service to SAFPC for decision, if the recommendation was initiated within 2-years of the effective retirement or separation date. SAFPC action is only needed for those decorations requiring SECAF approval.

2.7.7. Reconsidered Decorations: Evaluate requests submitted within 1 year of the date the decoration was disapproved or downgraded for a one-time reconsideration of decorations disapproved or downgraded at their level, or provide a signed recommendation to the next level of command or higher authority to approve or disapprove the request. A decision rendered at this point, a second time, is final. The 1 year requirement to request reconsideration is based on DoD and Air Force policies and is subject to the discretion of the approval authority.

2.7.8. Consider resubmitted recommendations for decorations that were placed into official channels within the prescribed time limits, but no approval/disapproval decision was made by the approval or disapproval authority because the recommendation was lost, not processed, or not acted on due to an administrative type error. Consideration by the approval or disapproval authority is contingent on the presentation, by the recommendation official(s), of credible evidence that the recommendation was officially placed in military channels or was submitted, but not acted on through loss or inadvertence. Credible evidence may be

signed and dated copies of the DECOR6, decoration justification, chain of command endorsements, and any other related documents.

2.7.9. Return recommendations for decorations, prior to a decision, back to subordinate organizations for administrative correction or for more supporting data. Do not consider these recommendations as having been removed from official channels, but ensure return without delay for further or final action.

2.7.10. Requests for Withdrawing a Decoration Recommendation: Forward requests to withdraw a recommendation for decoration already in official channels and provide a recommendation to approve or disapprove the request. Decide to honor a request to withdraw a recommendation for decoration for which approval, disapproval, upgrade, or downgrade authority exists at this level.

2.7.11. Consider a recommendation for decoration "for official use only" until the approval/disapproval authority announces its final decision.

2.8. Initiating a Recommendation. Submit recommendations as soon as possible following the act, achievement, or service. Enter each recommendation (except the PH) into official channels within 2 years and award within 3 years of the act, achievement, or service performed.

***Note*:** A recommendation is placed in official channels when the recommending official signs the recommendation (DECOR6 and justification) and a higher official in the decoration chain of command endorses it. This policy will be strictly enforced. It is up to the member and recommending official to ensure a decoration submission is placed into official channels.

2.8.1. Decoration recommendations that were placed into official channels within the prescribed time limits, but no award was made due to the original recommendation being lost, not processed, or acted upon due to administrative error may be considered for resubmission through the original decoration channels. Reconsideration is contingent on the presentation of credible evidence the recommendation was officially placed in military channels or was submitted, but not acted on through loss or inadvertence. Process the recommendation following the original channels. ***Note*:** When organizations no longer exist, process the recommendation through the replacement organizations.

2.9. Preparing a Recommendation. All decoration recommendations should be considered "for official use only" until the awarding authority announces its final decision. Do not include any classified, highly sensitive, or special category information requiring special handling procedures in regular decoration recommendations. Decoration recommendations submitted to the approval authority must include the following items:

2.9.1. Recommendation for Decoration Printout (RDP-DECOR6). A printout requested from MILPDS that provides the current decoration and duty history of the member being recommended for the decoration. The DECOR6 should produce automatically for decoration recommendations resulting in personnel actions such as PCS, Retirement and Separations. All other decoration recommendations result in the DECOR6 being requested through your personnel office. Each DECOR6 carries the suspense for decoration action and must be adhered to avoid late processing. For submission into official channels the DECOR6 must be signed by the recommending official and annotated that a recommendation will be submitted from the unit/organization and included with the decoration recommendation.

2.9.1.1. A memorandum or letter format must be accomplished on decoration recommendations for foreign military, separated and retired veterans, or a member of another US Service Branch (i.e., manual DECOR6). Units/Organizations not having MILPDS access must contact their MAJCOM/Air Staff office for permission to utilize a manual DECOR6. The manual DECOR6 must contain all of the pertinent data as a MILPDS-processed DECOR6.

2.9.2. Descriptive Justification. Fully justify all award recommendations to avoid the perception that decorations are automatic. Avoid generalities, broad or vague terminology, superlative adjectives or a recapitulation of duties performed. The justification must provide concrete examples of exactly what the person did, how well he/she performed the action, what impact/benefit did it result in, and how the person significantly exceeded duty performance. The following formats must be utilized:

2.9.2.1. Prepare decorations for the Meritorious Service Medal (MSM) and below on bond paper. The justification must be signed by the recommending official, utilizing the appropriate signature block.

2.9.2.2. Copies of performance reports (i.e., EPRs/OPRs) covering the award period are mandatory to justify all decoration recommendations for the MSM and below.

2.9.2.3. Prepare other USAF decoration justification as a narrative using a blocked, paragraphed, or talking paper format (bullet). Limit DSM justification to three pages. A narrative justification is optional for retirement conditions for all grades for General Officers. Limit LOM and lesser USAF decoration justification to one page. Justification must be signed, utilizing the appropriate signature block.

2.9.3. Citations must be completed in accordance with Chapter 3, **paragraphs 3.4, 3.5,** and **Figure 3.1**

2.9.3.1. Stratification statements are not authorized or permitted within the text of any USAF citation. Example: While deployed to Camp Victory, Iraq, for a 365-day deployment, the Director of Personnel stated, "Major Garcia is the number one personnel officer at Camp Victory, Iraq."

2.9.4. Additional Attachments. A recommendation may include supporting documentation, if the person initiating the recommendation does not have firsthand knowledge of the act or service performed, or official supporting records.

2.9.4.1. To be reasonably considered for valor awards, it is important that any available eyewitness statements attesting to the act(s), sworn affidavits, be included in the package. As a general rule, corroborating evidence is best provided by investigation files, former commanders, supervisors, and fellow comrades who had personal knowledge of the circumstances and events relative to the recommendation. Other forms of supporting documents may be extracts from official records; sketches; maps; diagrams; photographs; and so forth, which support and amplify stated facts for the heroism award.

2.9.4.2. Attach a copy of the citation for outstanding achievement to the recommendation when a decoration based on outstanding achievement was awarded during the period for service being recognized by a meritorious service recommendation.

2.10. Processing a Recommendation. Forward all recommendations through the normal chain of command of the person being recommended. A decoration is not considered to be submitted into official channels until the DECOR6 is signed by the recommending official, normally, the unit commander. The commander/vice commander at each headquarters designed to review recommendations must personally review and sign the forwarding endorsement for each. Each intermediate commander must recommend approval or disapproval of the recommendation, or recommend award of a higher/lesser decoration:

2.10.1. Forward recommendations placed in official channels to the designated approval/disapproval authority for final action regardless of whether intermediate endorsing officials or commanders determine the award does not meet the criteria. ***Note***: For decorations requiring SAFPC decision, the recommending official is considered to be the MAJCOM/FOA/DRU CC. These nominations should be submitted no later than 60-days prior to the desired presentation date. Should this recommending official determine the decoration does not meet eligibility criteria, the decoration recommendation is not endorsed and the MAJCOM/FOA/DRU CC may disapprove the recommendation, or approve award of a lesser decoration.

2.10.2. Process recommendations submitted on members or on a group of members from various organizations to recognize a single act or outstanding achievement through the project or operation commander's chain of command. Obtain concurrence from each member's home station commander prior to submitting the recommendation. For memberss of other US Service Branches (sister Services), obtain their Service's concurrence prior to submitting the recommendation.

2.10.3. Forward recommendations requiring SAFPC decision through the chain of command to AFPC/DPSIDR. If mailing, send the original and one copy of the DECOR6, narrative, endorsement correspondence, and original citation with six additional copies with the SSN. If the recommendation is classified, send the unclassified portion to AFPC/DPSIDR and have the classified portion forwarded under separate cover directly to SAFPC. Recommendations for USAF decorations from joint or unified commands must be forwarded to the Air Force District of Washington (AFDW/A1), unless administrative control (ADCON) responsibilities have been assigned. In this case, the ADCON unit will process the recommendation.

2.10.4. Forward recommendations of USAF decorations for MAJCOM CCs to the Office of the USAF CSAF for endorsement, and signature of the DECOR6. This can be coordinated and routed between the MAJCOM/A1 and the CSAF's office by e-SSS to Headquarters Air Force Executive Services (HAF/ES). Upon receipt of signature from the CSAF, forward the decoration recommendation to AFPC/DPSIDR for decoration processing and decision.

2.10.5. Forward recommendations of USAF decorations for other US Service members to the USAF commander who exercises awarding authority as if the member were in the USAF. This is known as a sister service concurrence.

2.10.5.1. If other US service members permanently assigned to an USAF unit/organization is recommended for an USAF decoration, the USAF decoration can be approved by the USAF approval authority without a sister service concurrence if the recommendation is for the Meritorious Service Medal (MSM) and below (to include the PH). Decorations above the precedence of the MSM (excluding the PH), must still be routed through the member's US Service Branch for concurrence. Should the US service

member not be permanently assigned to the USAF unit/organization, written concurrence must be obtained from the member's US Service Branch.

2.10.5.2. USAF airmen permanently assigned to other US Service Branch units/organizations require no written concurrence from the USAF if the decoration is for the MSM or below; however, a copy of the final decoration elements are required to be sent to AFPC/DPSIDR for update to the USAF airman's personnel record. Any US Service Branch decoration recommendation above the MSM (excluding the PH), must be forwarded to AFPC/DPSIDR for sister service concurrence. All USAF airmen not permanently assigned to another US Service Branch's unit/organization and recommended for a Service decoration must obtain written concurrence from the USAF (i.e., Airman's awarding authority at home station) prior to decoration approval.

2.10.6. On 21 May 2003, the Secretary of the Air Force (SECAF) delegated approval authority to MAJCOM CCs and Air Force Component Commanders (i.e., USAFCENT) for the MSM, the Air Force Commendation Medal (AFCM), and the Air Force Achievement Medal (AFAM) to foreign military personnel in grades equivalent to O-6 and below. Approval of these decorations to foreign military members is delegated to MAJCOM CCs during wartime and peacetime, while delegation to Commander Air Force Forces (COMAFFOR) solely for actions during approved wartime situations in which an USAF component command will be stood up for operational control. Additionally, COMAFFOR has approval authority for the BSM for valorous acts and meritorious service in direct support of combat operations.

2.10.7. Process decorations for centrally-managed Reservists (those assigned to the Chaplain, Medical, Legal, AFOSI, or Intelligence career fields) to approval/disapproval authority at the local level (the same as active duty personnel) using the award approving authority of the unit of attachment. Decoration recommendations for individual Reservists will be processed to the award authority for consideration as outlined in **Table 2.2**

2.10.8. Reviewing officials at any level may return recommendations for administrative correction or for more supporting data. Do not consider these recommendations as having been removed from official channels, but return them without delay to the reviewing or awarding authority.

2.10.9. Withdrawal Procedures: Recommending officials who wish to withdraw recommendations already in official channels must send a memorandum or letter through the chain of command to the awarding authority requesting disapproval, with reasons. Intermediate endorsing officials or commanders must forward these recommendations. Their endorsement must recommend approval/disapproval to the awarding authority.

2.10.10. Reconsideration Procedures: Forward requests for reconsidering disapproved/ downgraded recommendations through the same official channels as the original recommendation. The justification for reconsideration must be in memorandum or letter format, not to exceed one page signed by the original recommending official. Attach a copy of the original recommendation with all endorsements and new citation. Submit request into official channels within 1 year of the date of the awarding authority's decision. A one-time reconsideration by the awarding authority is final.

2.10.11. Appeal Process for the DSM and LOM. There may be rare instances in which the submitting official believes the nomination warrants further review. In these cases, the senior USAF commander/civilian leader (CC/CL) in the chain of command forwards a written request to AFPC/DPSIDR, no later than 10 working days before the desired presentation date. Appeal packages must be placed in official channels no later than one year from the date the decoration was disapproved. The decision of the SAF/MR is final and not subject to further review. The appeal package must include: The original decoration submission with all attachments, revised decoration submission with all attachments, and a memorandum from nominating authority detailing specific justification as to why the appeal should be granted. The senior AF CC/CL in the chain of command is required to ensure packages contain the necessary documentation and forwarded via e-mail to AFPC/DPSIDR for SAF/MR decision. Final decision will be provided to the airman's senior AF CC/CL. If approved, the AFPC/DPSIDR will issue the decoration elements.

2.11. Decoration Approval Authorities: Decoration approval authorities are commanders (officers or CLs in assumed or appointed command positions) in levels of command/position (group, wing, NAF, MAJCOM, FOAs/DRUs, Headquarters Air Force (HAF) offices, etc.,) that have been authorized decoration approval authority by **Table 2.1**, or in writing by delegated decoration approval authority from a higher command such as the SECAF, MAJCOM, NAF, or other office in their chain of command. Approval authorities may not be further delegated unless stipulated in **Table 2.1**, messages, or PSDMs. Air Force commanders abide by DoD policy when authorized to approve DoD decorations and abide by Air Force policy when authorized to approve Air Force decorations. Unless an approval authority level stipulates a rank, approval authority exists if an officer, regardless of rank, assumes or is appointed to a position by written orders. Decoration approval authority is not based on "senior rater" ID (the term only applies to evaluations/promotions) or other status or factor, but on an officer or official filling a position (and possessing a rank if identified in **Table 2.1**) with decoration approval authority. To determine decoration approval authority for Reserve personnel, refer to **Table 2.2** Decoration approval authorities are responsible to comply with the responsibilities prescribed in this Instruction.

2.11.1. Decoration Approving Authorities of Decorations Arising from Combat Operations: To ensure consistency of decorations arising from combat operations, the NAF and JTF/CTF Air Force component commanders shall forward, in a timely manner, all recommendations for decorations arising out of combat operations not within their authority to approve, to the MAJCOM/CC serving at the Air Component CC to the supported Combatant Command (or in the absence of such an officer, to a lieutenant general or general designated by CSAF for this purpose). To ensure timely recognition and accurate substantiation, nominating officials should submit award nominations within 45 days of the flight or event that supports the award. In the case of hostilities of limited duration, the NAF or JTF/CTF AF component commanders should have all recommendation submitted within 90 days after the cessation of hostilities. The MAJCOM commander or CSAF designee will consolidate decoration recommendations submitted by the NAF or Air Force component commanders. To the extent feasible, they should be evaluated only after they have been aggregated, but the benefits of aggregation (and associated delays) should be balanced against the goal of timely recognizing the members' accomplishments. If there is a singular, distinctive event, or other unusual factors that support expediting an award, that award should be processed without

aggregation and the nomination package should include an explanation of the reason for expedited processing. After review, the MAJCOM commander, or CSAF designee, will forward those recommendations that he or she finds meet the criteria for awards to be approved above the MAJCOM level, to the SAFPC Decorations Board.

2.11.1.1. As long as submissions meet the timeliness requirements established by law or DoD guidance, proper and substantiated award recommendations will not be disapproved (or foregone) on the basis that they did not comply with the time goals discussed above.

2.11.2. Refer to **Table 2.1** to determine the level of decoration approval authority. The approval authority will approve or recommend approval of those awards he or she determines meet the award criteria and are fully substantiated.

2.11.2.1. Resubmission and Reconsideration Procedures: Should the approval authority find a nomination package does not meet the award criteria, or does not adequately substantiate the proposed award, the approval authority will downgrade the recommendation; or return the package to the recommending official with a written explanation of the perceived deficiency. The approval authority may also suggest other awards (i.e., upgrade or downgrade) he or she finds appropriate.

2.11.2.2. At any point in the reconsideration process, the proposing MAJCOM may agree to the approval of a different or lesser award within the approval authority of the Director, SAFPC, or request the nomination package be withdrawn.

2.11.3. Any 0-6 in the chain of command may disapprove a recommendation provided the 0-6 has approval authority for a lesser award.

2.12. Decoration Approval Authority General Responsibilities: Develop, implement, and publicize to subordinate organizations using supplements to higher headquarters instructions (to include Interim Change process) to communicate their particular decoration recommendation processing channels, requirements, and procedures to process decorations. Determine format by narrative/bullet justification, citation justification, or EPRs/OPRs will be used to justify decorations. Process recommendations for decorations to next level of command or higher authority; evaluate a recommendation, if authority exists, to approve, disapprove, downgrade, or upgrade a decoration; maintain and dispose of documentation (recommendation documents such as the original DECOR6, endorsement letters, and copies of the special order (if applicable), citation, certificate, combined citation/certificate, decisions, board meeting minutes, and other documents) related to a decoration recommendation; prepare, provide, correct, amend, revoke, replace, recreate, duplicate, distribute, dispose of approved decoration elements (special order (if applicable), citation, certificate, or combined citation/certificate), and replace, recreate, amend, or correct respective decoration elements that were lost, damaged, destroyed, or erroneously prepared. Aggressively strive to achieve the goals of the Air Force "Pin 'Em Where You Win 'Em" concept/policy, which attempts timely approval and presentation of decorations to personnel prior to departing the organization. ***Note*:** For DSM and LOM, each approval authority will provide an annual report to the SAFPC no later than 31 January to cover the preceding calendar year. The report will include DSM and LOM nominations considered, including name, grade, duty title, period of service, award citation (i.e. PCS, Retirement) and disposition (i.e. approved, disapproved, downgraded or submitted as an ETP)."

2.13. Approving Decorations and Decoration Elements: Upon approving a decoration, the approval authority prepares or delegates preparation of the decoration elements (special order (if applicable), citation, certificate, or combined citation/certificate), distributes copies of the elements, distributes the original decoration elements, and retains and disposes of decoration recommendation records. Refer to **paragraph 2.14.2** for amendment, revocation, and rescinding instructions.

2.14. Preparing Decoration Elements (Special Order, Citation, Certificate, or Combined Citation/Certificate):

2.14.1. Special Order Processing: Effective 28 September 2007, awarding authorities are no longer required to process a separate special order to authenticate USAF decorations they approve. When enacted, this process caused some problems for some decorations, namely decorations requiring a separate-page citation when approved (i.e., the DSM to include valor decorations (i.e., MOH, AFC, SS, AmnM, BSM, and DFC). To rectify this process, all decorations requiring a separate-page citation will require a separate-page special order adding the citation to the special order (see **Figure 2.2**).

2.14.1.1. If applicable, decoration approval authorities at designated approval levels are authorized and responsible to properly publish, prepare, reproduce, distribute, maintain, and retire all orders they publish. To relieve the decoration approval authority from signing decoration special orders, the approval authority may (verbally or in writing) designate an officer, a noncommissioned officer in the grade of E-5 or above or GS-5 or above to publish orders in accordance with this instruction and AFI 33-328, *Administrative Orders.* Publish a "G" series special order to approve a decoration starting with "1" for each fiscal year (Example: G-0001, G-0002, G-0003, etc.). Refer to and understand AFI 33-328 for guidance on paper size, margins, numbering, multiple page orders, required wording on the first order of the fiscal year and use the guidance in this instruction to prepare decoration special orders. Decoration special orders are most often created in a composed form; simply meaning that an individual inputs required data onto the order. Some organizations, however, may have automated this process and can produce a computer-generated order. Decorations recognize a completed period of service, an act, or achievement marked by a time period, date of action, or service period. The effective date of decorations is the closing date (last day of period recognized, or date of action or act) of the time period, date of action, or service period recognized, regardless of the order date or date the combined citation/certificate or individual certificate was signed or dated by the approval authority.

2.14.1.2. For High-Level Decorations: The decorations associated with this process are decorations approved for gallantry or heroism, and may be considered for an additional 10% for retirement pay purposes for enlisted personnel upon approval by the approval authority. The decorations are the Medal of Honor, the Air Force Cross, the Silver Star, the Distinguished Flying Cross with Valor, and the Airman's Medal. The special order created for a decoration approved for gallantry or heroism for enlisted personnel should also include the following statement in the heading of the order:

"The approved member(s) for the award of the (name of the decoration approved for heroism) *has been considered and approved/disapproved for an additional 10% for retirement purposes not to exceed 75%, in accordance by the decoration approval authority, the Secretary of the Air*

Force Personnel Council, and AFI 36-2803, paragraph 1.6.1. This decoration is effective upon the date of service indicated. PAS: ."

2.14.1.2.1. Special orders typically consist of three parts: the heading, the body, and the close. Refer to AFI 33-328 for more specific information; however, as the instruction for the Air Force Awards and Decorations Program, information in this instruction dictates program responsibilities and requirements.

2.14.1.2.2. Order Heading: the order heading identifies the decoration approval authority and provides detailed organizational address information. In the example at figure 2.2, US Air Forces Central (USAFCENT) is the administrative element for personnel in support of Operations ENDURING FREEDOM and IRAQI FREEDOM (OEF/OIF), thus, its address is provided. Decoration approval authorities typically provide their own organizational and address information in the heading. This information is used by personnel technicians, for among other things, to update the decoration into MILPDS and, if necessary, to refer discrepancies back to the decoration approval authority. Decoration special orders, include the title "DEPARTMENT OF THE AIR FORCE"; the complete unit designation, the MAJCOM (abbreviated and in parentheses) to which the unit is assigned; the unit's complete mailing address, the type series and number of order; and date the order was published (see figure 2.2.). Do not postdate or antedate orders. Above the heading of the first order of the year, identify the last order published of the previous year. For example: "Last Order Published in 2002 was SO G-56, Dated 22 Sep 02").

2.14.1.2.3. Order Body: The order body identifies the decoration authority, approval authority, and individual data essential to personnel matters. Create a heading paragraph that identifies the decoration authority, approval authority, the decoration type, and effective date (see Table 2.3). If appropriate, identify if the decoration is approved posthumously or with valor. Write a separate paragraph for each decoration and number paragraphs when using more than one. Below the paragraph, create data columns and list the decoration recipient's rank, last name, first name, middle initial, last four of member's SSN (for multiple-person orders) or full SSN (for single-person orders), period of service recognized or date of act/action, oak leaf cluster of the decoration, condition code, the date the Recommendation for Decoration Printout (RDP; also known as the DECOR6) was computer generated (for enlisted only), and the personnel accounting symbol (PAS) code.

2.14.1.2.3.1. Members of the other branches of the Armed Forces and Foreign military personnel: Identify members of other branches of the Armed Forces and foreign military personnel on special orders as follows:

Sister Service: CPT HESS, MARK R. (US ARMY)

Foreign Military: SQ LEADER FEARS, JAMES W. (ROYAL AIR FORCE)

Include the following information: Recipient's grade, rank, last name, first name, middle initial, branch of service or foreign service, last four or full SSN (if multiple-person or single-person orders, respectively) or either a service number or other official identification number for foreign

military members, period of service or date of act/action recognized, oak leaf cluster of the decoration (if applicable), condition code, and personnel accounting symbol (PAS) code.

2.14.1.2.4. Order Close: The order close contains the decoration approval authority's signature block and signature, or the orders publishing official (E-5 or above, officer, or GS-5 or above) signature block and signature or official stamp, the authority line, and orders distribution. Decoration approval authorities may choose to use their signature block and signature on orders (when this option is used, no authority line is required); however, to relieve the decoration approval authority from signing decoration special orders, the approval authority may designate in writing a noncommissioned officer (E-5 or above), an officer, or a GS-5 or above, to act as an order publishing official. The signature block and signature or official stamp of the orders publishing official is authorized in place of the decoration approval authority's signature block and signature (when exercising this option, an authority line is required (refer to AFI 33-328, Table 2.3., for authorized authority lines). Distribution of orders is made as shown in example 2.14.4.; however, the decoration approval authority may add to the distribution shown by establishing other specific order distribution requirements.

2.14.1.2.5. Computer-generated orders may be used, and vary in format from the example at **Figure 2.2**, as long as they conform to AFI 33-328 requirements and include all required data as shown in **Figure 2.2** No seal or signature is needed on the computer-generated orders; instead, place the word "OFFICIAL" above the signature element. The decoration approval authority determines which special orders format is used. The decoration approval authority higher headquarters may dictate format requirements or assist the approval authority in determining if special orders comply with this instruction and AFI 33-328.

2.14.1.3. For All Other Decorations: Effective 28 September 2007, decoration approval authorities do not use a separate special order to authenticate, reproduce, distribute, maintain, and retire all orders they publish. The following information is now required to be placed at the bottom of the decoration certificate for all other decorations not mentioned in **paragraph 2.14.1.1** above: Special Order Number, Recommendation for Decoration Printout (RDP) DECOR6 Date, Decoration Condition, PAS Code, and Social Security Number (SSAN)—on the record copies only. Examples of these decorations can be found in Figure 2.3. of this AFI.

2.14.2. Amendments, Revocations, and Rescissions: Amendments, revocations, and rescissions allow approval authorities the ability to affect a change to data on special orders or remove the order totally or in part and are distributed as the original order and filed with the original order. The two most common actions to decoration orders are the amendment and revocation, both of which are used to affect change to the "order body" individual data information. Corrections or changes to the order heading and order close parts of the order are done by publishing corrected copies of the order (See Order Correct Copies below), or decoration certificate annotating the corrected change(s). Decoration approval authorities who published an original order are the only ones authorized to amend, revoke, or rescind an order; however, in unique cases, approval authorities or commanders of other commands, installations, or units, may be authorized by AFPC to publish, amend, rescind, or revoke decoration orders published by other commands or approval authorities. To amend, approval

authorities may use the AF Form 973, *Request and Authorization for Change of Administrative Orders*, paragraph form (see examples below), or for combined certificate/special order see **paragraph 2.14.2.6** below. To revoke or rescind a decoration order, approval authorities may use the AF Form 973, or paragraph form (see examples below).

2.14.2.1. Situations in which this may be required are those arising from base closures or command mergers, redesignations, deactivations; however, typically, when an order publishing organization no longer exists, the next higher level of command is responsible for resolving awards and decorations matters. To find who has assumed administrative responsibility for the closed organization, contact the closed organization's major command (MAJCOM).

2.14.2.2. Amendments: An amendment "corrects" selective data on the order. Publish an amendment to correct the following data: first name, middle initial, last name (or any other element on the order of the member's name), social security number (SSN), period of service, oak leaf cluster, condition code, DECOR6 (for enlisted only), or personnel accounting symbol (PAS) code. Do not publish an amendment to delete a member on an order. Instead, revoke in part so much of the original order that pertains to that member. When using the AF Form 973 to effect an amendment, follow the instructions in AFI 33-328. As an option to using the AF Form 973, the following paragraphs, or a variation of them, may be added to a decoration order or used by themselves in an order:

So much of S.O. GA-070, dated 20 July 2001, ACC, as it pertains to the AIR MEDAL (**BASIC**) to MAJ DOE, JOHN J., is amended to read **(1OLC)**.

S.O. GA-044, dated 4 May 1998, ACC as it pertains to the AIR MEDAL **(3OLC)** to CAPT BROWN, JAMES W., is amended to read **(4OLC)**.

S.O. GA-029, dated 23 February 2001, 374th MSS/DPMPE, pertaining to CAPT MOSS, DANIEL **P.**, is amended to read DANIEL **L.**

2.14.2.3. Revocations: A revocation "removes" an item from an official document (the order). When an item or order is revoked, it no longer exists as an official item or document. Publish a revocation to remove a decoration for someone when the basis (reasons) for which it was approved no longer exists or didn't consummate. For example, if a decoration was approved for someone retiring, separating, or PCSing, but the personnel action was cancelled, the decoration is revoked. Commanders may have other options to keep the decoration using a different condition (reason). When using AF 973 to affect a revocation, follow the instructions in AFI 33-328 and adjust the example at figure 2.3. accordingly. As an option to using AF Form 973, the following paragraphs, or a variation of them, may be added to a decoration order or used separately in an order:

So much of S.O. GA-070, dated 20 July 2001, ACC, as it pertains to the AIR MEDAL (BASIC) to MAJ DOE, JOHN J., is revoked IN PART.

S.O. GA-044, dated 4 May 1998, ACC, as it pertains to the AIR MEDAL (3OLC) to CAPT BROWN, JAMES W., is revoked IN FULL.

2.14.2.4. Rescissions: A rescission "rescinds" or "takes back" an item on an order, but the order is still considered an official document. This type of action isn't commonly used with decoration orders. An example of utilizing a rescission would be a special order that listed multiple members for a decoration and one of the members should be omitted.

2.14.2.5. Order Corrected Copies. To correct an error in the heading or closing parts of a decoration order, publish a "Corrected Copy" of the order. Make a copy of the order, then make corrections to the heading or closing part of the order; then type "Corrected Copy – Destroy All Others" at the top of the corrected copy. Distribute the corrected copies the same as the original order and file the corrected copy on top of the original order. File a copy with each name attached.

2.14.2.6. If amending information at the bottom of the combined decoration certificate/special order, ensure the following is included: special order number, amendment order number, condition code, Personnel Accounting Symbol (PAS) Code, and RDP date (if applicable). If desired, the reason for the amendment can be listed in parenthesis should space permit (i.e., "Amends **3** OLC to **4** OLC; Amends 1 **January** 2007 to 1 **February** 2007, etc.). Reference figure 2.4. for example.

2.14.3. Correcting Decoration Elements: Approval authorities correct decoration elements when discrepancies are identified and/or when special order amendments change information on the elements. For example, if a special order amendment changes the inclusive dates of a decoration, the approval authority that approved the decoration in question, corrects the elements (citation/certificate) to match the changes. Decorations are awarded in chronological sequence and follow the order in which the act, service, or achievement was performed. Sometimes, for example, when operational or combat conditions prevent chronological and timely processing of decorations, the order sequence of decorations may be affected. The servicing MPS of the member affected by this type of situation is responsible to request correction, made by the approval authority of each affected decoration, of the chronological sequence of decorations and not when the order was published. Correction to a decoration of an active duty member is necessary if a decoration is approved and chronologically precedes another decoration of the same type. In this situation, the approval authority(s) of decorations chronologically displaced correct their decorations by amending their special order and correcting the citation/certificate, as applicable. Correction to a decoration, solely to create chronological sequence of a veteran's (discharged/retired member) decoration(s), is not necessary. However, the veteran's Report of Separation must reflect the correct number of decorations awarded.

2.14.3.1. Citation: Currently, decorations such as the Bronze Star, Airman's Medal, Distinguished Flying Cross, Legion of Merit, Silver Star, and Air Force Cross, consist of a citation on plain bond paper. Refer to figure 3.4. for instructions on how to prepare a citation and required opening and closing sentences. In the closing sentence of Air Force decorations awarded to Sister Service personnel, identify the Service component. For example, "reflects credit upon himself and the United States Army" or "reflects credit upon herself and the United States Navy". See example of a citation at **Figure 9.3**

2.14.3.2. Certificate: Prepare a certificate for the PH, Bronze Star, Airman's Medal, Distinguished Flying Cross, Legion of Merit, Silver Star, and Air Force Cross.

2.14.3.3. Combined Citation/Certificate: Prepare a combined citation/certificate for decorations such as the Air Force Achievement Medal, Air Force Commendation Medal, Meritorious Service Medal, Aerial Achievement Medal, and Air Medal. These decorations consist of a combined citation and certificate, meaning that the citation (descriptive text) is collocated on the certificate. The elements for these decorations consist of the special order and the combined citation/certificate. Other decorations such as those mentioned above in **paragraph 2.14.1** consist of a citation on plain bond paper and a certificate on an AF Form, thus, two documents. The elements for these decorations consist of a special order, citation, and a certificate.

2.14.4. Distribution of Approved Decorations: Distribute copies of approved decorations immediately to meet personnel related boards, or within 5 working days of completing the elements. Forward 1 copy of each approved decoration to the following locations:

2.14.4.1. For Active Duty:

2.14.4.1.1. All Members:

AFPC/DPSIR
550 C Street West, Ste 21
Randolph AFB TX 78150-6001

2.14.4.1.2. All General Officers and Brigadier General Selects:

AF/DPG
1040 Air Force Pentagon,
Washington DC 20330-1040

2.14.4.1.3. All Colonels and Colonel Selects:

AF/DPO
1040 Air Force Pentagon (4D1065)
Washington DC 20330-1040

2.14.4.1.4. All 2nd Lieutenants to Lieutenant Colonels:

AFPC/ PBSE
Selection Board Secretariat
550 C Street West, Ste 5,
Randolph AFB TX 78150-4707

2.14.4.1.5. All Chief Master Sergeants (CMSgt) Selects and CMSgts:

AF/DPE
1040 Air Force Pentagon (4D1063A)
Washington DC 20330-1040

2.14.4.2. For Guard/Reserve:

2.14.4.2.1. All Officers:

ARPC/DPBR1
6760 East Irvington Place, Ste 2030
Denver CO 80280-2030

2.14.4.2.2. All Enlisted:

ARPC/DPSCB
6760 East Irvington Place, Ste 4000
Denver CO 80280-4000

2.14.4.3. For Individual Mobilization Augmentees (IMAs):

2.14.4.3.1. All Officers:

ARPC/DPRFQ
6760 East Irvington Place, Ste 4000
Denver CO 80280-4000

2.14.4.3.2. All Enlisted:

ARPC/DPRFQ
6760 East Irvington Place, Ste 3800
Denver CO 80280-3800

2.15. Distribution of Decoration Elements: Distribute decoration elements as identified below:

2.15.1. Personnel at Unit: Present the medal and original decoration elements in an AF binder to the recipient at their present unit/location. Forward copies of the decoration elements marked, "for MILPDS update and filing in member's personnel record" to their servicing MPS. (T-3).

2.15.2. Personnel who have PCS'd or PCA'd: If the recipient of the decoration has PCS'd or PCA'd, and has departed the organization without being presented the decoration, forward the decoration elements to the member's present or gaining servicing MPS. (T-3).

2.15.3. Personnel Retiring/Separating: If the recipient of the decoration has retired or separated and has departed the organization without being presented the decoration, forward the decoration elements to the servicing MPS for updating, if possible, into MILPDS and filing a copy of the elements in the recipient's military personnel record. The MPS locates the veteran to determine their presentation desires. If no presentation is desired, the MPS forwards the medal (or cluster) and original elements in an Air Force binder to the veteran. If presentation is desired, the MPS forwards the original elements to the nearest (AF, Reserve, or ANG) MPS for presentation to the recipient. (T-3).

2.15.4. Deceased Personnel: If the recipient of a decoration is deceased, the recipient's squadron commander, or other designated Air Force representative, determines the wishes and decoration presentation desires of the primary next-of-kin. Decorations approved after the recipient's death is considered posthumous; however, a decoration approved (certificate signed/dated) prior to death that recognizes an act, achievement, or service prior to a recipient's death is not considered posthumous. Decorations approved posthumously, including decorations approved but not presented prior to the recipient's death, usually are not presented until an appropriate period of time lapses after the recipient's interment, depending on circumstances and the next-of-kin's bereavement. Decoration presentation ceremony officials read the citation and present the medal and original decoration elements in an Air Force binder to next-of-kin at the gravesite, funeral service, at a formal parade and ceremony, at an office ceremony in the commander's office or other appropriate room or

office in the headquarters or installation, or at an informal ceremony at the next-of-kin's residence. The decoration may be pinned to the next-of-kin's clothing or may be presented in the open decoration case. Next-of-kin are entitled to receive all decorations earned by the Air Force member but not presented prior to their death. Present awards or decorations to the primary next-of-kin. The primary next-of-kin in order of precedence of married personnel are: spouse, eldest child, parents, eldest brother, or eldest sister. For single personnel, the primary next-of-kin in order of precedence are parents, eldest brother, or eldest sister. Whether or not a decoration is presented to the primary next-of-kin of married deceased Air Force personnel, a duplicate set (an original set) of decoration elements is provided cost free to the parents. These elements may be presented to the parents during the presentation ceremony held for the primary next-of-kin, if mutually convenient and agreeable to all concerned, or may be delivered or mailed to the parents at a later date. A separate presentation ceremony is not held for presenting duplicate elements to the parents of married deceased Air Force personnel. Forward a copy of the special order, citation, and certificate, or combined citation/certificate, marked "For MILPDS update and filing in personnel record/ARMS" to the servicing MPS. Should the MPS no longer have MILPDS access to the Airman's record, contact AFPC/DPSIDR for assistance. (T-3).

2.16. Decoration Recommendation Record Management and Disposition: Include decorations in office files plan and retain and dispose of decoration recommendation and approval records in accordance with AFMAN 33-363, *Management of Records*. Maintain the original DECOR6, special order, citation, certificate (or combined citation/certificate), endorsement letters, decisions, board meeting minutes, and other documents related to a recommendation for decoration for one year in active files and two years in inactive files before transferring in accordance with AFMAN 33-364, *Records Disposition – Procedures and Responsibilities*. Maintain a copy of the original DECOR6, the citation, certificate (or combined citation/certificate), endorsement/recommendation letters, and other related documents forwarded to higher approval authorities or higher commands for one year in active files and two years in inactive files before destroying. (T-3).

2.17. Special Procedures for Processing Decorations Arising from Combat Operations:

2.17.1. To ensure timely recognition and accurate substantiation, nominating officials should submit award nominations within 45 days of event that supports the award. In the case of hostilities of limited duration, the NAF or JTF/CTF Air Force component commanders should have all recommendations submitted within 90 days after the cessation of hostilities. The MAJCOM commander, or CSAF designee, will consolidate decoration recommendations submitted by the NAF or Air Force component commanders. To the extent feasible, they should be evaluated only after they have been aggregated, but the benefits of aggregation (and associated delays) should be balanced against the goal of timely recognizing members' accomplishments. If there is a singular, distinctive event, or other unusual factors that support expediting an award, that award should be processed without aggregation and the nomination package should include an explanation of the reason for expedited processing. After review, the MAJCOM commander, or CSAF designee, will approve recommendations that he or she finds meet the criteria; or forward those recommendations with their endorsement to SAFPC for decision. (T-3).

2.17.1.1. Refer to Table 2.1 to determine the level of decoration approval authority. The approval authority will approve or recommend approval of those awards he or she determines meet the award criteria and are fully substantiated. (T-3).

2.17.1.2. The Director, SAFPC, will approve or recommend approval of those awards he or she determines meet the award criteria and are fully substantiated.

2.17.1.3. Resubmission and Reconsideration Procedures. Should a decoration recommendation warrant one-time reconsideration to the decoration approval authority, additional justification should accompany the reconsideration and be routed through the original chain for decision. If the original recommendation required SAFPC decision, refer to paragraph 2.11.2.1. for guidance. All one-time reconsiderations by the approval authority are considered final.

2.17.1.4. At any point in the recommendation process, the proposing recommending official may agree to submit a different award (i.e., upgrade or downgrade), or request the nomination package be withdrawn.

2.17.1.5. The MPS will implement, and publicize local instruction or policy, and procedures to process decorations arising from combat operations when required. (T-3).

Table 2.1. Decoration Approval Authority (see notes 1 and 2).

Decorations								
(An "X" in a column indicates approval authority for the decoration in the heading.	**DSM** (see note 14)	**LOM** (see note 3)	**BSM** (See note 4)	**MSM**	**AM** (See note 4)	**AAM**	**AFCM**	**AFAM**
HAF: Secretariat, Air Staff DCS/ADCS and 2-Letter Directors (Lt Gen or higher) (see note 11 & 12)		X (see note 15)		X	X	X	X	X
HAF: Air Staff ADCS and Directors (colonel or higher)				X	X	X	X	X
MAJCOM/CC/CV & Director/ Deputy Director ANG (see note 12) (*refer to paragraph 2.11*)	X	X		X	X	X	X	X
MAJCOM Director/Head of Staff Office, or DCS/Staff Office, (colonel and above), & Chief Air Directorate Staff/ANG				X		X	X	X

(See note 8)								
DRU/CC/CV (Maj Gen or higher) (See note 6)		X		X	X (See note 7)	X (See note 7)	X	X
DRU/CC/CV (Brig Gen or higher) (See note 6)				X	X (See note 7)	X (See note 7)	X	X
FOA/CC/CV under Air Staff DCS/ADCS and Special Staff Offices, (Maj Gen or higher) (See note 11)		X		X	X	X	X	X
FOA/CC/CV/Director, (colonel and above), under Air Staff DCS/ADCS/Heads of Special Staffs (See note 5)				X		X	X	X
NAF/CC (See note 8)				X		X	X	X
JTF/CTF Commander/Air Force Component Commander (Maj Gen or higher) (See notes 10 & 12). (*Refer to paragraph 2.11.1 for special procedures.)*			X	X	X	X	X	X
USAF Element Commander at Combatant Commands (Brig Gen or higher) (See note 16)				X			X	X
Wing CC/CV, Wing Commander equivalents, Civilian leaders in Wing Commander positions (military/civilian leading an organization designated as a unit IAW AFI 38-101, *Air Force Organization*) (Colonel or higher) (See				X		X	X	X

note 13)								
Group Commander, Group Commander equivalents, Civilian leaders in Group Commander positions (Colonel or higher)				X (See note 13)		X	X (See note 9)	X (See note 10)
State Adjutants General				X		X	X	X
Group Commander, Civilian leaders in Group Commander positions (Lieutenant Colonel or higher) (Military must be on G-series orders)								X

***Notes*:**

1. SECAF approved delegation is outlined in the table above. Vice commanders have approval authority only authorized in the absence of the commander, unless so specified in this AFI.
2. SECAF retains award/approval authority for the AFC, DSM, SS, DFC, and Airman's Medal (the Air Medal if recommended for heroism), unless delegated. The Director, SAFPC, acts on behalf of SECAF and approves, disapproves, downgrades, upgrades recommendations. Exception: See paragraph 2.17 for procedures for awards arising out of combat operations.
3. LOM nominations under all conditions, which meet all the appropriate criteria, may be approved by General officers in the grade of Lt Gen or above (to include civilian equivalents) serving as a MAJCOM/CC (may be delegated to the MAJCOM/CV in the grade of Lt Gen); the Director, Air National Guard; Superintendent, U.S. Air Force Academy; and Air Force Secretariat, Air Staff Deputy Chiefs of Staff and Directors. (Exception: Retirement, separation, and posthumous LOM nominations for Colonels (O-6) and above may be approved IAW Table 1.1, Note 7). LOM nominations for members assigned to organizations other than those identified above will be forwarded first through the 11th Wing and then AFPC/DPSIDR to the SAFPC Decorations Board for approval. Exception to policy: LOM nominations that do not meet the grade, time in position, specific qualifying position or other criteria must be forwarded as an exception to policy through AFPC/DPSIDR to the SAFPC Decorations Board for consideration. (T-3).
4. Unless otherwise delegated by SECAF, recommendations for the BSM and AM based solely on involvement in an international incident must go through the Air Force Command Group (AF/CVA, AF/CV, AF/CC) prior to approval. An international incident.
is "any peacetime event involving US military forces that generate or could generate formal protests by the government of the US and/or foreign government involved."
5. On 7 June 1995 (reiterated per ALPERSCOM 8106 171430ZAUG1998 Message), SECAF authorized Air Staff Deputy Chiefs of Staff/Assistant Chiefs of Staff/Heads of Special Staff to

delegate MSM approval authority, all conditions, and lesser decorations, to their FOA Commanders/Directors (colonel and above/Civilian Leading an organization designated as a unit IAW AFI 38-101) for all conditions. This authority may not be further delegated.
6. AFDW has approval authority for MSMs and lesser awards for all conditions to include Air Force Element personnel.
7. SECAF DRUs with flying missions.
8. On 7 June 1995 (reiterated per ALPERSCOM 8106 171430ZAUG1998 Message), SECAF authorized MAJCOM commanders to delegate MSM approval authority, all conditions, to MAJCOM Directors/Heads of Staff Office (Colonel and above/CLs an organization designated as a unit IAW AFI 38-101) and NAF CCs.
9. Group CCs, Colonel (O-6)/CLs in Group CC positions now have AFCM approval authority for all conditions, EXCEPT for Act of Courage (condition code 0), and must possess the rank of O-6/civilian equivalent rank or above.
10. Upon delegation by SECAF, the COMAFFOR will act as the sole approval authority for personnel entering the Area of Operations (AOR) and support the operations within their purview. The COMAFFOR may further delegate MSM and below approval authority to USAF theater commanders in the rank of colonel (O-6) and above or CLs in those positions designated as a unit IAW AFI 38-101. The COMAFFOR will process all decorations based solely on accomplishments in the AOR.
11. On 30 May 95, SECAF authorized AF: Secretariat, Air Staff Deputy Chiefs of Staff and Assistant Chiefs of Staff to delegate MSM approval authority, all conditions, and lesser decorations, to their Directors in the grade of colonel and above (to include equivalent CLs). This authority may not be further delegated.
12. Delegate AM approval authority, all conditions, and lesser decorations to CLs of an organization designated as a unit IAW AFI 38-101.
13. MSM approval authority has been delegated to Group CC, Equivalents, and CLs in Group CC-positions for retirements (Condition Code 1) and separations (Condition Code 2). CLs in Wing CC positions also now have MSM approval authority for all conditions. Must be O-6/equivalent or above.
14. On 12 May 09, SECAF delegated to MAJCOM/CC's (4-star and 3-star equivalent only) and AF/CV (for Air Staff/FOAs/DRU) DSM approval and disapproval authority for retiring general officers meeting all eligible criteria. SAFPC Decorations Board maintains approval authority for all other DSM nominations (PCS/PCA/extended tour and exceptions to policy).
15. Air Staff directorates headed by a 2-star general or below (or civilian equivalent), LOM nominations are forwarded to AF/CVA for approval.
16. On 12 May 2009, USAF element commanders designated as the senior USAF officer of a combatant command—i.e., PACOM, CENTCOM, EUCOM, etc.) retain approval authority of the USAF MSM, AFCM and AFAM for USAF personnel assigned to USAF billets only. All other USAF personnel assigned to the combatant command in a joint billet are eligible for joint decorations only, except for the purpose of retirement/separation which will be processed IAW paragraph 2.10.3.

Table 2.2. Decoration Approval Authority for Reservists (IMAs and PIRR).

If the Reserve member is:	and assigned PAS is:	then decoration approval authority is:
Non-centrally Managed IMA (line Reservist)	96XX	Assigned unit chain of command
Centrally Managed IMA to include medical, legal, AFOSI, chaplain, or intelligence personnel	9631FXRR, 9631FXQC, 9631FW3M, 9631F5NH, 960UXXXX	Attached unit chain of command
Participating Individual Ready Reservist to include chaplain candidates, Health Professional Scholarship Program and Stipend recipients, legal interns, or other financial assistance program recipients	9631F1Z1, 9631FCCH, 9631FCCK, 9631FCCQ, 9631F1Z3	ARPC
Participating Individual Ready Reservist to include USAFA and ROTC Liaison Officers, Civil Air Patrol, sanctuary, Ready Reinforcement Personnel Section and medical, legal, or chaplain points only program reservists	9631F1ZQ, 9631F1ZS, 9631F1ZT, 9631F1Z2, 9631F1VH, 9631FHGN, 9631F1ZN, 9631F1ZM, 9631F1ZP	Attached unit chain of command

Table 2.3. Special Orders Paragraph Headings (see figure 2

Award	Heroism	Achievement	Service
Air Force Cross (AFC)	By direction of the President for extraordinary heroism	N/A	N/A
Distinguished Service Medal (DSM)	N/A	N/A	By direction of the President for exceptionally meritorious service to the United States in duty of great responsibility
Silver Star (SS)	By direction of the President for gallantry	N/A	N/A
Legion of Merit (LOM)	N/A	By direction of the President for extraordinary achievement in the performance of outstanding services to the United States	By direction of the President for exceptionally meritorious conduct in the performance of outstanding services to the United States
Distinguished Flying Cross (DFC)	By direction of the President for heroism while participating in aerial flight	By direction of the President for extraordinary achievement while participating in aerial flight	N/A
Airman's Medal (AmnM)	By direction of the President for heroism involving voluntary risk of life	N/A	N/A
Bronze Star Medal (BSM)	By direction of the President for heroic achievements	By direction of the President for meritorious achievement	By direction of the President for meritorious service
Purple Heart (see note 1)	N/A	N/A	N/A
Meritorious Service Medal (MSM)	N/A	By direction of the President for outstanding	By direction of the President

		non-combat meritorious achievement	for outstanding non-combat meritorious service
Air Medal (AM)	By direction of the President for heroism while participating in aerial flight	By direction of the President for meritorious achievement while participating in aerial flight	N/A
Aerial Achievement Medal (AAM)	N/A	By direction of the Secretary of the Air Force for sustained meritorious achievement while participating in aerial flight	N/A
Air Force Commendation Medal (AFCM)	By direction of the Secretary of the Air Force for an act of courage	By direction of the Secretary of the Air Force for outstanding achievement	By direction of the Secretary of the Air Force for meritorious service
Air Force Achievement Medal (AFAM)	N/A	By direction of the Secretary of the Air Force for outstanding achievement	By direction of the Secretary of the Air Force for meritorious service
Note: 1. Because the PH isn't awarded based on Heroism, Achievement, or Service (as the column headings of this table reflect), the blocks in those columns are not populated with special order paragraph headings.			

Figure 2.1. Sample Manual DECOR6.

ORGANIZATIONAL LETTERHEAD HEADING

DATE

MEMORANDUM FOR

SUBJECT: Recommendation for the Award of the NAME OF THE AWARD to
RANK/NAME, SSAN, BRANCH OF SERVICE

TO: RANK/NAME OF SUPV/RECOMMENDING OFFICIAL
UNIT & OFFICE SYMBOL

1. Under the provisions of AFI 36-2803, I RECOMMEND/NON-RECOMMEND the following individual for a US Service decoration for HEROISM/MERITORIOUS SERVICE/ OUTSTANDING ACHIEVEMENT:

a. RANK/FULL NAME, SSAN, BRANCH OF SERVICE

b. DUTY TITLE/EFFECTIVE DATE

c. UNIT, HEADQUARTERS, DUTY LOCATION (BASE/CITY, STATE/BASE, COUNTRY & ZIP CODE) & DATE ARRIVED STATION

d. DECORATION TYPE AND INCLUSIVE PERIOD

e. REASON FOR DECORATION: RETIREMENT, SEPARATION, PCS, PCA, EXT TOUR, POSTHUMOUS, ACHIEVEMENT, HEROISM, ACT OF COURAGE

f. IF APPROVED, DESIRED PRESENTATION DATE:

g. LAST THREE APPROVED DECORATIONS WITH CLOSEOUT DATE:

h. IF APPROVED, FORWARD DECORATION ELEMENTS TO:

2. Currently, the individual has no pending decoration(s) to conflict with this recommendation.

SIGNATURE ELEMENT
DUTY TITLE (i.e., Unit CC/Director/DCS)

Atch: Letter of Recommendation
Exception-to-Policy Memo (If Applicable)
Narrative & Citation
Performance Reports
Copies of Last Three Approved Decorations

Figure 2.2. Sample Special Order.

DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES CENTRAL (USAFCENT)
Shaw AFB SC 29152

SPECIAL ORDER DATE
G-0XXX

By direction of the Secretary of the Air Force, SENIOR MASTER SERGEANT JONATHAN E. SMITH, 000-00-0000 is awarded the BRONZE STAR MEDAL for MERITORIOUS ACHIEVEMENT (not involving participation in aerial flight) to the United States while engaged in military operations involving conflict with an opposing foreign force during the period of 15 JANUARY 2009 to 15 JULY 2009.

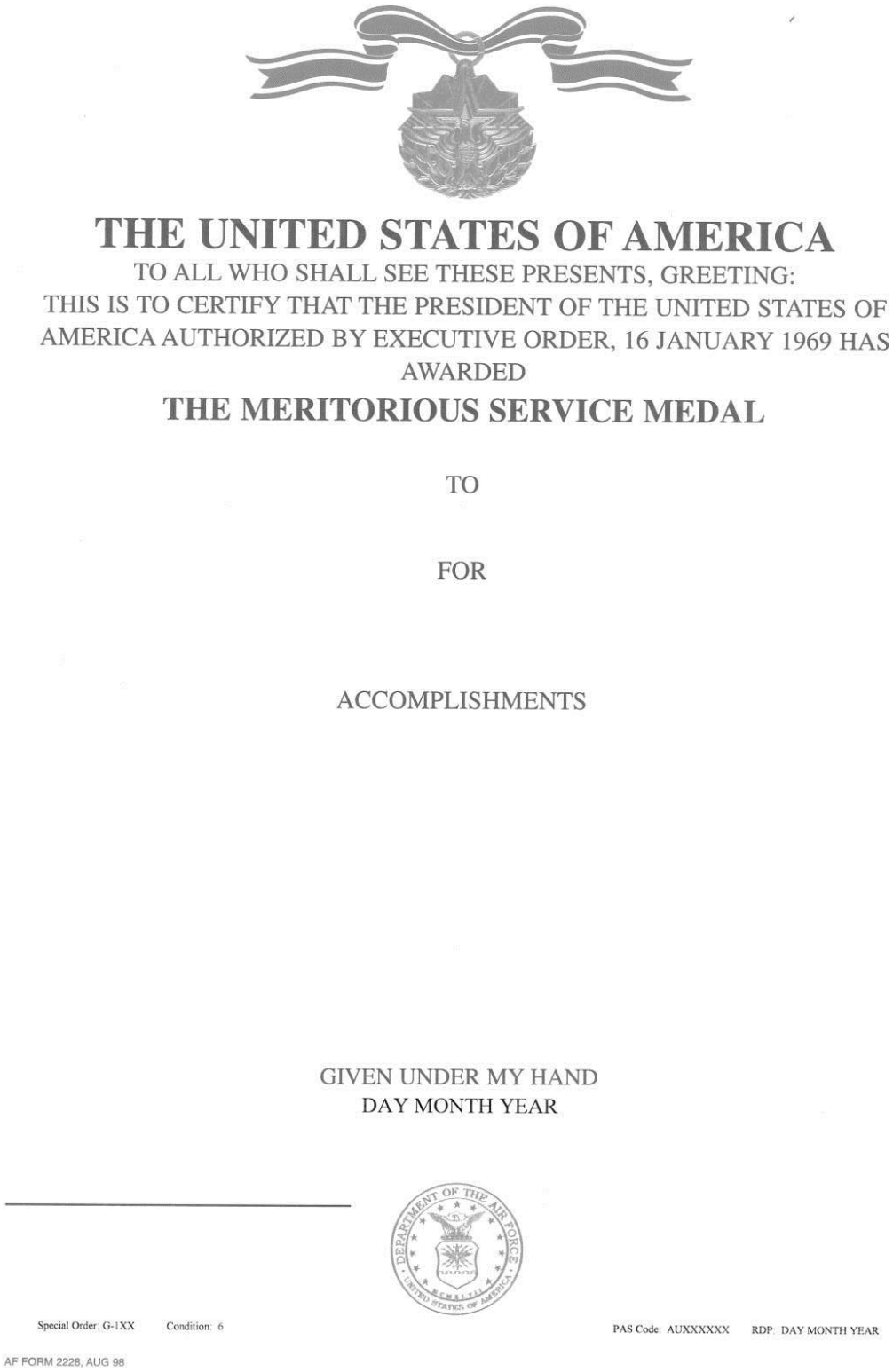
Senior Master Sergeant Jonathan E. Smith distinguished himself in the performance of meritorious achievement as Superintendent, Task Force Bravo Military Personnel Flight (Provisional) while engaged in operations against an opposing armed force in support of Operation IRAQI FREEDOM. During this period while exposed to extreme danger from hostile bombing and mortar attacks, Sergeant Smith established and maintained vital personnel accountability in support of Coalition Forces while the deployed location was under constant attack from fortified Al Qaeda positions outside of the location's perimeter. Working with camp security forces, communications, safety, and PRIME BEEF personnel, Sergeant Smith spearheaded the establishment and implementation of both an electronic and manual base accountability program that ensured 100 percent manpower accountability during the 15 offensive attacks the camp endured during his deployment. Finally, Sergeant Smith worked tirelessly with both the intelligence and special operations community establishing outstanding Communications and Operations Security Programs to reduce informational security breaches from 10 percent compromised to zero…a phenomenal accomplishment while interacting with coalition forces from over 30 countries! The exemplary leadership, personal endeavor, and devotion to duty displayed by Sergeant Smith in this responsible position reflect great credit upon himself and the United States Air Force.

BY ORDER OF COMMANDER, US AIR FORCE CENTRAL

DAVID V. BEARS, Colonel, USAF
Director, AFCENT/A1

DISTRIBUTION
Each Individual & IAW
AFI 36-2803, Table 3.1.

Figure 2.3. Sample of Special Order Information on a Certificate.



THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:
THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY EXECUTIVE ORDER, 16 JANUARY 1969 HAS AWARDED

THE MERITORIOUS SERVICE MEDAL

TO

FOR

ACCOMPLISHMENTS

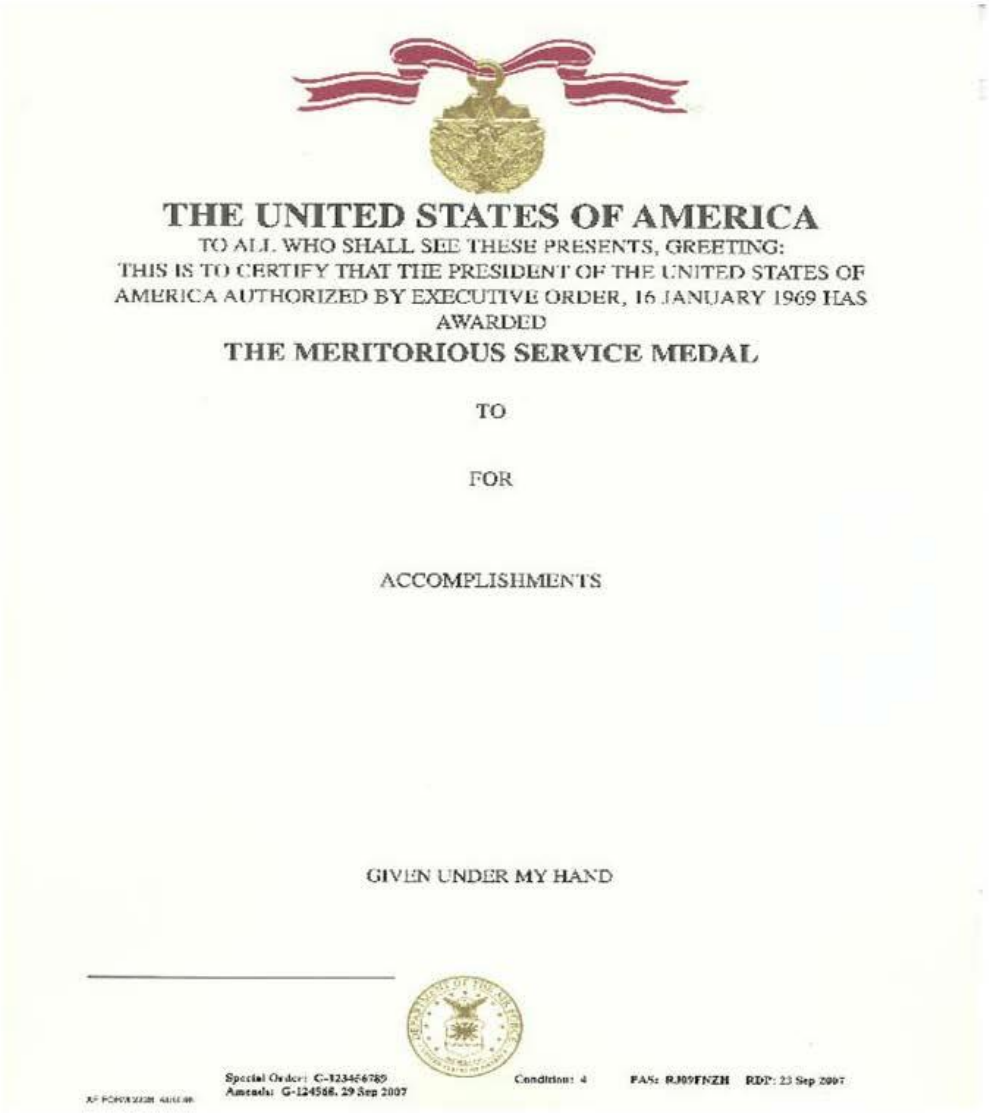
GIVEN UNDER MY HAND
DAY MONTH YEAR

Special Order: G-1XX Condition: 6

PAS Code: AUXXXXXX RDP: DAY MONTH YEAR

AF FORM 2228, AUG 98

Figure 2.4. Sample of Amended Special Order Information on a Certificate.



THE UNITED STATES OF AMERICA

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:
THIS IS TO CERTIFY THAT THE PRESIDENT OF THE UNITED STATES OF AMERICA AUTHORIZED BY EXECUTIVE ORDER, 16 JANUARY 1969 HAS AWARDED

THE MERITORIOUS SERVICE MEDAL

TO

FOR

ACCOMPLISHMENTS

GIVEN UNDER MY HAND

Special Order: C-123456789
Amends: G-124588, 29 Sep 2007

Condition: 4

PAS: RJ09FNZH RDP: 23 Sep 2007

Chapter 3

DEPARTMENT OF DEFENSE AND US AIR FORCE MILITARY DECORATIONS

3.1. Definition. A DoD or US Air Force decoration intends to promptly and publicly recognize an member for acts of valor, exceptional service or achievement, and acts of heroism not involving actual combat.

3.1.1. This section provides DoD criteria for Defense decorations. The prescribing directive for these decorations is DoDM 1348.33, *Manual of Military Decorations & Awards*.

3.1.2. This section also outlines governing laws and prescribes SECAF policy on US Air Force decorations. Members are normally recommended for decorations at the conclusion of a completed period of service marked by a PCS, PCA, retirement, or separation. Other times at which members may be recommended for decorations are: upon qualifying under the Extended Tour provision, upon injury or death, or upon performing acts of achievement, heroism, or courage.

3.1.3. To preserve the integrity of each US Air Force decoration, they are approved only to recognize acts or services that are clearly and distinctly outstanding by nature and magnitude. These acts or services must place a member's performance clearly above that of their peers and be of such importance that they cannot be appropriately recognized in any other way. Unless otherwise specified, the word "decoration" in this instruction refers to a US or US Air Force decoration.

3.2. Department of Defense Decorations. The prescribing directive for the Defense decorations is DoD 1348.33-M.

3.3. US Air Force Decorations:

Table 3.1. MEDAL OF HONOR (MOH) (see *notes*).

Description	Established By	To	By	For
Medal. Within a wreath of laurel in green enamel a gold-finished bronze, five-pointed star, one point down, tipped with trefoils and each point containing a crown of laurel and oak on a green enamel background. Centered upon the star, an annulet of 34 stars (the	Joint Resolution of Congress, 12 July 1862 (amended by act of 9 July 1918, 10 U.S.C. 8741.	Members of the United States Armed Forces. Duplicate awards. A person awarded the MOH shall,	The President of the United States Recommending Official: Major Command Commanders (MAJCOM CC) or COMAFFOR	1. Conspicuous gallantry and intrepidity at the risk of life above and beyond the call of duty, under any of the following circumstances: a. While engaged in an action against an enemy of the United States. b. While engaged in military operations involving conflict

number of States in 1862) containing a representation of the head of the Statue of Liberty. The star is suspended by rings from a trophy consisting of a bar inscribed with the word "Valor" above the adaptation of the thunderbolt from the US Air Force coat of arms. The bar is suspended from a light blue moiré silk neckband behind a square pad in center with corners turned in and charged with 13 white stars in the form of a triple chevron. Ribbon. The ribbon is light blue with five white stars Authorized Devices. "V" device to denote each subsequent award.		upon written request, be issued, without charge, a duplicate MOH with ribbons and appurtenances for display purposes.		with an opposing foreign force, or c. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party. 2. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the service member above his or her comrades and must have involved risk of life. 3. Proof beyond a reasonable doubt that the service member performed the valorous action for which they were recommended for the MOH.

Notes:
1. The Air Force design of the MOH will be presented to all recipients who are awarded this decoration on or after 1 November 1965. Original design Medals of Honor awarded before 1 November 1965 will remain in effect. They will not be replaced by the Air Force-design medal. Replacements for MOH lost or destroyed, which were awarded before 1 November 1965, will be of the original MOH design. Because of federal statutes, an award of the present MOH should not be officially called or referred to as the "Air Force Medal of Honor." It may be generally referred to as "Medal of Honor—Air Force design," or "the (new) Air Force-designed Medal of

Honor."
2. All recommendations must be processed through the chain of command to AFPC/DPSIDR for processing to SAFPC for further processing. To prevent premature disclosure, the policy of the DAF is not to comment on any MOH recommendation under consideration. Accordingly the processing shall be handled as "For Official Use Only" (FOUO) basis until the award is announced officially or presented.
3. Information concerning the presentation of the MOH Flag and associated entitlements for MOH recipients are listed in Chapter 1, Paragraph 1.26. of this AFI.
4. While the MOH criteria include a requirement for the service member to risk his or her life, there is NO requirement for the member to be wounded or killed in order to meet the "risk of life" portion of the MOH award criteria.
5. The MOH may not be awarded to foreign military personnel.

Figure 3.1. Medal of Honor (MoH).

Table 3.2. Air Force Cross (AFC) (see *note*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze cross with an oxidized satin finish. Centered on the cross is a gold-plated American bald eagle, wings displayed against a cloud formation (from the Air Force Crest) encircled by a laurel wreath finished in green enamel. Ribbon. The ribbon is brittany blue, edged with Old Glory red, and bears a narrow white vertical stripe inside the red edges. Authorized Devices: Oak Leaf Clusters denotes subsequent awards.	10 U.S.C. 8742.	Any person, while serving in any capacity with the Air Force.	1. The Department of the Air Force (This authority may be delegated by SECAF to major commanders during wartime for awards to US military personnel). 2. The SECDEF must approve all awards to foreign flag officers (O-7 or above). 3. The SECAF must approve all awards to civilian personnel. Recommending Official: MAJCOM CC and COMAFFOR	Extraordinary heroism, not justifying the award of a MOH: a. While engaged in an action against an enemy of the United States.; b. While engaged in military operations involving conflict with an opposing foreign force; or c. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party.
***Note*:** All recommendations must be processed through the chain of command to AFPC/DPSIDR for processing to SAFPC for decision.				

Figure 3.2. Air Force Cross (AFC).

Table 3.3. DISTINGUISHED SERVICE MEDAL (DSM) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. At the center of the sunburst of 13 gold rays separated by 13 white enamel stars a blue stone representing the firmament. Ribbon. The ribbon is predominantly white, and banded in old gold, with ultramarine stripes and smaller old-gold stripes. Authorized Devices: Oak Leaf Clusters denotes subsequent awards.	Act of Congress (Public Law 193, 65th Congress), 9 July 1918; 10 U.S.C. 8743.	Any person, while serving in any capacity with the Air Force.	Refer to Table 2.1. Recommending Official: MAJCOM/ FOA/DRU CC	1. Exceptionally meritorious service to the US in a duty of great responsibility. a. The basic award of the DSM may be made for a completed period of outstanding service; however, subsequent awards, prior to retirement, are restricted to extraordinary, specific achievements during one or more periods of service. b. On 24 January 2003, SECAF revised the DSM limit to four per career (three for exceptionally meritorious service; one for retirement), while still adhering to the requirement

				for 36 months as a general officer/24 months in a general officer position. 2. In wartime, a duty of great responsibility is one that involves the exercise of authority or judgment in matters that decide the successful operation of a MAJCOM, activity, installation, or major program. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the interests of the US.

Notes:
1. General Officer-level awards are not automatic or necessary upon every PCS/PCA.
2. Normally pinned-on general officer's serving as wing commanders are prohibited from receiving the DSM, with the exception of retirement or extraordinary performance.
3. US military personnel. Restricted to a minimum of 24 months (time in position) in a general officer position and 36 months (time in grade) as a general officer (including frocked time, if applicable). General officer time covered by a LOM awarded for wing commander duty will not count toward the "36 months as a general officer" requirement for a subsequent DSM.
4. A limit of 4 DSMs per career (3 for exceptional service; 1 at retirement).
5. The appeal procedure for disapproved/downgraded DSM nominations is provided in paragraph 2.10.11.

Figure 3.3. Distinguished Service Medal (DSM).

Table 3.4. Silver Star (SS).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A small silver star within a wreath centered on a larger star of gold-colored metal. Ribbon. The ribbon has a center band of red flanked by equal bands of white; the white bands are flanked by equal blue bands having borders of white lines with blue edgings. Authorized Devices: Oak	Act of Congress 9 July 1918. 10 U.S.C. 8746.	Any person, while serving in any capacity with the Air Force.	1. The Department of the Air Force (This authority may be delegated by SECAF to COMAFFOR during wartime for awards to US military personnel). 2. The SECDEF must approve all awards to foreign flag officers (O-7 or above). 3. The SECAF must approve all awards to	Gallantry in action that does not warrant the MOH or Air Force Cross: a. While engaged in an action against an enemy of the U.S; b. While engaged in military operations involving conflict with an opposing foreign force; or c. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the U.S. is not a belligerent party.

Leaf Clusters denotes subsequent awards.			civilian personnel	(Note: "Gallantry in action" means heroism of high degree involving risk of life.)

Figure 3.4. Silver Star (SS).

Table 3.5. Legion of Merit (LOM) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A five-rayed white enamel pronged star on a green wreath with crossed arrows. The cloud and stars of the coat of arms of the United States are layered in the center. Ribbon. The ribbon is red-purple with white edges. The design of the decoration varies according to the degree awarded. It is designed as a breast decoration when awarded in the degree of Chief	Act of Congress, 20 July 1942; 10 U.S.C. 1121.	Any member of the armed forces of the United States or any friendly foreign nation. (see notes 7 and 8)	1. Refer to Table 2.1. 2. The SECDEF must approve all awards to foreign military personnel. Recommending/ Disapproval Official: 1. MAJCOM/ Field Operating	1. US military personnel. a. awarded for exceptionally meritorious conduct in performance of outstanding services. b. the performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. Performance of duties normal to the grade, branch, specialty, assignment, or experience of an

Commander, a collar decoration when awarded in the degree of Commander, and chest decoration when awarded in the degree of Officer and legionnaire. To maintain the prestige and dignity of the medal and to ensure uniformity in awarding the various degrees to foreign nations, the following criteria are established: DEGREE/AWARD TO: 1. Chief Commander-Foreign chiefs of state/ heads of government. Finish is blue, red, white, and green enamel, gold plated with polished highlights. The bar device used on the service ribbon is red brass--no miniature provided. 2. Commander-The foreign equivalent of a US military chief of staff or higher, but not to chief of state. Finish is the same as the Degree of Chief Commander. The bar device used on the service ribbon is silver-- no miniature provided.			Agency (FOA)/Direct Reporting Unit (DRU) Commander for exceptions to policy. 2. NAF CC 3. Wing CC and CL Should the recommending official **<u>not</u>** endorse the submission, the submission is considered disapproved.	individual is not an adequate basis for this award. c. for service rendered in peacetime, the term "key individual" applies to a narrower range of positions than would be the case in time of war and requires evidence of significant achievement. In peacetime, service should be in the nature of a special requirement or of an extremely difficult duty performed in an unprecedented and clearly exceptional manner. However, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of important positions. 2. Foreign Military Personnel. Awarded for exceptionally meritorious conduct in the performance of outstanding services to the US.

3. Officer-Foreign general or flag rank personnel below the equivalent of a US military chief of staff, to ranks parallel to colonel (or captain US Navy) for service in assignments equivalent to those usually held by general or flag rank personnel in the US military service, and to foreign military attaches. Finish is the same as the Degree of Chief Commander. A red braid ribbon attachment is used on the pendant ribbon. A small red brass attachment is used on the service ribbon. A miniature is provided. 4. Legionnaire-provided to all other eligibles. Members of the U.S. Armed Forces are awarded this degree. Finish is same as in the Degree of Chief Commander. The service ribbon repeats the colors of the pendant ribbon. A miniature decoration is provided. Authorized Devices: Oak Leaf Clusters denotes subsequent awards.				
***Notes*:** 1. All LOM recommendations will be considered at MAJCOM/DRU/FOA-Level.				

2. All exception-to-policy (ETP) recommendations must be submitted to SAFPC (through AFPC/DPSIDR) for decision. All ETP recommendations must be endorsed by the MAJCOM/DRU FOA CC/CV to be considered for decision.
3. Officer Qualifying Positions: Wing/Vice Wing CC; Group CC of all types; MAJCOM Directors; Air Staff Division Chiefs, and AFMC/AFSPC Designated Material Wing and Group Leader Positions. In addition, the Senior Military Assistant to the SAF and CSAF, and the Senior Military Executive Officer to the Under Secretary of the Air Force and Vice Chief of the Air Force (AF/CV) in the grade of colonel/O-6 and above, are eligible for the LOM; time in position is waived for these positions.
4. Chief Qualifying Positions: Command Chiefs at MAJCOM-level; Senior Enlisted Advisors at Unified Commands & Joint Agencies; Commandants at the Senior NCO and First Sergeant Academies; Vice-Commandant, College of Enlisted PME (CEPME); Superintendent, Community College of the Air Force (CCAF); Chief of the Chiefs' Group (AFSLMO); Certain HAF-Assigned Career Field Managers, NAF Command Chiefs, and Air National Guard State Command Chiefs (***Note:*** Awarded to CMSgts only under retirement conditions. Exception: A CMSgt in any qualifying position moving to fill the CMSAF billet).
5. The appeal procedure for disapproved/downgraded LOM nominations is provided in paragraph 2.10.11.
6. A limit of 4 LOMs per career (including one at retirement).
7. US military personnel. Restricted to officers Colonel (O-6) and above, and CMSgts in designated key positions for a minimum of 18 months in a qualifying position. Exception: A minimum of 12 months for officers serving in a qualifying position at a remote tour location (e.g. Kunsan AB ROK).
8. Foreign military personnel. Awards to foreign military personnel are made in the Degrees of Chief Commander, Commander, Officer, and Legionnaire. The Degrees of Chief Commander and Commander are compatible to awards of the DSM to US personnel. Degrees of Officer and Legionnaire are compatible to awards of the LOM to US military personnel. When LOM is awarded more than once to a military member of a friendly foreign nation, subsequent awards are never made in a degree lower than the one originally awarded. Duplicate awards are given to the recipients previously awarded to the LOM in any of the degrees mentioned.

Figure 3.5. Legion of Merit (LOM).

Table 3.6. Distinguished Flying Cross (DFC) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze cross with rays on which is displayed a propeller. Ribbon. The ribbon is predominately blue, with a narrow band or red bordered by white lines in the center. The edges of the ribbon are outlined with equal bands of white inside blue.	Act of Congress 2 July 1926, 10 U.S.C. 8749.	Any person, while serving in any capacity with the Air Force.	1. The Department of the Air Force (This authority may be delegated by SECAF to COMAFFOR for award to US military personnel during wartime.). 2. The SECDEF must approve all awards to foreign flag officers (O-7 or above) (see note 3).	1. Heroism or extraordinary achievement while participating in aerial flight. Both heroism and achievement must be entirely distinctive, involving operations that are not routine. 2. Not awarded for sustained operational activities and flights.

Authorized Devices: Oak Leaf Clusters denotes subsequent awards and the "V" device denotes valor. Only one "V" device is authorized.			Recommending Official: MAJCOM/ FOA/DRU CC	
Notes: 1. On 3 June 2004, the "V" Device was authorized for wear on the DFC awarded for heroism on or after 18 September 1947. Members (i.e. Active Duty, AFRC, ANG, and veterans) awarded the DFC for heroism prior to 21 October 2004 are authorized to wear the "V" Device on their service ribbon; however, will not have decoration elements or separation documents reaccomplished to reflect new entitlement. 2. Foreign military personnel in ranks comparable to the grade of O-6 and below in actual combat in support of operations. 3. The most appropriate achievement or service award for a foreign general or flag office is the LOM of appropriate degree. Forward DFC recommendations for foreign general or flag officers as a request for an exception to policy through the chain of command to SAFPC.				

Figure 3.6. Distinguished Flying Cross (DFC).

Table 3.7. AIRMAN'S MEDAL (AmnM) (see *notes*).

AIRMAN'S MEDAL (AmnM) (see *notes*)		**Awarded**		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze medal disk with an oxidized satin finish. The pendant bears a representation of Hermes, son of Zeus, releasing an American Bald Eagle. Ribbon. The ribbon is brittany blue displaying alternately, in the center, 13 vertical stripes of the Air Force colors, yellow and ultramarine. Authorized Devices: Oak Leaf Clusters denotes subsequent awards.	Section 8750, Title 10 U.S.C.	Any person, while serving in any capacity with the Air Force.	1. The Department of the Air Force (This authority may be delegated by SECAF to COMAFFOR for award to US military personnel during wartime.). 2. The SECDEF must approve all awards to foreign flag officers (O-7 or above). Recommending Official: MAJCOM/ FOA/DRU CC (Should the recommending official not endorse the submission, it is considered disapproved.) Disapproval Authority: MAJCOM CC	Heroism involving voluntary risk of life under conditions other than those of conflict with an armed enemy of the US. The saving of a life or the success of the voluntary heroic act is not essential. Do not award for normal performance of duties (i.e., Security Forces, Firefighter, Medical, Pararescue, etc.).

Notes:
1. Recommendations are processed through the chain of command to SAFPC (submitted through AFPC/DPSIDR) and approved by SECAF, unless approval authority is delegated or authorized.
2. Along with all required documentation to recommend award of the AmnM, the approval authority requires one or more of the following to support recommendation: fire reports, police reports, newspaper articles, safety reports, and/or witness statements.

Figure 3.7. Airman's Medal (AmnM).

Table 3.8. BRONZE STAR MEDAL (BSM) (see *note*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze star bearing in the center a small star of the same color. Ribbon. The ribbon is predominantly red with a white-edged narrow blue band in the center and white lines at each edge. Authorized Devices: Oak Leaf Clusters	Executive Order (EO) 9419, 4 February 1944, which was superseded by EO 11046, 24 August 1962, amended by section 1133 of title 10 U.S.C., further amended by section 571 of PL 111-383 (see note 1).	Any person who, while serving in or with the Army, Navy, Marine Corps, Air Force, or Coast Guard after 6 December 1941 (see note 1 & 2).	1. Refer to Table 2.1.	1. Heroism (valor), or meritorious achievement or service, not involving participation in aerial flight, under any of the following circumstances: a. While engaged in an action against an enemy of the US; b. While engaged in military operations involving conflict with an opposing foreign force; or c. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the US is not a belligerent party. 2. Awarded for valor in combat to a lesser degree than required for the award of the SS.

denotes subsequent awards and the "V" device denotes valor. Only one "V" device is authorized.				3. Awarded for meritorious achievement or service during armed conflict that are of a lesser degree than that required for the award of the LOM.

Note:
1. In accordance with section 1133 of title 10 U.S.C., the BSM may only be awarded to a member of a military force who: at the time of the events for which the decoration is to be awarded, was serving in a geographic area in which hostile fire pay or imminent danger pay was authorized in accordance with section 310, or hazardous duty pay in accordance with paragraph (1) or (3) of section 351(a) of title 37 U.S.C.; or receives HFP/IDP in accordance with section 310 or, hazardous duty pay in accordance with paragraph (1) or (3) of section 351(a) of title 37 U.S.C. as a result of those events.
2. The BSM is limited to foreign military personnel in ranks comparable to the grade of O-6 and below.
3. Members of the Armed Forces of the United States who were awarded the Combat Infantryman Badge or Medical Badge for exemplary conduct in ground combat against an armed enemy between 7 December 1941 to 2 September 1945 may apply by letter to the Department of the Army for award of the BSM. A copy of the general order announcing the award of either badge should be attached to the application letter, with a statement as to whether approval of the BSM would duplicate any previous award for the same period of service. If general orders are not available, the specific authority for the award of the badge must be included in the application letter, or attached.

Figure 3.8. Bronze Star Medal (BSM).

Table 3.9. PURPLE HEART (PH) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A heart-shaped pendant of purple enamel bearing a gold replica of the head of General George Washington, in relief, and the Washington Shield. The shield is in colors. Ribbon. The ribbon is dark purple with white edges. Authorized Devices: Oak Leaf Clusters denotes subsequent awards.	General George Washington. 7 August 1782. it was reestablished by War Department General Order No. 3, 1932, and is currently awarded pursuant to EO 11016, 25 April 1962, and EO 12484, 23 February 1984	Any member of the armed forces of the United States.	1. The Department of the Air Force (During wartime, or as circumstances may indicate, approval authority may be delegated by SECAF to COMAFFOR, and to commanders in the grade of brigadier general or higher of comparable organizations.). 2. All awards are made in the name of the President. 3. The Department of the Air Force will make all awards to repatriated POW or internees, and to US personnel killed in action (KIA) or declared dead. 4. AFPC/ DPSIDR (i.e., Purple Review Board) makes all posthumous awards. Recommending Official: NAF commanders under	1. Wounds received, or death after being wounded, under any of the following conditions: (See notes 4, 5 and 6) a. In any action against an enemy of the US; b. In any action with an opposing armed force of a foreign country in which the Armed Forces of the US are or have been engaged; c. While serving with friendly foreign forces engaged in an armed conflict against an opposing armed force in which the US is not a belligerent party; d. As a result of an act of any such enemy or opposing armed force; e. As a result of an act of any hostile foreign force; f. After 28 March 1973, as a result of an international terrorist attack against the US or a foreign nation friendly to the US; g. After 28 March 1973, as a result of military operations while serving outside the territory of the US as a part of a peacetime keeping force; h. A Service member who is killed or wounded in action as the result of action by friendly weapon fire while directly engaged in armed conflict, other than as a result of an act of an enemy of the US, unless the wound

			combat conditions. Members and veterans of foreign wars can apply for the PH if they can provide supporting documentation they meet the criteria listed below and have eyewitness statements to confirm injury by the hands of the enemy.	is the result of willful misconduct of the member (see note 3); i. Before 25 April 1962, while held as a POW (or while being taken captive) in the same manner as a former POW is wounded on or after that date while held as a POW (or while being taken captive under Section 521, DoD Authorization Act for 1996) (Public Law 104-106)). 2. A wound for which the award is made must have required treatment by a medical officer (E.O. 11016) (see note 6)

Notes:

1. While clearly an individual decoration, the PH differs from all other decorations in that a member is not "recommended" for the decoration; rather the member is entitled to it upon meeting specific criteria.
2. See definitions of Medical Officer, Wound, and Wounded in Action in Attachment 1.
3. This is in accordance with section 1129 of title 10 U.S.C., PH: Members Killed or Wounded in Action by Friendly Fire.
4. Examples of enemy-related injuries which clearly justify the award of the PH include injuries caused by: enemy bullet, shrapnel injuries that require wound closure or have retain foreign bodies, fractures, perforated eardrum and/or permanent loss of hearing, inhalation injuries or burns due to smoke, fumes or chemical agents introduced or caused by the enemy, second and third degree burns, traumatic brain injury (TBI) and/or concussions with loss of consciousness of any duration.

4.1. Medical documentation must contain evidence of residual cognitive deficits and disorders and/or persistent signs, symptoms, or findings of functional impairment requiring medical treatment or support by a medical officer.

4.2. For award of the PH for mild TBI (mTBI) or concussive injury that did not result in loss of consciousness the injury must have required treatment, not merely examination, by a medical officer.

4.3. Treatment of the mTBI or concussive injury shall be documented in the service member's medical and/or health record.

5. Examples of injuries or wounds which clearly do not justify award of the PH include: frostbite or trench foot injuries; heat stroke; food poisoning not caused by enemy agents; chemical, biological, or nuclear agents not released by the enemy; battle fatigue; disease not directly caused by enemy agents; accidents, to include explosive, aircraft, vehicular, and other

accidental wounding not related to or caused by enemy action; self-inflicted wounds, except when in the heat of battle and not involving gross negligence; post-traumatic stress disorders; and/or jump injuries not caused by enemy action.
6. A wound for which the award is made must have required treatment, not merely examination, by a medical officer at the time of wounding. Additionally, treatment of the wound shall be documented in the Service member's medical/health record. Award of the PH may be made for wounds treated by a medical professional other than a medical officer provided a medical officer includes a statement in the Service member's medical record that the extent of the wounds were such that they would have required treatment by a medical officer if one had been available to treat them at the time of wounding.
7. All PH requests must exhibit that the wound or injury was the result of enemy action and required treatment by a medical officer at the time of injury. A wound is an injury to any part of the body from an outside force or agent. The term encompasses all kinds of wounds and other injuries caused by an outsider force or agent, whether there is a piercing of the body, as in a penetrating or perforating wound, or none, as in a contused wound; all fractures, burns, blast concussions, all effects of gases and like chemical and biological warfare agents; and the effect of exposure to radioactive substances.
8. Members, who are evaluated at a military hospital or by incident on-scene doctors/nurses for injuries received at the time of an incident, and are classified as casualties, are reported on casualty messages to the AFPC Casualty Matters Division. Members reported as casualties on casualty messages are automatically considered, by virtue of being reported as casualties, by the AFPC Purple Heart Review Board (PHRB) for eligibility to the PH. The PHRB has authority (unless delegated to other command or by Table 2.1), on behalf of SECAF, to evaluate the circumstances of the injuries to a member and determine the member's entitlement to the PH. Refer veterans claiming the PH to the National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63132. AFPC prepares the PH elements and forwards them to the recipient's servicing MPS for update and presentation. Members not reported as casualties through the AFPC Casualty Matters Division must provide to the MPS the following information/documents in order to be considered for the PH: (T-3).

a. Signed memorandum from the injured member requesting the PH and explaining how the injuries occurred.
b. Signed official medical documentation identifying the source, type, treatment, and date of injury.
c. A completed DECOR6, signed by the member's Squadron Commander or equivalent.

The MPS will ensure a, b, and c, above are met and forward those documents to AFPC/DPSIDR. Refer any questions to the MPS. (T-3).

9. A US civilian or citizen of the US wounded under described circumstances, while serving under competent authority in any capacity with the military forces of the Department of the Air Force, will be recommended for the award of the DFM (refer to AFI 36-1004 for criteria). This includes civil service and non-appropriated fund employees of the Air Force, technical representatives, and newsmen, who are so serving.
10. Posthumous Award. May be awarded posthumously, and when so directed, may be presented to such representatives of the deceased as the Secretary concerned considers

appropriate (War Department Circular 125 and E.O. 9277).

Figure 3.9. Purple Heart (PH).

Table 3.10. MERITORIOUS SERVICE MEDAL (MSM) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze medal consisting of six rays issuant from the upper three points of a five-pointed star with beveled edges and containing two smaller stars defined by incised outlines. In front of the	EO 11448, 16 January 1969	Any member of the armed forces of the United States or friendly foreign nation.	1. Refer to Table 2.1. 2. The SECDEF must approve all awards to foreign flag officers (O-7 or above) (see note 4).	Outstanding non-combat meritorious achievement or outstanding non-combat meritorious service to the United States. Normally the acts or services rendered must be comparable to that required for the LOM, but in a duty of lesser though considerable

lower part of the medal appears an eagle with wings upraised standing on two upward curving branches of laurel tied with a ribbon between the eagle's feet. Ribbon. The ribbon is predominately ruby, with white vertical stripes and ruby lines at each edge. Authorized devices: Oak Leaf Clusters denotes subsequent awards.				responsibility.

Notes:

1. Effective 14 November 2007, Group CCs or Equivalents are authorized approval authority of the MSM for retirements (Condition 1) and separations (Condition 2) only.
2. Effective 14 November 2007, CLs may approve the award of the MSM. The conditions for approval will be based on the CLs position: CLs in Wing CC positions may approve the MSM for all conditions; CLs in Group CC positions may approve the MSM for retirements (Condition 1) and separations (Condition 2) only.
3. Lieutenant Colonels (Lt Col) (O-5) in the position of Group CC cannot approve the award of the MSM. MSMs must be signed by Colonel (O-6) and above. These decoration recommendations should be routed to the Wing CC or CL in Wing CC position for approval.
4. The most appropriate achievement or service award for a foreign general or flag office is the LOM of appropriate degree. Forward MSM recommendations for foreign general or flag officers as a request for an exception to policy through the chain of command to SAFPC.

Figure 3.10. Meritorious Service Medal (MSM).

Table 3.11. AIR MEDAL (AM) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze compass rose displaying an eagle in flight bearing lightning flashes. Ribbon. The ribbon is predominately blue with two orange-gold bands just inside the edges. Authorized Devices: Oak Leaf Clusters denotes subsequent awards and the "V" device denotes valor. Only one "V" device is authorized.	EO 9158, 11 May 1942, as amended by EO 9242, 11 September 1942	Any person, while serving in any capacity with the Air Force.	1. Refer to Table 2.1. 2. The SECDEF must approve all awards to foreign flag officers (O-7 or above) (see note 4).	1. Heroism or meritorious achievement while participating in aerial flight. 2. The required achievement to warrant award of the AM is less than that required for the DFC, but must be accomplished with distinction above and beyond that expected of professional airmen. 3. Both heroism and achievement must be entirely distinctive, involving operations that are not routine. 4. Not awarded for sustained operational activities and flights.

Notes:
1. Awarded to foreign military personnel in actual combat in support of operations.
2. Retroactive award of the "V" Device is not authorized for awards prior to 21 October 2004. This applies to all USAF Personnel on Active Duty, AFRC, or ANG status.
3. Unlike the DFC, AMs awarded for heroism prior to 21 October 2004 will not be awarded the "V" Device.
4. The most appropriate achievement or service award for a foreign general or flag office is the LOM of appropriate degree. Forward AM recommendations for foreign general or flag officers as a request for an exception to policy through the chain of command to SAFPC.

Figure 3.11. Air Medal (AM).

Table 3.12. AERIAL ACHIEVEMENT MEDAL (AAM).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze medal consisting of curved arches above the eagle's head, three prominent stars on top (right, center, left) with smaller stars in between, and the eagle holds lightning bolts in its talons. Ribbon. The ribbon is predominately bird blue, with golden yellow vertical stripes and flag blue at each edge. Authorized Devices: Oak Leaf Clusters denotes subsequent awards.	Secretary of the Air Force, 5 February 1988.	US military and civilian personnel.	Refer to Table 2.1.	1. Sustained meritorious achievement while participating in aerial flight. 2. MAJCOMs, FOAs, DRUs will identify the missions and positions to qualify for the award. 3. Not awarded for single event flights. 4. Effective 9 January 2003, the SECAF approved the award of the AAM to include operators of remotely piloted aircraft (RPAs) (to include onboard systems), or other weapons systems as determined by the SECAF.

Figure 3.12. Aerial Achievement Medal (AAM).

Table 3.13. AIR FORCE COMMENDATION MEDAL (AFCM) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A bronze hexagon medallion bearing eagle, shield, and arrows from the Seal of the Department of the Air Force. Ribbon. The ribbon is predominately yellow with blue edges and three bands of blue spaced in the center. Authorized Devices: Oak Leaf Clusters denotes subsequent awards and the "V" device denotes valor. Only one "V" device is authorized.	Secretary of the Air Force, effective 24 March 1958 (announced in Department of the Air Force General Orders No. 16, 28 March 1958	1. US and foreign military personnel in the grade of O-6 and below.	Refer to Table 2.1. Recommending Official: Squadron/Unit CC	1. Meritorious achievement and service. The degree of merit must be distinctive, though it need not be unique. 2. Acts of courage which do not involve the voluntary risk of life required for the Airman's Medal. 3. Sustained meritorious performance by crewmembers.
Notes: 1. AFCMs must be signed by Colonel (O-6) or CL (equivalent) and above. Lieutenant Colonels				

(Lt Col) (O-5) in the position of Group CC cannot approve the award of the AFCM. These decoration recommendations should be routed to the Wing CC or CL in Wing CC position for approval.
2. Do not award to general or flag officer grades (O-7 and above). Place emphasis on award to outstanding company grade officers and junior NCOs whose achievements and services meet the standards.
3. Award of the "V" Device: Authorized only for events or situations occurring on or after 11 January 1996 for a contingency deployment operation will be dependent upon the AOR being declared a hostile environment by the Joint Chiefs of Staff (JCS), or hostile acts identified by the unified CC or higher authority. Award of the “V” device is based solely on the acts or services of members who meet the basic criteria of the AFCM and exposed to a personal hazard due to direct hostile action during a contingency operation. For a single event, COMAFFOR may authorize. The “V” Device will not be awarded for normal peacetime achievements or service.

Figure 3.13. Air Force Commendation Medal (AFCM).

Table 3.14. AIR FORCE ACHIEVEMENT MEDAL (AFAM) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A silver colored nebular shaped disc with an oxidized satin finish. The pendant bears the heraldic thunderbolt similar to that of the shield on the Department of the Air Force Seal. Ribbon. The ribbon is predominantly silver gray with 12 vertical ultramarine-blue stripes Authorized Devices: Oak Leaf Clusters denotes subsequent awards and the "V" device denotes valor (see note 3). Only one "V" device is authorized.	Secretary of the Air Force, 12 October 1980.	1. US and foreign military personnel in the grade of O-6 and below. (see note 1)	Refer to Table 2.1.	1. Outstanding achievement or meritorious service rendered specifically on behalf of the Air Force. 2. Acts of courage that do not meet the requirements for award of the AFCM. 3. No more than one AFAM may be awarded during a 1-year period except under extraordinary circumstances. The AFAM will not be awarded for aerial achievement or retirement.

Notes:

1. It is not appropriate to award this decoration to personnel completing Air Force Training Programs (for example Air War College, Undergraduate Pilot Training, Air Staff Training, and so forth).
2. Commanding officers may further delegate AFAM award authority to wing or equivalent commanding officers (vice commanders) in the grade of colonel or above.
3. Award of the "V" device for a contingency deployment operation will be dependent upon the AOR being declared a hostile environment by the JCS, or hostile acts identified by the unified commander or higher authority. Award of the "V" device is based solely on the acts of members who meet the basic criteria of the AFAM, and who are exposed to personal hazards due to direct hostile actions during a contingency deployment operation. For a single event, Air Force Component Commanders may authorize a "V" device when a single event, i.e., terrorist act,

isolated combat-type incident, etc., warrants the "V" device distinction. The "V" device will not be awarded for normal peacetime acts or services. Award of the "V" device is authorized only for events or situations which occurred on or after 11 January 1996.
4. The AFAM may not be awarded retroactive for any period of service with a close date prior its effective date (1 Oct 1981).
5. It is particularly desirable that emphasis be placed on the award of this decoration to outstanding junior officers and airmen whose achievements and services meet the prescribed standards.
6. Superior performance of duty or attainment of honors based solely on academic achievement (such as graduating with honors from an NCO Academy or other course of instruction) does not, in itself, constitute justification for an award of the AFAM.
7. Appropriate remarks on effectiveness and performance reports, favorable communications, locally developed certificates and command special trophies and awards provide ample means of recognizing the high caliber performance expected of Air Force personnel. Awards should be restricted to the recognition of achievements and services that are clearly outstanding and unmistakably exceptional when compared to similar achievements and accomplishments of personnel of like rank and responsibilities.
8. The successful accomplishment of a predesignated number of tasks or functions is not a valid basis for an automatic award. However, unusual and extraordinary sustained performance may be used as a point of departure in justifying meritorious achievement or service. In instances where may persons are affiliated with an exceptionally successful program, project, or mission, the AFAM will be awarded only to the relatively few members whose contributions clearly stand out from the others, and who have contributed most to the success of the program.

Figure 3.14. Air Force Achievement Medal (AFAM).

3.4. Administrative Instructions for Preparing Citations for Specific Awards.

3.4.1. Prepare citations on 8 1/2- x 11-inch, plain bond paper (orientation - landscape). If available use parchment paper. Prepare in letter-quality format without corrections, white-

outs, strikeovers, or abbreviations. The use of the dollar sign ($) is typically not recommended, however, will be accepted if used in the proper format ($10 million). Citations must be in good taste and of quality that will capture the substance of the decoration with dignity and clarity.

3.4.2. See figure 3.15 for sample citation headings. Use the mandatory opening and closing sentences listed in paragraph 3.5 below.

3.4.3. The narrative is a short description of the act, achievement, or service. Be specific on facts.

3.4.4. In citations for "retirement decorations" use the words "long and" (closing sentence) only for 30 years or more of service. Closing sentence for Air National Guard members not on Extended Active Duty (EAD) will read: "The singularly distinctive accomplishments of _____ _____ reflect credit (great credit) on himself/herself, the Air National Guard, and the United States Air Force." Figure service of 30 years using total military service date (TMSD) or total active federal military service date (TAFMSD).

3.4.5. The use of commonly identified code names is acceptable in citations (i.e., RED FLAG, Operation ENDURING FREEDOM, etc). Do not use any abbreviations other than Jr., Sr., II, III, and so on, following the member's name. For compound grade titles, such as First Lieutenant, Master Sergeant, Lieutenant Colonel, and so on, spell out the complete grade title in the opening sentence and then use the short title in the balance of the citation. Reflect the title "Chaplain" as "Chaplain, full grade, full name" (Ex: Chaplain, Lieutenant Colonel Frederick Thompson) in the opening sentence. Thereafter, reflect "Chaplain surname" (Ex: Chaplain Thompson).

3.4.6. Numeric designators of units should read 3d Aerospace Wing, 4th Mission Support Group, etc.

3.4.7. Use Times New Roman (TMS RMN) 10- to 12-point size or comparable font.

3.4.8. Length of citation should not exceed:

3.4.8.1. MSM, AM, AAM, and AFCM citations: 14 lines maximum

3.4.8.2. AFAM citations: 11 or 12 lines maximum

3.5. Citation Content:

3.5.1. Air Force Cross.

3.5.1.1. Opening Sentence: The President of the United States of America, authorized by section 8742 of title 10 U.S.C, awards the Air Force Cross to Colonel Snowe Whyte for extraordinary heroism in military operations against (an armed enemy of the United States) OR (an opposing armed force) as (duty assignment) OR (at or near) (on ____) OR (from ____ to ____).

3.5.1.2. Narrative Description: (On that date) OR (During this period) while attacking a heavily defended target, Colonel Whyte's aircraft was severely damaged when it was deliberately rammed by an enemy fighter plane. Realizing that the critically injured co-pilot and other crewmembers were unable to abandon the aircraft, Colonel Whyte, without regard for her personal safety, remained at her station and guided the aircraft to a crash-landing in order to save the lives of her crew.

3.5.1.3. Closing Sentence: Through his extraordinary heroism, superb airmanship, and aggressiveness in the face of the enemy, Colonel Whyte reflected the highest credit upon herself and the United States Air Force:

3.5.1.3.1. Posthumous Award: Through her extraordinary heroism, superb airmanship, and aggressiveness in the face of the enemy, and in the dedication of her service to her country, Colonel Whyte reflected the highest credit upon herself and the United States Air Force.

3.5.2. Distinguished Service Medal.

3.5.2.1. Opening Sentence: The President of the United States of America, authorized by Act of Congress July 9, 1918, awards the Distinguished Service Medal to Lieutenant General Aurora Rose for exceptionally meritorious service in a duty (in duties) of great responsibility. General Rose distinguished herself as (one or more duty assignments) (from ____ to ____).

3.5.2.2. Narrative Description: In this important assignment, the forceful leadership and outstanding and dedicated efforts of General Rose were significantly displayed in the strategic direction of all United States forces in Japan, Korea, and the Ryukyu Islands.

OR

During this period, General Rose's outstanding achievements and her dynamic leadership and initiative resulted in the development of an air logistics system specifically tailored to the global requirements of the Air Force.

3.5.2.3. Closing Sentence: The singularly distinctive accomplishments of General Rose reflect the highest credit upon herself and the United States Air Force:

3.5.2.3.1. Retirement Award: The singularly distinctive accomplishments of General Rose culminate a (long and) distinguished career in the service of her country and reflect the highest credit upon herself and the United States Air Force.

3.5.2.3.2. Posthumous Award: The singularly distinctive accomplishments of General Rose in the dedication of her service to her country reflect the highest credit upon herself and the United States Air Force.

3.5.3. Silver Star.

3.5.3.1. Opening Sentence: Colonel William D. Kidde distinguished himself by gallantry in connection with military operations against (an armed enemy of the United States) OR (an opposing armed force) (at or near) (on____) OR (from_____to_____).

3.5.3.2. Narrative Description: (On that date) OR (During this period), while leading a flight of fighter aircraft flying top cover for twenty-three bombers, Colonel Kidde observed enemy jet fighters attacking the formation. With complete disregard for his personal safety, Colonel Kidde led his element against the two lead aircraft of the enemy formation and shot down the enemy flight leader. This courageous and aggressive attack against superior odds disorganized the remaining enemy pilots who retreated in confusion.

3.5.3.3. Closing Sentence: By his gallantry and devotion to duty, Colonel Kidde has reflected great credit upon himself and the United States Air Force:

3.5.3.3.1. Posthumous Award: By his gallantry and devotion to duty in the dedication of his service to his country, Colonel Kidde has reflected great credit upon himself and the United States Air Force.

OR

The professional competence, aerial skill, and devotion to duty displayed by Colonel Kidde in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

3.5.4. Legion Of Merit.

3.5.4.1. Opening Sentence: Colonel Lucy E. Brown distinguished herself by exceptionally meritorious conduct in the performance of outstanding service to the United States as (duty assignment) OR (while assigned to _____(office) (from ____to_____).

3.5.4.2. Narrative Description: In this important assignment, the leadership, exemplary foresight, and ceaseless efforts consistently demonstrated by Colonel Brown resulted in significant contributions to the effectiveness and success of the program.

OR

During this period, the exemplary ability, diligence, and devotion to duty of Colonel Brown were instrumental factors in the resolution of many complex problems of major importance to the Air Force.

3.5.4.3. Closing Sentence: The superior initiative, outstanding leadership, and personal endeavor displayed by Colonel Brown reflect great credit upon herself and the United States Air Force.

OR

The singularly distinctive accomplishments of Colonel Brown reflect great credit upon herself and the United States Air Force:

3.5.4.3.1. Retirement Award: The singularly distinctive accomplishments of Colonel Brown culminate a (long and) distinguished career in the service of her country and reflect great credit upon herself and the United States Air Force.

3.5.4.3.2. Posthumous Award: The singularly distinctive accomplishments of Colonel Brown in the dedication of her service to her country reflect great credit upon herself and the United States Air Force.

OR

By his courageous action and humanitarian regard for his fellowman in the dedication of service to his country, Colonel Brown has reflected great credit upon himself and the United States Air Force.

3.5.5. Distinguished Flying Cross.

3.5.5.1. Opening Sentence: Colonel Jerry T. Smythe distinguished himself by (heroism) (extraordinary achievement) while participating in aerial flight as (duty assignment) (at or near) (on _____) OR (from _____to _____).

3.5.5.2. Narrative Description:

3.5.5.2.1. Heroism: On that date while piloting an F-16 aircraft, Colonel Smythe's aircraft suddenly exploded and became engulfed in fire while flying over a heavily populated city. Despite the hazardous condition encountered, Colonel Smythe successfully guided his aircraft away from the populated area before ejecting himself from the disabled aircraft.

3.5.5.2.2. Extraordinary Achievement: During this period, Colonel Smythe's exemplary knowledge and outstanding airmanship, displayed under extremely hazardous conditions, culminated in highly successful aerial penetrations into Hurricane _____. The accuracy of data obtained during these penetrations provided essential early warning information on location, wind velocity, and direction of one of the most destructive hurricanes to hit the United States mainland.

3.5.5.3. Closing Sentence: The outstanding heroism and selfless devotion to duty displayed by Colonel Smythe reflect great credit upon himself and the United States Air Force.

OR

The professional competence, aerial skill, and devotion to duty displayed by Colonel Smythe reflect great credit upon himself and the United States Air Force.

3.5.5.3.1. Posthumous Award: The outstanding heroism and selfless devotion to duty displayed by Colonel Smythe in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

3.5.6. Airman's Medal.

3.5.6.1. Opening Sentence: Technical Sergeant LaShasta R. Kola distinguished herself by heroism involving voluntary risk of life (at or near) (location) on (date).

3.5.6.2. Narrative Description: On that date, Sergeant Kola rushed to the area where an aircraft crashed on takeoff. With complete disregard for her own safety, Sergeant Kola, despite the hazard of exploding fuel cells, unhesitatingly entered the flaming aircraft and persevered in her humanitarian efforts until she succeeded in removing one of the injured victims to a place of safety.

3.5.6.3. Closing Sentence: The exemplary courage and heroism displayed by Sergeant Kola reflect great credit upon herself and the United States Air Force.

OR

By her courageous action and humanitarian regard for her fellowman, Sergeant Kola has reflected great credit upon herself and the United States Air Force.

3.5.6.3.1. Posthumous Award: The exemplary courage and heroism displayed by Sergeant Kola in the dedication of service to her country reflect great credit upon herself and the United States Air Force.

3.5.7. Bronze Star Medal:

3.5.7.1. Opening Sentence: Master Sergeant Rose A. Tyler distinguished herself by (heroism) OR (meritorious achievement) OR (meritorious service) as (duty assignment) (while engaged in action against an enemy of the United States) OR (while engaged in military operations involving conflict with an opposing foreign force) OR (while engaged in operations against an opposing armed force) (at or near) (on _____) OR (from _____to_____).

3.5.7.2. Narrative Description:

3.5.7.2.1. Heroism with V-device: On that date while affecting the rescue of an American helicopter crew shot down behind enemy lines, Sergeant Tyler and her patrol were spotted and immediately subjected to enemy action. Through the application of her exemplary leadership, sound judgment and courage, Sergeant Tyler safely led her patrol through the ensuing battle to the successful accomplishment of its mission objective.

3.5.7.2.2. Achievement or Service: During this period while exposed to extreme danger from hostile bombing and mortar attacks, Sergeant Tyler established and maintained vital long-range communications in support of the United States airlift of United Nations forces to Katanga.

3.5.7.3. Closing Sentence: By her heroic actions and unselfish dedication to duty, Sergeant Tyler has reflected great credit upon herself and the United States Air Force.

OR

The exemplary leadership, personal endeavor, and devotion to duty displayed by Sergeant Tyler in this responsible position reflect great credit upon herself and the United States Air Force.

3.5.7.3.1. Posthumous Award: By her heroic actions and unselfish dedication to duty in the service of her country, Sergeant Tyler has reflected great credit upon herself and the United States Air Force.

3.5.8. Purple Heart. Do not prepare citations for awards of the Purple Heart. When announcing award, use the following wording in special orders: "By direction of the President, Master Sergeant Arlene Ton, SSN, is awarded the Purple Heart for wounds incurred on (date) (in action against an enemy of the United States) OR (as the result of action by a hostile force)."

OR

"By direction of the President, Master Sergeant Arlene Ton, SSN, is awarded the Purple Heart (_____Oak Leaf Cluster) for wounds incurred on (date)(in action against an enemy of the United States)

OR

(as the result of action by a hostile foreign force)."

3.5.9. Meritorious Service Medal.

3.5.9.1. Opening Sentence: Senior Master Sergeant Mickey Smith distinguished himself in the performance of outstanding service to the United States as (duty title) OR (while assigned to the (office)_____from _____to_____).

OR

Master Sergeant Mickey Smith distinguished himself by outstanding achievement (as) or (while assigned to), (on) or (from _____to_____).

3.5.9.2. Narrative Description: During this period, the outstanding professional skill, leadership, and ceaseless efforts of Sergeant Smith resulted in major contributions to the effectiveness and success of Air Force (programs).

OR

In this important assignment, Sergeant Smith's outstanding leadership and devotion to duty were instrumental factors in the resolution of many problems of major importance to the Air Force.

3.5.9.3. Closing Sentence: The singularly distinctive accomplishments of Sergeant Smith reflect great credit upon himself and the United States Air Force:

3.5.9.3.1. Retirement Award: The singularly distinctive accomplishments of Sergeant Smith culminate a (long and) distinguished career in the service of his country and reflect great credit upon himself and the United States Air Force.

3.5.9.3.2. Separation Award: The singularly distinctive accomplishments of Sergeant Smith while serving his country reflect great credit upon himself and the United States Air Force.

3.5.9.3.3. Posthumous Award: The singularly distinctive accomplishments of Sergeant Smith in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

3.5.10. Air Medal.

3.5.10.1. Opening Sentence: Major Hannah Baxter distinguished herself by meritorious achievement while participating in (aerial flight) OR (sustained aerial flight) as (duty assignment) (at or near) (on_____) OR (from_____to_____).

3.5.10.2. Narrative Description:

3.5.10.2.1. Aerial Flight: On that date when the F-16 aircraft Major Baxter was piloting experienced severe mechanical malfunctions, Major Baxter, at great personal risk, maneuvered the aircraft to a safe landing without further damage to the aircraft.

3.5.10.2.2. Sustained Aerial Flight: During this period, the airmanship and courage exhibited by Major Baxter in the successful accomplishment of these important reconnaissance missions, under extremely hazardous conditions, demonstrated his outstanding proficiency and steadfast devotion to duty.

3.5.10.3. Closing Sentence:

3.5.10.3.1. Aerial Flight: The professional skill and airmanship displayed by Major Baxter reflect great credit upon herself and the United States Air Force.

3.5.10.3.2. Sustained Aerial Flight: The professional ability and outstanding aerial accomplishments of Major Baxter reflect great credit upon herself and the United States Air Force.

3.5.10.3.3. Posthumous Award: The professional skill and airmanship displayed by Major Baxter in the dedication of her service to her country reflect great credit upon herself and the United States Air Force.

3.5.11. Aerial Achievement Medal.

3.5.11.1. Opening Sentence: Master Sergeant Rory Williams distinguished himself by meritorious achievement while participating in sustained aerial flight as (duty assignment) (at or near from _____ to _____).

3.5.11.2. Narrative Description: During this period, the airmanship and courage exhibited by Sergeant Williams in the successful accomplishment of these important reconnaissance missions, under extremely hazardous conditions, demonstrated his outstanding proficiency and steadfast devotion to duty.

3.5.11.3. Closing Sentence: The professional ability and outstanding aerial accomplishments of Sergeant Williams reflect great credit upon himself and the United States Air Force.

3.5.11.3.1. Posthumous Award: The professional ability and outstanding aerial accomplishments displayed by Sergeant Williams in the dedication of his service to his country reflect great credit upon himself and the United States Air Force.

3.5.12. Air Force Commendation Medal.

3.5.12.1. Opening Sentence: Technical Sergeant Ami Ponde distinguished herself by (meritorious service) OR (outstanding achievement) OR (an act of courage) as (duty assignment and office) OR (while assigned to _____(office) from _____to _____).

OR

Technical Sergeant Ami Ponde distinguished herself by (outstanding achievement) OR (an act of courage) (at or near) on (date).

3.5.12.2. Narrative Description (Act of Courage): On that date, Sergeant Ponde arrived on the scene of an automobile accident which seriously injured the driver of the vehicle. Without hesitation, Sergeant Ponde went to the aid of the injured victim, expertly administered first aid, and remained with him until arrival of professional assistance.

3.5.12.3. Narrative Description (Service or Achievement): During this period, the professional skill, leadership, and ceaseless efforts of Sergeant Ponde contributed to the effectiveness and success of Air Force programs.

3.5.12.4. Closing Sentence: The distinctive accomplishments of Sergeant Ponde reflect credit upon herself and the United States Air Force.

3.5.12.4.1. Act of Courage: By her prompt action and humanitarian regard for her fellowman, Sergeant Ponde has reflected credit upon herself and the United States Air Force.

3.5.12.4.2. Retirement Award: The distinctive accomplishments of Sergeant Ponde culminate a (long and) distinguished career in the service of her country and reflect credit upon herself and the United States Air Force.

3.5.12.4.3. Separation Award: The distinctive accomplishments of Sergeant Ponde while serving her country reflect credit upon herself and the United States Air Force.

3.5.12.4.4. Posthumous Award: The distinctive accomplishments of Sergeant Ponde in the dedication of her service to her country reflect credit upon herself and the United States Air Force.

3.5.13. Air Force Achievement Medal.

3.5.13.1. Opening Sentence: Captain Michelle Canmore distinguished herself by (meritorious service) OR (outstanding achievement), as (duty assignment, and office location) OR while assigned to (office location).

OR

Captain Michelle Canmore distinguished herself by outstanding achievement (at or near).

3.5.13.2. Narrative Description (Achievement or Service). Captain Canmore's outstanding professional skill, knowledge, and leadership aided immeasurably in identifying problem areas in the field of _____ and in developing and implementing research projects capable of solving these problems.

3.5.13.3. Closing Sentence. Confine the closing to one sentence which will personalize the summation.

Figure 3.15. SAMPLE CITATION HEADINGS (see *Notes*).

CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE LEGION OF MERIT
(Double Space)
TO
(Double Space)
LUCY E. BROWN
(Triple Space)

or

CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE AIR FORCE COMMENDATION MEDAL
(WITH VALOR)
(Double Space)
TO
(Double Space)
TAMI PONDER
(Triple Space)

(SUBSEQUENT AWARDS)
CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE AIRMAN'S MEDAL
(FIRST OAK LEAF CLUSTER)
(Double Space)
TO
(Double Space)
LASHASTA R. KOLA
(Triple Space)

or

CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE AIR FORCE COMMENDATION MEDAL
(FIRST OAK LEAF CLUSTER WITH VALOR)
(Double Space)
TO
(Double Space)
TAMI PONDER
(Triple Space)

(POSTHUMOUS)
CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE AIR FORCE COMMENDATION MEDAL
(POSTHUMOUS)
(Double Space)
TO
(Double Space)
HANNAH BAXTER
(Triple Space)

Notes:
1. Include the recipient's SSN and appropriate suffix or prefix, i.e., FR (Regular Air Force) FV (Air Force Reserve) FG (Air National Guard) immediately after the name on all copies (except the original).
2. The top margin is 1 inch to 1 1/2 inches, the side margins are 1 inch to 2 inches, and the bottom margin should be minimum of 3 inches. Orientation for citations is landscape.

Chapter 4

UNITED STATES AIR FORCE UNIT AWARDS

4.1. Definition: A unit award is designed, intended, and awarded to recognize a unit, or units, for heroism, meritorious service, or outstanding achievement during peacetime or in action against hostile forces or an armed enemy of the United States. Certain unit awards were also created to recognize US Air Force organizations for outstanding heroism or achievement performed during international tension, national emergencies, and/or extraordinary situations/events that involve national interests.

4.1.1. Air Force unit awards are not intended to recognize single individual actions, but rather to acknowledge and recognize the combined efforts of every member of a unit or organization.

4.1.2. To preserve the integrity of unit awards, they are approved only to recognize acts or services that are clearly and distinctly outstanding by nature and magnitude. The acts or services recognized must place the unit's performance above that of other units similar in composition and mission and be of such importance that they cannot be appropriately recognized in any other way.

4.1.3. Unit recommendations based on exceptionally meritorious service must cover a period of not more than 2 years and not less than 1 year, and the recommendation must be formally entered into official military channels within 2 years and awarded within 3 years of the termination date of the act, achievement, or service performed.

4.1.4. Air Force unit awards are primarily awarded to Air Force units and organizations. Sister Service units are not normally recommended for or selected to share in an Air Force peacetime unit award, as they are eligible for their own service unit awards.

4.1.5. Only one unit award is awarded for the same achievement or period of service.

4.1.6. For instructions on the display of streamers for unit or organizational guidons, refer to AFI 34-1201, *Protocol*.

4.2. Unit Awards Approval Authority. Refer to table 4.1 at the end of this chapter to determine unit award approval authority. Approval authority for the Presidential Unit Citation and Gallant Unit Citation is the SECAF.

4.3. Presidential Unit Citation (PUC).

Figure 4.1. PUC.

4.3.1. Originally called the Distinguished Unit Badge and subsequently changed to the Distinguished Unit Citation, it is the highest USAF unit award is awarded in the name of the President to units of the Armed Forces of the United States and cobelligerent nations, for extraordinary heroism in action against an armed enemy on or after 7 December 1941. The unit must have displayed such gallantry, determination, and esprit de corps in accomplishing its mission, under extremely difficult and hazardous conditions, to have set it apart and above

other units participating in the same campaign. The degree of heroism required is the same as that which would be required of an Air Force Cross to an individual. Being on combat duty for an extended period or participating in a large number of operation missions is not sufficient. Only on rare occasions does a unit higher than a wing qualify for this award. Not awarded to any unit or unit component previously awarded the Gallant Unit Award (GUC), Meritorious Unit Award (MUA), Air Force Outstanding Unit Award (AFOUA), Air Force Organizational Excellence Award, or unit award from another U.S. Service Branch for the same act or achievement. The NAF commander or Air Component Commander is the recommending official and must have chain of command endorsement (i.e., Combatant Component CC or CV, MAJCOM CC or CV, 2-Digit Air Staff Director, etc.).

4.3.2. Individual Entitlement. Only those members who received IDP/HFP in accordance with Title 37 U.S.C. Section 310 during the inclusive period identified are eligible for the award, update, and wear the award. Assigned and attached personnel (TDY or permanent party) may be entitled to the award on an individual basis, if they directly contributed to the unit mission and accomplishments. The unit commander confirms entitlement to wear the ribbon (whether attached by verbal or written orders) by issuing a memo or AF Form 104, *Service Medal Award Verification*, which contains the following:

4.3.2.1. Member(s) rank, name, and Social Security Number.

4.3.2.2. Certification of member(s) entitlement.

4.3.2.3. Specific designation of the cited unit to which the member is attached, and date of attachment.

4.3.2.4. States the award authority (i.e., order number, date, and issuing headquarters).

4.3.2.5. Indicates the award inclusive period.

4.3.2.6. Once signed by the unit commander, give a copy to each member, and forward the correspondence to each member's servicing MPS for inclusion in the member's record.

4.3.3. Authorized Device: Oak Leaf Cluster.

4.3.3.1. Wearing the Distinguished Unit Citation (DUC). The DUC was renamed the PUC in 1965. Members entitled to wear both awards may wear an oak leaf cluster on the ribbon to denote entitlement to both awards.

4.3.3.2. Wearing the Navy PUC. The Navy PUC ribbon is designed differently than the USAF or US Army PUC ribbons. A person entitled to wear the Navy ribbon may wear it on the Air Force uniform, whether or not they are entitled to the Air Force PUC.

4.3.4. Approval Authority: The SECAF, however the nomination package must be processed through AFPC/DPSIDR.

4.3.5. Award Elements: Citation, Certificate, Special Order, and Streamer. Upon presentation, the streamer should be displayed immediately below the staff ornament of the flagstaff that carries the unit's flag or guidon.

4.4. Gallant Unit Citation (GUC).

Figure 4.2. GUC.

4.4.1. The Gallant Unit Citation was approved in March 2004 by the SECAF to recognize organizations for extraordinary heroism in action against an armed enemy of the United States while engaged in military operations involving conflict with an opposing foreign force on or after 11 September 2001.

4.4.2. The GUC, although requiring a lesser degree of gallantry, determination, and esprit de corps than required for the PUC, requires the unit to have performed with marked distinction under difficult and hazardous conditions in accomplishing its mission so as to set it apart from and above other units participating in the same conflict. The degree of heroism required is the same as that which would warrant award of the Silver Star to an individual.

4.4.3. Units Eligible for the GUC: The GUC is awarded in the name of the SECAF to units that have participated in single or successive actions covering relatively brief time spans. Only on rare occasions will a unit larger than a group qualify for the GUC. Extended periods of combat duty or participation in a larger number of operational missions, either air or ground, is not sufficient. The unit commander is the recommending official and must have chain of command endorsement (i.e., wing, NAF, Combatant Component CC or CV, MAJCOM CC or CV, 2-Digit Air Staff Director, etc.).

4.4.4. Individual entitlement is the same as that of the PUC. Refer to paragraph 4.3.2.

4.4.5. Authorized Device: Oak Leaf Cluster.

4.4.6. Approval Authority: The SAFPC Decorations Board; however the nomination package must be processed through AFPC/DPSIDR.

4.4.7. Award Elements: Citation, Certificate, Special Order, and Streamer.

4.5. Meritorious Unit Award (MUA).

Figure 4.3. MUA.

4.5.1. The Meritorious Unit Award was approved in March 2004 by the SECAF to recognize organizations for exceptionally meritorious conduct in the performance of outstanding achievement or service in direct support of combat operations for at least 90 continuous days during the period of military operations against an armed enemy of the United States on or after 11 September 2001.

4.5.2. To qualify for award of the MUA, the recommended unit must display such outstanding devotion and superior performance of exceptionally difficult tasks as to set it apart and above other units with similar missions. The degree of achievement required is the same as that which would warrant award of the LOM to an individual. Superior performance of the normal mission will not alone justify the award of the MUA.

4.5.3. Units Eligible for the MUA: The MUA is awarded in the name of SECAF to squadrons, groups, and wings for exceptionally meritorious conduct in the performance of outstanding achievement or service in direct support of combat operations for at least 90 continuous days during the period of military operations against an armed enemy of the United States. Service in a combat zone is not required, but service must be directly related to the combat effort. Wing-level and below units may be recommended for this award.

4.5.4. Authorized Device: Oak Leaf Cluster.

4.5.5. Approval Authority: MAJCOM commanders; however, approval authority is delegated in cases when NAF/CCs are serving as Air Component Commanders (i.e., 9AF/CC serves as USCENTAF/CC).

4.5.6. Award Elements: Citation, Certificate, Special Order, and Streamer.

4.6. Air Force Outstanding Unit Award (AFOUA).

Figure 4.4. AFOUA.

4.6.1. The AFOUA was established and awarded in the name of the SECAF on 6 January 1954.

4.6.2. Units Eligible for the AFOUA. The following types of units are eligible for consideration: Numbered Units such as Air Forces, Air Divisions, Wings, Groups, and Squadrons (units below squadron level are not eligible), to include provisional units; medical facilities such as hospitals, clinics, medical centers (numbered or unnumbered). Detachments, operating locations, training sites, or Air Force elements are often included in the parent unit's award; however, they may be considered on their own merit or identified by the parent unit to share in the award, but not both. Subordinate unnumbered units included in the numbered parent unit's award submission will be allowed to share in the approved unit award (AFOUA) only if submitted and approved as an exception to policy (ETP). All other unnumbered units (squadron-level and above) must be submitted for the AFOEA to the appropriate approval authority.

4.6.3. Authorized Device: Oak Leaf Cluster. The approval of both the GUC and MUA has warranted the discontinuance of the "V" Device being authorized for USAF unit awards approved on/after 1 January 2014.

4.6.4. Approval Authority: Authority to approve recommendations for awarding the AFOUA is delegated to MAJCOM commanders or vice commanders; however, approval authority is delegated in cases when NAF/CCs are serving as Air Component Commanders (i.e., 9AF/CC serves as USCENTAF/CC). Recommendation packages requiring SECAF approval will be forwarded through the chain of command to AFPC/DPSIDR for further processing by SAFPC.

4.6.5. Award Elements: Citation, Certificate, Special Order, and Streamer.

4.7. Air Force Organizational Excellence Award (AFOEA).

Figure 4.5. AFOEA.

4.7.1. The Air Force Organizational Award (AFOEA) was approved in August 1969 by the Sec AF to recognize the achievements and accomplishments of USAF organizations or activities. It is awarded to Air Force internal organizations that are entities within larger organizations. They are unique, unnumbered organizations or activities that perform functions normally performed by numbered wings, groups, squadrons etc.

4.7.2. Units Eligible for the AFOEA. The following types of organizations are eligible for consideration: Unnumbered organizations, such as MAJCOM headquarters, FOAs, DRUs, centers, and any other unnumbered organization (unnumbered organizations below squadron level are not eligible); SECAF and the office of the Chief/Assistant Chief of Staff agencies (i.e., all two-digit office symbol organizations in Secretariat and on AF Air Staff); each Air Force level school, academy college, and USAF ROTC detachments; similar Armed Forces of the United States services organizations or activities (except DoD joint activities). Detachments, operating locations, training sites, or Air Force elements are often included in the parent unit's award; however, they may be considered on their own merit or identified by the parent unit to share in the award, but not both. Subordinate numbered units included in the unnumbered parent unit's award submission will be allowed to share in the approved unit award (AFOEA) only if submitted and approved as an ETP. All other unnumbered units (squadron-level and above) must be submitted for the AFOEA to the appropriate approval authority.

4.7.3. Authorized Device: Oak Leaf Cluster. The approval of both the GUC and MUA has warranted the discontinuance of the "V" Device being authorized for USAF unit awards approved on/after 1 January 2014.

4.7.4. Approval Authority: Authority to approve recommendations for awarding the AFOEA is delegated to major commanders or vice commanders. Recommendation packages requiring SECAF approval will be forwarded through the chain of command to AFPC/DPSIDR for further processing by SAFPC.

4.7.5. Award Elements: Citation, Certificate, Special Order, and Streamer.

4.8. Subordinate Unit Sharing Approved Unit Award with Parent Unit. Subordinate units/organizations do not automatically share in a parent unit/organization award. Each subordinate unit must be able to demonstrate a direct impact on parent unit mission accomplishment.

4.8.1. Units/organizations can only share their award with like subordinate organizations (i.e., for a numbered parent organization, only numbered subordinate units may share; for an unnumbered parent organization, only unnumbered subordinate organizations/units may share).

4.8.1.1. For units/organizations with a "mixed" composition (i.e., numbered and unnumbered units) an exception to policy may be requested from SAFPC.

4.8.2. Higher units or organizations are not entitled to share in an award approved solely to a subordinate unit.

4.8.3. Host organizations may identify tenant units to share in their award providing the tenant unit's parent MAJCOM, FOA or DRU concurs in writing.

4.9. Air Force Unit Awards Shared by Sister Services or a Foreign Nation. On very rare occasions and typically during periods of war, units/organizations of the Departments of the Army and Navy, or the Marine Corps may share in an Air Force unit award. Before completing the special order, the Air Force approval authority must forward the entire recommendation to AFPC/DPSIRDA to obtain concurrence from the respective service. Military units of friendly foreign nations may not share in an Air Force unit award to an Air Force unit/organization. Because units of friendly foreign nations are typically organized within a DoD combined command, they are normally awarded DoD unit awards, verses Air Force unit awards.

4.10. Sister Service and Foreign Nation Unit Awards Shared by Air Force Units/Organizations. These are considered sister service and foreign nation unit awards similar to Air Force unit awards. Air Force units may be presented or accept sister service and foreign nation unit awards only with advanced DAF written approval. Typically, the Departments of the Army, Navy, Marine Corps or foreign nation, before approving a unit award to an Air Force unit/organization, will obtain concurrence and approval from the Air Force or Department of State. A unit known to have been recommended for a sister service unit award must ensure the DAF has concurred and approved the unit award; a foreign nation unit award must have Department of State or SAFPC concurrence/approval to AFPC/DPSIDR. If DAF concurrence/approval was not obtained by the Departments of the Army, Navy, Marine Corps, or foreign nation, the Air Force unit/organization being recognized must request acceptance through its chain of command to AFPC/DPSIDR.

4.11. Air Force Personnel Entitled to Unit Awards. All unit/organization permanently assigned or attached personnel (military or civilian) who served in the unit/organization for at least one day during a period for which a unit award was approved are authorized the appropriate ribbon, if they directly contributed to the mission and accomplishments of the unit. When needed, the squadron commander or other designated official in a unit recognized validates and determines entitlement.

4.11.1. Air Force TDY Personnel, Students, and Other Personnel Entitled to Unit Awards. Air Force personnel and students on accession status attached or TDY to a unit/organization awarded, or subsequently awarded a unit award are not entitled to share in the award individually, unless the unit/organization commander of the unit/organization awarded the unit award determines that the contributions of the TDY personnel or accession student(s) significantly and directly contributed to the mission and accomplishments of the unit/organization for which the unit award was approved if the unit/organization commander of the unit/organization recognized signs a memorandum identifying all TDY personnel or accession student authorized to share in the unit award; these personnel present this memorandum to their servicing MPS. Resident staff of Air Force units/organizations may be entitled to share in unit awards provided the commander that submitted the unit award recommendation made reference to this entitlement in the recommendation, or if the unit/organization commander signs a memorandum identifying each Resident and authorizing entitlement.

4.11.2. Air Force Personnel Entitled to AEF/Contingency/Provisional Unit Awards. Air Force personnel who were TDY or permanently assigned/attached for at least one day during a period for which a unit award was approved to an AEF, contingency, deployed, or provisional unit, are authorized the appropriate ribbon if they directly contributed to the mission and accomplishments of the unit.

4.11.3. Sister Service Personnel Entitled to Share in Air Force Unit Awards. Personnel from the Departments of the Army, Navy, or Marine Corps may share in a unit award if they were permanently assigned or attached to the unit. The squadron commander of the unit/organization recognized signs a memorandum identifying Army, Navy, or Marine Corps personnel to share in a unit award; these personnel present this memorandum to their servicing personnel element.

4.12. Verifying Individual Entitlement to Share in Unit Award. The servicing MPS verifies entitlement to Air Force personnel to share in a unit award and updates/creates the AF Form 104. The MPS may use a variety of methods to verify unit award entitlement to include Contingency/Exercise/Deployment (CED) orders, completed travel vouchers, decoration citations/orders, LOEs, appraisals that are a matter of record, MILPDS data/information, or other documentation deemed acceptable by the MPS (i.e. a memorandum from the approval authority awarding the organization(s) confirming individual entitlement). To verify entitlement to previous unit awards, refer to this instruction or other reference sources such as the DoD 1348-33.M, AFPAM 36-2801, (previously AFP 900-2), and/or **http://access.afpc.af.mil/awardsDMZ/SearchAwards.aspx** for awards and decorations information. AFPAM 36-2801, contains unit award information from WWI to 1992. After 1992, unit award information is updated into the AFPC web site: **http://access.afpc.af.mil/awardsDMZ/SearchAwards.aspx**.

4.12.1. Normally, when a unit award is approved, the approval authority forwards the unit award elements (special order, citation, certificate, and streamer (if applicable), through the chain of command to the unit/organization recognized. The commander of the unit recognized informs the MPS of the award and requests that current records of assigned/attached personnel be updated. Personnel departed from the unit may request their servicing MPS update their records.

4.13. Unit Award Approval Authority Responsibility. Approve unit awards to military units that distinguish themselves during peacetime or in action against hostile forces or an armed enemy of the US. Restrict approval to recognize acts or services that place the unit's performance significantly above that of other units of similar composition and mission responsibility. Only approve one award for the same act, achievement, or service. Approval authorities ensure only 10 percent of similar units assigned to their command are approved for the AFOUA/AFOEA annually. If warranted, approval authorities may award the AFOUA/AFOEA to one additional unit per specific category. For one-of-a-kind type units, approval will be based on each unit's merits. Publish a special order to announce approval of the unit award. Include in the special order the type of unit award, name of unit, subordinate units entitled to share in the award, inclusive period(s) for each sharing unit if the period differs from the parent unit. By 31 December of each year, forward a copy of each special order published to AFPC/DPSIDR and a copy to the Air Force Historical Research Agency (AFHRA/RSO), 600 Chennault Circle, Maxwell, AFB AL 36112-6424 or email to **afhra.rs@us.af.mil**, Attention: RSO. A unit award based on outstanding achievement does not preclude a second award based

on meritorious service. Do not include the justification used to substantiate the outstanding achievement award in the recommendation for meritorious service. The unit's entire service must have been honorable during the distinguished act. Notify National Guard Bureau Public Affairs when approving a unit award for an ANG unit.

4.14. Unit Award Elements Prepared By Approval Authority. The approval authority prepares unit award elements and makes presentation arrangements, or forwards to subordinate command(s) for presentation arrangements to the recognized unit. Award elements consist of the special order, citation, certificate, and streamer.

4.14.1. Certificate. The certificate bears a replica of the ribbon and is embossed with the Department of the Seal. It identifies the unit decorated, indicates one or more dates of the act or achievement or the inclusive service period for which the award was made, and is signed by the award authority. The award authority issues the certificate.

4.14.2. Special Order. A special order announces this award. It is not essential at the time of the presentation ceremony and may be furnished later. Copies of the special order are not distributed to persons entitled to this award nor placed in individual personnel records. Refer to paragraph 4.13 for distribution instructions.

4.14.3. Streamer. The swallow-tailed streamer of the same design as the ribbon is issued to units authorized a flag or guidon. The streamer is embroidered in white with the name of the act or the inclusive dates of the service period. Authorized abbreviations may be used for lengthy action or achievement names. Each award is represented by a separate streamer.

4.15. Preparing a Unit Award Recommendation. Each approval authority will annually solicit unit award nominations by publicizing the suspense date, recommendation format, and required documents for unit award recommendations. The criteria for Air Force unit awards requiring SAFPC approval is announced annually by AFPC/DPSIDR with the release of the annual submissions of USAF unit awards requiring SECAF approval, via the PSDM. The following are the requirements for an Air Force unit award recommendation for which SAFPC has approval authority:

4.15.1. Letter of Recommendation. See Figure 4.6. Must be accomplished on official letterhead and signed by the commander/vice commander of the parent unit/organization. Chain of command endorsement is required and higher level endorsements may be accomplished on this letter, or on separate letters. For MAJCOMs, the MAJCOM commander (CC) is the recommending official. If the MAJCOM CC is unavailable, the MAJCOM vice commander (CV) may sign the recommendation letter. FOA/DRU commanders/directors assigned to an Air Staff directorate/agency will ensure their respective DCS endorses the recommendation. The letter must include the name of the parent organization being recommended, name of the award (GUC, AFOUA, etc.) and type of service (exceptionally meritorious service or outstanding achievement), as well as the inclusive period of the award. Accurately list all previous unit awards earned by parent unit. List other recognition earned by the parent and subordinate units during the inclusive period, and list one or more points of contact for the organization. The following documents will be submitted as attachments to the Letter of Recommendation.

4.15.1.1. Subordinate Organization Matrix. See Figure 4.7. Lists all assigned and attached subordinate units that will share in the award. The matrix will list the full title,

office symbol, complete Personnel Accounting Symbol (PAS) Code, award inclusive period, and (if applicable) any additional information/changes (i.e., unit renamed, new organization, unit closure, etc.) pertinent to each subordinate unit.

4.15.1.2. Organizational Chart. See Figure 4.8. Shows organizational structure of the parent unit/organization and each subordinate unit/organization recommended to share in the award.

4.15.1.3. Subordinate Organization Mission Descriptions. See Figure 4.9. Mission statements/descriptions for each subordinate unit/organization recommended to share in the award. ***Note:*** The parent unit mission description will precede the narrative justification on the AF Form 1206, *Nomination for Award*.

4.15.1.4. Nomination. See Figure 4.10. All unit award nominations will be accomplished on the latest version of the AF Form 1206, Nomination for Award, in bullet format only. Limit justification to the "Specific Accomplishments" block on the first and second page of the form. Begin with a mission statement which will only be one sentence long and will be unclassified. Use the heading, "Mission:" and state in present tense what the unit/organization is designated to do. The award justification follows in bullet format and in past tense, and is expected to highlight the entire organization's contributions to the mission—include any identified subordinate units. If possible, submissions should not contain classified information. The AF Form 1206 will not be utilized for PUC and GUC submissions. Please reference **paragraph 4.15.3 and 4.15.6** for PUC and GUC nominations, which are not completed on AF Form 1206).

4.15.1.5. Proposed Unit Award Citation. See **Figure 4.12** (AFOUA/AFOEA), **4.15** (PUC), **4.16** (GUC), and **4.17** (MUA) for specific formatting instructions and mandatory opening and closing sentences. For exceptionally meritorious service nominations, this should capture only four to five of the most outstanding achievements. For outstanding achievement nominations, this should detail the specific act or accomplishment. The citation must be unclassified. If award recommendation is approved, do not use proposed citations for ceremonies/presentations. The award approval authority can modify the proposed citation and the final approved citation could read differently.

4.15.1.6. Other Recognition Certificates. Significant unit/team recognition earned by parent and subordinate units during the inclusive period. Do not include individual awards or accomplishments.

4.15.1.7. Acronym Page. Lists and defines all acronyms used throughout the recommendation package. ***Note:*** The use of acronyms should be minimized.

4.15.2. Electronic Submission. Unit award nominations will be submitted electronically. All documents will be submitted as Microsoft Word Documents, with the exception of the Nomination, which will be submitted as an AF Form 1206. If desired the Organizational Chart(s) can be submitted as Microsoft PowerPoint slides.

Note: **The following additional paragraphs apply to Presidential Unit Citation (PUC) submissions only:**

4.15.3. Summary of Recommendation. This replaces the nomination on the AF Form 1206 and provides for more detailed justification for units being recommended for the PUC. The

Summary of Recommendation is completed on bond paper in 12-pitch and is limited to five single spaced typewritten pages. The Summary of Recommendation will contain the following paragraphs:

4.15.3.1. Mission. This should be a complete but concise statement, that is usually one sentence long and its contents may not contain classified data. Use the heading, "Mission:" and in the present tense tell what the unit is designated to do.

4.15.3.2. Concept of Operations. This brief narrative that is usually only one paragraph long and is stated in the past tense (wherever possible). Use the heading, "Concept of Operations:" and in narrative format include the following: One or more types of aircraft flown; number of flight locations (if applicable); list of the exact operations performed, indicating for whom they are performed; and the general geographical area of responsibility.

4.15.3.3. Execution Narrative. This narrative will demonstrate the scope of the unit's achievements, factual matters should be included. This could include but is not limited to the following: Number of hours flown; number of combat missions completed; number of personnel rescued; amount of supplies delivered; amount of enemy materiel, ships, or personnel destroyed; number of flares dropped; number and type of decorations awarded during the period; the enemy defenses encountered, etc. Specific examples of typical successful missions may also be included; and when applicable, new innovations conceived and tested should be mentioned. This should not include specific types of weapons, caliber, or abbreviations, unless spelled out first. Round off numbers, where possible. Avoid flowery, descriptive language and military terminology not readily understood by laymen or that may lose its meaning with the passage of time. Additionally, comments should reflect the support personnel contributions. Classified information up to SECRET may be submitted, but is rarely necessary and should be avoided if possible.

4.15.4. Proposed PUC White House/SECAF Press Release. See Figure 4.14. This is a double-spaced, portrait-style, 10 to 12-pitch, unclassified "Proposed Press Release" for use by the White House Communications Agency or the Air Force Public Affairs Division. This should be a condensed version of the unclassified summary using words understandable to the general public.

***Note*: The following additional paragraphs apply to Gallant Unit Citations (GUC) submissions only:**

4.15.5. Summary of Unit Specific Accomplishments. For GUC submissions, this replaces the nomination on the AF Form 1206. The Summary of Unit Specific Accomplishments is completed on bond paper in 12-pitch and is limited to two single spaced typewritten pages. The Summary of Recommendation will contain the following paragraphs:

4.15.5.1. Mission. This should be a complete but concise statement, that is usually one sentence long and its contents may not contain classified data. Use the heading, "Mission:" and in the present tense tell what the unit is designated to do.

4.15.5.2. Execution Narrative. This narrative will demonstrate the scope of the unit's achievements, factual matters should be included. This could include but is not limited to the following: Number of hours flown; number of combat missions completed; number

of lives saved; number of ground contacts hours and the enemy defenses offenses encountered, and so forth. Specific examples of typical successful missions may also be included. This should not include specific types of weapons, caliber, or abbreviations, unless spelled out first. Round off numbers, where possible. Avoid flowery, descriptive language and military terminology not readily understood by laymen or that may lose its meaning with the passage of time. Classified information up to SECRET may be submitted, but is rarely necessary and should be avoided if possible.

4.16. Air Force Unit Award Streamer: An Air Force unit award streamer is an embroidered swallow-tailed ribbon of the same design as the Air Force unit award awarded to members. The ribbon denotes award of an Air Force unit award. The most common Air Force unit awards are the Meritorious Unit Award, Air Force Outstanding Unit Award, and Air Force Organizational Excellence Award.

4.16.1. Unit Eligibility: To be eligible for a unit award streamer, a unit must have been awarded an Air Force unit award, or authorized to share in a higher headquarters unit award. Upon approval of a unit award, the approval authority provides a streamer only to the head organization/unit (units sharing in the award procure the streamer through supply channels).

4.16.2. Display of a Unit Award Streamer: Eligible units carry a unit award streamer on the organizational flag staff and guidon. Obtain streamer through Air Force supply channels. Embroider with the period recognized (1 JANUARY 2003 – 31 DECEMBER 2004). Do not issue a streamer to a unit not authorized a flag or guidon. Approval authority issues one streamer to parent or head unit/organization; commanders of subordinate units/organizations sharing in the award acquire their own after written evidence of approval/award (message, memorandum, special order) is available. Streamer sizes vary depending on the size of the flag on the flag staff:

4.16.2.1. Ceremonial Flag: 2 ¾” inches wide and 4’ feet long

4.16.2.2. Organizational Flag: 2 ¾” inches wide and 3’ feet long

4.16.2.3. Guidon Flag: 1 3/8” inches wide and 2’ feet long

4.17. Campaign Streamers. Denotes participation of a unit in a designated Department of Defense (DoD) campaign. Awarded for active Federal military service to units or organizations that are authorized an organizational color or distinguishing flag to recognize receipt of campaign participation credit. Campaign streamers are embroidered swallow-tailed ribbons of the same design as campaign or service medals awarded to members for service in a named campaign. Campaign streamers are usually embroidered with the name of the campaign, operation, or expedition designated by the Joint Chiefs of Staff (JCS), authorized by the DoD, and announced in DoD Manual 1348.33.

4.17.1. Unit Eligibility: To be eligible for a campaign streamer, a unit must have been awarded campaign participation credit by Headquarters Air Force. This authority may be delegated to the COMAFFOR to the Combatant Command that has operational control over the designated campaign, operation, or expedition. Air Force units are deemed to have participated if they were stationed in a designated combat zone and actually engaged the enemy in combat or performed duties either in the air or on the ground in any part of the combat zone at any time during the designated period of the respective battle, campaign or expedition. Campaign credit represents a unit’s participation in a campaign. Air Force units

will be considered for eligibility if the home unit deploys more than 50 percent of their unit simultaneously to the deployed location.

4.17.2. Procedures: Unit commanders are responsible for submitting requests for award of campaign participation credit through the chain of command to the appropriate COMAFFOR (refer to 4.17.1.1). The COMAFFOR will endorse and forward the request to AFPC/DPSIDR for routing to Headquarters Air Force. AFPC/DPSIDR issues special orders announcing approved campaign credit and forwards a copy of the orders to the requesting COMAFFOR and the Air Force Historical Research Agency (AFHRA) at **afhra.rs@us.af.mil**, Attention: RSO, for update of units' lineage and honors.

4.17.3. Display of Campaign Streamer. Eligible units carry a campaign streamer on their organizational flag staff and guidon. Each designated campaign name for which the unit receives participation credit is embroidered on an individual campaign streamer. Commanders of units that meet the unit eligibility requirements above procure, through supply channels, and display the appropriate campaign streamer after written evidence (message, memorandum, special order) from AFPC/DPSIDR or the Air Component Command that is responsible for the air war of the particular war, campaign or conflict. Streamer sizes vary depending on the size of the flag on the flag staff; see **paragraph 4.16.2**

4.18. War Service Streamer: A war service streamer is awarded to a flag-bearing organization for service in a theater or area of operation during a war or conflict when the organization is not entitled to campaign credit. The war service streamer is identical to the applicable campaign streamer, but without inscription.

4.18.1. Unit Eligibility: To be eligible for a war service streamer, a unit must meet all of the following: have mobilized in support of a campaign for which a campaign or service medal was authorized, entered the geographical area designated for the campaign, its area(s) of operations, or campaign theater, and meet the "in geographical area" or service criteria prescribed for individual award of the campaign or service medal. Upon establishment or approval of a campaign or service medal, the establishing or approval authority (AF/DPS) determines if a war service streamer is authorized for the campaign and initiates actions for its availability through the Air Force supply system.

4.18.2. Display of War Service Streamer: Eligible units carry a war service streamer on the organizational flag staff and guidon. Commanders of units that meet the unit eligibility requirements above may procure, through supply channels, and display the appropriate war service streamer after written evidence (message, memorandum, special order) establishing or approving the campaign or service medal is available. MAJCOMs/FOAs/DRUs are responsible to resolve, if needed, any eligibility contentions and determine final eligibility to a war service streamer by their subordinate organizations. Streamer sizes vary depending on the size of the flag on the flag staff; see **paragraph 4.16.2**

4.19. Assault Landing Credit.

4.19.1. Assault landing credit may be granted to AF units that, in the combat zone of a battle, campaign, or expedition as established by the Joint Staff or HAF, accomplishes one of the following types of assault operation:

4.19.1.1. Makes a parachute jump into enemy-held territory as a part of an organized force carrying out an assigned tactical mission.

4.19.1.2. Participates in the assault waves of an amphibious landing on enemy-held territory.

4.19.1.3. Makes a helicopter assault landing into enemy-held territory as a part of an organizational force carrying out an assigned tactical mission.

4.19.2. The assault landing must be of such scope that it would warrant HAF designation as a battle or campaign and be of such magnitude as to include tactical elements of at least one other Service. The forces committed should be spearheading a major assault into enemy controlled territory. The operation will be such that the committed forces will ultimately control the area in which they have landed and not rely on immediate link-up with other forces or extrication after a hit-and-run type mission. Day-to-day combat assault type missions in an already established combat zone do not qualify for award of the arrowhead device.

4.19.3. Nominations will be endorsed by the COMAFFOR and submitted to AFPC/DPSIDR for staffing to HAF for SECAF, or his designees, approval. The nomination must contain: the size and composition of the force involved, list of units that participated in the assault landing with PAS codes, mission description, the length of the operation and the relationship to the tactical operations of the unified command controlling the operation, the date and time of start and close of the assault operation, enemy situation and reaction, and specific location where the assault landing occurred. Coordination with AF/HO and AF/A3 will be accomplished prior to SECAF decision. AFPC/DPSIDR will issue orders announcing approved awards.

4.19.4. Individual authorization of the arrowhead. Refer to **paragraph 11.5** Special orders are not published to announce individual entitlement.

4.19.4.1. The member must physically exited the aircraft or watercraft during the assault landing.

4.19.4.2. Information on eligibility for combat parachutist jump credit can be found in AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, paragraph 7.4.7.5.

4.20. Associated USAF Units. If a unit is associated (i.e., consisting of more than one USAF Total Force component--Active Duty, ANG or AFR), nominations for unit awards must be routed through each individual USAF component for approval. Unit award recommendations can be combined and submitted for award consideration, but each component approval authority must individually approve/disapprove the nomination.

Table 4.1. Unit Organizational Award - GUC, MUA, AFOUA, AFOEA (See *notes* 1-5).

R U L E	A **If the unit or organization is**	B **and the achievement or services were performed all or partly while**	C **Then the recommendation must be initiated by**	D **And recommendations must be endorsed by**	E **approval/ disapproval authority**
1	an active duty unit or organization	under operational control of the joint or unified command	the unit commander or higher level	appropriate joint or unified commander	MAJCOM CC/CV, COMAFFOR (see note 6), or SAFPC (for PUC & GUC only)
2		under operational control of the MAJCOM or COMAFFOR (see note 6)		organization that exercises control over the unit	
3	detached from parent organization	attached to the host organization	the parent organization (See note 1.)	Host MAJCOM, FOA, or DRU of the parent organization	MAJCOM CC/CV , COMAFFOR (see note 6) or SAFPC (See note 2
4	Air Force Reserve Unit	on EAD or not on EAD	the unit commander or higher level commander	organization that exercises control over the unit	AFRC/CC or CV
5	Air National Guard unit	on EAD			NGB/CF
6	Air National Guard unit	not on EAD	the Air Force advisor or senior commander in the ANG chain of command, or the State Adjutant General (See	NA	

			note 3.)		
7	an active duty FOA/ DRU unit, Air Staff DCS or ADCS, or other organization (See note 5.)	NA	unit commander or higher level commander	FOA/DRU commander, vice commander, or chief of staff (See note 4.)	SAFPC
8	MAJCOM, FOA, or DRU HQS	NA	CC, CV, or CS	NA	

Notes:

1. When host organization commander provides the parent organization with evidence on which to base a recommendation for a unit or organization award.
2. Final action will be taken by the award authority exercising control over the parent unit.
3. When the recommendation is by an officer other than the State Adjutant General, the State Adjutant General must include a recommendation and forward the recommendation to NGB/A1PS.
4. For Air Staff agencies, the DCS/ADCS will initiate the recommendation and no further endorsement required.
5. AFOSI Field Investigative Regions (and their subordinate squadrons, detachments, and operating locations) are eligible for only the AFOUA and will not share in the award of any AFOEA to Headquarters AFOSI. Approval/disapproval authority for AFOUA nominations submitted by AFOSI Field Investigative Regions will be the Air Force Inspector General (SAF/IG) and will be limited to 10 percent of assigned units, plus one.
6. When delegated by SECAF.

Figure 4.6. Sample Unit Award Recommendation Letter.

"ORGANIZATIONAL LETTERHEAD HEADING"

MEMORANDUM FOR AFPC/DPSIDR Date:

FROM: Organizational CC
Street Address
Base/City, State & Zip Code

SUBJECT: Recommendation for Award of the (Name of the Unit Award)

I recommend (Full Organizational Name (Organizational Abbreviation in parenthesis)) for the (Full Name of the Unit Award (Unit Award Abbreviation in parenthesis)) for exceptionally meritorious service from (Inclusive Period). Our overall command/agency/center/directorate (select appropriate descriptor) mission description follows:

Our command/agency/center/directorate/wing/group/squadron (select appropriate descriptor) was previously awarded the following (Unit Award Abbreviation):

Unit Award Abbreviation, Inclusive Period, Special Order (SO) #, Date of SO
(***Note:*** **If this is an initial submission for the unit/organization, say this in the first paragraph.**)

Our command/agency/center/directorate/wing/group/squadron (select appropriate descriptor) and subordinate organizations have been awarded and or submitted for the following awards during this inclusive period (applicable citations are attached):

Organization	**Award**	**Inclusive Dates**
Deployment Awards, etc.		

(***Note:*** Do not include individual awards)

The attached Subordinate Organization Matrix, mission descriptions and organizational charts highlight the (Short title of organization) subordinate organizations that will/will not share in the (short title of unit award).

Note: **The list of subordinate organizations to share in the unit award must be complete and accurate to preclude processing delays and amendments to orders. List must clearly reflect the subordinate organization's title/name, office symbol, complete PAS Code, inclusive dates and key information, as shown in the attached sample matrix. Organizations should ensure that all applicable Guard and Reserve units/members/PAS information is also included. Specific information highlighting how these subordinate units contributed to the mission must be included in the narrative justification write-up. Subordinate units/organizations will not automatically be approved for these awards, even if the parent organization is approved.**

This command/agency/center/directorate/wing/group/squadron (select appropriate descriptor) and its subordinate organizations qualified for the (short title of unit award) by making truly significant contributions, which measurably enhanced the Department of Defense's and the Air Force's ability to optimally perform their peacetime and wartime missions. This exceptionally meritorious service included significant achievements in force protection initiatives impacting the entire Air Force, distinguished participation in joint training exercises, and short-notice deployments to real-world contingencies (These achievements are provided as examples only). Command/agency/center/directorate/wing/group/squadron

(select appropriate descriptor) is truly an outstanding organization. My point of contact/action officer on this matter is (Rank/Name of POC), DSN XXX-XXXX (and commercial, if appropriate). (*All submissions must have POC information.*)

Commander/Vice Commander/DCS Signature Block

Attachments:
1. Subordinate Organization Matrix
2. Subordinate Unit Mission Descriptions
3. Organizational Charts
4. AF Form 1206
5. Award Citations

Figure 4.7. Sample Subordinate Organization Matrix.

Organization Title	Office Symbol	Complete PAS Code (1)	Inclusive Period (2)	Additional Information (3)
Air Education and Training Command	AETC/CC	AE1LFCRS	1 Jan 07 - 31 Dec 08	No change
Officer Mentoring Division	AETC/OMD	AE1LFOMD	1 Jan 07 - 31 Jan 07	Division stood-down 31 Jan 07
Orderly Room	AETC/CQ	AE1LFS4G	1 Jan 07 - 31 Dec 08	Formerly known as Executive Assistance Office/previous PAS Code SF1LFS3G
Think Tank Office	AETC/TTO	AE1LFTTO	1 Jan 08 - 31 Dec 08	New office stood-up on 1 Jan 08
BRAC Implementation Office	AETC/BIO	AE1LFVBO	15 Mar 08 - 31 Dec 08 (4)	New office stood up on 15 Mar 08
Iraqi Security Team	14th SFT (5)	AE1MISFT	1 Jan 07 - 4 Feb 08	Special AETC security team for DV visitors in Iraq

***Note* 1**: List PAS Codes alphabetically.

***Note* 2**: Highlight each subordinate organization's inclusive period. Ensure those that have changed during the nomination period have a corrected inclusive period.

***Note* 3**: Note any important additional information/changes in the subordinate organizations pertinent to the award period (see examples above).

***Note* 4**: An exception-to-policy (ETP) request must be included in the package for subordinate offices that have been in existence less than 1 year of the nomination period.

***Note* 5**: Subordinate organizations to share in the AFOEA must be unnumbered organizations (i.e., MAJCOM HQs, FOAs, DRUs, Centers, HQ USAF organizations). Similarly, subordinate organizations to share in the AFOUA must be numbered organizations (i.e., NAFs, Air Divisions, Wings, Groups, Squadrons, etc.). An ETP request must be included for any subordinate organization which does not meet the criteria above.

(FULL ORGANIZATION NAME) *(i.e., HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND)*
(UNIT AWARD SHORT TITLE) *(i.e., AFOEA)*
SUBORDINATE ORGANIZATION MATRIX

Figure 4.8. Sample Organizational Chart.

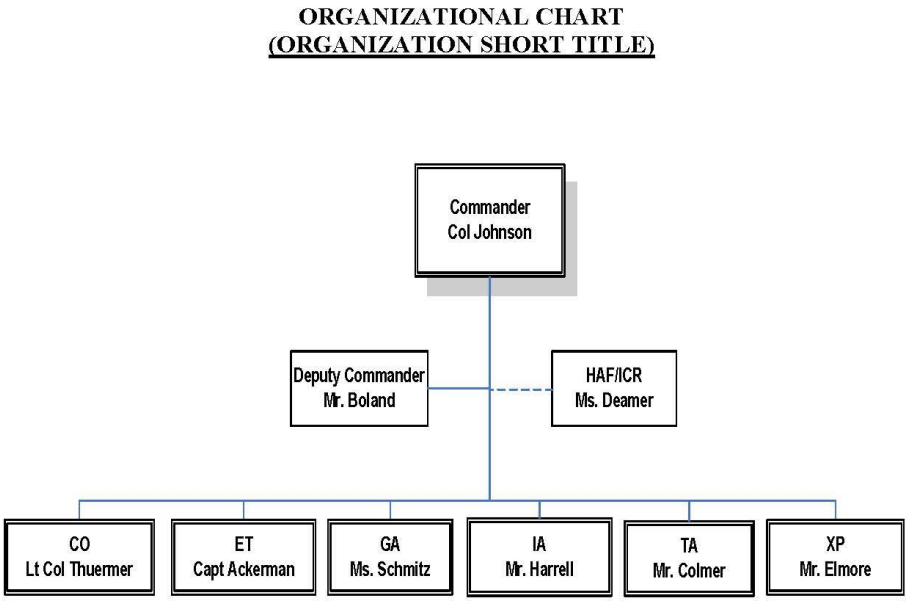


Figure 4.9. Sample Subordinate Organization Mission Description.

FULL NAME OF ORGANIZATION *(i.e., HEADQUARTERS AIR TRAINING COMMAND)*
(SUBORDINATE ORGANIZATION)
MISSION DESCRIPTION

AETC Commander/Vice Commander/Director of Staff: Deliver unrivaled Air, Space and Cyberspace Education and Training.

Education: Provides the full spectrum of Air Force education, from pre-commissioning to the highest levels of professional military education, including degree granting and professional continuing education for officers, enlisted and civilian personnel throughout their careers. The university's Professional Military Education (PME) programs educated airmen on the capabilities of air and space power and its role in national security. These programs focus on the knowledge and abilities needed to develop, employ, command, and support air and space power at the highest levels. Specialized Professional Continuing Education (PCE) programs provide scientific, technological, managerial, and other professional expertise to meet the needs of the Air Force. Air University conducts research in air and space power, education, leadership, and management. The university also provides citizenship programs and contributes to the development and testing of Air Force doctrine, concepts and strategy.

Reserve Forces: Advises AETC senior leadership and Directorates on Reserve matters for over 3,000 Reservists supporting AETC. Acts as liaison between AETC and AFRC in terms of all Reserve issues impacting AETC unit-assigned missions and HQ support and facilitates implementation of AFRC policy and strategic planning.

Public Affairs: Maintains support for the command through effective communication. Their goal is to inform and publicize information regarding the command, the mission, its people, equipment and training to the American public.

Inspector General: Sustaining the combat capability of America's Air Force through inspections of unit mission effectiveness, compliance, and readiness; providing an independent avenue for addressing and resolving complaints; providing trained and ready forces for AEF requirements.

Safety: Enhancing the development of America's Airmen through proactive mishap prevention.

Figure 4.10. Sample Nomination on an AF Form 1206.

NOMINATION FOR AWARD

AWARD	CATEGORY *(If Applicable)*	AWARD PERIOD
Air Force Organizational Excellence Award	Meritorious Service	1 Jan 2011 - 31 Dec 2012

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*	MAJCOM, FOA, OR DRU
77th Medical Wing	MAJCOM

DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE *(DSN & Commercial)*
	DSN: 487-XXXX/Commerical: (210) 652-XXXX

UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE
HQ AETC/CC, 1850 First Street West, Suite 1, Joint Base San Antonio-Randolph, TX 78150-4308

RANK/NAME OF UNIT COMMANDER *(First, Middle Initial, Last)* /COMMANDER'S TELEPHONE *(DSN & Commercial)*
General Xxxxxxxxx X. Xxxxxxxxxxx/DSN: 487-XXXX/Commercial: (210) 652-XXXX

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)*

AWARD: Type the unit award being recommended (i.e., Presidential Unit Citation (PUC), Gallant Unit Citation (GUC), Air Force Outstanding Unit Award (AFOUA), or Air Force Organizational Excellence Award (AFOEA))

CATEGORY: All submissions should be "Meritorious Service" (not more than a 2-year period and not less than a 1-year period) or "Outstanding Achievement" (less than a 1-year period) submissions.

AWARD PERIOD: The inclusive period of the unit award, e.g. 1 Jan 2011-31 Dec 2012.

RANK/NAME OF THE NOMINEE: Name of Unit

DAFSC/DUTY TITLE: Leave blank

NOMINEE'S TELEPHONE (DSN & COMMERCIAL): Phone numbers for the organization's POC(s).

UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE: Complete mailing address of the MAJCOM/FOA/DRU initiating the package.

RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN and Commercial): This should be the commander's information, regardless if another recommending official signs the actual recommendation package (i.e., the vice commander, executive director, etc).

SPECIFIC ACCOMPLISHMENTS (Use single-spaced bullet format): Use 12-pitch font, in bullet format only. Limit justification write-up to the front and back of the AF Form 1206 only. Ensure you do not "over" emphasize one area, initiative or group. The write-up must hightlight how the entire organization (to include subordinate units) contributed to the mission. Subordinate units/organizations will not automatically be approved for these awards if a direct tie to the organization's mission and contributions are not articulated well, even if the parent organization is approved.

The AFOEA/AFOUA is awarded for exceptionally meritorious service or exceptionally outstanding achievement having national (to include USAF-wide impact) or international significance that clearly places the unit above and apart from similar units/organizations.

AF FORM 1206, 20120926 PREVIOUS EDITIONS ARE OBSOLETE **FOR OFFICIAL USE ONLY** (When filled in)

Figure 4.11. Sample Nomination on AF Form 1206 (Bullets).

- During the period from 1 September 2007 to 28 February 2008 the 59th Air Expeditionary Fighter Squadron (59 AEFS) led the way in the Global War on Terrorism (GWOT) providing frontline tactical and strategic air support in Operational ENDURING FREEDOM (OEF) to members of the 81st Airborne, the 2nd, 3rd and 5th Ranger Battalions of the United States Army Special Operations Command; and the United States Navy Seals and the 628th Mobile Marine Battalion often deep in Al-Qaeda territory in the mountains of Afghanistan and Pakistan.

- Deployed with the 81st Airborne, and the 2nd, 3rd and 5th Ranger Battalions and the Air Force Special Operations Command (AFSOC) in the mountains of Afghanistan in support of OEF from 1 September 2007 to 31 December 2007
  -- 407 directed aerial patrols and air strikes killing 320 Taliban and Al-Qaeda terrorists, wounding several hundred others, capturing 52, and destroying more than 2,000 tons of enemy equipment, weapons, and supplies
  -- Directed 28 remotely piloted aircraft (RPA) reconnaissance flights which resulted in the destruction of seven enemy supply routes along mountainous terrain; 150 tons of enemy weapons and supplies; and the discovery and capture of 2 Taliban/Al-Qaeda base camps
  -- Led the effort in recapturing the main airport in Kabul from Taliban insurgents which allowed the return of daily commercial flights into and out of Afghanistan, and the removal and destruction of seven anti-aircraft weapons stations in and around Kabul
  -- Efforts contributed to the award of 5 Silver Stars, 13 Distinguished Service Medals with Valor ("V") Devices, 20 Distinguished Service Medals, 5 Airman's Medals, 5 Bronze Star Medals with "V" Devices, 20 Bronze Star Medals, 10 Joint Service Commendation Medals with "V" Devices, 30 Air Force Commendation Medals, and 11 Army Commendation Medals

- Deployed on a special operations missions with the Navy Seals and Special Operations Command (SOCOM) on two active battle fronts on the border of Afghanistan-Pakistan seeking Osama Bin Laden and senior Taliban leaders (59 AEFS A and C-Flights); while providing strategic support missions into Northern Iraq in support of the US/Allied troop surge for Operation IRAQI FREEDOM (OIF) (59 AEFS B and D-Flights) from 1 January 2008 to 28 February 2008
  -- Operation EAGLE CLAW:
    --- Effectively utilized RPAs in the mountainous terrain of the Afghanistan-Pakistan border; over 140 reconnaissance missions resulted in unprecedented intelligence gathering to assist US and Allied war planners
    --- 10 RPA tactical and strategic interdiction missions resulted in the take-down of five senior ranking Taliban terrorist leaders, 25 Al-Qaeda operatives, and the capture of a senior Taliban terrorist planner that thwarted a plotted assassination attempt of Pakistan's Interior Minister
    --- Coordinated 5 strategic strikes in the mountains of Afghanistan with the use of laser-guided munitions resulted in the destruction of a major munitions cache by the enemy estimated to be well-over 150 tons; and the confirmed deaths of 27 Taliban terrorists
    --- Closely working with Afghanistan and Pakistani Armed Forces in joint ventures of human intelligence (HUMINT) gathering and dissemination to maximized operational effectiveness in the area of eligibility (AOE) minimized collateral damage of civilian casualties and infrastructure

  -- Operation SAND SHARK:
    --- Worked successfully with over 20 tribal leaders in Northern Iraq to obtain vital HUMINT to stem the tide against Al-Qaeda and ensure the success of the US surge in Northern Iraq
    --- Efforts yielded vital information that resulted in the capture of two key Al-Qaeda operatives that were obtaining

Figure 4.12. Sample Proposed Unit Award Citation for AFOUA and AFOEA.

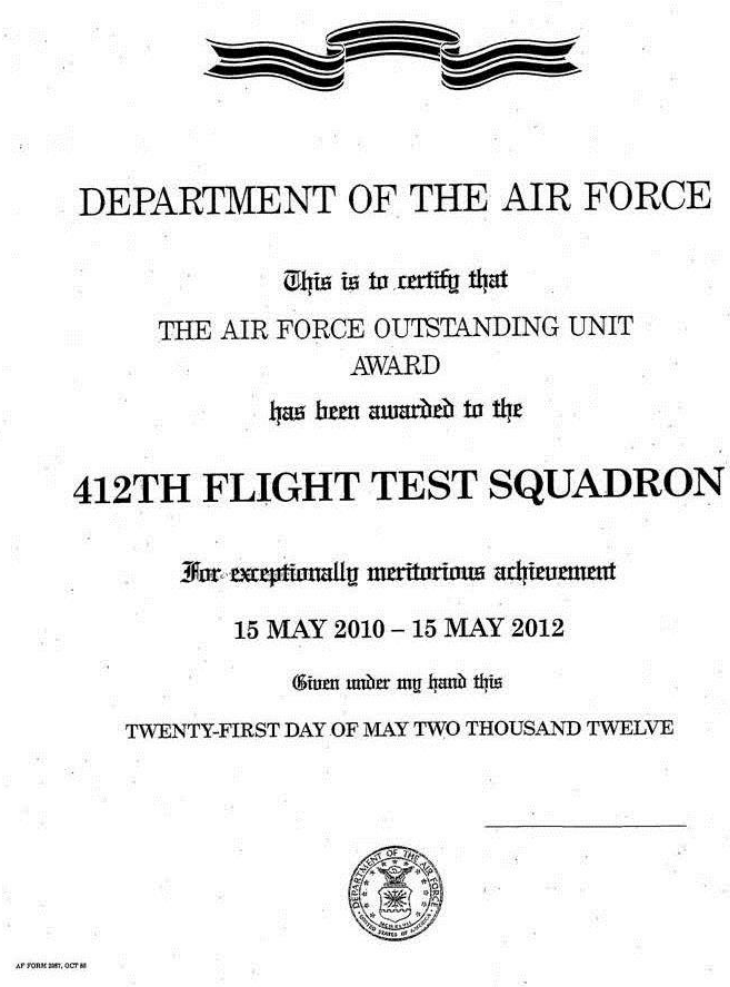
CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE AIR FORCE OUTSTANDING UNIT AWARD
(Double Space)
TO
(Double Space)
(DESIGNATED UNIT)
(Triple Space)

The (full unit/organizational name), (designate MAJCOM/FOA/DRU) distinguished itself by (exceptionally meritorious service OR outstanding achievement) from (date) to (date). During this period, the (full unit/organizational name)…The distinctive accomplishments of the members of the (full unit/organizational name) reflect great credit upon themselves and the United States Air Force.

Notes:
1. Use 8 ½ X 11" bond paper, portrait style
2. Top and side margins – 1 to 1 ½ inches
3. Oak leaf clusters will not be identified.
4. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
5. The opening and closing sentences will not be changed.
6. Identify the MAJCOM, FOA, or DRU in the opening statement.

EXCEPTION: On citations for ANG units, identify the state Air National Guard

Figure 4.13. Sample Proposed Unit Award Certificate.



DEPARTMENT OF THE AIR FORCE

This is to certify that

THE AIR FORCE OUTSTANDING UNIT AWARD

has been awarded to the

412TH FLIGHT TEST SQUADRON

For exceptionally meritorious achievement

15 MAY 2010 – 15 MAY 2012

Given under my hand this

TWENTY-FIRST DAY OF MAY TWO THOUSAND TWELVE

AF FORM 2097, OCT 88

Note: Use Times New Roman (TMS RMN) or comparable font.

Figure 4.14. Sample PUC White House/SECAF Press Release.

PROPOSED PRESS RELEASE

THE WHITE HOUSE/THE SECRETARY OF THE AIR FORCE

The White House/Office of the Secretary of the Air Force today announced the award of the Presidential Unit Citation to (Full Organization Name), United States Air Force, for extraordinary heroism in connection with military operations against an opposing armed force in (Location) from (Inclusive Period).

The members of the (Organization Name) were credited with…

The citation follows:

"By virtue of the authority vested in me as President of the United States and as Commander-in-Chief of the Armed Forces of the United States, I have today awarded:

THE PRESIDENTIAL UNIT CITATION (AIR FORCE)

FOR EXTRAORDINARY HEROISM

TO

(FULL ORGANIZATION NAME)

UNITED STATES AIR FORCE

The (Full Organization Name & MAJCOM, if applicable), distinguished itself by extraordinary heroism in connection with military operations against opposing armed forces in (Location/Area) from (Inclusive Period). During this period, members of the (Full Organization Name)… The professionalism, dedication to duty, and extraordinary heroism demonstrated by the members of the (Full Organization Name), are in keeping with the finest traditions of the military service and reflect the highest credit upon themselves and the Armed Forces of the United States.

Figure 4.15. Sample Proposed PUC Citation.

"By virtue of the authority vested in me as President of the United States and as Commander-in-Chief of the Armed Forces of the United States, I have today awarded:

THE PRESIDENTIAL UNIT CITATION (AIR FORCE)
(Double Space)
FOR EXTRAORDINARY HEROISM
(Double Space)
TO
(Double Space)
(FULL ORGANIZATION NAME)
(Double Space)
UNITED STATES AIR FORCE
(Triple Space)

The (Full Organization Name), distinguished itself by extraordinary heroism in connection with military operations against opposing armed forces in (Location/Area) from (Inclusive Period). During this period… The professionalism, dedication to duty, and extraordinary heroism demonstrated by the members of the (Full Organization Name), are in keeping with the finest traditions of the military service and reflect the highest credit upon themselves and the Armed Forces of the United States.

Notes:
1. Use 8 ½ X 11" bond paper, portrait style
2. Oak leaf clusters will not be identified.
3. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
4. The opening and closing sentences will not be changed.

EXCEPTION: On citations for ANG units, identify the state Air National Guard

Figure 4.16. Sample Proposed GUC Citation.

CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE GALLANT UNIT CITATION
(Double Space)
TO
(Double Space)
(FULL ORGANIZATION NAME)
(Triple Space)

The (Full Organization Name), distinguished itself by extraordinary gallantry in connection with military operations against an armed enemy of the United States at/in (Location/Area) from (Inclusive Period). During this period the (Full Organization Name)… The professionalism, dedication to duty, and gallantry demonstrated by the members of the (Full Organization Name) reflect great credit upon themselves and the United States Air Force.

Notes:
1. Use 8 ½ X 11" bond paper, portrait style
2. Oak leaf clusters will not be identified.
3. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
4. The opening and closing sentences will not be changed.

***EXCEPTION*:** On citations for ANG units, identify the state Air National Guard

Figure 4.17. Sample Proposed MUA Citation.

CITATION TO ACCOMPANY THE AWARD OF
(Double Space)
THE MERITORIOUS UNIT AWARD
(Double Space)
TO
(Double Space)
(FULL ORGANIZATION NAME)
(Triple Space)

The (Full Organization Name), distinguished itself by exceptionally meritorious conduct in the performance of outstanding (achievement or service) to the United States in direct support of combat operations at/near (Location/Area) from (Inclusive Period). During this period the (Full Organization Name)… The professionalism and dedication to duty demonstrated by the members of the (Full Organization Name) reflect great credit upon themselves and the United States Air Force.

Notes:
1. Use 8 ½ X 11" bond paper, portrait style
2. Oak leaf clusters will not be identified.
3. The citation should be brief (will not exceed 15 typed, 10-12 font lines).
4. The opening and closing sentences will not be changed.

***EXCEPTION*:** On citations for ANG units, identify the state Air National Guard

Chapter 5

DEPARTMENT OF DEFENSE AND US AIR FORCE CAMPAIGN AND SERVICE MEDALS, AND ACHIEVEMENT AWARDS

5.1. Definition and Background. An achievement award is designed, intended, and awarded to recognize a member for achieving or meeting specific types of pre-established criteria or requirements of qualification, service, performance, or conduct.

5.1.1. The US military campaign and service medals shall not be awarded to members of foreign military establishments.

5.1.2. The US military campaign, expeditionary and service medals may be awarded posthumously.

5.1.3. Refer any questions pertaining to Air Force achievement awards to the servicing MPS. The MPS, if unable to answer questions or resolve problems related to achievement awards, will contact their respective MAJCOM/A1 or the Air Force Contact Center for assistance. To verify entitlement to achievement awards, the MPS uses Contingency/Exercise/Deployment (CED) orders, paid travel vouchers, decoration citations/orders, Letters of Evaluations, appraisals that are a matter of record, medal certificates, authorization/certification letters/forms, MILPDS data/information, or other documentation deemed acceptable by the MPS. The MPS, upon verification of entitlement to achievement awards, updates MILPDS and prepares/updates AF Form 104, *Service Medal Award Verification*, on each Air Force member to reflect verified achievement awards, and forwards to ARMS for file in the member's record.

5.1.4. Air Force achievement awards do not have Weighted Airman Promotion System (WAPS) point values, unless specified in the award criteria. Only award one Air Force achievement award to the same person, unless criteria authorize multiple awards.

5.1.5. Air Force members may accept achievement awards awarded by a sister service (Army, Navy, Marine Corps). Refer to AFI 36-2903, paragraph 4-3 and figure 4.1, for authorized awards and instructions on how to wear these awards on Air Force uniforms.

5.2. Department of Defense Service Medals. The prescribing directive for the defense awards and decorations is DoD 1348.33-M.

5.2.1. **Prisoner of War Medal (PWM).**

Figure 5.1. PWM.

5.2.1.1. The PWM is awarded to any person who, while serving in any capacity with the U.S. Armed Forces, was taken prisoner and held captive after 5 April 1917. The PWM shall be issued to U.S. military members and other personnel serving in any capacity with the U.S. Armed Forces, who were taken prisoner and held captive while:

5.2.1.1.1. Engaged in an action against an enemy of the United States

5.2.1.1.2. Engaged in military operations involving conflict with an opposing foreign force

5.2.1.1.3. Serving with friendly forces engaged in an armed conflict against an opposing armed force in which the United States is not a belligerent party

5.2.1.2. The PWM may be awarded to any person who, while serving in any capacity with the U.S. Armed Forces, was held captive under circumstances not covered by **paragraphs 5.2.1.1.1.**, **5.2.1.1.2.**, or **5.2.1.1.3** (above), but which the Secretary concerned finds were comparable to those circumstances under which persons have generally been held captive by enemy armed forces during periods of armed conflict.

5.2.1.2.1. Award of the PWM under the comparable conditions provision is the exception and not the rule. SECAF is the approval authority for PWM requests submitted under this provision.

5.2.1.2.2. For comparable conditions comparison purposes, armed conflicts are defined as World War I, World War II, the Korean War, and the Vietnam Conflict.

5.2.1.2.3. In cases where personnel from multiple Military Departments were held captive in the same location, the Secretaries concerned will make a joint determination as to whether the conditions were comparable to those of POWs during periods of armed conflict.

5.2.1.3. Missing in Action. Personnel officially classified as “Missing in Action” are not eligible for award of the PWM. The PWM will only be issued to the legal next-of-kin of military personnel or civilians who have received credit for US Military Service and whose POW status officially has been confirmed and recognized as such by the Military Departments. The next-of-kin of persons listed as “missing, but for whom there is no evidence of having been a POW” shall not be issued the PWM.

5.2.1.4. The return of remains, in and of itself, does not constitute evidence of confirmed POW status. The next-of-kin of the POWs who die in captivity may be issued the PWM irrespective of the length of the captivity period.

5.2.1.5. Character of Service. Any person convicted by a US military tribunal for misconduct or a criminal charge of whose discharge is less than honorable based on actions while a POW is ineligible for the PWM. Prisoners of War whose conduct is not in accord with the Code of Conduct and whose actions are documented by US military records are ineligible for the PWM. Resolution of questionable cases shall be submitted to AFPC/DPSIDR for submission to SECAF for decision.

5.2.1.6. U.S. Civilian Personnel. The PWM shall be issued only to U.S. civilians who have received credit for US military service, as determined by the Air Force Review Board. The period of creditable military service must include the period of captivity from date of capture through the date of release.

5.2.1.7. Foreign Personnel. The PWM is authorized for award to foreign military and civilian personnel who, while serving in any capacity with the U.S. Armed Forces, were taken prisoner and held captive after 5 April 1917.

5.2.1.8. Submission Procedures. Award of the PWM in times of war will be processed through the chain of command to AFPC/DPSIDR for consideration. Veterans, retirees and the primary NOK to apply for the PWM, they must provide supporting documentation that shows the veteran was held as a POW (i.e. separation document, War Department/Department of Defense memorandum/message announcing the veteran's POW status, etc.) and submit it to the US Service Branch they served. Once submitted, the US Service Branch will determine eligibility and provide in writing the decision rendered.

5.2.1.9. Authorized Device: A bronze service star will be awarded for each subsequent award.

5.2.2. **Armed Forces Service Medal (AFSM).**

Figure 5.2. AFSM.

5.2.2.1. Established on 11 January 1996, the Armed Forces Service Medal recognizes members of the Armed Forces of the United States who, after 1 June 1992:

5.2.2.1.1. Participate, or have participated, as members of US military units, in a US military operation that is deemed to be a significant activity by the Joint Chiefs of Staff, and

5.2.2.1.2. Encounter no foreign armed opposition or imminent threat of hostile action.

5.2.2.2. Eligibility. Service members must be members of a unit participating for one or more days in the operation within the designated area of eligibility, or meet one or more of the following criteria:

5.2.2.2.1. Be engaged in direct support for 30 consecutive days in the area of eligibility (or for the full period when an operation is of less than 30 days duration) or for 60 nonconsecutive days provided this support involves entering the area of operations.

5.2.2.2.2. Participate as a regularly assigned crew member of an aircraft flying into, out of, within, or over the area of eligibility in support of the operation.

5.2.2.3. Authorized Device: A bronze service star will be worn to denote each subsequent award. To be eligible for additional awards, service must be rendered in more than one designated area and period of service. No two (or more) awards will be made for service in the same designated area.

Table 5.1. Armed Forces Service Medal Designated U.S. Military Operations.

Operations	Dates	Notes
MARITIME MONITOR	1 June 1992 - 1 December 1992	See Note 1
PROVIDE PROMISE	2 June 1992 - 15 February 1996	See Note 1
DENY FLIGHT	12 April 1993 - 2 December 1995	See Note 1
SHARP GUARD	15 June 1993 - 20 September 1996	See Note 1
Task Force ABLE SENTRY	12 July 1993 – 31 March 1999	See Note 1
UPHOLD DEMOCRACY	1 April 1995 – 31 January 2000	Only for participants supporting United Nations Mission in Haiti, U.S. Forces Haiti, and U.S. Support Group Haiti.
JOINT ENDEAVOR	20 November 1995 - 19 December 1996	See Notes 2 and 4. Only for participants deployed in support of the Former Republic of Yugoslavia in Bosnia-Herzegovina
PROVIDE COMFORT	1 December 1995 - 31 December 1996	Only for participants deployed in Northern Iraq, north of the 36th parallel,

		Incirlik and Pirinclik Air Bases, Turkey
JOINT GUARD	20 December 1996 - 20 June 1998	See Notes 2, 3, and 4. Only for participants deployed in Hungary, Italy, Former Republic of Yugoslavia, and that portion of the Adriatic Sea that lies north of 40 degrees North Latitude.
JOINT FORGE	21 June 1998 – 2 December 2004	See Note 5. Only for participants deployed in support of the Former Republic of Yugoslavia in Slovenia, Montenegro, Macedonia, Serbia, and Hungary, and their respective air space
Humanitarian Relief - Hurricanes Katrina and Rita	27 August 2005 - 27 February 2006	See Note 6. Only for participants in an area encompassing the U.S. Excluded from the AFSM are those Airmen who meet the criteria for the HSM that was awarded for Hurricanes Katrina and Rita
Jump Start	15 May 2006 – 15 July 2008	See Note 7.
UNIFIED RESPONSE	14 January 2010 – 1 June 2010	

Notes:

1. Awarded only to participants deployed in support of the Former Republic of Yugoslavia in Italy, Hungary, and the waters and air space above the portion of the Adriatic Sea that lies north of the 40 degrees North Latitude.
2. The SECDEF approved award of the Armed Force Expeditionary Medal (AFEM) and Armed Forces Service Medal (AFSM) to certain participants of OJE and OJF as a one-time exception to policy to DoD and service policies. Area of eligibility is the total land area and air space of the Former Republic of Yugoslavia to include Bosnia-Herzegovina,

Croatia, Hungary and the air space above portion of the Adriatic Sea that lies north of the 40 degrees North Latitude.
3. The area of eligibility includes the total land and air space of the Former Republic of Yugoslavia and Hungary, and the waters and air space above that portion of the Adriatic Sea that lies north of the 40 degrees North Latitude.
4. Airmen who qualified for the AFSM for OJE and subsequently served in support of OJG are not eligible for a second award of the AFSM.
5. Only one award of either the AFEM or the AFSM is authorized for participation or direct support of Operation JOINT FORGE.
6. Authorized for direct support in the following areas of operations: Alabama, Louisiana, Mississippi, and Texas (east of 96 degrees West longitude).
7. For National Guard forces deployed to Texas, New Mexico, Arizona, and California to assist the Department of Homeland Security with securing the southwest U.S. borders.

5.2.3. **Humanitarian Service Medal (HSM).**

Figure 5.3. HSM.

5.2.3.1. The HSM is awarded to Air Force members, including Reserve components, who, after 1 April 1979, distinguished themselves by meritorious direct participation in a significant military act or operation approved for award by the DoD.

5.2.3.2. Direct participation is defined as “hands-on” support at the site or sites of the military act or operation. Acts or achievements that exceed the normal day-to-day duties, such as periodic emergency aeromedical evacuation missions may qualify for this award, such as:

5.2.3.2.1. Significant assistance in the event of national or international disasters, natural or man-made, such as, but not limited to earthquakes, floods, hurricanes, typhoons, tsunamis, or conflagrations.

5.2.3.2.2. Relief to a starvation area.

5.2.3.2.3. Evacuation of personnel from an area threatened by a hostile force.

5.2.3.2.4. Support or resettlement of refugees or evacuees.

5.2.3.2.5. Other significant military activities, directly related to humanitarian service, as designated in Military Service regulations. These must be above and beyond routine actions (i.e. Search and Rescue (SAR) operations conducted by SAR units).

5.2.3.2.6. Acts or operations of a similar nature, as determined by the award approval authority.

5.2.3.3. Specifically excluded from eligibility for this medal are personnel assigned to various staff functions at military headquarters geographically separated from the operation (that is, command post, planners, staffers, and so forth). Members whose normal day-to-day duties involve humanitarian services would not usually be eligible for this award.

5.2.3.4. Members must have been assigned or attached to and present for duty with a unit serving in the prescribed geographical area established for the award during the designated time period.

5.2.3.5. HSM Eligibility: To be eligible for the HSM, the operation must have evidence that the emergency assistance meets the criteria of:

5.2.3.5.1. Being requested by the President of the United States for assistance within the United States (such as, Presidential Emergency Declaration or established contingency plans issued under Presidential authority).

5.2.3.5.2. Being requested by the Department of State (DoS) for overseas area.

5.2.3.6. Specific guidance for application of the HSM requiring SECAF approval (i.e., SAFPC) is provided below. A complete listing of approved operations for the HSM can be found in DoD 1348.33-M or viewed from mypers.af.mil.

5.2.3.6.1. Submissions of recommendation for the HSM shall originate from the US Military Service that maintains operational control of the humanitarian operation. This submission is considered by the Secretary of the Military Department concerned.

5.2.3.6.2. Submissions of recommendations for the HSM involving Unified Combatant Commands shall be submitted to the Department of the Joint Staff (DJS).

5.2.3.6.3. When multi-Service participation is involved, an information copy of the recommendation shall be sent to the Secretary of the Military Department of the Service members involved.

5.2.3.7. Recommendations for the HSM must be entered into command channels within 2 years of the military act or operation to be recognized. Recommendation submissions must include the following:

5.2.3.7.1. A written justification fully explaining and attesting to the humanitarian aspects of the services rendered by Service members in the act or operation being recommended. The HSM is an individual award, and only those members (not units) who provided direct, hands-on assistance in the operation are eligible.

5.2.3.7.2. Forwarding endorsements that make specific recommendations for approval/ disapproval.

5.2.3.7.3. Endorsement of the combatant commander having authority and/or responsibility for the affected area of responsibility outside the CONUS.

5.2.3.7.4. Documentation of the Presidential or the Department of State (DoS) request for assistance.

5.2.3.7.5. Documentation from the Federal Agency (i.e., Federal Emergency Management Agency document, Department of Homeland Security request, etc.) requesting assistance of the military department or installation(s).

5.2.3.8. Upon SECAF approval, SECAF shall direct the command authority, an officer in the grade of O-6 or civilian equivalent, to ensure the action of a Service Record entry and award of the medal to the participating members. ***Note:*** Command authority **may not** be delegated below the level of O-6 command or civilian equivalent. For multi-Service participation, commanders must ensure the personnel servicing centers of all Service members who participated are informed of action required.

5.2.3.8.1. It is the prerogative of the service centers to determine the need for recordkeeping, such as name lists. Commanders receiving eligibility delegation must ensure the personnel servicing centers of all participating Service members are informed of the required action, particularly when multi-Service participation occurs.

5.2.3.9. The medal may be awarded posthumously and may be presented to appropriate representatives of the deceased.

5.2.3.10. Authorized Device: A bronze service star will be worn to denote a subsequent operation justifying the award.

5.2.4. **Military Outstanding Volunteer Service Medal (MOVSM).**

Figure 5.4. MOVSM.

5.2.4.1. The Military Outstanding Volunteer Service Medal (MOVSM) was established on 9 January 1993 to recognize members of the Armed Forces of the United States and their Reserve components who, subsequent to 31 December 1992, perform outstanding volunteer community service of a sustained, direct, and consequential nature.

5.2.4.2. Eligibility. To qualify for award of the MOVSM a service member's volunteer service must meet the following requirements:

5.2.4.2.1. Be to the civilian community, to include the military family community.

5.2.4.2.2. Be significant in nature and produce tangible results.

5.2.4.2.3. Reflect favorably on the Military Service and the Department of Defense.

5.2.4.2.4. Be of a sustained and direct nature.

5.2.4.3. On 2 July 1996, the SECAF approved realigning the MOVSM approval authority to the group commander level. This includes commanders of composite and provisional groups and (colonel) group commander, or equivalent, of geographically separated units. This approval authority may not be further delegated.

5.2.4.4. While there is no specific time period to qualify for the MOVSM (for example 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The MOVSM is intended to recognize exceptional community support over time, not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line for a sustained period of time is considered qualifying service. The overall level of volunteer participation and impact of a member's community service is key to determining whether award of the MOVSM is justified.

5.2.4.5. The MOVSM recognizes service provided to a community over time, therefore, multiple awards of the MOVSM during a single tour of duty are not authorized. However, a sustained record of significant community service performed during successive tours may be considered by approval authorities when adjudicating recommendations for award of the MOVSM.

5.2.4.6. Service recognized by award of the MOVSM shall be of voluntary nature, not detailed or tasked, nor performed as part of a military mission (for example, a unit project).

5.2.4.7. Authorized Device: A bronze service star will be worn to denote subsequent award of the MOVSM.

Figure 5.5. Sample MOVSM Recommendation/Decision Memorandum.

ORGANIZATIONAL LETTERHEAD HEADING

DATE

MEMORANDUM FOR (UNIT CC'S UNIT/OFFICE SYMBOL)

SUBJECT: Recommendation for the Award of the Military Outstanding Volunteer Service Medal (MOVSM) - RANK/NAME, SSAN, BRANCH OF SERVICE

TO: GROUP CC'S UNIT/OFFICE SYMBOL

1. Under the provisions of DoD 1348.33-M, Volume 2, and AFI 36-2803, paragraph 5.2.4., I RECOMMEND/ NON-RECOMMEND the following individual for the MOVSM for the following reasons and period indicated:

a. RANK/FULL NAME, SSAN, BRANCH OF SERVICE

b. DUTY TITLE/INCLUSIVE PERIOD FOR MOVSM CONSIDERATION

c. DESCRIPTION OF COMMUNITY SERVICE (Provide data for each community activity supported. No more than one activity is required; however, additional activities can be continued on bond paper in the following format.)

1) COMMUNITY ACTIVITY'S NAME; ADDRESS; PHONE; POC
2) BRIEF DESCRIPTION OF MISSION AND POPULATION SERVED
3) BRIEF DESCRIPTION OF SERVICE RENDERED; IMPACT/RESULTS ACHIEVED; APPROXIMATE HOURS CONTRIBUTED; INCLUSIVE PERIOD

d. TOTAL HOURS OF COMMUNITY SERVICE THIS PERIOD:

e. SUPERVISOR'S NAME, GRADE, DUTY TITLE

f. COMMANDER'S COMMENTS (IF APPLICABLE) & CERTIFICATION: This individual performed outstanding volunteer service to the community of a sustained, direct, and consequential nature and is recommended for award of the MOVSM. Their service throughout this period was honorable.

SIGNATURE ELEMENT
DUTY TITLE (i.e., Unit CC/Director/DCS)

1st Ind, GROUP ADDRESS/OFFICE SYMBOL

TO: RANK/MEMBER'S FULL NAME, UNIT

I recommend APPROVAL/DISAPPROVAL of the MOVSM for INCLUSIVE PERIOD.

SIGNATURE ELEMENT
DUTY TITLE (i.e., GROUP CC OR ABOVE)

5.2.5. **Armed Forces Reserve Medal (AFRESM).**

Figure 5.6. AFRESM.

5.2.5.1. The Armed Forces Reserve Medal is awarded to Armed Forces of the United States Reserve component members or former members who complete or have completed a total of 10 years service. This service need not be consecutive, if the service was performed within a period of 12 consecutive years.

5.2.5.2. For the purpose of this award, service as a member of Reserve component includes:

5.2.5.2.1. The United States National Guard.

5.2.5.2.2. The National Guard while in the United States Service.

5.2.5.2.3. The federally recognized National Guard before 1933.

5.2.5.2.4. A federally recognized status in the National Guard.

5.2.5.2.5. The Officers' Reserve Corps and Enlisted Reserve Corps before 25 March 1948

5.2.5.2.6. The Organized Reserve Corps

5.2.5.2.7. The United States Army without component (Usually, all enlisted service before July 1940 was with the regular component and not creditable. Conversely, service after 1 July 1940 was with the United States Army and is creditable for the award.)

5.2.5.2.8. The Naval Reserve and the Naval Reserve Force, excluding members of the Fleet Reserve and the Fleet Naval Reserve transferred thereto after completing 16 or more years' active naval service.

5.2.5.2.9. The Marine Corps Reserve and the Marine Corps Reserve Forces excluding members of the Fleet Marine Corps Reserve transferred thereto after completing 16 or more years' service

5.2.5.2.10. The Limited Service Marine Corps Reserve.

5.2.5.2.11. The Naval Militia who have conformed to the standards prescribed by the Secretary of the Navy.

5.2.5.2.12. The National Naval Volunteers.

5.2.5.2.13. The Air National Guard.

5.2.5.2.14. The Air Force Reserve.

5.2.5.2.15. The United States Air Force without component (includes Reserve Officers serving on active duty).

5.2.5.2.16. The Coast Guard Reserve.

5.2.5.3. Creditable Service: Each year of active or inactive honorable service as a member of any of the above listed Reserve components may be credited towards the Armed Forces Reserve Medal until 1 July 1949. For service performed on or after 1 July 1949, members must accumulate during each anniversary year a minimum of 50 retirement points according to Title 10 U.S.C. Section 1332(a)(2), except that persons in the US Army or US Air Force must compute time as follows:

5.2.5.3.1. Active or inactive service before 1 July 1948, only creditable for US Army or US Air Force officers appointed under the Act of 22 September 1941 (55 States at Large 728). After 1 July 1948, only active participation under such US Army or US Air Force appointments is creditable.

5.2.5.3.2. Active or inactive service before 1 July 1949 is creditable US Army or US Air Force officers appointed under Title 10 U.S.C. Section 8444 and 8445.

5.2.5.3.3. For the purpose of computing eligibility for the Armed Forces Reserve Medal, all US Army or US Air Force appointments are considered as having been made under the Act of 22 September 1941, unless otherwise indicated in the official records.

5.2.5.4. Service Not Creditable: Service in the following may not be credited:

5.2.5.4.1. Inactive National Guard.

5.2.5.4.2. Inactive Air National Guard.

5.2.5.4.3. Non-Federally recognized status in the National Guard or Air National Guard.

5.2.5.4.4. Inactive Reserve Section or Honorary Reserve Section of the Officers' Reserve Corps.

5.2.5.4.5. Inactive Section or Honorary Section of the Air Force Reserve.

5.2.5.4.6. Honorary Retired List of the Naval and Marine Corps Reserve.

5.2.5.4.7. Inactive Status List of the Standby Reserve.

5.2.5.4.8. Retired Reserve.

5.2.5.4.9. Women's Army Auxiliary Corps.

5.2.5.4.10. Regular Service. Service as a Regular officer, warrant officer, or Regular enlisted person in the Armed Forces, including the Coast Guard, and service for which the Naval Reserve Medal, Organized Marine Corps Reserve Medal, or the Marine Corps Reserve Ribbon has been or may be awarded, will not be credited toward the Armed Forces Reserve Medal. Service may be credited if performed as a member of a Reserve component that is concurrent, in whole or in part, with service

in a Regular Armed Forces component. Any period during which Reserve service is interrupted (terminated) by service in a Regular Armed Forces component is excluded in computing the 10 years' Reserve service, but is not considered a break in the specified period of 12 years' consecutive service.

5.2.5.4.11. Attendance at Aviation Cadet Training Schools: For the purpose of this regulation, periods of attendance at aviation cadet training schools (for persons appointed "Aviation Cadets") are considered Regular Service.

5.2.5.5. Authorized Devices:

5.2.5.5.1. Hourglass Device: One hourglass device may be worn to denote service for each additional 10-year period served under the same conditions as prescribed for awarding the basic medal. Upon completion of the first 10 years of service, a bronze hourglass will be awarded. Upon completion of the second 10 years of service, a silver hourglass will be awarded. Upon completion of the third 10 years of service, a gold hourglass will be awarded. Upon completion of the fourth 10-year period, award a gold hourglass followed by a bronze hourglass.

5.2.5.5.2. Mobilization "M" Device: The "M" device will be awarded when the member has been, on or after 1 August 1990, either called to active duty and served under sections 12301(a), 12304, 12406 or Chapter 15 of title 10 U.S.C. or volunteered and served on active duty in support of specific US military operations or contingencies designated by the SECDEF, as defined in section 101(a)(13) of title 10 U.S.C.

5.2.5.5.3. Numerical Device: A numerical device will designate the number of times the "M" device has been awarded; no number is worn for the first award of the "M" device.

5.2.5.5.4. Appropriate Wear of Devices when more than one is worn: If no "M" device is authorized, the appropriate hourglass shall be positioned in the center of the ribbon. If no hourglass is authorized, the "M" device shall be positioned in the center of the ribbon, followed by the Arabic numeral device. If both the hourglass and the "M" device are awarded, the hourglass(es) shall be positioned to the wearer's right, the "M" device in the middle, and the numerical device at the wearer's left.

5.3. Air Force Service Medals and Achievement Awards.

5.3.1. **Air Force Combat Action Medal (AFCAM).**

Figure 5.7. AFCAM.

5.3.1.1. On 15 March 2007, SECAF approved the Air Force Combat Action Medal to recognize members of the Air Force (Airman Basic through Colonel) who actively participated in ground or air combat.

5.3.1.2. Criteria: Nomination for the award of the AFCAM will be restricted to members of the US Armed Forces who on or after 11 September 2001:

5.3.1.2.1. Deliberately go into the enemy's domain (outside the wire) to conduct official duties, either on the ground or in the air, and have come under enemy fire by lethal weapons while performing those duties, and are at risk of grave danger; or,

5.3.1.2.2. While defending the base (inside/on the wire), must have come under fire and engage the enemy with direct and lethal fire, and are at the risk of grave danger; or

5.3.1.2.3. Are personnel in ground operations who actively engage the enemy with direct and lethal fires also may qualify even if no direct fire is taken, as long as there was risk of grave danger and meets other criteria.

5.3.1.2.4. Retroactive awards prior to 11 September 2001 are not authorized.

5.3.1.3. No patch or badge equivalent for wear on the Airman Battle Uniform will be authorized or worn.

5.3.1.4. Members who have previously received the Army Combat Infantryman Badge, the Army Combat Action Badge, the Army Combat Medical Badge, or Navy Combat Action Ribbon while assigned to Sister Service units may submit a copy of that award, along with other documentation, to the appropriate chain of command for consideration of the AFCAM.

5.3.1.5. The AFCAM may be awarded to members from the other Armed Forces of the United States and foreign military members serving in a US Air Force unit, provided they meet the award criteria. Refer to Chapter 9 for more information and guidance in awarding US decorations to foreign individuals.

5.3.1.6. Members who meet the approved criteria must provide proper documentation to their commander, who will review and recommend approval. The required documentation must be accomplished on the AF Form 3994, *Recommendation for Decoration Deployment/Contingency Operations*, to include as a minimum: a narrative

explanation of the circumstances (date, time, location, event description, other members present, etc.), submitted by a person with first-hand knowledge of the incident through the commander to the first colonel in the operational chain who will then submit to the approving official (i.e., COMAFFOR). If necessary, a narrative detailing the event, possibly attained by coordination with a senior leader who was in a position to know of the event, and endorsed by no less than the member's current wing commander attesting to the veracity of the content, will suffice.

5.3.1.6.1. The narrative must contain details on how the member was in grave danger (e.g., enemy action, fragmentation zone, type of enemy fire, blast radius, mounted/dismounted, proximity to weapons fire, where rounds impacted, damage to equipment or vehicles, injuries sustained by the occupants in the vehicle or surrounding area, etc. In a ground event, state size of team, patrol or convoy, where the member was located in the team, patrol or convoy (e.g., vehicle 3 of 29) and what the member's duties were.

5.3.1.6.2. Additional supporting documentation, such as CED orders, finalized travel vouchers, decorations or letters of evaluation; and sketches, maps, diagrams, and photographs which support the award, may also be submitted with the narrative.

5.3.1.7. Authorized Device: A gold star will be worn to recognize subsequent operations when approved by the Chief of Staff of the Air Force.

5.3.2. **Combat Readiness Medal (CRM).**

Figure 5.8. CRM.

5.3.2.1. The Combat Readiness Medal was authorized by SECAF on 9 March 1964. It is awarded to US Air Force, ANG, USAF Reserve, and members of other Services after 1 August 1960, for sustained individual combat or mission readiness or preparedness for direct weapon-system employment. Specifically, a Service member must meet all of the following criteria:

5.3.2.1.1. Member of a unit subject to combat readiness reporting.

5.3.2.1.1. **(AMC)** Combat Readiness Medal eligibility criteria will be based on assignment to specified duty positions. See Table 5.3 for authorized AFSCs. The identified duty positions (AFSCs) and unit will be maintained by HQ AMC/A3T.

5.3.2.1.2. Individually certified as combat and/or mission ready and has been subject to a continuous individual positional evaluation program, according to a MAJCOM or higher headquarters standards.

5.3.2.1.3. Complete 24 months of sustained combat and or mission readiness with no more than a 120 calendar-day break. If the break in combat or mission ready status exceeds 120 calendar days due to reassignment to another combat or mission duty that requires upgrading in or retraining to a new system, only the en route and retraining time is deducted from qualifying service.

5.3.2.2. A member requests award of the CRM by submitting a letter to the wing deputy (commander) for operations, deputy (commander) for operations of a group not reporting to the wing, or squadron command. The deputy (commander) for operations, deputy commander for operations of a group not reporting to a wing or squadron commander will: (T-3).

5.3.2.2.1. Ensure entitlement to the CRM was earned according to the criteria as noted above.

5.3.2.2.2. Certifies CRM entitlement to the member's MPS giving dates the member was combat or mission ready, the member's unit of assignment (i.e., unit name and PASCODE), the Unit Manpower Document (UMD) position number, and

5.3.2.2.3. Provides the member with a copy of the certification letter. The certification letter is authority to record entries in personnel records and update MILPDS.

5.3.2.3. Authorized Device: An Oak Leaf Cluster is awarded for each additional 24 month of qualifying service.

5.3.3. Air Force Good Conduct Medal (AFGCM).

Figure 5.9. AFGCM.

5.3.3.1. Awarded only to enlisted personnel for "exemplary conduct" (exemplary behavior, efficiency, and fidelity), while on active military service of the US on 1 June 1963 by SECAF. Members must have demonstrated a positive attitude toward the Air Force and their jobs. On 6 February 2006, the decision to terminate award of the AFGCM was made at the 97th Air Force Uniform Board. On 22 November 2008, with recommendation by the Chief Master Sergeant of the Air Force and the Awards and

Decorations Summit, SECAF reinstated the AFGCM to USAF enlisted personnel with a retroactive date of 6 February 2006.

5.3.3.2. Service performed in a sister service (Army, Navy, Marine Corps, Coast Guard) is not creditable for award of the AFGCM.

5.3.3.3. Officer candidate (OTS students) status is creditable toward award of the AFGCM. Service as a cadet in the Air Force Academy or ROTC cadet status is not creditable.

5.3.3.4. Qualifying Periods of Service:

5.3.3.4.1. Each 3 years completed on or after 1 June 1963

5.3.3.4.2. For first award only, upon termination of service on or after 1 June 1963, of less than 3 years but more than 1 year.

5.3.3.4.3. For first award only, upon termination of service, on or after 1 June 1963, of less than 1 year when final separation was by reason of physical disability incurred in line of duty.

5.3.3.4.4. For first award only, for those members who died before completing 1 year of active Federal military service if the death occurred in the line of duty.

5.3.3.4.5. The above timeframes are decreased to 1 year any time that the United States is at war, as declared by the US Congress. The entire year must have been served in the AOE during the period indicated. Notification of this change will be announced by either Air Staff or AFPC.

5.3.3.5. Award of the AFGCM is automatic unless denied by the unit commander. Denials are the result of less than exemplary conduct. Commanders are required to prepare a memorandum or letter stating the period involved for denying and adjust the award to the new start date. Adjustment of the AFGCM qualifying period is in conjunction with adverse actions (such as UIF, control roster actions, Article 15s, letters of reprimand, etc.). Commanders cannot readjust a member's AFGCM period from a previous assignment if the previous commander failed to file a signed memorandum or letter readjusting the member's AFGCM period in the member's record for permanent file.

5.3.3.6. Update of the AFGCM for Active Duty personnel in MILPDS is under the awards category of "C" (Campaign Service Awards), update code of "CF" (AFGCM). For USAF officers who earned entitlement to the AFGCM while in an enlisted status or AFRES and ANG personnel on extended active duty (i.e., Title 10), the awards category code in MILPDS is "O" (Other Awards), update code of "CF" (AFGCM).

5.3.3.7. Authorized Device: Oak Leaf Cluster

5.3.4. **Good Conduct Medal.**

Figure 5.10. GCM.

5.3.4.1. The Good Conduct Medal is awarded only to enlisted personnel from 28 July 1954 to 31 May 1963 for "exemplary conduct" (exemplary behavior, efficiency, and fidelity), while in active service of the United States. It was established 28 June 1941 to recognize enlisted personnel who honorably completed three continuous years of active military service. Members must have demonstrated a positive attitude toward the Air Force and their jobs.

5.3.4.2. Authorized Device: Clasp with Loops.

5.3.5. **Air Reserve Forces Meritorious Service Medal (ARFMSM).**

Figure 5.11. ARFMSM.

5.3.5.1. The Air Reserve Forces Meritorious Service Medal was established 7 April 1964, effective on or after 1 April 1965, based on the 4 continuous years of service, or on or after 1 July 1975, based on 3 continuous years of service, to recognize exemplary behavior, efficiency, and fidelity in an enlisted status in the ANG and US Air Force Reserve. Creditable service ends when called to active duty.

5.3.5.2. Do not credit service performed in the US Army, Navy, Marine Corps, or Coast Guard Reserve components.

5.3.5.3. Authorized Device: Oak Leaf Cluster.

5.3.6. **Outstanding Airman of the Year Ribbon (OAYR).**

Figure 5.12. OAYR.

5.3.6.1. The Outstanding Airman of the Year Ribbon is awarded to airmen nominated by MAJCOMs, FOAs, and DRUs to compete at the Air Force-level 12 Outstanding Airmen of the Year (12OAY) program, and to award the Airmen selected as one of the 12 Outstanding Airmen of the Year. The ribbon was established 21 February 1968 to recognize 12OAY Program competitors and awardees. Refer to AFI 36-2805, *Special Trophies and Awards*, for more information. Members who meet the requirements as of 1 June 1970 will be retroactively awarded.

5.3.6.2. Nominees will be awarded the ribbon; each subsequent nomination will be denoted by an oak leaf cluster. Members selected as one of the 12OAY will wear a bronze service star.

5.3.6.3. If both an oak leaf cluster and bronze service star are worn, wear the bronze service star to the member's right of the oak leaf clusters.

5.3.6.4. Authorized Devices: Oak Leaf Cluster and Bronze Service Star.

5.3.7. **Air Force Recognition Ribbon (AFRR).**

Figure 5.13. AFRR.

5.3.7.1. The Air Force Recognition Ribbon was established on 10 October 1980 to recognize individual recipients or members of small teams of Air Force-level special trophies and award. Refer to AFI 36-2805 regarding eligible awards for this ribbon.

5.3.7.2. This ribbon is not awarded to MAJCOM, FOA, or DRU-level award winners, nominees to Air Force-level competitions, or members assigned to a unit when the unit receives a special award.

5.3.7.2.1. Personnel nominated by MAJCOMs, FOA, or DRUs to compete at the 12 Outstanding Airman of the Year program are awarded the Outstanding Airman of the Year Ribbon (see **paragraph 5.8**).

5.3.7.3. Authorized Device: An Oak Leaf Cluster will be worn on the ribbon to denote each subsequent award.

5.3.8. **Air and Space Campaign Medal (ASCM).**

Figure 5.14. ASCM.

5.3.8.1. The SECAF approved the Air and Space Campaign Medal on 24 April 2002 to recognize personnel who are not eligible for the Kosovo Campaign Medal or other Operation ALLIED FORCE DoD Campaign Medals, and provided support of combat operations at home station or from outside the geographic area of combat. The ASCM may be awarded to members of the US Air Force who, after 24 March 1999, supported a significant US military operation designated by the Chief of Staff of the Air Force as qualifying for the ASCM. Current eligible operations include those listed above for the Kosovo Campaign Medal and those listed in table 5.2.

5.3.8.2. Members who provided direct support for 30 consecutive or 60 nonconsecutive days to one of these operations at home station or from outside of the geographic area of combat qualify for award of the ASCM. Direct support is defined as deploying in support of an ASCM-approved operation or if performing functions at home station or from outside the geographic area of combat which historically were forward deployed, or entirely new and future missions, which due to technological advances are no longer constrained by geographical location. This includes, but is not limited to, sortie generation, intelligence, surveillance, targeting, computer network attack operations, etc.

5.3.8.3. Once the ASCM has been authorized for an operation or action, determination of individual eligibility may be delegated to such level of the operational or administrative chain of command as deemed appropriate by the Commander, Air Force Forces. Such authority shall not be delegated below the level of O-6 commander or civilian equivalent.

5.3.8.4. No member shall be eligible for both an ASCM and a DoD Campaign/Service medal awarded during a single tour in an ASCM-designated operation. Participants are entitled to only one ASCM for support of an ASCM-designated operation.

5.3.8.5. Authorized Device: A bronze service star will be awarded to recognize subsequent award of a separately supported ASCM-approved operation. Multiple award of the ASCM for support of the same operation is not authorized.

Table 5.2. Air and Space Campaign Medal Designated Military Operations (see *note*).

Operation ALLIED FORCE	24 March 1999 - 10 June 1999
Operation JOINT GUARDIAN	11 June 1999 - To Be Determined (TBD)
Operation ALLIED HARBOUR	4 April 1999 - 1 September 1999
Operation SUSTAIN HOPE/SHINING HOPE	4 April 1999 - 10 July 1999
Operation NOBLE ANVIL	24 March 1999 - 20 July 1999
Kosovo Task Force Hawk	5 April 1999 - 24 June 1999
Kosovo Task Force Saber	31 March 1999 - 8 July 1999
Kosovo Task Force Falcon	11 June 1999 - TBD
Kosovo Task Force Hunter	1 April 1999 - 1 November 1999
Operation ODYSSEY DAWN	26 February 2011 – 31 October 2011
Operation UNIFIED PROTECTOR	26 February 2011 – 31 October 2011
Note: Currently, operations related to the Global War on Terrorism (to include Operations ENDURING FREEDOM and IRAQI FREEDOM) **are not eligible** for the ASCM.	

5.3.9. **Air Force Overseas Ribbon – Short Tour / Long Tour.**

Figure 5.15. AFOR-S.

(Short Tour)

Figure 5.16. AFOR-L.

(Long Tour)

5.3.9.1. The Air Force Overseas Ribbons were established on 12 October 1980 to recognize completion of an overseas tour. Before 6 January 1986, the ribbon was awarded to Air Force active duty, Air Force Reserve, and Air National Guard members credited with completion of an overseas tour on or after 1 September 1980. Air Force active duty, ANG and Air Force Reserve members serving as of 6 January 1986, or later are entitled to reflect all Air Force overseas tours credited during their career.

5.3.9.2. For personnel who extended their original overseas tour and have entered into a DEROS extension or into an IPCOT, award the respective ribbon when the members enters the extension or IPCOT; however, only one award for the entire period overseas is authorized unless the extension or IPCOT results in the member being credited with another overseas tour.

5.3.9.3. No more than one long and one short tour ribbon will be awarded to any one person. The short tour ribbon takes priority over the long tour ribbon when both are worn.

5.3.9.4. Authorized Devices: An Oak Leaf Cluster will be worn on either ribbon for subsequent awards, respectively.

5.3.9.4.1. An Arctic "A" Device will be worn on the short tour ribbon upon completion of a short tour above the Arctic Circle. Thule Air Base, Greenland, qualifies for this device. The "A" device is awarded to all current Air Force active, Reserve and Guard personnel, serving on duty as of 10 February 2002, regardless of the date of tour completion. When worn alone, the device will be centered on the short tour ribbon. When worn with oak leaf clusters, the "A" device will be worn to the right of the oak leaf clusters on the ribbon. Only one "A" device will be worn, regardless of the number of Arctic tours completed.

5.3.10. **Air Force Expeditionary Service Ribbon (AFESR) (basic ribbon and with gold border).**

Figure 5.17. AFESR.

(basic ribbon)

Figure 5.18. AFESR w/GB.

(with Gold Border)

5.3.10.1. On 18 June 2003, the SECAF approved the Air Force Expeditionary Service Ribbon as recognition for Air Expeditionary Force (AEF) deployed status. The ribbon is awarded to AF active duty, Reserve and Guard personnel credited with completion of a contingency deployment after 1 October 1999. Deployment credit is defined as either 45 consecutive days or 90 nonconsecutive days in deployed status.

5.3.10.2. Criteria for Award to Permanent Party Personnel: Permanent party personnel assigned to air expeditionary units also are eligible to receive the AFESR after 1 October 1999. Permanent party members assigned to Air Expeditionary Task Force (AETF) units may qualify to receive both the AFESR and the Air Force Overseas Ribbon by meeting the 45 consecutive day requirement without adjustment to tour status. Permanent party members assigned to AETF units also qualify for the combat gold border providing they meet the criteria for the AFESR w/GB in paragraph 5.3.10.4.

5.3.10.3. Only one AFESR per deployment is authorized, regardless of the number of consecutive days over 45 the member deployed and only one AFESR is authorized after accumulating a total of 90 nonconsecutive days.

5.3.10.4. In April 2004, the SECAF approved the wear of a gold border on the AFESR to represent participation in combat operations. Members who were engaged in conducting or supporting combat operations in a designated combat zone are eligible for the gold border.

5.3.10.4.1. A combat zone is defined as a geographical area designated by the President via Executive Order, or a qualified hazardous duty area in which a member is receiving IDP/HFP.

5.3.10.4.2. Combat action is defined as when a member is subject to hostile fire, explosion, or is engaged in employing lethal weapons (kinetic/non-kinetic).

5.3.10.4.3. For award of the gold border, members must be/have been assigned to an AEF Plan Identification or on Contingency/Exercise/Deployment orders and have been receiving IDP/HFP. Aircrew members who engage in combat action must be assigned on aeronautical orders in direct support of a combat zone.

5.3.10.4.4. Eligibility: Prior to the award of the gold border, members must have met the eligibility requirement for the award of the basic AFESR. The AFESR gold border may be awarded to current and former AF Active Duty, Reserve and Guard personnel, who since 1 October 1999 meet the requirements listed above.

5.3.10.4.5. The time eligibility criteria for the award of the gold border can be waived if the member meets one of the following criteria:

5.3.10.4.5.1. Be engaged in actual combat against the enemy and under circumstances involving grave danger of death or serious bodily injury from enemy actions.

5.3.10.4.5.2. While participating in a designated operation is killed, wounded, or injured requiring medical evacuation from the combat zone.

5.3.10.4.5.3. Be a regularly assigned crew member flying combat/combat support sorties into, out of, within or over a combat zone.

5.3.10.4.5.4. Employ a kinetic or non-kinetic weapon from outside the designated combat zone, in a combat operation.

5.3.10.5. Authorized Device: An Oak Leaf Cluster will be worn to denote subsequent awards, and the gold border.

5.3.11. **Air Force Longevity Service Award (AFLSA).**

Figure 5.19. AFLSA.

5.3.11.1. Established 25 November 1957, the Air Force Longevity Service is awarded to active duty personnel based on an aggregate of 4 years of honorable active federal military service with any branch of the Armed Forces of the United States or Reserve components. Reserve Component personnel are credited with the award for each 4 years of satisfactory military service which are creditable to a reservist for retirement. Eligible categories include:

5.3.11.1.1. All members of the Air Force on active duty.

5.3.11.1.2. Members of the Reserve components not on active duty assigned to training category A, B, D, or H.

5.3.11.1.3. Members who are a cadet or midshipman in one of the service academies provided the member graduates.

5.3.11.1.4. Members of the Uniformed Services University of Health Sciences.

5.3.11.2. Eligibility for this award was expanded effective 1 July 1976 to include members of the Reserve components. Members in training assigned on or after that date in training categories A, B, D, and H are eligible for retroactive awards based on satisfactory years of service completed by their retirement or retention year closeout. Retroactive awards are not made for other categories.

5.3.11.3. Authorized Device: An Oak Leaf Cluster is worn for each additional 4 years of creditable service.

5.3.12. **Air Force Basic Military Training Instructor Ribbon (AFBMTIR).**

Figure 5.20. AFBMTIR.

5.3.12.1. Established on 7 December 1998 to acknowledge past, present, and future Basic Military Training (BMT) Instructors, the AFBMTIR is awarded to AF active duty, Reserve, and Guard personnel. Basic Military Training (BMT) Instructors (SDI 8B000) at AF BMT and AF Officer Training School are eligible, both past and present, if they were on duty on or after 7 December 1998.

5.3.12.2. The basic award is presented upon graduation from Military Training Instructor (MTI) School, and wear of the ribbon becomes permanent after successful completion of at least 12 months tour of duty as an MTI.

5.3.12.3. The 737 TRG Commander may waive the minimum qualifying tour length if a member cannot complete the tour for a valid reason. They may also withdraw authorization to wear the ribbon for those who are eliminated from the MTI program for disciplinary reasons.

5.3.12.4. The authorization to wear the ribbon is retroactive for any member who has successfully completed 12 months duty as a MTI and is currently on active duty or a member of the Reserve/Guard component as of 7 December 1998.

5.3.12.5. Technical school training instructors are not eligible for this ribbon.

5.3.12.6. Authorized Device: An Oak Leaf Cluster is awarded for an additional three years of MTI duty following the basic tour of 3 (prior to 21 November 1994) or 4 years (on or after 21 November 1994).

5.3.13. **Air Force Recruiter Ribbon.**

Figure 5.21. AFRR.

5.3.13.1. The SECAF established the Air Force Recruiter Ribbon on 21 June 2000 to recognize officer (83R0) and enlisted (8R000) personnel who perform the challenging

duty of Air Force Recruiting. This ribbon is designed to acknowledge past, present, and future Air Force Recruiters who display the extraordinary commitment and dedication required in performing this important function.

5.3.13.2. Eligibility Criteria.

5.3.13.2.1. From 21 June 2000 to 20 September 2006: Members will be authorized to wear the AF Recruiting Ribbon on a temporary basis while performing recruiting duty immediately upon graduation from Air Force Recruiting School.

5.3.13.2.2. Wear of the ribbon will become permanent after successful completion of 36 months of duty as an Air Force Recruiter.

5.3.13.2.3. From 21 September 2006: Members are authorized to wear the AF Recruiting Ribbon upon 3-years of successful recruiting duty.

5.3.13.2.4. Each additional 3 years of assignment as an 8R000 (Enlisted Recruiter Special Duty Identifier) or 83R0 (Officer Recruiter Special Duty Identifier) entitles the member to an Oak Leaf Cluster.

5.3.13.2.5. Effective 29 July 2004, Recruiting Group commanders have approval authority for the following members assigned to their respective Recruiting Groups and Squadrons: Deputy Group Commanders, Squadron Commanders, Medical Officers, First Sergeants, Public Affairs NCOs, and Information Management NCOs.

5.3.13.3. The Air Force Recruiting Service (AFRS) Commander may waive the minimum qualifying tour length if a member cannot complete the tour for a valid reason. The AFRS Commander may also withdraw authorization to wear the ribbon for those who are eliminated from the Recruiter Program for disciplinary reasons.

5.3.13.4. Members with prior duty in SDI 8R000 may request authorization to permanently wear the Air Force Recruiter Ribbon through their unit commander, and AFRS must approve, provided the member meets the eligibility criteria; however, no WAPS points will be retroactively awarded.

5.3.13.5. Authorized Device: An Oak Leaf Cluster will be awarded for every 3 additional years of recruiting duty.

5.3.14. **Air Force NCO PME Graduate Ribbon (NCOPMER).**

Figure 5.22. NCOPMER.

5.3.14.1. The NCO PME Graduate Ribbon was established on 28 August 1962, and awarded to in-residence graduates of a certified NCO professional military education (PME) school:

5.3.14.1.1. NCO Preparatory Course.

5.3.14.1.2. Airman Leadership School.

5.3.14.1.3. NCO Leadership School.

5.3.14.1.4. NCO Academy.

5.3.14.1.5. Senior NCO Academy (or in-residence graduates of the US Army Sergeant Major Academy, the US Navy Senior Enlisted Academy, US Marine Corps Advanced Staff NCO Academy, and the US Coast Guard Chief Petty Officer Academy).

5.3.14.1.6. Chief's Leadership Course (effective 16 Jul 10, retroactively for all in-residence graduates).

5.3.14.2. Do not award the NCOPMER to members who only complete PME correspondence courses or similar PME correspondence courses conducted by other military services. Also, the ribbon is not awarded for completion of local (base or unit offered) professional development seminars, courses or classes.

5.3.14.3. Authorized Device: An Oak Leaf Cluster denotes successful graduation from each successive level of PME.

5.3.15. **Air Force BMT Honor Graduate Ribbon (USAF BMTHGR).**

Figure 5.23. AFBMTHGR.

5.3.15.1. The USAF BMT Honor Graduate Ribbon was established on 3 April 1976, and was effective 30 July 1976. The ribbon is awarded to BMT honor graduates who have demonstrated excellence in all academic and military training phases. The military training instructor and school commander must also recommend recipients. No more than the top 10 percent of the daily graduates from each squadron are designated as honor graduates.

5.3.15.2. Specific requirements for honor graduates are established and published by BMT and approved by Air Education and Training Command.

5.3.15.3. Members who are awarded the BMT Honor Graduate Ribbon will receive a letter from the BMT Squadron Commander; this letter must be brought by the member to the MPS for update in the member's MILPDS records. A copy of the authorizing letter must be filed in the members UPRG upon update.

5.3.15.4. Authorized Device: None

5.3.16. **Small Arms Expert Marksmanship Ribbon (SAEMR).**

Figure 5.24. SAEMR.

5.3.16.1. The Small Arms Expert Marksmanship Ribbon is awarded to Air Force personnel, including Reserve components members, whether or not they are on active duty, who, after 1 January 1963, qualify as "Expert" with either the M-16 rifle (to include the M-4 and GAU-5) or issue handgun on the Air Force qualification course, the appropriate orientation course prescribed in other AFIs, a Sister Service's qualification course, or who satisfactorily complete the Combat Rifle Program.

5.3.16.2. AF Form 522, *Ground Weapons Training Data and USAF Firearms Qualification*, or a letter from the Small Arms Marksmanship monitor will be used as the source documentation for this award. Members who qualify as "Expert" will provide a copy of the AF Form 522 or letter to the MPS for update in the member's MILPDS records.

5.3.16.3. Only one ribbon will be awarded regardless of the number of times a person qualifies.

5.3.16.4. Authorized Device: A bronze service star will be worn on the ribbon for those members who, after 22 June 1972, meet award criteria with both the M16 rifle and issue handgun. Only one bronze star will be worn regardless of the number of times a person qualifies with both weapons.

5.3.17. **Air Force Training Ribbon (AFTR).**

Figure 5.25. AFTR.

5.3.17.1. The Air Force Training Ribbon was established on 12 October 1980, and is awarded to members who, after 14 August 1974, complete an initial Air Force accession training program (BMT, officer training school (OTS), Reserve Officers Training Corps (ROTC), Academy, Medical Services, Judge Advocate, Chaplain Orientation, and so forth). The ribbon may be awarded to Air Reserve Forces members who complete appropriate training.

5.3.17.2. Completion of technical training, career developmental courses, and other service basic training accession programs do not qualify for the ribbon.

5.3.17.3. Foreign, civilian, or other military personnel will not be awarded the ribbon.

5.3.17.4. Authorized Device: An Oak Leaf Cluster will denote completion of later accession training; for example, a member who originally completed BMT and receives a commission through ROTC would entitle a member to an oak leaf cluster.

Table 5.3. (Added-AMC) Air Force Combat Readiness Medal AFSCs.

C-5	011MXA, 1A1XX, 1A2XX
C-9C	011MXH, 1A1XX, 1A3XX, 1A6XX
C-17	011MXK, 1A2XX, X2E1X1
C-20	011MXL, 1A1XX, 1A3XX, 1A6XX
C-21	011MXM
C-32	011MXP, 1A3XX, 1A6XX
C-37	011MXL, 1A1XX, 1A3XX, 1A6XX
C-40	011MXZ, 1A3XX, 1A6XX
C-130E/H	011MXB, 012MXB, 1A1XX, 1A2XX
C-130J	011MXC, 1A2XX
KC-10	011MXG, 1A0XX, 1A1XX
KC-135	011MXF, 012MXF, 1A0XX
VC-25	011MXE, 012MXE, 1A1XX, 1A3XX, 1A6XX
Combat Control	1C2XX, 13DX, J13MX
Aeromedical Evac Crews	X46FX, X4N0XX
Combat Camera Aerial Photographer	X3V0X2, X3V0X3
Special Operations Communications	X3D1X3

Chapter 6

DEPARTMENT OF DEFENSE CAMPAIGN AND FOREIGN SERVICE AWARDS

6.1. Definition: Department of Defense (DoD) campaign and foreign service awards are designed, intended, and awarded to recognize a member for participation in a campaign, period of war, national emergency, expedition, or a specified significant peacetime military operation.

6.1.1. The US military campaign and service medals shall not be awarded to members of foreign military establishments.

6.1.2. The US military campaign, expeditionary and service medals may be awarded posthumously.

6.1.3. Refer any questions pertaining to campaign medals to the servicing MPS. The MPS, if unable to answer questions or resolve problems related to campaign medals, will contact their respective MAJCOM or the Air Force Contact Center for assistance.

6.1.4. The MPS will verify entitlement to campaign medals using Contingency/ Exercise/Deployment (CED) orders with paid travel vouchers, decoration citations/orders, LOEs, or other documentation acceptable by the MPS. Upon verification, the MPS will update MILPDS and prepare/update AF Form 104, *Service Medal Award Verification*, on each Air Force member to reflect awarded campaign medals.

6.1.5. Air Force members may accept campaign medals from sister services. To wear these awards, refer to AFI 36-2903.

6.1.6. Make only one award of a specific campaign and service award to the same person. If allowed, award devices for subsequent awards

6.2. American Defense Service Medal (ADSM).

Figure 6.1. ADSM.

6.2.1. The American Defense Service Medal was established by Executive Order 8808, and announced in War Department Bulletin 17, 1941. It is awarded for service between 8 September 1939 and 7 December 1941 under orders to active duty for a period of 12 months or longer.

6.2.2. Authorized Devices:

6.2.2.1. “Foreign Service” Clasp: Worn on the ADSM to denote service outside of the continental limits of the United States, to include service in Alaska, as a member of a crew of a vessel sailing ocean waters, flights over ocean waters, or as an assigned member of an organization stationed outside the continental limits of the United States.

6.2.2.2. A service star is worn on the service ribbon to denote possession of the “Foreign Service” clasp.

6.3. Women’s Army Corps Service Medal (WACSM).

Figure 6.2. WACSM.

6.3.1. The Women’s Army Corps Service Medal was established by Executive Order 9365 and promulgated in War Department Bulletin 17, 1943.

6.3.2. Award of the Women’s Army Corps Service Medal is awarded to female members of the Army for military service under either of the following:

6.3.2.1. In the Women's Army Auxiliary Corps between 10 July 1942 and 31 August 1943.

6.3.2.2. In the Women's Army Corps between 1 September 1943 and 2 September 1945.

6.3.3. The Women's Army Corps Service Medal was worn after the American Defense Service Medal and before the American Campaign Medal.

6.3.4. The ribbon of the Women's Army Corps Service Medal consists of a field of moss green edged in gold. The colors of the ribbon were those of the Women's Army Corps. No devices were authorized for the Women's Army Corps Service Medal.

6.4. American Campaign Medal (ANCM).

Figure 6.3. ANCM.

6.4.1. The American Campaign Medal was established by Executive Order 9265, and announced in War Department Bulletin 56, 1942, and amended by Executive Order 9706, 15 March 1946. It is awarded for service within the American Theater between 7 December 1941 and 2 March 1946 under any of the following conditions:

6.4.1.1. On permanent assignment outside the continental limits of the United States.

6.4.1.2. Permanently assigned as a member of a crew of a vessel sailing ocean waters for a period of 30 consecutive days or 60 nonconsecutive days.

6.4.1.3. Outside the continental limits of the United States in a passenger status or on temporary duty for 30 consecutive days or 60 nonconsecutive days.

6.4.1.4. In active combat against the enemy and was awarded a combat decoration or furnished a certificate by the commanding general of a corps, higher, unit, or independent force that the member actually participated in combat.

6.4.1.5. Within the continental limits of the United States for an aggregate period of 1 year.

6.4.2. The boundaries of the American Theater are as follows:

6.4.2.1. Eastern Boundary: From the North Pole, south along the 75th meridian west longitude to the 77th parallel north latitude, then southeast through Davis Strait to the intersection of the 40th parallel north latitude and the 35th meridian west longitude, then south along the meridian to the 10th parallel north latitude, then southeast to the intersection of the Equator and the 20th meridian west longitude, then south along the 20th meridian west longitude to the South Pole.

6.4.2.2. Western Boundary: From the North Pole, south along the 141st meridian west longitude to the east boundary of Alaska, then south and southeast along the Alaska boundary to the Pacific Ocean, then south along the 130th meridian to its intersection

with the 30th parallel north latitude, then southeast to the intersection of the Equator and the 100th meridian west longitude, then south to the South Pole.

6.4.3. Authorized Device: A service star is authorized for wear to denote participation in the antisubmarine campaign. The member must have been assigned or attached to, and present for duty with, a unit credited with the campaign.

6.5. Asiatic-Pacific Campaign Medal (APCM).

Figure 6.4. APCM.

6.5.1. The Asiatic-Pacific Campaign Medal was established by Executive Order 9265, and announced in War Department Bulletin 56, 1942, and amended by Executive Order 9706, 15 March 1946. It is awarded for service within the Asiatic-Pacific Theater between 7 December 1941 and 2 March 1946 under any of the following conditions:

6.5.2. On permanent assignment in the Asiatic-Pacific Theater.

6.5.3. In a passenger status or on temporary duty for 30 consecutive days or 60 nonconsecutive days.

6.5.4. In active combat against the enemy and awarded a combat decoration or furnished a certificate by the commanding general of a corps, higher unit, or independent force that the member actually participated in combat.

6.5.5. The boundaries of the Asiatic-Pacific Theater are as follows:

6.5.5.1. Eastern Boundary: Coincides with the western boundary of the American Theater (see paragraph 6.5.4.2).

6.5.5.2. Western Boundary: From the North Pole, south along the 60th meridian east longitude to its intersection with the east boundary of Iran, then south along the Iran boundary to the Gulf of Oman and the intersection of the 60th meridian east longitude, then south along the 60th meridian east longitude to the South Pole.

6.5.6. Authorized Devices:

6.5.6.1. A service star is authorized to indicate participation in certain engagements with the enemy.

6.5.6.2. An Arrowhead Device is authorized to denote participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault

landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission. (See paragraph 11.5.)

6.6. European-African-Middle Eastern (EAME) Campaign Medal.

Figure 6.5. EAMECM.

6.6.1. The European-African-Middle Eastern Campaign Medal was established by Executive Order 9265, and announced in War Department Bulletin 56, 1942, and amended by Executive Order 9706, 15 March 1946. It is awarded for service within the European-African-Middle Eastern (EAME) Theater between 7 December 1941 and 8 November 1945 under any of the following conditions:

6.6.2. Assigned or attached to, and present for duty with, a unit during the period in which it participated in combat.

6.6.3. Under orders in the combat zone and in addition meets any of the following requirements:

6.6.3.1. Awarded a combat decoration.

6.6.3.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that the member actually participated in combat.

6.6.3.3. Served at a normal post of duty, as opposed to occupying the status of an inspector, observer, or visitor.

6.6.3.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that the member served in the combat zone.

6.6.4. Was an evader or escapee in the combat zone or recovered from a POW status in the combat zone during the time limitations of the campaign. POW will not be accorded credit for the time spent in confinement or while otherwise in restraint under enemy control.

6.6.5. The boundaries of the EAME Campaign are as follows:

6.6.5.1. The eastern boundary coincides with the western boundary of the Asiatic-Pacific Theater (see paragraph 6.5.4.2.).

6.6.5.2. The western boundary coincides with the eastern boundary of the American Theater (see paragraph 6.4.6.1.).

6.6.6. Authorized Devices:

6.6.6.1. A service star is authorized to indicate participation in certain engagements with the enemy.

6.6.6.2. An Arrowhead Device is authorized to denote participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission. (See paragraph 11.5.)

6.7. World War II Victory Medal (WWIIVM):

Figure 6.6. WWIIVM.

6.7.1. The World War II Victory Medal was established by the Act of Congress on 6 July 1945. It is awarded to all members of the Armed Forces of the United States or the Government of the Philippine Islands who served on active duty at any time between 7 December 1941 and 31 December 1946, both dates inclusive.

6.7.2. Authorized Device: None**.**

6.8. Army of Occupation Medal (AOM).

Figure 6.7. AOM

6.8.1. Established by the Secretary of War in 1946, the Army of Occupation Medal (AOM) is awarded for 30 consecutive days service at a normal place of duty while assigned to or serving with the US Occupation Forces during the timeframe after World War II. Military service in the European-African-Middle Eastern Theater between 9 May 1945 and 8

November 1945, and in the Asiatic-Pacific Theater between 3 September 1945 and 2 March 1946, shall only be considered if the Service member received the applicable theater campaign medal for military service in the theater before the inclusive periods mentioned above.

6.8.2. Eligible locations and timeframes other than mentioned above include:

6.8.2.1. Army of Occupation of Germany (Exclusive of Berlin): Military service between 9 May 1945 and 5 May 1955. Military service with a unit designated by the Department of the Army as "having met the requirements for, or the individual award of, the Berlin Airlift device" shall also qualify the Service member for the Army of Occupation Medal.

6.8.2.2. Army of Occupation of Austria: Military service between 9 May 1945 and 27 July 1955.

6.8.2.3. Army of Occupation of Berlin: Military service between 9 May 1945 and 2 October 1990.

6.8.2.4. Army of Occupation of Italy: Military service between 9 May 1945 and 15 September 1947 in the compartment of Venezia Giulia e Zara, the Province of Udine, or with a unit in Italy designated by the Secretary of the Army.

6.8.2.5. Army of Occupation of Japan: Military service between 3 September 1945 and 27 April 1952, in the main and offshore islands of Japan, the Ryukyu Islands, and Bonin-Volcano Islands. Military service that meets the requirements for the Korean Service Medal shall not be counted in determining eligibility.

6.8.2.6. Army of Occupation of Korea: Military service between 3 September 1945 and 29 June 1949.

6.8.3. The term “normal place of duty” excludes from eligibility personnel who were performing TDY, inspector, visitor, courier, escort, passenger, attached service, or merely in a transient status.

6.8.4. Authorized Devices:

6.8.4.1. The Berlin Airlift Device is awarded for members with 90 or more consecutive days’ service between 26 June 1948 and 30 September 1949, while assigned or attached to a unit designated in Department of the Air Force orders for participation in the Berlin Airlift. The device will be centered on the medal or ribbon, with the aircraft’s nose pointed upward at a 30-degree angle and toward the wearer’s right shoulder.

6.8.4.2. The Army of Occupation Clasp is awarded to differentiate service in various occupation areas during World War II and is worn only on the suspension medal. No device is worn on the ribbon to denote possession of the clasp. The “Germany” clasp will be worn to represent service with US Occupation Forces in Germany, Italy, or Austria. The “Japan” clasp will be worn to represent service with US Occupation Forces in Japan or Korea.

6.9. Medal for Humane Action (MHA).

Figure 6.8. MHA.

6.9.1. The Medal for Humane Action was authorized by an Act of Congress on 20 July 1949 (63 Stat 477), and is awarded to members of the Armed Forces of the United States and to others when recommended for meritorious participation, for service in the Berlin Airlift. Service must have been for at least 120 days during the period of 26 June 1948 and 30 September 1949, and in the following boundaries of the Berlin Airlift Operations Area.

6.9.2. The boundaries of the Berlin Airlift Operations area are as follows:

6.9.2.1. Northern Boundary: 54th parallel north latitude.

6.9.2.2. Eastern Boundary: 14th meridian east longitude.

6.9.2.3. Southern Boundary: 48th parallel north latitude.

6.9.2.4. Western Boundary: 5th meridian west longitude.

6.9.3. Posthumous award of the medal may be made for any person who lost their life while, or as a direct result of, participating in the Berlin Airlift, without regard to length of service, if otherwise eligible.

6.9.4. Authorized Device: None.

6.10. National Defense Service Medal (NDSM).

Figure 6.9. NDSM.

6.10.1. The NDSM was established on 22 April 1953, and amended 11 January 1966, to recognize honorable active military service during periods of conflict or national crisis. Members of the Armed Forces of the United States, to include the US Coast Guard, who are on Active Duty, members of the Selected Reserve in good standing, members of other than the Selected Reserve called to Active Duty, cadets in the USAF Academy, and USAF members who have completed USAF Basic Training are eligible for the medal. Ineligible members include ROTC cadets and members called to active duty for the sole purpose of undergoing a physical examination, for training only, or to serve on boards, courts, or commissions.

6.10.2. Authorized Device: A Bronze Service Star is awarded to signify service for each subsequent qualifying period as reflected in Table 6.1.

Table 6.1. National Defense Service Medal Designated U.S. Military Operations.

Korean Conflict	27 June 1950 - 27 July 1954
Vietnam Conflict	1 January 1961 - 14 August 1974
Operations DESERT SHIELD/STORM	2 August 1990 - 30 November 1995
Global War on Terrorism	11 September 2001 - Date to be Determined

6.11. Korean Service Medal (KSM).

Figure 6.10. KSM.

6.11.1. The KSM is awarded to personnel who were assigned or attached to combat or service units designated by the Commander, Far East Air Forces, in general orders for service within the Korean Theater or adjacent areas between 27 June 1950 and 27 July 1954. The term "Korean Theater" as used in this instruction includes the areas that encompass North and South Korea, Korean waters, the air over North and South Korea, and the air over Korean waters.

6.11.2. Personnel also are considered having participated in an engagement if they were members of a designated combat or service unit in the Korean Theater; a combat or service unit, other than one within the Korean Theater, which was designated by the Commander, Far East Air Force, as having directly supported the military operations in the Korean Theater; or a designated headquarters of the Far East Air Forces that exerted a distinct and contributory effort to the military operations in the Korean Theater.

6.11.3. The personnel must have performed the prescribed service while they were on permanent assignment, on TDY with a designated unit or headquarters for 30 consecutive days or 60 nonconsecutive days, or in actual combat against the enemy, as reflected by an awarded combat decoration or furnished a certificate by a division, comparable, or higher unit commander, a ship, comparable, or higher unit commander, or an Air Force group, comparable, or higher unit commander stating that they actually participated in combat.

6.11.4. Authorized Devices: A service star is authorized for each campaign under the following conditions:

6.11.4.1. Assigned or attached to and present for duty with a unit during the period in which it participated in combat.

6.11.4.2. Under orders in the combat zone and in addition meets any of the following requirements:

6.11.4.2.1. Awarded a combat decoration.

6.11.4.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that he actually participated in combat.

6.11.4.2.3. Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer, or visitor).

6.11.4.2.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that he served in the combat zone.

6.11.4.3. Was an evader or escapee in the combat zone or recovered from a prisoner-of-war status in the combat zone during the time limitations of the campaign. Prisoners of war will not be accorded credit for the time spent in confinement or while otherwise in restraint under enemy control.

6.11.4.4. An arrowhead device will be awarded to members of designated combat or service units in combat, units assigned to the Far East Air Forces command, or units that were on TDY with the Army Ground Forces and participated in an airborne or amphibious assault within the territorial limits of Korea (see paragraph 11.5.). Please contact the Air Force Contact Center for a listing of entitled Air Force units.

Table 6.2. Korean Service Medal Designated US Military Operations.

United Nations (U.N.) Defensive	27 June 1950 - 15 September 1950
U.N. Offensive	16 September 1950 - 2 November 1950
Chinese Communist Forces Intervention	3 November 1950 - 24 January 1951
First U.N. Counteroffensive	25 January 1951 - 21 April 1951
Chinese Communist Forces Spring Offensive	22 April 1951 - 8 July 1951
U.N. Summer-Fall Offensive	9 July 1951 - 27 November 1951
Second Korean Winter	28 November 1951 - 30 April 1952
Korea Summer-Fall 1952	1 May 1952 - 30 November 1952
Third Korean Winter	1 December 1952 - 30 April 1953
Korea Summer-Fall 1953	1 May 1953 - 27 July 1953
Korea Ceasefire	28 July 1953 - 27 July 1954

6.12. Antarctica Service Medal (ANTSM).

Figure 6.11. ANTSM.

6.12.1. The Antarctica Service Medal was established on 7 July 1960, to recognize service on the Antarctic continent. The medal is authorized to any person, who, from 2 January 1946

to a date to be announced was a members of the Armed Forces of the United States, US citizens or resident aliens of the US or was a member of a US expedition participating in scientific, direct support or exploratory operations in the Antarctic or who participates or has participated in a foreign Antarctic expedition in coordination with a US expedition under sponsorship of a competent US government authority.

6.12.2. From 1 July 1973 to 31 August 2008, the minimum time limit for award is 30 days under competent orders to duty at sea or ashore, south of latitude 60 degrees South. Members assigned to duty at an outlying station on the Antarctic continent may qualify for the award after 15 days. The days do not need to be consecutive.

6.12.3. From 1 July 1987 to 30 September 1999, flight crews of aircraft providing logistics support from outside the Antarctic area may qualify for the award after 15 missions to a location south of latitude 60 degrees South. One flight in and out during a 24-hour period equals one mission.

6.12.4. Effective 1 October 1999, flight crews of aircraft providing logistics support from outside the Antarctic area may qualify for the award after 10 missions to a location south of latitude 60 degrees South. One flight in and out during a 24-hour period equals one mission.

6.12.5. Effective 1 September 2008, minimum time limitation for award is 10 days under competent orders to duty at sea or ashore, south of latitude 60 degrees South. The days do not have to be consecutive.

6.12.6. Authorized Devices: “Wintered Over” clasp (for wear on the suspension medal) and disc (for wear on the bar ribbon). Devices will be awarded in bronze for the first winter, in gold for the second winter, and in silver for three or more winters.

6.13. Armed Forces Expeditionary Medal (AFEM).

Figure 6.12. AFEM.

6.13.1. The Armed Forces Expeditionary Medal will be awarded to members of the Armed Forces of the United States who, after 1 July 1958, participated in US military operations, US operations in direct support of the United Nations, or US operations of assistance for friendly foreign nations (see tables 6.3, 6.4, and 6.5). The Joint Chiefs of Staff designates operations that qualify for the AFEM, specifies the degree of participation required, and defines the area of operations.

6.13.2. Service members must be bona fide members of a unit participating in or be engaged in the direct support of the operation for 30 consecutive days in the area of operations (or for the full period when an operation is less than 30 days duration) or for 60 nonconsecutive days provided this support involved entering the area of operations or meet one or more of the following criteria:

6.13.2.1. Be engaged in actual combat, or duty which is equally as hazardous as combat duty, during the operation with armed opposition, regardless of time in the area;

6.13.2.2. Is wounded or injured and requires medical evacuation from the area of eligibility while participating in the operation, regardless of time;

6.13.2.3. Accumulate 15 days service (consecutive/nonconsecutive) while participating as a regularly assigned crewmember of an aircraft flying sorties into, out of, within, or over the area in direct support of the military operation. One day's service is credited for the first sortie flown on any day. Additional sorties flown on the same day receive no further credit.

6.13.2.3.1. Prior to 1 December 1995, members on aircrew status were only required to fly over or into the AOE for one day during conflict to qualify for the award of the AFEM.

6.13.3. The AFEM will be awarded only for operations for which no other U.S. campaign medal is approved. However, this does not prevent award eligibility for subsequent on-going operations if the associated campaign medal has been terminated. No member will be eligible for both the AFEM and a campaign medal awarded during a single tour in the designated operation. The military service of the service member on whom qualification for the award of the AFEM is based will have been honorable.

6.13.4. Service members who earned the AFEM for service in Vietnam between 1 July 1958 and 3 July 1965 may elect to receive the Vietnam Service Medal instead of the AFEM. However, no service member may be issued both medals for service in Vietnam.

6.13.5. Service members who earned the Southwest Asia Service Medal (SWASM) and subsequently became eligible, at any time, for the AFEM for Operation SOUTHERN WATCH may wear both awards, with the exception of those who became eligible for both awards during one tour in Southwest Asia (SWA). Service members who become eligible for both awards during their initial tour in SWA may elect to receive either the SWASM or the AFEM, but may not be issued both medals for a single tour in SWA. Service members who become eligible for both awards during their initial tour in SWA and elect to receive the SWASM may be awarded the AFEM for participation in Operation SOUTHERN WATCH during a subsequent tour in SWA under the Under Secretary of Defense for Personnel Readiness Memorandum dated 7 February 1996.

6.13.6. Service members who earned the AFEM for Operation FREQUENT WIND between 29 and 30 April 1975 may elect to receive the Vietnam Service Medal instead of the AFEM. No service member may be issued both medals for service in Vietnam.

6.13.7. After 1 July 1958, the Joint Chiefs of Staff will designate U.S. military operations that qualify for the AFEM, and they will specify the degree of participation in designated operations warranting award of the medal.

6.13.8. Service members who earned the AFEM for operations in Southwest Asia (SOUTHERN WATCH, Maritime Intercept, NORTHERN WATCH, and DESERT SPRING) and then became eligible for the Global War on Terrorism Expeditionary Medal (GWOT-EM) between 11 September 2001 to 18 March 2003 can elect to receive either the AFEM or GWOT-EM, but they may not be awarded both for the same period.

6.13.9. Authorized Device: A Service Star will be awarded for participation in subsequent operations. Participation in two or more engagements in the same operation does not qualify for the service star.

Table 6.3. Armed Forces Expeditionary Medal (AFEM) Designated US Military Operations.

AREA	DATES	NOTES
Lebanon	1 July 1958 - 1 November 1958	
Vietnam (General Service)	1 July 1958 – 3 July 1965	
Taiwan Straits	23 August 1958 - 1 January 1959	
Quemoy and Matsu Islands	23 August 1958 - 1 June 1963	
Congo	14 July 1960 – 1 September 1962	
Laos	19 April 1961 – 7 October 1962	
Berlin	14 August 1961 - 1 June 1963	
Cuba	24 October 1962 - 1 June 1963	
Congo	23 November 1964 - 27 November 1964	
Dominican Republic	28 April 1965 - 21 September 1966	
Korea	1 October 1966 - 30 June 1974	See Note 1.
Thailand (Cambodia Support Operations)	29 March 1973 – 15 August1973	
Cambodia (Vietnam Support Operations)	29 March 1973 – 15 August 1973	
Cambodia (Operation EAGLE PULL - Evacuation)	11 April 1975 - 13 April 1975	
Vietnam (Operation FREQUENT WIND - Evacuation)	29 April 1975 - 30 April 1975	See Note 2.
Mayaquez	15 May 1975	
El Salvador	1 January 1981 – 1 February 1992	
Lebanon	1 June 1983 – 1 December 1987	
Grenada (Operation URGENT FURY)	23 October 1983 - 21 November 1983	The qualifying criteria for non-unit direct support personnel in Grenada is 6 consecutive days or 12 non-consecutive days

Libya (Operation ELDORADO CANYON)	12 April 1986 - 17 April 1986	
Persian Gulf (Operation EARNEST WILL)	24 July 1987 - 1 August 1990	The area of operation is the area from 20 degrees North Latitude northward to 30 degrees, 30 minutes North Latitude, and from 46 degrees, 36 minutes East Longitude eastward to 63 degrees East Longitude. These geographical limits include the Arabian (Persian) Gulf, Bahrain, Kuwait, the Gulf of Oman, and most of Saudi Arabia
Panama (Operation JUST CAUSE)	20 December 1989 - 31 January 1990	
Somalia (Operation RESTORE HOPE and UNITED SHIELD)	5 December 1992 - 31 March 1995	
Haiti (Operation UPHOLD DEMOCRACY)	16 September 1994 - 31 March 1995	
Bosnia-Herzegovina & Croatia (Operation JOINT ENDEAVOR)	1 June 1992 – 19 December 1996	See Note 3.
Southwest Asia (Operation VIGILENT SENTINEL)	1 December 1995 - 15 February 1997	See Notes 4 and 5
Southwest Asia (MARITIME INTERCEPT Operation (MIO))	1 December 1995 - 18 March 2003	See Notes 5, 6, and 7
Southwest Asia (Operation SOUTHERN WATCH (OSW))	1 December 1995 - 18 March 2003	In support of UN No-Fly Zone sanctions against Iraq. See paragraphs 6.15.1 and 6.15.2, and Notes 5 and 7 (below).
Bosnia-Herzegovina & Croatia (Operation JOINT GUARD (OJG))	20 December 1996 - 20 June 1998	See Note 3 and 8.
Southwest Asia (Operation NORTHERN WATCH	1 January 1997 - 18 March 2003	See Notes 5, 7, and 9.

(ONW))		
Bosnia-Herzegovina & Croatia (Operation JOINT FORGE (OJF))	21 June 1998 – 2 December 2004	See Note 10.
Southwest Asia (Operation DESERT FOX)	11 November 1998 - 22 December 1998	See Notes 4 and 5
Southwest Asia (Operation DESERT THUNDER)	16 December 1998 - 22 December 1998	See Notes 4 and 5
Southwest Asia (Operation DESERT SPRING (ODS))	31 December 1998 - 18 March 2003	See Notes 5, 6, and 7
Haiti (Operation SECURE TOMORROW)	29 February 2004 – 15 June 2004	
Former Republic of Yugoslavia (Operation JOINT GUARDIAN and NATO Headquarters in Sarajevo)	1 January 2014 - TBD	See Note 12.

Notes:

1. Also eligible for the Korean Defense Service Medal as an exception to DoD policy.
2. May exchange the AFEM for the Vietnam Service Medal pursuant to Section 542, Public Law 107-314. No service member may be issued both medals for service in Vietnam.
3. Members awarded the AFSM for qualifying service in Bosnia-Herzegovina and Croatia are authorized both the AFSM and AFEM pursuant to Section 572, Public Law 105-85 IAW Secretary of Defense guidance approved 24 February 1999.
4. The area of eligibility includes the total land area and air space of countries in Saudi Arabia, Kuwait, Bahrain, Qatar, United Arab Emirates, Oman, Yemen, Egypt, and Jordan, waters and air space of the Arabian (Persian) Gulf and the Gulf of Oman that lie west of 62 degrees East Longitude, and members serving aboard US Naval vessels in the Red Sea.
5. Only one AFEM is authorized for participation in the following Iraq Operations: OSW, MIO, VIGILANT SENTINEL, ONW, Operation DESERT THUNDER, Operation DESERT FOX, and Operation DESERT SPRING (ODS) regardless of the number of deployments in support of any of these operations. A subsequent award of the AFEM is only authorized for members for nonconsecutive and nonconcurrent deployment in separate areas of eligibility for which the AFEM has been approved.
6. The area of eligibility includes the total land area and air space of Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, United Arab Emirates, Oman, Yemen, Egypt, and Jordan, and the waters and air space above the Arabian (Persian) Gulf and the Gulf of Oman that lie west of 62 degrees East Longitude.
7. Members in support of Southwest Asia operations for OSW, MIO, ONW, and ODS between 11 September 2001 to 18 March 2003 may elect to receive either the AFEM or the GWOT-E for their service, however only one award is authorized for the same period of service.
8. The area of eligibility is the total land area and air space of the Former Republic of Yugoslavia to include Bosnia-Herzegovina, Croatia, Hungary, and the air space above the portion of the Adriatic Sea that lies north of the 40 degrees North Latitude.

9. The areas of eligibility for ONW include the land area within Incirlik Air Base, Turkey; the total land area and air space of the countries of Iraq, Saudi Arabia and Kuwait, and that portion of the Arabian (Persian) Gulf that lies west of the 56 degrees East Longitude.
10. Only one award of either the AFEM or AFSM is authorized for participation or direct support of OJF. Awarded to members who deployed in Bosnia-Herzegovina and Croatia, aboard Naval vessels operating in the Adriatic Sea, and their respective airspace in support of the Former Republic of Yugoslavia.
11. Only for members deployed to Kosovo, Bosnia-Herzegovina, Croatia, Hungary; the land/airspace of Serbia (including Vojvadina), Kosovo, Montenegro, Albania, Macedonia, Bosnia-Herzegovina, Croatia, Hungary; and U.S. Naval vessels operating in the Adriantic Sea.
12. Kosovo Campaign Medal transitioned effective 1 January 2014; hence the start date for the AFEM does not coincide with the start date of OJG.

6.14. Vietnam Service Medal (VSM).

Figure 6.13. VSM.

6.14.1. The VSM is awarded to any Armed Forces of the United States Service member serving in Vietnam, contiguous waters, or air space, including service in Thailand, Laos, Cambodia, or their air space, on or after 4 July 1965 through 28 March 1973.

6.14.2. To qualify for award of the VSM a member must meet one of the following qualifications:

6.14.2.1. Be attached to or regularly serve for 1 or more days with an organization participating in or directly supporting military operations.

6.14.2.2. Be attached to or regularly serve for 1 or more days aboard a Naval vessel directly supporting military operations.

6.14.2.3. Actually participate as a crewmember in one or more aerial flights into airspace above Vietnam and contiguous waters directly supporting military operations.

6.14.2.4. Serve on temporary duty for 30 consecutive days or 60 nonconsecutive days in Vietnam or contiguous areas, except that time limit may be waived for personnel participating in actual combat operations.

6.14.3. No person will be entitled to more than one award of the VSM.

6.14.4. Members who qualified for the Armed Forces Expeditionary Medal (AFEM) for reason of service in Vietnam between 1 July 1958 and 3 July 1965 (inclusive) will remain qualified for that medal. Upon request, any such member may be awarded the VSM instead of the AFEM. In such instances, the AFEM will be deleted from the list of authorized medals in personnel records. No person will be entitled to both awards for Vietnam service.

6.14.5. Service members who earned the AFEM for Operation FREQUENT WIND between 29 and 30 April 1975 may elect to receive the Vietnam Service Medal instead of the AFEM. No service member may be issued both medals for service in Vietnam.

6.14.6. Vietnam and contiguous waters, as used herein, is defined as an area which includes Vietnam and the water adjacent thereto within the following specified limits: From a point on the East Coast of Vietnam at the juncture of Vietnam with China southeastward to 21 degrees North latitude, 108 degrees; 15'Eeast Longitude; thence, southward to 18 degrees; North latitude, 108 degrees; 15'Eeast Longitude; thence southeastward to 17 degrees 30'North latitude, 111 degrees East longitude; thence southward to 11 degrees North latitude; 111 degrees East longitude; thence southwestward to 7 degrees North latitude, 105 degrees East longitude; thence westward to 7 degrees North latitude, 103 degrees; East longitude; thence northward to 9 degrees 30' North latitude, 103 degrees East longitude, thence northeastward to 10 degrees 15'North latitude, 104 degrees 27'East longitude; thence northward to a point on the West Coast of Vietnam at the juncture of Vietnam with Cambodia.

6.14.7. Authorized Device: A service star (bronze or silver) is authorized for each campaign under the following conditions:

6.14.7.1. Assigned or attached to and present for duty with a unit during the period in which it participated in combat.

6.14.7.2. Under orders in the combat zone and in addition meets any of the following requirements:

6.14.7.2.1. Awarded a combat decoration.

6.14.7.2.2. Furnished a certificate by a commanding general of a corps, higher unit, or independent force that the service member actually participated in combat.

6.14.7.2.3. Served at a normal post of duty (as contrasted to occupying the status of an inspector, observer, or visitor).

6.14.7.2.4. Aboard a vessel other than in a passenger status and furnished a certificate by the home port commander of the vessel that he served in the combat zone.

6.14.7.3. Was an evader or escapee in the combat zone or recovered from a prisoner-of-war status in the combat zone during the time limitations of the campaign. Prisoners of war will not be accorded credit for the time spent in confinement or while otherwise in restraint under enemy control.

Table 6.4. Vietnam Service Medal (VSM) Designated Campaigns.

CAMPAIGN	DATES
Vietnam Advisory Campaign	15 March 1962 - 7 March 1865
Vietnam Defense Campaign	8 March 1965 - 24 December 1965
Vietnam Counteroffensive Campaign	24 December 1965 - 30 June 1966
Vietnam Counteroffensive Campaign, Phase II	1 July 1966 - 31 May 1967
Vietnam Counteroffensive Campaign, Phase III	1 June 1967 - 29 January 1968
Tet Counteroffensive	30 January 1968 - 1 April 1968
Vietnam Counteroffensive, Phase IV	2 April 1968 - 30 June 1968
Vietnam Counteroffensive, Phase V	1 July 1968 - 1 November 1968
Vietnam Counteroffensive, Phase VI	2 November 1968 - 22 February 1969
Tet 69 Counteroffensive, 1969	23 February 1969 - 8 June 1969
Vietnam Summer-Fall 1969	9 June 1969 - 31 October 1969
Vietnam Winter-Spring 1970	1 November 1969 - 30 April 1970
Sanctuary Counteroffensive	1 May 1970 - 30 June 1970
Vietnam Counteroffensive, Phase VII	1 July 1970 - 30 June 1971
Consolidation I	1 July 1971 - 30 November 1971
Consolidation II	1 December 1971 - 29 March 1972
Vietnam Cease-Fire Campaign	30 March 1972 - 28 January 1973

6.15. Southwest Asia Service Medal (SWASM).

Figure 6.14. SWASM.

6.15.1. The SWASM is awarded to all members of the Armed Forces of the United States who served in support of Operation DESERT SHIELD or DESERT STORM in one or more of the following areas from 2 August 1990 through 30 November 1995: The Persian Gulf, the Red Sea, the Gulf of Oman, the Gulf of Aden, that portion of the Arabian Sea that lies north of 100 N. latitude and west 680 E. longitude, as well as the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates.

6.15.2. Members serving in Israel, Turkey, Syria, and Jordan (including the airspace and territorial waters) directly supporting combat operations from 17 January 1991 through 30 November 1995 shall also be eligible for award of the SWASM.6.15.2. To be eligible, a Service member must be attached to or regularly serving for one or more days with an organization participating in ground and/or shore (military) operations; attached to or

regularly serving for one or more days aboard a naval vessel directly supporting military operations; actually participating as a crew member in one or more aerial flights directly supporting military operations in the areas designated above; or serving on temporary duty or 30 consecutive days or 60 nonconsecutive days. These time limitations may be waived for people participating in actual combat operations.

6.15.3. The SWASM may be awarded posthumously.

6.15.4. Authorized Device: A bronze service star will be awarded for participation in each campaign period as listed below in Table 6.5. Service members eligible for the SWASM based on participation in Operation PROVIDE COMFORT will wear the medal and service ribbon with one star.

Table 6.5. Southwest Asian Service Medal (SWASM) Designated Campaigns.

CAMPAIGN	DATES
Defense of Saudi Arabia	2 August 1990 - 16 January 1991
Liberation and Defense of Kuwait	17 January 1991 - 11 April 1991
Southwest Asia Cease Fire Campaign	12 April 1991 - 30 November 1995

6.16. Kosovo Campaign Medal (KCM).

Figure 6.15. KCM.

6.16.1. The KCM was established by Executive Order 13154 on 3 May 2000, and is awarded to recognize the accomplishments of military service members participating in or in direct support of Kosovo operations.

6.16.2. Areas of eligibility (AOE):

6.16.2.1. The total land area and air space of Serbia (including Kosovo), Montenegro, Albania, Macedonia, Bosnia, Croatia, Hungary, Romania, Greece, Bulgaria, Italy and Slovenia; and the waters and air space of the Adriatic and Ionian Seas north of the 39th N Latitude from 24 March 1999 to 10 June 1999, or

6.16.2.2. The total land area and air space of Serbia (including Kosovo), Montenegro, Albania, Macedonia, and the waters and air space of the Adriatic Seas within 12 nautical miles of the Montenegro, Albania, and Croatia Coastlines south of 42 degrees and 52 minutes North latitude.

6.16.2.3. The SECDEF approved the KCM for the following US Navy Vessels as an exception to the 30 consecutive days within the Kosovo Air Campaign AOE criteria: The USS Norfolk, USS Miami, USS Bose, USS Albuquerque, USS Nicholson, USS Philippine Sea, and USS Gonzalez.

6.16.3. Qualifying operations include the following:

Table 6.6. Kosovo Campaign Medal (KCM) Designated Operations.

OPERATIONS	DATES
ALLIED FORCE (OAF)	24 March 1999 - 10 June 1999
NOBLE ANVIL (ONA)	24 March 1999 - 20 July 1999
Task Force Saber	31 March 1999 - 8 July 1999
Task Force Hunter	1 April 1999 - 1 November 1999
SUSTAINED HOPE/SHINING HOPE	4 April 1999 - 10 July 1999
ALLIED HARBOUR (OAH)	4 April 1999 - 1 September 1999
Task Force HAWK	5 April 1999 - 24 June 1999
JOINT GUARDIAN (OJG) (See Note 1)	11 June 1999 – 31 December 2013
Task Force FALCON (coincides with OJG)	11 June 1999 – 31 December 2013
Note: 1. Effective 1 January 2014, award of the KCM for OJG transitioned to the AFEM.	

6.16.4. Campaign AOEs are listed in Table 6.7., KCM Designated Campaigns, below.

6.16.5. Service members must be bona fide members of a unit participating in or be engaged in direct support of the operation for 30 consecutive days in the AOE or for 60 nonconsecutive days provided this support involves entering the operations AOE or meets one or more of the following criteria:

6.16.5.1. Be engaged in actual combat, or duty that is equally as hazardous as combat duty, during the operation with armed opposition, regardless of time in the AOE;

6.16.5.2. While participating in the operation, regardless of time, is wounded or injured and requires medical evacuation from the AOE;

6.16.5.3. While participating as regularly assigned aircrew member flying sorties into, out of, within, or over the AOE in direct support of the military operations.

6.16.6. Authorized Device: A bronze service star will be awarded for qualified participation during each campaign period. However, if a member's 30 or 60 days began in one campaign and carried over into the 2nd campaign, they would only qualify for one service star.

Table 6.7. Kosovo Campaign Medal (KCM) Designated Campaigns.

CAMPAIGN	DATES
Kosovo Air Campaign	24 March 1999 - 10 June 1999
Kosovo Defense Campaign	11 June 1999 – 31 December 2013

6.17. Afghanistan Campaign Medal (ACM).

Figure 6.16. ACM.

6.17.1. Established by Public Law 108-234, dated 28 May 2004, and Executive Order 13363, dated 29 November 2004, the ACM recognizes service members who serve or have served in the country of Afghanistan in support of OEF. The area of eligibility encompasses all land and air space of the country of Afghanistan. The ACM period of eligibility is on or after 11 September 2001 to a future date to be determined by the SECDEF.

6.17.2. Members who received the GWOT-E by reasons of service between 11 September 2001 and 30 April 2005, in an area for which the ACM was subsequently authorized, shall remain eligible for the GWOT-E or may exchange the GWOT-E for the ACM. No service member will be entitled to award of both the ACM and the GWOT-E for the same action, achievement, or period of service.

6.17.3. Service members must have been assigned, attached, or mobilized to units operating in the area of eligibility for 30 consecutive days or for 60 non-consecutive days or meet one of the following criteria:

6.17.3.1. Be engaged in combat during an armed engagement, regardless of the time in the area of eligibility,

6.17.3.2. While participating in an operation or on official duties, is wounded or injured and requires medical evacuation from the area of eligibility. The ACM may be awarded posthumously.

6.17.4. Aircrew members accrue one day of eligibility for each day they fly into, out of, within, or over the area of eligibility in direct support of the military operation.

6.17.5. Under no condition shall personnel or units receive the ACM, the Iraq Campaign Medal, the Armed Forces Expeditionary Medal, or the Global War on Terrorism Expeditionary Medal for the same action, time, or period of service. Airmen who forward deploy to units within the AOE may be considered for additional campaign awards on a case by case basis providing the member meets the minimum award criteria.

6.17.6. Authorized Device:

6.17.6.1. The campaign star is a bronze or silver five-pointed star, 3/16 inch in diameter. A silver campaign star is worn instead of five bronze campaign stars. One bronze campaign star shall be worn on the suspension and campaign ribbon of the ACM for one or more days of participation in each designated campaign phase. Designated ACM campaign phases and inclusive periods are listed below in Table 6.8.

6.17.6.2. An Arrowhead Device is authorized to denote participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission. (See paragraph 11.5.)

Table 6.8. Afghanistan Campaign Medal (ACM) Designated Campaign Phases.

CAMPAIGN	DATES
Liberation of Afghanistan	11 September 2001 - 30 November 2001
Consolidation I	1 December 2001 - 30 September 2006
Consolidation II	1 October 2006 - TBD

6.18. Iraq Campaign Medal (ICM).

Figure 6.17. ICM.

6.18.1. Established by Public Law 108-234, dated 28 May 2004, and Executive Order 13363, dated 29 November 2004, the Iraq Campaign Medal (ICM) recognizes service members who serve or have served in the country of Iraq in support of OIF or Operation NEW DAWN (OND).

6.18.1.1. The area of eligibility encompasses all land and air space of the country of Iraq, to include the contiguous water and air space out to 12 nautical miles.

6.18.1.2. The ICM period of eligibility is on or after 19 March 2003 to 31 December 2011.

6.18.1.3. To coincide with the change of mission for U.S. forces in Iraq, effective 1 September 2010, OIF was changed to OND.

6.18.2. Members who received the GWOT-E by reasons of service between 19 March 2003 and 30 April 2005, in an area for which the ICM was subsequently authorized, shall remain eligible for the GWOT-E or may exchange the GWOT-E for the ICM. No service member will be entitled to award of both the ICM and the GWOT-E for the same action, achievement, or period of service.

6.18.3. Service members must have been assigned, attached, or mobilized to units operating in the area of eligibility for 30 consecutive days or for 60 non-consecutive days or meet one of the following criteria:

6.18.3.1. Be engaged in combat during an armed engagement, regardless of the time in the area of eligibility,

6.18.3.2. While participating in an operation or on official duties, is wounded or injured and requires medical evacuation from the area of eligibility. The ICM may be awarded posthumously.

6.18.4. Aircrew members accrue one day of eligibility for each day they fly into, out of, within, or over the area of eligibility in direct support of the military operation.

6.18.5. Under no condition shall personnel or units receive the ICM, the GWOT-E, the Global War on Terrorism Service Medal, the Afghanistan Campaign Medal, or the Armed Forces Expeditionary Medal for the same action, time, or period of service. Airmen who forward deploy to units within the AOE may be considered for additional campaign awards on a case by case basis providing the member meets the minimum award criteria.

6.18.6. Authorized Device:

6.18.6.1. The campaign star is a bronze or silver five-pointed star, 3/16 inch in diameter. A silver campaign star is worn instead of five bronze campaign stars. One bronze campaign star shall be worn on the suspension and campaign ribbon of the ICM for one or more days of participation in each designated campaign phase. Designated ICM campaign phases and inclusive periods are listed below in Table 6.9.

6.18.6.2. An Arrowhead Device is authorized to denote participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission. (See paragraph 11.5.)

Table 6.9. Iraq Campaign Medal (ICM) Designated Campaign Phases.

CAMPAIGN	INCLUSIVE DATES
Liberation of Iraq	19 March 2003 - 1 May 2003
Transition of Iraq	2 May 2003 - 28 June 2004
Iraqi Governance	29 June 2004 - 15 December 2005
National Resolution	16 December 2005 - 9 January 2007
Iraqi Surge	10 January 2007 - 31 December 2008
Iraqi Sovereignty	1 January 2009 - 31 December 2011
New Dawn	1 September 2010 – 31 December 2011

6.19. Global War on Terrorism Expeditionary Medal (GWOT-E).

Figure 6.18. GWOT-E.

6.19.1. Established by Executive Order 13289, 12 March 2003, to recognize members of the Armed Forces of the United States who deployed abroad for service in the Global War on Terrorism Operations on or after 11 September, 2001 to a date to be determined. Eligibility criteria are as follows:

6.19.2. Members must have deployed abroad, on or after 11 September 2001, to a future date to be determined, for service in OEF, OIF, OND, and meet one of the following:

6.19.2.1. Be assigned, attached, or mobilized to a unit participating in OEF/OIF/OND and serving for 30 consecutive days or 60 nonconsecutive days.

6.19.2.2. Be engaged in actual combat against the enemy and under circumstances involving grave danger or death or serious bodily injury from enemy action, regardless of time served in OEF/OIF,

6.19.2.3. Be killed, wounded, or injured requiring medical evacuation from OEF/OIF/OND. The GWOT-E may be awarded posthumously.

6.19.2.4. Service as a regularly assigned crew member flying sorties into, out of, within or over the area of eligibility in direct support of OEF/OIF/OND is eligible. Each day that one or more sorties are flown shall count as one day toward the 30 or 60 day requirement.

6.19.2.5. The DoD approved operations for the GWOT-E are:

6.19.2.5.1. OEF (11 September 2001 – TBD)

6.19.2.5.2. OIF (19 March 2003 – 31 August 2010)

6.19.2.5.3. OND (1 September 2010 – 31 December 2011)

6.19.3. Area of Eligibility for OEF/OIF/OND:

6.19.3.1. The land area, air space, or waters of: Afghanistan (see paragraph 6.19.3.1.2.), Algeria, Arabian Sea (north of 10 degrees North latitude and west of 68 degrees East longitude), Azerbaijan, Bab el Mandeb, Bahrain, Bosnia-Herzegovina, Bulgaria

(Bourgas), Burkina Faso, Chad, Columbia, Crete, Cyprus, Diego Garcia, Djibouti, Egypt, Eritrea, Ethiopia, Georgia, Guantanamo Bay Cuba, Gulf of Aden, Gulf of Aqaba, Gulf of Oman, Gulf of Suez, Hungary, Iran, Iraq (See paragraph 6.19.3.1.3.), Israel, Jordan, Kazakhstan, Kenya, Kosovo (only specific GWOT operations not associated with operations qualifying in the Former Republic of Yugoslavia that qualify for award of the AFEM), Kuwait, Kyrgyzstan, Lebanon, Mali, Mauritania, Mediterranean Sea (boarding and searching vessel operations east), Mediterranean Sea (east of 28 degrees East longitude), Morocco, Niger, Nigeria, Oman, Pakistan, Persian Gulf, Philippines, Qatar, Red Sea, Romania (Constanta), Saudi Arabia, Senegal, Sierra Leone, Somalia, Strait of Hormuz, Suez Canal, Syria, Tajikistan, Tanzania, Tunisia, Turkey, Turkey (east of 35 degrees East longitude), Turkmenistan, Uganda, United Arab Emirates, Uzbekistan, and Yemen.

6.19.3.1.1. Under no conditions will units or personnel within the United States be eligible for the GWOT-E.

6.19.3.1.2. Afghanistan. Service members who served or are serving in the ACM AOE are not eligible to receive the GWOT-E for service in the ACM AOE during the period of 1 May 2005 to a date to be determined.

6.19.3.1.3. Iraq. Service members who served in the ICM AOE are not eligible to receive the GWOT-E for service in the ICM AOE during the period of April 30, 2005 to December 31, 2011.

6.19.3.2. Effective 8 October 2008, Operation NOMAD SHADOW (ONS) is designated as a GWOT-E operation with an initial AOE of Turkey and Northern Iraq (north of 36 degrees North latitude). Service members who qualify for both the ICM and the GWOT-E during the same ONS deployment shall be awarded either the ICM or GWOT-E, but not both. No service member shall be entitled to more than one campaign or expeditionary medal for the same period of service.

6.19.4. Only one award of the GWOT-E is authorized for serving in OEF/OIF, regardless of how many times a member returns to serve in OEF/OIF. Airmen who forward deploy to units within the AOE may be considered for additional campaign awards on a case by case basis providing the member meets the minimum award criteria.

6.19.5. Service members who earned the AFEM for operations in Southwest Asia (SOUTHERN WATCH, Maritime Intercept, NORTHERN WATCH, and DESERT SPRING) and then became eligible for the GWOT-E between 11 September 2001 to 18 March 2003 can elect to receive either the AFEM or GWOT-E, but they may not be awarded both for the same period.

6.19.6. Authorized Devices:

6.19.6.1. An Arrowhead Device is authorized to denote participation in a combat parachute jump, helicopter assault landing, combat glider landing, or amphibious assault landing, while assigned or attached as a member of an organized force carrying out an assigned tactical mission. (See paragraph 11.5.)

6.19.6.2. Campaign stars are not authorized. Only a combatant commander can initiate a request for a campaign star. The Chairman, Joint Chiefs of Staff is the approval authority for campaign stars.

6.20. Global War on Terrorism Service Medal (GWOT-S).

Figure 6.19. GWOT-S.

6.20.1. Established by Executive Order 13289, 12 March 2003, to recognize the significant contributions of the members of the Armed Forces in support of the designated GWOT operations.

6.20.2. The GWOT-S is authorized for award to members of the Armed Forces of the United States who have participated in the Global War on Terrorism (GWOT) operations outside of the designated AOE for the GWOT-E, ACM and ICM, on or after 11 September 2001 to a future date to be determined. Eligibility criteria are as follows:

6.20.3. The Chief of Staff of the Air Force authorized the wearing of the GWOT-S for those members who either directly or indirectly supported the designated operations. Members must have participated in or served in support of the Global War on Terrorism-specified operations on or after 11 September 2001 and to a future date to be determined.

6.20.3.1. On 19 July 2005, the CSAF approved the GWOT-S to be awarded to all Air Force accessions after 30 days following entry on Extended Active Duty (EAD).

6.20.4. The DoD approved operations for the GWOT-S are:

6.20.4.1. Airport Security Operations (27 September 2001 - 31 May 2002)

6.20.4.2. NOBLE EAGLE (11 September 2001 – TBD)

6.20.4.3. OEF (11 September 2001 – TBD)

6.20.4.4. OIF (19 March 2003 – 31 August 2010)

6.20.4.5. OND (1 September 2010 – 31 December 2011)

6.20.5. Service members must be assigned, attached, or mobilized to a unit participating in or serving in support of designated operations for 30 consecutive days or 60 nonconsecutive days, or meet one of the following criteria:

6.20.5.1. Be engaged in actual combat against the enemy and under circumstances involving grave danger of death or serious bodily injury from enemy action, or

6.20.5.2. While participating in the specified operation, regardless of time, is killed, wounded or injured requiring medical evacuation.

6.20.6. Personnel supporting the Global War on Terrorism in a non-deployed status, whether stationed at home or overseas are eligible for the GWOT-S. Members in an accession status (i.e., USAF Cadets, ROTC, basic trainees, technical school trainees, and basic training graduates, etc.), or who are assigned to direct duty assignments are not authorized the GWOT-S until they have been assigned to the first permanent duty station, and served 30 consecutive/60 nonconsecutive days to their permanent unit of assignment.

6.20.7. Authorized Device: None. Although qualifying circumstances would be extremely rare, campaign stars may be applicable for personnel who were engaged in actual combat against the enemy under circumstances involving grave danger of death or serious bodily injury from enemy action. Processing of campaign star requests will follow the same procedures as mentioned for the Global War on Terrorism Expeditionary Medal.

6.21. Korean Defense Service Medal (KDSM).

Figure 6.20. KDSM.

6.21.1. In February 2004, the DoD approved the Korean Defense Service Medal to recognize military service in the Republic of Korea and the surrounding waters after 28 July 1954 and ending on such a future date as determined by SECDEF. Eligibility is as follows:

6.21.2. Members must have been assigned, attached, or mobilized to units operating or serving on all the land area of the Republic of Korea, and the contiguous waters out to 12 nautical miles, and all airspace above all the land and water areas of Korea. Personnel must have been physically present in the areas above for 30 consecutive days or 60 nonconsecutive days, or meet one of the following:

6.21.2.1. Be engaged in actual combat during an armed engagement, regardless of the time in the areas of eligibility,

6.21.2.2. Be killed, wounded, or injured in the line of duty and required medical evacuation from the area of eligibility. The KDSM may be awarded posthumously.

6.21.2.3. While participating as a regularly assigned aircrew member flying sorties into, out of, within or over the area of eligibility in support of military operations. Each day

that one or more sorties are flown in accordance with these criteria shall count as 1 day toward the 30 or 60 day requirement

6.21.3. Authorized Device: None. Only one award of the KDSM is authorized for any member, regardless of the number of days over 30 or 60, tours, TDYs, or deployments served in the areas of eligibility.

Chapter 7

FOREIGN AWARDS AND DECORATIONS

7.1. Definition. A foreign award or decoration is typically a medal, award, or ribbon from a foreign governmental authority (including any foreign national, state, local, or municipal government), or any international or multinational organization whose membership is composed of the agents or representatives of any of these foreign governments, awarded to a single Air Force member, or in the case of unit awards, awarded to US military units, organizations, or commands. It is similar in nature to an Air Force decoration or award and normally recognizes an individual for active combat service or outstanding or unusually meritorious performance.

7.2. Foreign Decoration. Normally, foreign decorations are not awarded to Air Force members engaged in activities normally undertaken by the Armed Forces of the United States in support of an ally during peacetime. Not all items tendered by, or received from foreign governments, are considered by the US government to be foreign decorations. The key factor to determine a foreign decoration is whether the item is similar in nature to individual decorations awarded by the US government. To comply with DoD Directive 1005.13 and DoD Manual 1348-33.M, Air Force members may be required to request acceptance and retention of a foreign award or decoration.

7.2.1. Air Force members may accept foreign awards or decorations tendered in recognition of active field service in connection with combat operations or awarded for outstanding or unusually meritorious performance only upon receiving official approval to accept the award or decoration.

7.2.2. Normally, before an award or decoration is presented to an Air Force general officer, senior representatives of the US government are notified initially by representatives of a foreign government of the intent to proffer a decoration. At this point, an official determination of acceptance is made by representatives of the US government (Department of State (DoS), US Embassy, US Defense Attaché Office (USDAO), or Military Command); therefore a request to accept and retain foreign award or decoration by general officers is not required. All other Air Force personnel and general officers awarded a foreign award or decoration without an official determination of acceptance must request authority to accept and retain a foreign award or decoration through their servicing MPS.

7.2.3. Approval Authority. The approval authority evaluates the decoration or award to determine its appropriateness and directs the recipient to AFI 36-2903 for uniform wear instructions.

7.2.3.1. The AFPC/DPSIDR approves or disapproves acceptance of an award or decoration to an active duty general officer, only if official determination of acceptance was not made by representatives of the US government (DoS, US Embassy, USDAO, or Military Command) at the time of presentation.

7.2.3.2. MAJCOM, FOA, DRU Directors of Personnel approve/disapprove acceptance for Air Force members (O-6 and below) under their purview.

7.2.4. Air Force members who have been told a foreign nation has made formal offer of an award or decoration to them may participate in a formal presentation ceremony and receive

the decoration when accepting the award is not prejudicial to military or national interest. The recipient of the foreign award or decoration in this manner does not constitute official acceptance, unless an official determination of acceptance was made by a representative of the US government (DoS, US Embassy, USDAO, or Military Command). To gain official acceptance, the recipient must forward a request to accept and retain the award or decoration to the appropriate approval authority. The request must be made through the MPS in memorandum format and contain the following information:

7.2.4.1. Full name, rank, and social security number of the recipient; the title of the decoration; the country offering it; the date and place of presentation; the name and title of the person making the presentation; the location and organization awarding the decoration; a brief description of the act or service performed; and a citation – an English translation of the citation is required.

7.2.5. **NATO Meritorious Service Medal (NATO MSM).**

Figure 7.1. NATO MSM.

7.2.5.1. The North Atlantic Treaty Organization (NATO) Meritorious Service Medal was established by the North Atlantic Council in 2003 to award military and civilian personnel who have been commended for providing exceptional or remarkable service to NATO. The award was approved by the Deputy Secretary of Defense for wear by member of the Armed Forces of the United States.

7.2.5.2. Eligible personnel are members serving permanently or temporarily within NATO's operational chain of command or in those forces under NATO command or control, or in a NATO Body, who are commended personally by a Commander or a Head of a NATO Body for:

7.2.5.2.1. Performing acts of courage in difficult or dangerous circumstances; or

7.2.5.2.2. Showing exceptional leadership or personal example; or

7.2.5.2.3. Making an outstanding individual contribution in any activity or program; or

7.2.5.2.4. Enduring particular hardship or deprivation in the interest of NATO

7.3. Foreign Unit Awards: Air Force units and members may accept a foreign unit award as listed below or listed in DoD 1348.33-M. Members assigned to the cited unit at any time during the award period may share in the award. Normally, before a unit award is presented to an Air Force organization, senior representatives (US Embassy or DAO) of the US government are notified by representatives of a foreign government of the intent to proffer a unit award to an Air Force organization. At that point, a determination is made by the senior US representative as to the propriety of the proffer and whether acceptance is authorized. Foreign unit awards from common friendly nations may be accepted by USAF organizations without further acceptance than that afforded by a senior US representative as stated above.

7.3.1. **Philippine Republic Presidential Unit Citation (PHRPUC).**

Figure 7.2. PHRPUC.

7.3.1.1. The citation was awarded to certain units of the Armed Forces of the United States in recognition of participation in the war against the Japanese Empire during the periods of 7 December 1941 and 10 May 1942, inclusive, and 17 October 1944 to 4 July 1945, inclusive. The citation was also awarded to several US military units for outstanding service to the Republic of the Philippines in 1970 and 1972 during disaster relief operations.

7.3.1.2. Authorized devices: None. Only one Philippine Republic Presidential Unit Citation shall be worn regardless of the number of awards received.

7.3.2. **Republic of Korea Presidential Unit Citation (ROKPUC).**

Figure 7.3. ROKPUC.

7.3.2.1. The citation was awarded to certain unit of the United Nations Command for service in Korea, as well as certain units of Armed Forces of the United States participating in disaster relief operations in 1972.

7.3.2.2. Authorized devices: None. Only one Republic of Korea Presidential Unit Citation shall be worn regardless of the number of awards received.

7.3.3. **Republic of Vietnam Gallantry Cross with Palm Unit Citation (RVNGC w/P).**

Figure 7.4. RVNGC w/P.

7.3.3.1. The citation was awarded by the Republic of Vietnam to certain units of the Armed Forces of the United States for valorous combat achievement during the Vietnam Conflict, inclusive from 1 March 1961 to 28 March 1973.

7.3.3.2. Authorized devices: None. Only one Republic of Vietnam Gallantry Cross with Palm Unit Citation shall be worn regardless of the number of awards received.

7.4. Foreign Service Award. A Foreign Service award is distinct from a decoration in that multiple members qualify for it and it is typically awarded for service to a foreign country or nation. Foreign Service awards are normally offered by a foreign country to Armed Forces of the United States, and SECDEF accepts on behalf of the Armed Forces of the United States. Except for the awards listed below, Air Force members will not receive, accept, or make token acceptance of service awards tendered by foreign governments while they are members of the US Air Force.

7.4.1. **Philippine Defense Medal (PDM).**

Figure 7.5. PDM.

7.4.1.1. The Philippine Defense Medal was awarded for combat service in the defense of the Philippines from 8 December 1941 to 15 June 1952, if the member was:

7.4.1.2. A member of the Bataan or Manila Bay forces or of a unit, ship, or aircraft under enemy attack, or

7.4.1.3. Assigned or stationed in Philippine waters for at least 30 calendar days during this period.

7.4.1.4. Authorized devices: a bronze service star is worn if a person meets both above listed conditions.

7.4.2. Philippine Liberation Medal (PLM).

Figure 7.6. PLM.

7.4.2.1. The Philippine Liberation Medal is awarded to members who participated in the Philippines' liberation from 17 October 1944 to 3 September 1945, if personnel:

7.4.2.2. Participated in the initial landing operations on Leyte or adjoining islands from 17 October 1944 to 20 October 1944. Personnel are considered as having participated in such operations if they landed on Leyte or adjoining islands, were on ships in Philippine waters, or were crewmembers of airplanes that flew over Philippine territory during the period.

7.4.2.3. Participated in any engagement against the enemy during the campaign on Leyte and adjoining islands. Personnel are considered as having participated in such operations if they were members of or present with units actually under enemy fire or air attack, or were crewmembers in an airplane under enemy aerial or ground fire.

7.4.2.4. Served in the Philippine Islands or on ships in Philippine waters for at least 30 calendar days during the period of 17 October 1944 to 3 September 1945.

7.4.2.5. Authorized Devices: A bronze service star will be worn on the ribbon for each additional condition as listed above.

7.4.3. **Philippine Independence Medal (PIM).**

Figure 7.7. PIM.

7.4.3.1. The Philippine Independence Medal is awarded to personnel who are recipients of both the Philippine Defense Medal and the Philippine Liberation Medal.

7.4.3.2. Authorized Devices: None

7.4.4. **United Nations Service Medal for Korea (UNSM).**

Figure 7.8. UNSM.

7.4.4.1. The medal was established by United Nations General Assembly Resolution 483(V), 12 December 1950. Presidential acceptance for the United States Armed Forces was announced by the Department of Defense on 27 November 1951. It is awarded to members of the Armed Forces of the United States who participated in the action in Korea between 27 June 1950 and 27 July 1954, and who are also eligible for the Korean Service Medal. This medal is awarded for any period of time spent in combat.

7.4.4.2. Authorized Devices: None

7.4.5. **United Nations (UN) Medal (UNM).**

Figure 7.9. UN Medal.

7.4.5.1. The medal is authorized by the Secretary General of the UN for specific UN missions and actions. Executive Order 11139 authorizes SECDEF to approve acceptance

and wear by US Service Members who meet the criteria specified by the Secretary General of the United Nations.

7.4.5.2. Table 7.1 (below) lists the DoD approved U.N. missions and actions that have been authorized for acceptance and wear by U.S. Service members. An updated listing can be found on the DoD website - **http://prhome.defense.gov/RFM/MPP/OEPM/functions.aspx**..

Table 7.1. DoD Approved UN Medals for Acceptance and Wear.

UN Missions	Start Date	End Date
UN Truce Supervision Organization in Palestine	1 June 1948	TBD
UN Military Observer Group in India and Pakistan	1 January 1949	TBD
UN Nations Service Medal (Korea)	27 June 1950	27 July 1954
UN Observation Group in Lebanon	1 June 1958	9 December 1958
UN Security Forces, Hollandia	1 October 1962	30 April 1963
UN Temporary Executive Authority	1 October 1962	30 April 1963
UN Security Force in West New Guinea (West Irian)	1 October 1962	30 April 1963
UN Iraq/Kuwait Observation Group	1 April 1991	31 October 2003
UN Mission for the Referendum in Western Sahara	1 May 1991	TBD
UN Advance Mission in Cambodia	1 October 1991	31 March 1992
UN Protection Force in Yugoslavia	1 February 1992	31 March 1995
UN Transitional Authority in Cambodia	1 March 1992	30 September 1993
UN Operation Somalia	24 April 1992	31 March 1995
UN Operation in Mozambique	13 October 1992	31 January 1995
UN Observer Mission in Georgia	24 August 1993	30 June 2009
UN Mission in Haiti (includes U.S. Quick Reaction Force)	23 September 1994	31 March 2000
UN Preventive Deployment Force	31 March 1995	28 February 1999
UN Transitional Administrational Administration for Eastern Slavonia, Baranja and Western Sirium	15 January 1996	31 January 1998

UN Support Mission in Haiti (includes U.S. Quick Reaction Force)	1 July 1996	31 July 1997
UN Verification Mission in Guatemala	3 March 1997	31 May 1997
UN Special Service Medal	6 October 1997	TBD
UN Interim Administration in Kosovo	10 June 1999	TBD
UN Assistance Mission in East Timor	11 June 1999	30 September 1999
UN Transitional Administration in East Timor	1 October 1999	20 May 2002
UN Organization Mission in the Democratic Republic of the Congo	30 November 1999	30 June 2010
UN Mission in Ethiopia and Eritrea	31 July 2000	31 July 2008
UN Mission of Support in East Timor	20 May 2002	20 May 2005
UN Assistance Mission in Iraq	14 August 2003	TBD
UN Mission in Liberia	19 September 2003	TBD
UN Stabilization Mission in Haiti	1 June 2004	TBD
African Union / United Nations Hybrid Operation in Darfur	31 July 2007	TBD
UN Mission in the Central African Republic and Chad	25 September 2007	31 December 2010
UN Organization Stabilization Mission in the Democratic Republic of the Congo	1 July 2010	TBD

7.4.5.3. The UN Secretary General determines the amount of service required and individual eligibility. UN medals will normally be awarded by the Chief of the U.N. Mission to qualifying U.S. service members prior to their departure from service with the U.N.

7.4.5.4. Wear Policy:

7.4.5.4.1. In the past, Air Force members could accept the unique medal presented by the UN for the specific operation, but could only wear the standard UN Medal and ribbon, as shown.

7.4.5.4.2. The Assistant Secretary of Defense approved a revision to the wear policy for UN Medals. Air Force members can now accept and wear the first UN Medal with the unique suspension and service ribbon for the mission/operation in which they qualified for. Only one UN Medal/ribbon (standard or unique) will be worn.

7.4.5.5. Authorized Devices: If approved by SECDEF, a bronze service star will be affixed to the first UN Medal received for each subsequent UN mission/operation in which they participate and qualify for.

7.4.6. NATO Campaign and Service Medals.

7.4.6.1. In accordance with Executive Order 11446, SECDEF, with the concurrence of the Secretary of State, may approve the acceptance and wear of NATO medals authorized by the Secretary General of NATO and offered to the U.S. Representative to NATO to recognize U.S. Service members who meet the eligibility criteria specified by NATO.

7.4.6.2. The NATO Medal shall be worn immediately after the United Nations Medal and before the Multinational Force and Observers Medal.

7.4.6.3. The NATO medal, provided by a NATO representative, may include a ribbon clasp denoting the specific operation for which the award was made. U.S. Service members are authorized to retain the ribbon clasp if presented; however, U.S. Service members are not authorized to wear the ribbon clasp. U.S. Service members may wear only the basic medal or service ribbon.

7.4.6.4. Authorized Devices: U.S. Service members are authorized to wear only one NATO medal (first medal received). A bronze service star will be affixed to the NATO medal suspension ribbon and service ribbon to recognize participation in subsequent DoD approved NATO operations.

7.4.6.5. Requests for approval of eligibility for individual Service units to wear a specific NATO medal already approved by DoD must be routed through USAFE A1 to SHAPE J1 for approval. **Table 7.2** (below) lists the DoD approved operations and actions for which NATO medals have been authorized for acceptance and wear by U.S. Service members. An updated listing can be found on the DoD website - **http://prhome.defense.gov/RFM/MPP/OEPM/functions.aspx**.

Table 7.2. DoD Approved NATO Medals for Acceptance and Wear.

NATO Medal	Operation Location/Names	Start Date	End Date
NATO Medal - Former Republic of Yugoslavia (NATO-FRY)	Operations in the Former Republic of Yugoslavia (DENY FLIGHT, MARITIME MONITOR, MARITIME GUARD, SHARP GUARD)	1 July 1992	12 October 1998
NATO Medal - Kosovo (NATO-Kosovo)	Operations related to Kosovo (ALLIED FORCE, JOINT GUARDIAN, ALLIED HARBOR, SUSTAIN HOPE/SHINING HOPE, NOBLE ANVIL)	13 October 1998	31 December 2002
NATO Article 5 Medal - Eagle Assist	Operation EAGLE ASSIST (Airspace of North America following attacks of 11 September 2001)	12 October 2001	16 May 2002
NATO Article 5 Medal - Active Endeavor	Operation ACTIVE ENDEAVOR (Mediterranean Sea)	26 October 2001	TBD
NATO Non-Article 5 MEDAL - Balkans (NATO-Balkans) (see note)	Service in the Balkans; replaces the NATO-FRY and NATO-KOSOVO Medals effective 1 January 2003	1 January 2003	TBD
NATO Non-Article 5 Medal - International Security Assistance Force - Afghanistan (NATO-ISAF)	Service in Afghanistan assigned/ supporting NATO ISAF mission	1 June 2003	TBD
NATO Non-Article 5 - NATO Training Mission Iraq Medal (NATO NTM-I)	Service in Iraq assigned/supporting the NATO Training Implementation Mission-Iraq (NTIM-I) and/or the NATO Training Mission-Iraq (NTM-I)	18 August 2004	TBD
NATO Non-Article 5 Medal for North Atlantic Council (NAC) NATO operations and activities in relation to AFRICA	Operations ALLIED PROVIDER, ALLIED PROTECTOR, and OCEAN SHIELD	1 January 2008	TBD

NATO Non-Article 5 Medal for approved operations and activities in relation to Libya	Operation UNIFIED PROTECTOR	23 March 2011	TBD
Note: Authorized to replace the NATO medals issued for Operations JOINT FORGE, JOINT GUARDIAN, ESSENTIAL HARVEST, and AMBER FOX.			

7.4.7. **Republic of Vietnam (RVN) Campaign Medal.**

Figure 7.10. RVNCM.

7.4.7.1. The Republic of Vietnam Campaign Medal is awarded to members of the Armed Forces of the United States who between 1 March 1961 and 28 March 1973 who:

7.4.7.1.1. Served for 6 month in South Vietnam during the above dates, or

7.4.7.1.2. Served outside the geographical limits of South Vietnam and contributed combat support to the RVN Armed Forces for an aggregate of six months. Only members of the Armed Forces of the United States who meet the criteria established for the AFEM (Vietnam) or the Vietnam Service Medal during the period of service required are considered to have contributed direct combat support to the RVN Armed Forces, or

7.4.7.1.3. Did not complete the length of service required as listed above, but who, during wartime were either:

7.4.7.1.3.1. Wounded by the enemy in a military action, or

7.4.7.1.3.2. Captured by the enemy during action or in the line of duty, but later rescued or released, or

7.4.7.1.3.3. Killed in action or in the line of duty, or

7.4.7.1.4. Were assigned in Vietnam on 20 January 1973 and who served a minimum of 60 calendar days in Vietnam during the period of 29 January 1973 to 28 March 1973.

7.4.8. **Kuwait Liberation Medal – Saudi Arabia (KLM-SA).**

Figure 7.11. KLM-SA.

7.4.8.1. The Kuwait Liberation Medal-Saudi Arabia was authorized by the Government of Saudi Arabia to members of the Coalition Forces who participated in Operation DESERT STORM and the liberation of Kuwait. The Deputy Secretary of Defense authorized the acceptance and wearing of the KLM-SA by members of the Armed Forces of the United States.

7.4.8.2. Eligibility: US military personnel must have served in support of Operation Desert Storm between 17 January 1991 and 28 February 1991 in the areas of the Persian Gulf, the Red Sea, the Gulf of Oman, the portion of the Arabian Sea that lies north of 10 degrees north latitude and west of 68 degrees east longitude, the Gulf of Aden, or the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates. Please refer to DoD 1348.33-M for specific requirements.

7.4.8.3. Authorized Devices: None

7.4.9. **Kuwait Liberation Medal – Kuwait (KLM-K).**

Figure 7.12. KLM-K.

7.4.9.1. The Kuwait Liberation Medal-Kuwait was authorized by the government of Kuwait to members of the US military who participated in Operations DESERT SHIELD, DESERT STORM, and the liberation of Kuwait. On 16 March 1995, SECDEF authorized the acceptance and wear of the KLM-K by members of the Armed Forces of the United States.

7.4.9.2. Eligibility: US military personnel must have served in support of Operations DESERT SHIELD and DESERT STORM between 2 August 1990 and 31 August 1993, in the following areas: The Persian Gulf, the Red Sea, the Gulf of Oman, that portion of the Arabian Sea that lies north of 10 degrees North latitude and west of 68 degrees East longitude; the Gulf of Aden; or, the total land areas of Iraq, Kuwait, Saudi Arabia, Oman, Bahrain, Qatar, and the United Arab Emirates. Please refer to DoD 1348.33-M for specific requirements.

7.4.9.3. Authorized Devices: None

7.4.10. **Republic of Korea War Service Medal (ROKWSM).**

Figure 7.13. ROKWSM.

7.4.10.1. The SECDEF approved the acceptance and wear of the Republic of Korea War Service Medal on 20 August 1999, to recognize the sacrifices of US veterans of the Korean War. To receive this medal, military veterans must have served in the country of Korea, its territorial waters, or airspace within the inclusive period of 25 June 1950 to 27 July 1953. Service must have been performed while on permanent assignment in Korea, or while on temporary duty in Korea for 30 consecutive days or 60 nonconsecutive days, or while as a crewmember of aircraft in aerial flight over Korea participating in actual combat operations, or in support of combat operation

7.4.10.2. Veterans who served in Japan, Guam, Okinawa, Philippines, or other countries in the region are not eligible.

7.4.10.3. Authorized Devices: None

7.5. Issue and Wear of Foreign Unit and Service Awards and Decorations. The foreign country concerned normally issues the unit/service award/decoration. The USAF does not issue foreign unit/service awards or decorations; however, recipients may purchase authorized medals and ribbons from commercial sources. Refer to AFI 36-2903 for wear of these awards.

Chapter 8

UNITED STATES NON-MILITARY DECORATIONS/AWARDS AND SERVICE AWARDS

8.1. Definition: A non-military decoration/award, for the purpose of this instruction, is a certificate, decoration, or award for death or injury or for exceptional service, meritorious achievement, or service rendered to the DAF or any activity of the DAF. Service must have been completely voluntary and performed as a public service or by patriotic motivation with no implication of financial or other remuneration. Submit recommendations through the chain of command to AFPC/DPSIDR in advance to arrive 30 calendar days prior to presentation. The SAFPC Decorations Board is the approval authority. These awards may be awarded posthumously. The DAF awards non-military awards/decorations to individuals, groups, or organizations for:

8.1.1. Exemplary service in an advisory or technical capacity to a DoD committee, program or project;

8.1.2. Direct assistance to a DoD component through actions or useful ideas are beneficial in eliminating or minimizing problems, or otherwise contributing to mission accomplishment;

8.1.3. Assistance through the cooperative use of facilities, equipment, or manpower actions in support of a DoD activity or mission;

8.1.4. Other actions including courageous or heroic, resulting in significant benefits to DoD;

8.1.5. Active duty personnel, eligible for recognition through a military decoration program, and persons, contractors, or technicians of corporations and organizations having commercial or profit-making relationships, or render service inherent or implied by contract with the DAF, are ineligible for these awards.

8.2. Exceptional Service Award (ESA)

8.2.1. Recommendations consist of a one-page signed narrative justification which includes stating that the services were voluntary, were performed as a public service, were motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the DAF; a proposed citation; and a short biography. Each recommendation must also contain endorsement from a MAJCOM, FOA, or DRU commander, or comparable official.

8.2.2. Recommendations for foreign nationals must include a biography, coordination with the US Defense Attaché Office of the country concerned, and a statement that the awards policy of the foreign country does not preclude presentation of the award.

Table 8.1. Exceptional Service Award (ESA) (see *notes*).

		Awarded		
Description	**Established By**	**To**	**By**	**For**
Medal. A gold-colored medal bearing the Air Force Coat of Arms within a wreath of laurel leaves. Ribbon. The ribbon is dark blue silk with 3 dotted golden-orange lines in the center (A miniature of the medal is furnished at the time of award to foreign civilians.) A duplicate medal is presented for the second and subsequent awards of the ESA, except that a two-point diamond stone is included in the lapel button accompanying these awards. Authorized Devices: Oak Leaf Clusters.	Secretary of the Air Force, 30 August 1948.	1. US and foreign civilian personnel. 2. Retirement only. Spouse of the CSAF, AF/CV, Chief Master Sergeant of the Air Force, all 4-star spouses (regardless of the military member's position at retirement), and 3-star MAJCOM/CC spouses.	The SECAF.	1. Exceptional services to the Department of the Air Force by US civilians, not employed by the US government; or for an act of heroism, involving voluntary risk of life, by any civilian, US or foreign, not employed by the US Government.

Notes:

1. Type of Services Recognized. Services must have been completely voluntary and performed as a public service or by patriotic motivation with not implication of financial or other remuneration. Contractors and technicians of corporations, and organizations that have a commercial or profit-making relationship with the Air Force, and render services inherent or implied by contract, do not qualify. If appropriate, commanders may recognize such service through award of favorable communications or other means of recognition avail- able to them. However, an act of heroism by an employee of any of the foregoing is a basis for a recommendation for award of the Exceptional Service Award, provided the act benefited the Air Force.
2. Posthumous awards may be made.

3. Exceptional Service Award nominations for spouses of 4-star general officers (regardless of position at retirement) and 3-star MAJCOM/CC's will be endorsed by their deputy (e.g. MAJCOM/CV) and forwarded to AFPC/DPSIDR for processing.

Figure 8.1. ESA.

8.3. Air Force Scroll of Appreciation (AFSA). The Air Force Scroll of Appreciation consists of a certificate awarded by the DAF for meritorious achievement or service to US or foreign civilians, groups, or organizations, not employed by the US government. It may also be awarded to recognize acts of courage that do not meet the risk of life requirements for award of the ESA. Prior to presentation, commanders shall mat the AFSA and place it in a frame with a glass cover. The color of the matting, type and size of the frame are at the discretion and expense of the nominating commander and may be paid for using the organization's international merchant purchasing authorization card (i.e., IMPAC).

8.3.1. Recommendations consist of a one-page signed narrative justification which includes stating that the services cited were voluntary, were performed as a public service, were motivated by patriotism with no implication of remuneration, and that the person recommended had no commercial or profit-making relationship with the DAF, and a proposed citation. Each recommendation must also contain endorsement from a MAJCOM, FOA, or DRU commander, or comparable official.

8.4. Defense of Freedom Medal (DFM): Refer to AFI 36-1004.

8.5. Non-United States Service Award: A non-US service award is an award which may consist of a medal, ribbon, or certificate, awarded by non-military or multilateral organizations to recognize personnel, groups, or organizations on the basis of service or participation in military or non-military operations. Award only one of each non-US service award to any given person. There is no device to show additional awards. Refer to DoDM 1348.33.

Chapter 9

AWARD OF DECORATIONS TO US PUBLIC HEALTH SERVICE OFFICERS, FOREIGN NATIONALS AND UNITED STATES CIVILIANS

9.1. Awards to Public Health Service Officers. Effective on or after 2 August 1990, a commissioned officer of the USPHS assigned or attached for full-time duty to DoD or any of its components is eligible for military awards and decorations on the same basis as assigned officers of the military Services.

9.1.1. No military ribbon, medal or decoration shall be awarded to an officer of the USPHS without the approval of the Secretary of Health and Human Services or their designee.

9.1.2. When an awards approval authority determines that an assigned USPHS officer merits the award of a specific military decoration, medal or ribbon, they shall forward a request to proffer the award through appropriate command and staff channels to the Office of the SECDEF. After the Office of the Assistant Secretary of Defense for Health Affairs certifies the USPHS officer's assignment status, the Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy shall coordinate the offer with the Department of Health and Human Service (HHS). Only after HHS approval of the award action, shall the award be made.

9.2. USAF Decorations and Awards to Foreign Nationals: USAF decorations and awards may be awarded to foreign nationals as identified in Chapter 1, **Table 1.1** and awards in respective chapters. Base the award of US military decorations or awards to foreign military personnel on an act, service, or achievement that would satisfy the criteria governing the award of a decoration to a member of the Armed Forces of the United States. SECAF/CSAF delegated award approval authority to MAJCOM/CC for MSM and below to O-6 equivalents or below. See Chapter 1, **Table 1.1**, for US military decorations awarded to foreign military personnel.

9.2.1. AF/CVAI processes recommendations for LOM nominations for foreign military personnel, Air Force decorations to Foreign Air Attachés and Chiefs of Staff of foreign air forces, and other foreign nationals at the direction of the CSAF. LOM nominations will be endorsed by the MAJCOM/CC or CV prior to sending to AF/CVAI.

9.2.1. **(AMC)** Obtain written concurrence from the organizations referenced in paragraph 9.2.2 before forwarding to HQ AMC/A1KKM for MAJCOM/CC or CV endorsement.

9.2.2. Recommendations include a recommendation memorandum, narrative justification, proposed citation, biography, and concurrence memos from the US Embassy (US Ambassador and Defense Attaché) and AFOSI. Concurrence from the Defense Intelligence Agency (DIA) is only needed for nominations requiring the SECDEF approval. *Without concurrence memos, recommendations will not be processed.* Submit recommendations to arrive at AF/CVAI not later than 60 to 90 days prior to the desired presentation date or departure of the individual recommended from the organization assigned. See examples at figures 9.1 through 9.7.

9.3. USAF Decorations and Awards to US Civilians. A limited type of USAF decorations and awards may be approved to US civilians as identified in Chapter 1, **Table 1.1** and awards in respective chapters. Base the award of US military decorations or awards to US civilians on an

act, service, or achievement that would satisfy the criteria governing the award of a decoration to a member of the Armed Forces of the United States. The SAFPC Decorations Board is the approval authority for USAF decorations to US civilians. See Chapter 1, **Table 1.1**, for US military decorations awarded to US civilians.

9.3.1. Recommendations will include a recommendation memorandum, narrative justification, proposed citation, and biography. Submit recommendations to arrive at AFPC/DPSIDR not later than 60 to 90 days prior to the desired presentation date or departure of the individual recommended from the organization assigned. Use respective modified examples at **Figures 9.1, 9.2, 9.3, and 9.4**

9.4. US Campaign and Service Medals. Do not award US campaign or service medals to Foreign Nationals or US civilians.

Figure 9.1. Example Recommendation Memorandum for USAF Decorations and Awards to Foreign Nationals.

ORGANIZATIONAL LETTERHEAD HEADING

DATE

MEMORANDUM FOR AF/CVAI

FROM HQ (MAJCOM)/CV (or CC)
STREET ADDRESS, STE #
BASE AFB ST ZIP

SUBJECT: Recommendation for Decoration

1. I recommend the following individual:

a. Rank / Name / SSN (or Register Number in lieu of SSN)

b. Decoration / Cluster

c. Inclusive Dates

d. Recommendation Basis *(Meritorious Service, Outstanding Achievement, Heroism, etc.)*

e. Recommendation Reason *(PCS, Extended Tour, TDY, etc.)*

f. Reassignment To: (organization and location to which being reassigned)

g. Desired Presentation Date: (type in date or use N/A)

h. If approved, forward elements to: (full mailing address of either recommending command or gaining unit's command)

i. Duty Title:

j. Unit of Assignment: (unit that member was assigned to at time of above inclusive dates)

k. Installation of Assignment: (base that member was assigned to at time of above inclusive dates)

l. Effective date of promotion to current grade: (dd mmm yyyy)

2. Previous US Decorations: (list all previous US decorations or use N/A)

a. Decoration #1 (to include oak leafs, if any)

b. Decoration #2 (to include oak leafs, if any)

c. (continue as needed)

3. I certify that:

a. This individual's service has been honorable throughout the period being recognized.

b. The attached certificate/citation is unclassified.

c. No other decorations have been awarded to this person for the act or service described.

d. Proper agency concurrence is provided IAW AFI 36-2803, Chapter 8.

4. This decoration does not conflict with the decoration policies of *(name of foreign country)*.

JOHN J. DOE, Lieutenant General, USAF
Vice Commander

Attachments:

1. Narrative Justification
2. Citation on disk
3. Biography
4. US Embassy Concurrence Memorandum
5. US DAO Concurrence Memorandum
6. DIA Concurrence Memorandum
7. AFOSI Concurrence Memorandum

Note: When the recommendation originates within a Joint activity, the recommendation memorandum must be signed by the highest ranking Air Force officer within the activity.

Figure 9.2. Example Narrative Justification for USAF Decorations and Awards to Foreign Nationals.

EXAMPLE NARRATIVE JUSTIFICATION

FOR USAF DECORATIONS AND AWARDS TO FOREIGN NATIONALS

Colonel Teresa Stacy, Royal Canadian Air Force, distinguished herself while assigned as Commander, Canadian Forces, Directorate of Operations, Headquarters Air Mobility Command, Scott Air Force Base, Illinois. During this period, Colonel Stacy was responsible for coordinating the use of Canadian aircraft for the movement of 50,000 tons of Air Force cargo and 20,000 DoD personnel to Operation ENDURING FREEDOM.....

JOHN J .DOE, Colonel, USAF
Director, Plans and Operations

Notes:

1. When using acronyms, spell out the acronym for the first use, then use the abbreviated form.
2. Limit justification to a one-page, typed narrative.
3. Narrative must be signed by the initial recommending official.
4. Use Times New Roman (TMS RMN) 10- to 12-point size or comparable font.
5. Legion of Merit nominations.

5.1. Narrative can have up to two pages. Include in the first sentence rank/full name, title, and dates of service. For subsequent sentences, use rank and last name only. The narrative should contain more substance than the citation.

5.2. Use paragraph format with paragraph breaks between major contributions.

5.3. Include three to four major contributions with impact or results to the AF. Each contribution can be its own paragraph or they can be combined as one paragraph. Write to the accomplishments and not to the personal attributes of an individual. Refrain from using absolutes or unquantifiable statements in the sentence structure.

Figure 9.3. Examples of Citations for USAF Decorations and Awards to Foreign Nationals and US Civilians.

EXAMPLES OF CITATIONS

FOR USAF DECORATIONS AND AWARDS TO FOREIGN NATIONALS

FOR LEGION OF MERIT

The President of the United States of America, authorized by Act of Congress, 20 July 1942, has awarded the Legion of Merit (Degree of [*refer to table 3.5*]) to

COLONEL TERESA STACY
GERMAN AIR FORCE

for exceptionally meritorious service as the Director, Combined Air and Space Operations Center, from May 2010 to September 2010. Colonel Stacy's extraordinary contributions enhanced understanding, improved cooperation, and strengthened relations between the United States Air Force and the German Air Force. Her astute politico-military judgment and adroit diplomatic skills endured critical Air Force interests were considered by military and civilian policymakers. Colonel Stacy…… The superior effort, outstanding leadership, and personal initiative displayed by Colonel Stacy reflect great credit upon herself, the German Air Force, and her country.

FOR MERITORIOUS SERVICE MEDAL

COLONEL TERESA STACY
GERMAN AIR FORCE

MERITORIOUS SERVICE
1 JUNE 2004 TO 31 MAY 2008

Colonel Teresa Stacy distinguished herself in the performance of outstanding service as Commander, Canadian Forces, Directorate of Operations, Headquarters Air Mobility Command, Scott Air Force Base, Illinois. During this period, Colonel Stacy coordinated the use of Canadian aircraft for the movement of 50,000 tons of Air Force cargo and 20,000 Department of Defense personnel to Operation ENDURING FREEDOM at various locations within the Persian Gulf. Colonel Stacy…… The singularly distinctive accomplishments of Colonel Stacy reflect great credit upon herself, the Royal Canadian Air Force, and her country.

FOR AIR FORCE COMMENDATION MEDAL

MAJOR FRANCOIS THERIOT
GERMAN AIR FORCE

MERITORIOUS SERVICE
1 JUNE 2004 TO 31 MAY 2008

Major Francois Theriot distinguished himself by meritorious service as Chief Intelligence Officer, French Air Forces, Directorate of Intelligence, Headquarters United States Air Forces in Europe, Ramstein Air Base, Germany. During this period, Major Theriot coordinated the use of French intelligence across the earth obtaining vital and significant pieces of intelligence as the world unites in the Global War on Terrorism on the home fronts of Europe. Major Theriot…….. The singularly distinctive accomplishments of Major Theriot reflect credit upon himself, the French Air Force, and his country.

Notes:
1. Save citation in MS Word format on a disk or electronic format. Approval authorities will put the citation on appropriate paper or certificate.
2. Refer to this instruction for appropriate opening/closing sentences for other decorations; however, use the above examples for the decorations shown.
3. Refer to this instruction for appropriate margins, font size, paper orientation, etc.
4. Limit sentences between the opening and closing sentences to no more than five sentences.
5. Legion of Merit nominations.
5.1. Use 8 ½ X 11" bond paper, portrait style.
5.2. Top and side margins – 1 to 1 ½ inches.
5.3. Ensure the name of the person's country is used consistently throughout. Many countries have several formal variations of their names. For example, formal long for the U.S. is the "United States of America"; formal short is "the United States". Formal long name of the U.S. is typically only used in the opening line "The President of the United States of America ... ", then the formal short "the United States" is typically used throughout the remainder of the write-up. Ensure the country name is consistent with the supporting documentation and then used consistently within the citation. Typically, use "his country" or "her country" in the closing line.
5.4. Avoid use of absolutes/unquantifiable statements whenever possible (avoid "unparalleled"; "unprecedented"; "invaluable").
5.5. Alternate the use of the person's name throughout citation with pronouns. Following the opening line (that states "the President of the United States ... " then gives full rank and name, position and inclusive dates for award) look to typically begin the next sentence with the person's rank/name "General Smith led the Canadian Armed Forces' initiative to ... " then alternate use of individual's proper name and pronouns throughout, using the person's name and rank in the closing line.

Figure 9.4. Example Biography for USAF Decorations and Awards to Foreign Nationals.

EXAMPLE BIOGRAPHY

FOR USAF DECORATIONS AND AWARDS TO FOREIGN NATIONALS

NAME: (full name – first, middle initial, last)

ALIAS(S): (go-by name)

RANK/TITLE: (foreign rank or title)

AIR FORCE RANK EQUIVALENT: (translate foreign rank title to Air Force equivalent; civilian grade for civilians)

POSITION: (duty title for the period being recognized)

SSN/MEMBER ID OR EQUIVALENT:

BRANCH OF SERVICE:

CITIZENSHIP:

DATE ARRIVE STATION:

TRANSER DATE:

DATE OF BIRTH:

PLACE OF BIRTH:

TYPE OF AWARD RECOMMENDED:

INCLUSIVE DATES:

PRESENTATION DATE:

POINT OF CONTACT:

PREVIOUS U.S. AWARDS AND DATES:

MILITARY EDUCATION: (list any US military courses, PME, or colleges and year graduated)

ASSIGNMENTS: (list unit and location of all prior US-attached military assignments)

Notes: Only provide information for categories listed above.

Figure 9.5. Example Memorandum for US Embassy and US DAO Concurrence.

ORGANIZATIONAL LETTERHEAD HEADING

DATE

MEMORANDUM FOR (US Embassy / US DAO address abroad. Refer to AFI 16-606, *Foreign Clearance Program,* at the local MPS for address information).

FROM: (Requesting agency)

SUBJECT: Recommendation for Decoration to Colonel Teresa Stacy, Royal Canadian Air Force

I recommend Colonel Teresa Stacy, Royal Canadian Air Force, for the Meritorious Service Medal. Request the US Ambassador / Defense Attaché Officer concur with the recommendation by endorsing this memorandum.

Date of Birth: (provide info; spell out month)

Place of Birth: (provide info; city, providence/region, and country)

Serial Number: (provide info)

Inclusive Period of Decoration: (provide dates; spell out months)

Current Duty Title: (provide info; spell out acronyms if needed)

Desired Presentation Date: (provide info; spell out month)

Point of Contact: (provide name and DSN/commercial phone #s)

JOHN J. DOE, Colonel, USAF
Director, Plans and Operations

Note: Must have concurrence from US Embassy and concurrence from US DAO of the country to which the foreign national is a citizen

Figure 9.6. Example Memorandum for AFOSI Concurrence.

ORGANIZATIONAL LETTERHEAD HEADING

DATE

MEMORANDUM FOR AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS

FROM (Recommending Agency)

SUBJECT: Recommendation for Decoration to Colonel Teresa Stacy, Royal Canadian Air Force

1. I recommend Colonel Teresa Stacy, Royal Canadian Air Force, for the Meritorious Service Medal. Request the appropriate records checks/investigations be conducted and concurrence with the recommendation by endorsing this memorandum.

Date of Birth: (provide info; spell out month)
Place of Birth: (provide info; city, providence/region, and country)
Serial Number: (provide info)
Inclusive Period of Decoration: (provide dates; spell out months)
Current Duty Title: (provide info; spell out acronyms if needed)
Desired Presentation Date: (provide info; spell out month)

2. Point of Contact: (provide name and DSN/commercial phone #s)

JOHN J. DOE, Colonel, USAF
Director, Plans and Operations

Note:
1. Email signed memorandum to AFOSI at hqafosi.watch@ogn.af.mil.
2. Nomination cannot be processed without AFOSI concurrence.

Figure 9.7. Example Memorandum for Defense Intelligence Agency (DIA) Concurrence.

ORGANIZATIONAL LETTERHEAD HEADING

DATE

MEMORANDUM FOR: Defense Intelligence Agency
Attn: DAH-3 Awards
200 MacDill Blvd
Washington DC 20340-5100

FROM (Recommending Agency)

SUBJECT: Recommendation for Decoration to Colonel Teresa Stacy, Royal Canadian Air Force

1. I recommend Colonel Teresa Stacy, Royal Canadian Air Force, for the Meritorious Service Medal. Request the appropriate records checks/investigations be conducted and concurrence with the recommendation by endorsing this memorandum.

Date of Birth: (provide info; spell out month)
Place of Birth: (provide info; city, providence/region, and country)
Serial Number: (provide info)
Inclusive Period of Decoration: (provide dates; spell out months)
Current Duty Title: (provide info; spell out acronyms if needed)
Desired Presentation Date: (provide info; spell out month)

2. Point of Contact: (provide name and DSN/commercial phone #s)

JOHN J. DOE, Colonel, USAF
Director, Plans and Operations

Note: DIA concurrence only needed for nominations requiring the SECDEF approval.

Chapter 10

VETERAN APPLICATION FOR AWARDS AND DECORATIONS

10.1. Criteria of USAF Veterans Applying for Military Awards and Decorations. Once a military member retires or separates from US Military service, the veteran's military record is archived to an approved storage facility that houses military records. Upon occasion, military veterans may become eligible for an additional military award or decoration approved by the Department of Defense or US Service Branch. The USAF has procedures in place in accordance with governing laws and regulations that would allow US veterans to apply for these earned entitlements.

10.2. Methods of Application for USAF Veterans for Military Awards and Decorations. Veterans may apply for military awards they believe they are eligible to receive. The following procedures should be taken by the veteran:

10.2.1. For US service members serving from World War II to 31 December 2003: Veterans should contact the National Personnel Records Center (NPRC) in writing or by submitting a Standard Form 180 requesting action since their service record is stored by their facility.

10.2.2. The veteran may write or contact directly to the appropriate US Service Branch served for assistance:

USAF: AFPC/DPSIDR
550 C Street West, Suite 12
Randolph AFB TX 78150-4714
(800) 525-0102 DSN 665- (AFPC Contact Center)
afpc.unitawards@randolph.af.mil

US Army: US Army Human Resources Command
ATTN: AHRC-PDO-PA
200 Stovall Street
Alexandria VA 22332
(703) 325-0763/8700 DSN 221-

US Navy: Chief of Naval Operations (DNS-35)
2000 Navy Pentagon
Washington DC 20350-2000
ATTN: Navy Awards & Decorations
(202) 433-4992 DSN 325-

Marine Corps: USMC
MMMA
3280 Russell Road
Quantico VA 22134

10.2.3. Veterans may also apply for military awards and decorations through a member of the US Congress (i.e., US House of Representatives and the US Senate).

10.2.3.1. For awards, the veteran may request entitlement through the member of Congress. The staff for the member of Congress will submit the request through the US Service Branch's Legislative Liaison Office (LLO). The LLO then forwards the request to the appropriate Service Branch for decision. Once a decision is rendered by the US Service Branch, a written explanation of the decision is forwarded to the LLO, who in-turn, contacts the member of Congress' staff of the decision.

10.2.3.2. For decorations, before any request can be considered for veterans, certain processing procedures must be followed. The veteran may not be aware, but the timeline for submitting decorations is two years from the date of the act or achievement. However, under section 1130 of title 10 U.S.C, this timeline has now been waived.

10.2.3.2.1. Under this Act, which lifted the time limitations on submitting award recommendations, and DoD 1348.33-M, service members who may make a case for award consideration not previously eligible because of these time limits, may now submit for award consideration. However, the written recommendation must meet two criteria:

10.2.3.2.1.1. The request must be made by someone other than the member himself, by someone in the member's chain of command at the time of the incident, and, who has firsthand knowledge of the acts or achievements; and,

10.2.3.2.1.2. The request must be submitted through a congressional member who can ask a military service to review a proposal for a decoration based on the merits of the proposal and the award criteria in existence when the event occurred.

10.2.3.2.2. To be reasonably considered under the provisions of this act by the military service involved, it is important that the recommendation be accompanied by supporting documentation. At a minimum, a recommendation must include:

10.2.3.2.2.1. Supporting Documentation. If it is not possible to route the award recommendation through all the levels of the original chain of command, official military documents such as unit logs, situation reports, investigations, after-action reports, fitness reports, and/or evaluations, must be included to aid in substantiating the actions delineated in the award recommendation. Since determinations regarding awards are based on verifiable facts, other forms of information such as letters, books, newspaper and magazine articles, and personal diaries would not be considered, as they are not official documents, but may be included to provide additional context.

10.2.3.2.2.2. Summary of Action. A summary of action that provides a detailed description of the actions or service performed by the individual or unit being considered for recognition.

10.2.3.2.2.3. Citation. A proposed citation.

10.2.3.2.2.4. Notarized Eyewitness Statements. For all individual combat awards, notarized eyewitness statements, with contact information for the eyewitnesses, must be submitted. These statements must contain a complete description of the individual's actions and must be in the eyewitnesses' own words, not on a prepared form. The individual being recommended for the award

may not submit a statement.

10.2.3.2.2.5. A decoration checklist is provided at figure 10.1 to assist the veteran should a decoration be submitted.

10.2.3.2.3. Should the veteran need assistance in obtaining information or filing a decoration recommendation, we suggest they contact their local Veterans Administration (VA) for assistance or go to their website: **http://www.va.gov**.

10.2.4. The following sources for members seeking information for filing decoration recommendations:

10.2.4.1. National Archives and Records Administration.

10.2.4.1.1. National Archives & Records Administration, Customer Service Center, 700 Pennsylvania Avenue NW, Washington DC 20408-0001

Telephone: (866) 325-7208 *E-mail:* Inquire@Nara.Gov *Website*: http://www.archives.gov

10.2.4.1.2. National Archives & Records Administration at College Park, Customer Service Center, 8601 Adelphi Road, College Park MD 20740-6001

Telephone: (866) 272-6272 *E-mail:* **Inquire@Nara.Gov**
Website: **http://www.archives.gov/dc-metro/college-park/index.html**

10.2.4.1.2.1. The National Archives and Records Administration (NARA) is an independent federal agency which preserves our nation's history by overseeing the management of all federal records. There are billions of records in paper, picture, map, film, and in electronic form. Records are housed in Regional Centers (under the jurisdiction of the NARA) all across the country, with the majority in the Washington DC area.

10.2.4.1.2.2. The National Archives Building in Washington DC is referred to as Archives I. Military textual records on the War of 1812, Spanish American War, Revolutionary War, Civil War, and World War I are maintained there. The National Archives at College Park is referred to as Archives II. Electronic records, motion picture, sound and video, still pictures, and military textual records dating from World War II are maintained there.

10.2.4.1.2.3. The National Archives & Records Administration's e-mail reference and information service is operated by the staff of the Customer Services Division. INQUIRE is intended to provide timely responses to reference requests, place researchers in contact with appropriate NARA units, and answer general inquires about NARA. They will route the forms needed to request copies from military records. Include your name, mailing address, and telephone number. Remember, the more specific the request, the more likely it is the staff will be able to find and copy the requested documents. If you do not have e-mail access, mail your request to either of the repositories.

10.2.4.1.2.4. NARA has created the following finding aids to provide information about records and their locations for those with a computer and internet access: **http://www.archives.gov/education/research/beginning-activities.html** - Designed to help you navigate the NARA Website resources.

http://www.archives.gov/research/arc/index.html - The NARA Archival Research Catalog (ARC) is a searchable database containing information about a wide variety of NARA's holdings across the country.

10.2.4.2. National Personnel Records Center, Military Personnel Records, NPRC-MPR, 9700 Page Avenue, St. Louis MO 63132-5100

Telephone: (314) 801-0800; *E-mail:* MPR.center@nara.gov
Website: http://www.archives.gov/st-louis/military-personnel

10.2.4.2.1. The National Personnel Records Center (NPRC), Military Personnel Records (MPR), is the repository of millions of military personnel, health, and medical records of discharged and deceased veterans of all services during the 20th century.

10.2.4.2.2. Information from the records is made available upon written request to the extent allowed by law. The Privacy Act of 1974, as amended (section 552a of title 5 U.S.C.) and Department of Defense directives require a written request, signed (in cursive) and dated (within the last year), to access information from military personnel records. For this reason, no requests are accepted by e-mail. To request information via the Internet, NARA has the following website: **http://www.archives.gov/veterans/evetrecs**. Read through the instructions on the page, and initiate your request by clicking on the "REQUEST MILITARY RECORDS" button.

10.2.4.2.3. Authorized third party requesters, e.g. lawyers, doctors, historians, etc., may submit written requests for information from individual's records with the veteran's (or next of kin's) signed and dated authorization.

10.2.4.2.4. Certain basic information is needed to locate military service records. Standard Form (SF) 180, *Request Pertaining to Military Records*, captures all the necessary information to locate a record. It can be printed off the website referenced above or obtained from your local Veterans Administration. You can also e-mail NPRC at the above INQUIRE e-mail address and request the form by form number. Include any additional questions you might have and be sure to provide your mailing address.

10.2.4.2.5. Requests related to the issuance or replacement of medals and awards should be sent to the above address. Once received, NPRC will verify entitlement and annotate the awards and decorations to be sent to the individual on a National Archives (NA) Form 13059, *Transmittal of and/or Entitlement to Awards*. The NA Form 13059 is sent to the Air Force Personnel Center, Awards and Decorations Medals Room, who compile the medal sets and mail them to the individual. Response time varies and is dependent upon the complexity of your request, the availability of records, and the workload at NPRC. Do not send a follow-up request before 90 days have elapsed.

10.2.4.3. Air Force Historical Research Agency, AFHRA/ISAM, 600 Chennault Circle, Maxwell AFB AL 36112-6424

Telephone: (334) 953-2395; *E-mail:* afhranews@maxwell.af.mil

Website: http://www.au.af.mil/au/afhra

10.2.4.3.1. The AFHRA is the repository for Air Force historical documents. The Agency's collection, begun in Washington DC, during World War II, moved in 1949 to Maxwell AFB, the site of Air University, to provide research facilities for professional military education students, the faculty, visiting scholars, and the general public.

10.2.4.3.2. The major portion of the collection consists of unit histories the various Air Force organizations have prepared and submitted periodically since the establishment of the Air Force History program in 1942. Taken as a whole, the unit histories with their supporting documents provide remarkably complete coverage of Air Force activities.

10.2.4.3.3. The agency's collection also consists of Special Collections. This includes historical monographs and studies; oral history interview transcripts; End-of-Tour Reports; personal papers of retired general officers and other Air Force personnel; reference materials on the early period of military aviation; course materials of the Air Corps Tactical School of the 1920s and 1930s; working documents of various joint and combined commands; miscellaneous documents or collection of various organizations, including the U.S. Army, British Air Ministry, and German Air Force; USAF individual aircraft record cards; and a large collection of material relating to USAF activities in the war in Southeast Asia and Operations Desert Shield and Desert Storm.

10.2.4.3.4. Unit histories, if available, will be on 16mm microfilm. Many college and public libraries have microfilm readers/printers. The cost for each roll of microfilm is US $30.00. Keep in mind when ordering microfilm, there is no guarantee you will locate the document(s) or information you are trying to find.

10.2.4.4. Air Force Historical Studies Office, AF/HOH, Research & Analysis Division, 3 Brookley Avenue, Box 94, Bolling AFB DC 20032-5000

Telephone: (202) 404-2264; *E-Mail:* afhso.research@pentagon.af.mil
Website: http://www.airforcehistory.hq.af.mil

10.2.4.4.1. The Air Force Historical Studies Office (AF/HO) is responsible for writing books, monographs, studies and reports to preserve the history of the USAF. The AF/HO also provides historical information, analysis, and perspective to Air Force leaders and their staffs to support planning, policy development, and decision making. They respond to requests for information from private organizations, government agencies, and the general public.

10.2.4.5. Air Force Personnel Center Worldwide Locator

10.2.4.5.1. The Air Force Personnel Center (AFPC) Worldwide Locator has access to the Military Personnel Data System listing of active and retired Air Force members. You may forward a letter to an active or retired member by placing a letter in a stamped envelope with a return address, and enclosing that envelope inside a larger one addressed to: AFPC/DSW1-WWL, 550 C Street West, Suite 50, Randolph AFB TX 78150-4752.

10.2.4.5.2. You should include the name and present or former grade of any individual(s) you want to reach. There is a $3.50 research fee for each letter forwarded. A check or money order payable to "DAO-DE RAFB" must accompany the personal request. When correspondence is received, from an individual trying to locate a member for personal reasons, the contractor shall research the location of the addressee and forward a letter to the individual informing them of the name, address and phone number of the individual trying to locate them. This fee may be waived for military personnel (active duty, reserve, and retired) and their immediate families, but the requester must provide military identification (copy of an identification [ID] card) to obtain the waiver. Locator personnel will forward the letter(s) or return it if they do not have the forwarding address.

10.2.5. Correction of Military Records. The last option a veteran has to apply or appeal a decision by a US Service Branch for awards and decorations entitlement is a submission of the DD Form 149, Application for Correction of Military Record under the provisions of section 1552 of title 10 U.S.C. Initialization of this form begins the process is the highest administrative review board of the US Service Branches and are the authorities in making adjudication to a veteran's military personnel record. This option should only be utilized once a veteran exhausts all administrative avenues offered by the US Service Branch in question to correct the discrepancy or injustice. The form is self-explanatory and submission of the form into official military channels for action should be sent to the particular US Service Branch's address on the back of the DD Form 149.

Figure 10.1. Elements Requested to Process an Award or Decoration Recommendation for an USAF Veteran.

Elements Requested to Process an Award or Decoration Recommendation for an USAF Veteran

X___ Original or Reconstructed Narrative of the action(s) performed by the airman being recommended. **Narrative must be signed by the recommending official**

X___ Eyewitness statement(s) attesting to the act(s) of valor performed by the airman being recommended

X___ Sworn affidavit(s) from individual(s) making statement(s) on behalf of airman being recommended

X___ Medical documentation substantiating wound(s), if applicable

X___ Chain of command endorsements

X___ Written concurrence (signature) of member or next-of-kin (if applicable)

X___ Proposed citation

X___ Other related documentation pertaining to the unit and the act(s) to be recognized (i.e., extracts of unit records, sketches, maps, diagrams, photographs, flight records, Report of Separation – WD AGO 53-55, DD Form 214, etc.)

X___ Referral by member of Congress

Chapter 11

DEVICES AND APPURTENANCES

11.1. General Information. Devices and appurtenances include ribbon bars, lapel buttons, rosettes, oak leaf cluster, stars, arrowheads, letter devices, and similar appurtenances.

11.2. Ribbon Bar. A metallic strip covered with ribbon. The ribbon design and color are identical with the medal's suspension ribbon (decoration or service), or the unit award streamer it represents. The ribbon bar is 1 3/8 inches long by 3/8 inch wide.

11.3. Oak Leaf Cluster. Oak leaf clusters are issued in three sizes and two colors. The larger size is worn on the suspension ribbon of the medal, the middle size on the service ribbon bar, and the smaller size on the miniature medals and ribbons. The two colors are bronze and silver. The bronze oak leaf cluster is used for the 2nd through 5th, 7th through the 10th, etc., entitlement or award. A silver oak leaf cluster is used for the 6th, 11th, and so forth, entitlement or award, or instead of five bronze oak leaf clusters. Wear oak leaf clusters on all US military decorations and appropriate service ribbon bars as denoted in earlier chapters.

11.4. Service or Campaign Stars. Service/Campaign stars are bronze or silver five-pointed stars, 3/16 inches in diameter. Wear a silver star instead of five bronze stars. Worn on the campaign or service medal/ribbon bar to show campaign participation credit as denoted in earlier chapters; on the AFEM and HSM to show participation in additional operations; on the PWM and NDSM to show an additional award of the medal; on the SAEMR to indicate qualification on both the rifle and handgun; and on the OAYR to show selection as one of the Twelve Outstanding Airmen of the Year.

11.5. Arrowhead Device. The arrowhead is a bronze replica of a Native American arrowhead, 1/4 inch high and 1/8 inch wide. It denotes participation in a combat parachute jump, combat glider landing, or amphibious assault landing (see paragraph 4.19.). Awardees must be assigned or attached to an organized force carrying out an assigned tactical mission; emergency combat parachute jumps into enemy-held territory do not constitute eligibility. Refer to the unit awards pamphlet for units entitled to this device. Wear the device on both the service and suspension ribbons of eligible medals. Point the arrowhead up in a vertical position to the wearer's right of all service stars. Wear only one arrowhead on any one service or suspension ribbon, regardless of the number of times an individual is eligible for the device.

11.6. Antarctica Service Medal Clasp. The clasp is a bronze, gold, or silver bar, 1/4 inch wide and 1 1/2 inches long bearing the words "WINTERED OVER". Wear only on the medal's suspension ribbon. Personnel who stay on the Antarctic continent during the winter months may wear the clasp.

11.6.1. Disc for the Antarctic Service Medal Ribbon Bar. A bronze, gold, or silver disc, 5/16 inch in diameter containing the Antarctica continent's outline. These discs represent winter service and correspond to the service defined for the Antarctic Service Medal Clasp. Wear only one disc on the ribbon bar.

11.7. Hourglass Device. A 5/16 inch high hourglass with a superimposed Roman numeral "X". Worn centered on the Armed Forces Reserve Medal, service and suspension ribbon. Each hourglass device denotes service for each additional 10-year period. Upon completion of the

first 10-year period, award a bronze hourglass. Upon completion of the second 10-year period, award a silver hourglass. Upon completion of the third 10-year period, award a gold hourglass. Upon completion of the fourth 10-year period, award a gold hourglass followed by a bronze hourglass.

11.8. Valor "V" Device. A metallic, bronze letter "V" that represents valor. Worn on the BSM service and suspension ribbons when awarded for heroism. Worn on the AFAM and AFCM service and suspension ribbons when awarded to appropriately recognize the noteworthy accomplishments of Air Force personnel placed in harm's way during contingency deployment operations. Award of the "V" device with the AFAM and AFCM is authorized only for events/situations which occurred on or after 11 January 1996. Also, wear of the "V" device on the AFOUA and AFOEA ribbons and embroidered on the streamers of these awards is authorized. When worn with oak leaf clusters, place the "V" device to the wearer's right of the clusters. Wear only one "V" device regardless of the number of times awarded.

11.9. Arctic "A" Device. A metallic, bronze letter "A" that represents service above the Arctic Circle, and is worn on the AF Overseas Short Tour Ribbon. Thule Air Base, Greenland, is the only eligible location.

11.10. Mobilization "M" Device. A metallic, bronze letter "M" that represents mobilization of Reserve members on or after 1 August 1990, and is worn on the Armed Forces Reserve Medal. Please refer to DoD 1348.33-M for more information and details.

11.11. Gold Star Lapel Button. A gold star, 1/4 inch in diameter, mounted on a 3/4 inch diameter purple disc. A gold laurel leaf 5/8 inch in diameter surrounds the star. The opposite side bears the inscription, "United States of America, Act of Congress, August 1947" (or 1966). The pin is given to next of kin of US Armed Forces members who lost their lives during WWI (6 April 1917 to 3 March 1921); WWII (8 September 1939 to 25 July 1947); during any later period of armed hostilities in which the US was engaged before 1 July 1958 (Korean Conflict, 27 June 1950 to 27 July 1954); while engaged in action against an enemy of the US; while engaged in military operations involving conflict with an opposing foreign force; or while serving with friendly forces engaged in an armed conflict in which the US is not a belligerent party against an opposing armed force.

11.11.1. AFPC/DPSIDR will provide next of kin DD Form 3, *Application for Gold Star Lapel Button*. Next of kin will complete and forward to the National Personnel Records Center in St. Louis MO for issue.

11.12. Next of Kin Lapel Button. This button consists of a gold star within a circle (commemorating honorable service) surrounded by four oak sprigs (representing the Air Force, Army, Navy, and Marine Corps). The button is provided to the widows, widowers, parents, or other primary next of kin of armed services members who lost their lives while serving on extended active duty, or while assigned to an AFRC or ANG unit in a drill status. Issued retroactive to 29 March 1973.

11.13. Air Force Lapel Button. There are two buttons that have been issued; the firsts consists of the winged Air Force star in gold and silver colored metal, and was worn by active duty and Reserve component members who served in the Air Force during the period of 10 February 1948 through 29 July 1981. The second consists of the Air Force Coat of Arms without encircling

stars with scroll inscription "US Air Force" in an oxidized silver finish, and is worn by members who served after 30 July 1981.

11.14. Air Force Retired Lapel Button. This button consists of the Air Force shield in gold color with an outer edge of ultramarine blue. The words "United States Air Force Retired" appear in gold on the button's blue rim. Present the button to members when they retire. Do not issue retroactively; however, personnel possessing DD Form 2Ret, United States Uniformed Services Identification Card, (blue in color) are eligible to wear this button.

11.15. Other Lapel Buttons. Lapel buttons are 21/32 inch long and 1/8 inch tall and are an enamel reproduction of the US military decoration they represent. The Medal of Honor is represented by a lapel rosette. Wear lapel buttons only with civilian clothing.

DARRELL D. JONES
Lieutenant General, USAF
DCS, Manpower, Personnel and Services

(AMC)

FREDERICK D. THADEN, Colonel, USAF
Director of Manpower, Personnel, and Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010

AFI 33-119, *Air Force Messaging*, 24 January 2005

AFI 33-129, *Web Management and Internet Use*, 12 February 2005

AFI 33-328, *Administrative Orders*, 16 January 2007

AFI 33-332, *Privacy Act Program*, 16 May 2011

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 34-1201, *Protocol*, 25 January 2013

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI 36-2805, *Special Trophies and Awards*, 14 March 2013

AFI 36-2903, *Dress and Personal Appearance*, 18 July 2011

AFI 36-3203, *Service Retirements*, 8 September 2006

AFI 38-101, *Air Force Organization*, 16 March 2011

(Added-AMC) AFI 65-503, *US AIR FORCE COST AND PLANNING FACTORS*, 4 February 1994

AFPD 36-28, *Awards and Decorations Program*, 1 August 1997

Allied Command Operations Directive 40-8, *NATO Medals*, 15 May 2007

DoDI 1348.33, *Military Awards Program*, 1 July 2004

Adopted Forms

AF Form 522, *USAF Ground Weapons Training Data*

AF Form 847, *Recommendation for Change of Publication*

AF Form 973, *Request and Authorization for Change of Administrative Orders*

DD 3, *Application for Gold Star Lapel Button*

DD 214, *Certificate of Release or Discharge from Active Duty*

DD 1369, *Application for Enrollment on Medal of Honor Roll and for the Pension Authorized by the Act of Congress Approved August 14, 1961*

DD 1369PA, *Application for Enrollment on Medal of Honor Roll and for the Pension Authorized by the Act of Congress Approved August 14, 1961*

DD 1370, *Certificate of Enrollment on the Medal of Honor Roll*

Prescribed Forms

AF Form 104, *Service Medal Award Verification*

AF Form 642, *Air Force Achievement Medal/Air Force Commendation Medal Justification*

AF Form 1206, *Nomination for Award*

AF Form 2085, *Air Force Organizational Excellence Award Certificate (Service)* (One Signature Line)

AF Form 2086, *Air Force Organizational Excellence Award Certificate (Achievement)* (One Signature Line)

AF Form 2087, *Air Force Outstanding Unit Award Certificate (Achievement)* (One Signature Line)

AF Form 2088, *Air Force Outstanding Unit Award Certificate (Service)* (One Signature Line)

AF Form 2217, *Distinguished Service Medal* (CSAF and SECAF Signature Line)

AF Form 2217A, *Distinguished Service Medal* (Two Signature Lines)

AF Form 2220, *Purple Heart* (One Signature Line)

AF Form 2221, *Purple Heart* (CSAF Signature Line)

AF Form 2221A, *Purple Heart* (Two Signature Lines)

AF Form 2224, *Air Force Commendation Medal* (One Signature Line)

AF Form 2224A, *Air Force Commendation Medal* (Two Signature Lines)

AF Form 2225, *Air Force Commendation Medal* (CSAF Signature Line)

AF Form 2228, *Meritorious Service Medal* (One Signature Line)

AF Form 2228A, *Meritorious Service Medal* (Two Signature Lines)

AF Form 2229, *Meritorious Service Medal* (CSAF Signature Line)

AF Form 2232, *Air Medal (Achievement)* (One Signature Line)

AF Form 2233, *Air Medal (Achievement)* (CSAF Signature Line)

AF Form 2233A, *Air Medal (Heroism)* (CSAF Signature Line)

AF Form 2233B, *Air Medal (Heroism)* (One Signature Line)

AF Form 2233C, *Air Medal (Achievement)* (Two Signature Lines)

AF Form 2233D, *Air Medal (Heroism)* (Two Signature Lines)

AF Form 2235, *Bronze Star Medal* (CSAF and SECAF Signature Line)

AF Form 2235A, *Bronze Star Medal* (Two Signature Lines)

AF Form 2236, *Bronze Star Medal* (One Signature Line)

AF Form 2239, *Legion of Merit* (CSAF and SECAF Signature Line)

AF Form 2239A, *Legion of Merit* (Two Signature Lines)

AF Form 2240, *Legion of Merit* (One Signature Line)

AF Form 2243, *Airman's Medal* (CSAF and SECAF Signature Line)

AF Form 2243A, *Airman's Medal* (Two Signature Lines)

AF Form 2244, *Airman's Medal* (SECAF Signature Line)

AF Form 2247, *Distinguished Flying Cross (Achievement)* (CSAF and SECAF Signature Line)

AF Form 2247, *Distinguished Flying Cross (Achievement)* (Two Signature Lines)

AF Form 2248, *Distinguished Flying Cross (Achievement)* (One Signature Line)

AF Form 2251, *Distinguished Flying Cross (Heroism)* (CSAF and SECAF Signature Line)

AF Form 2251A, *Distinguished Flying Cross (Heroism)* (Two Signature Lines)

AF Form 2252, *Distinguished Flying Cross (Heroism)* (One Signature Line)

AF Form 2255, *Silver Star* (CSAF and SECAF Signature Line)

AF Form 2256, *Silver Star Certificate* (One Signature Line)

AF Form 2258, *Air Force Cross Certificate (Opposing Armed Force)* (CSAF and SECAF Signature Line)

AF Form 2260, *Air Force Cross* (Two Signature Lines-Blank and SECAF Signature Line)

AF Form 2262, *Air Force Organizational Excellence Award (Achievement)* (One Signature Line)

AF Form 2262A, *Air Force Organizational Excellence Award (Achievement)* (Two Signature Lines)

AF Form 2265, *Air Force Organizational Excellence Award (Service)* (One Signature Line)

AF Form 2265A, *Air Force Organizational Excellence Award (Service)* (Two Signature Lines)

AF Form 2266, *Exceptional Service Award (ESA) Certificate* (SECAF Signature Line)

AF Form 2266, *Exceptional Service Award (ESA) Certificate* (Two Signature Lines)

AF Form 2267, *Air Force Scroll of Appreciation* (CSAF and SECAF Signature Line)

AF Form 2267A, *Air Force Scroll of Appreciation* (Two Signature Lines)

AF Form 2268, *Medal of Honor*

AF Form 2269, *Air Force Outstanding Unit Award (Service)* (One Signature Line)

AF Form 2269A, *Air Force Outstanding Unit Award (Service)* (Two Signature Lines)

AF Form 2271, *Air Force Outstanding Unit Award (Achievement)* (One Signature Line)

AF Form 2271A, *Air Force Outstanding Unit Award (Achievement)* (Two signature lines)

AF Form 2273, *Air Force Achievement Medal* (CSAF Signature Line)

AF Form 2273A, *Air Force Achievement Medal* (Two signature lines)

AF Form 2274, *Air Force Achievement Medal* (One Signature Line)

AF Form 2275, *Air Force Aerial Achievement Medal Certificate* (One Signature Line)

AF Form 2278, *Air Force Aerial Achievement Medal Certificate* (CSAF Signature Line)

AF Form 2278A, *Air Force Aerial Achievement Medal Certificate* (Two Signature Lines)

AF Form 3994, *Recommendation for Decoration Deployment/Contingency Operation*

AF Form 4408, *Distinguished Service Medal* (One Signature Line)

AF Form 4423, *Presidential Unit Citation* (SECAF Signature Line)

AF Form 4424, *Gallant Unit Citation* (SECAF Signature Line)

AF Form 4424A, *Gallant Unit Citation* (Two Signature Lines)

AF Form 4425, *Meritorious Unit Award* (One Signature Line)

AF Form 4425A, *Meritorious Unit Award* (Two Signature Lines)

Abbreviations and Acronyms

AAM—Aerial Achievement Medal

ADCS—Assistant Deputy Chief of Staff

ANCM—American Campaign Medal

AETC—Air Education and Training Command

AFAM—Air Force Achievement Medal

AFC—Air Force Cross

AFCAM—Air Force Combat Action Medal

AFCM—Air Force Commendation Medal

AFEM—Armed Forces Expeditionary Medal

AFESR—Air Force Expeditionary Service Ribbon

AFESR w/GB—Air Force Expeditionary Service Ribbon with Gold Border

AFGCM—Air Force Good Conduct Medal

ACM—Afghanistan Campaign Medal

AFI—Air Force Instruction

AFLSA—Air Force Longevity Service Award

AFOEA—Air Force Organizational Excellence Award

AFOR—Air Force Overseas Ribbon

AFOUA—Air Force Outstanding Unit Award

AFP—Air Force Pamphlet

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Regulation

AFRC—Air Force Reserve Command

AFRM—Armed Forces Reserve Medal

AFRR—Air Force Recognition Ribbon

AFRS—Air Force Recruiting Service

AFSH—Air Force Scroll of Honor

AFSM—Armed Forces Service Medal

AFTR—Air Force Training Ribbon

AM—Air Medal

ANG—Air National Guard

AOE—Area of Eligibility

ARFMSM—Air Reserve Forces Meritorious Service Medal

ARPC—Air Reserve Personnel Center

BCMR—Board for Correction of Military Records

BLMPS—Base Level Military Personnel System

BMT—Basic Military Training

BSM—Bronze Star Medal

COMAFFOR—Commander Air Force Forces

CRM—Combat Readiness Medal

CC—Commander

CS—Combat Support

CV—Vice Commander

DAF—Department of the Air Force

DCS—Deputy Chief of Staff

DDSM—Defense Distinguished Service Medal

DECOR6 (RDP)—Recommendation for Decoration Printout

DFC—Distinguished Flying Cross

DIN—Data Identification Number

DoD—Department of Defense

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

DSSM—Defense Superior Service Medal

DDSS—Decoration Submission Suspense System

DSM—Distinguished Service Medal

EAD—Extended Active Duty

ESA—Exceptional Service Award

FOA—Field Operating Agency

MPS—Force Support Squadron

GCM—Good Conduct Medal

GSA—General Services Administration

GSU—Geographically Separated Unit

GWOT—Global War on Terrorism

GWOT-E— - Global War on Terrorism Expeditionary Medal

GWOT-S— - Global War on Terrorism Service Medal

HAF—Headquarters Air Force

HCS—Headquarters Air Force Computer System

HQ USAF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

HQ USAF/RE—Chief of Air Force Reserve

HSM—Humanitarian Service Medal

IADB—Inter-American Defense Board

ICM—Iraq Campaign Medal

IDP/HFP—Imminent Danger/Hostile Fire Pay

IMA—Individual Mobilization Augmentee

JA—Judge Advocate

JCS—Joint Chiefs of Staff

JMUA—Joint Meritorious Unit Award

JSAM—Joint Service Achievement Medal

JSCM—Joint Service Commendation Medal

KIA—Killed in Action

KDSM—Korean Defense Service Medal

KSM—Korean Service Medal

LOM—Legion of Merit

MAJCOM—Major Command

MFOM—Multinational Force and Observers Medal

MIA—Missing in Action

MOH—Medal of Honor

MOVSM—Military Outstanding Volunteer Service Medal

MSM—Meritorious Service Medal

MTBI—Mild Traumatic Brain Injury

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NDSM—National Defense Service Medal

NGB—National Guard Bureau

NGB/CF—Director of the Air National Guard

NPRC—National Personnel Records Center

OAY—Outstanding Airman of the Year

OEF—Operation ENDURING FREEDOM

OIF—Operation IRAQI FREEDOM

OND—Operation NEW DAWN

ONS—Operation NOMAD SHADOW

OLC—Oak Leaf Cluster

OPR—Office of Primary Responsibility

SAF/OS—Office of the Secretary of the Air Force

PAS—Personnel Accounting Symbol

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PDS—Personnel Data System

PERSTRAN—Personnel Transaction

PH—Purple Heart

PIRR—Participating Individual Ready Reserve

PME—Professional Military Education

PWM—Prisoner of War

PSDM—Personnel Services Delivery Memorandum

PTI—Personnel Transaction Identifier

PUC—Presidential Unit Citation

RDP—Recommendation for Decoration Printout

ROKKWSM—Republic of Korea War Service Medal

SAEMR—Small Arms Expert Marksmanship Ribbon

SAFPC—Secretary of the Air Force Personnel Council

SECAF—Secretary of the Air Force

SS—Silver Star

SSN or SSAN—Social Security Number

SWASM—Southwest Asia Service Medal

TAFMSD—Total Active Federal Military Service Date

TBD—To Be Determined

TBI—Traumatic Brain Injury

TDRL—Temporary Disability Retired List

TDY—Temporary Duty

TMSD—Total Military Service Date

UIF—Unfavorable Information File

UNM—United Nations Medal

UNSM—United Nations Service Medal

USAF—United States Air Force

USAFR—United States Air Force Reserve

U.S.C.—United States Code

USUHS—Uniformed Services University of Health Sciences

VSM—Vietnam Service Medal

Terms

The following definitions are provided to the use, implementation, and interpretation of AFI 36—2803. All definitions provided have been cleared and defined by both the Department of Defense and the Department of the Air Force.

Above and Beyond the Call of Duty— Exercise of a voluntary course of action the omission of which would not justly subject the individual to censure for failure in the performance of duty. It usually includes the acceptance of existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage. In its highest degrees it involves the voluntary acceptance of additional danger and risk of life.

Appurtenances or Devices— A term that identifies authorized subordinate parts to an award or medal (i.e. the Medal of Honor Flag is an appurtenance of the Medal of Honor). These include ribbon bars, lapel buttons, rosettes, oak leaf clusters, stars, arrowheads, service clasps, and similar appurtenances (i.e., hourglass device, ribbon borders, alphabets, and numbers).

Area of Eligibility (AOE)— Also known as (AKA) the Area of Responsibility, the designated area identified as theater of combat/expeditionary operations. These areas are typically defined by the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or competent authority designated commander-in-chief of the operation.

Armed Forces— The Army, Navy, Air Force, Marine Corps, and Coast Guard.

Armed Forces of the United States— A term used to denote collectively all components of the US Army, Navy, Air Force, Marine Corps, and Coast Guard. (Also U.S. Armed Forces)

Aviation— The art and science of flying airplanes or aircraft, especially military airplanes or aircraft, collectively.

Award— Recognition given to members or units for certain acts or services, or badges, accolades, emblems, citations, commendations, and streamers. Also an adjectival term used to identify administrative functions relating to recognition (for example, awards boards, award recommendations, and so forth).

- Joint/DoD Unit Awards consist of: The Joint Meritorious Unit Award

DoD Campaign & Expeditionary Awards consist of: The Prisoner of War Medal, American Campaign Medal, Asiatic—Pacific Campaign Medal, European-African-Middle Eastern Campaign Medal, World War II Victory Medal, Korean Service Medal, Armed Forces Expeditionary Medal, Vietnam Service Medal, Southwest Asia Service Medal, Kosovo Campaign Medal, Global War on Terrorism Expeditionary Medal, Afghanistan Campaign Medal, and Iraq Campaign Medal.

- DoD Service Awards consist of: The American Defense Service Medal, Medal for Humane Action, National Defense Service Medal, Antarctica Service Medal, Armed Forces Service Medal, Humanitarian Service Medal, Military Outstanding Volunteer Service Medal, Korean Defense Service Medal, and Global War on Terrorism Service Medal
- US Air Force Unit Awards consist of: The Presidential Unit Citation, Gallant Unit Citation, Meritorious Unit Award, Air Force Outstanding Unit Award, and Air Force Organizational Excellence Award.

US Air Force/Army Air Corps Service Awards consist of: The Combat Readiness Medal, Good Conduct Medal (Army), Air Force Good Conduct Medal, Air Reserve Force Meritorious Service Medal, Outstanding Airmen of the Year Ribbon, Air Force Recognition Ribbon, Women's Army Corps Service Medal, Air and Space Campaign Medal, Air Force Expeditionary Service Ribbons with/without Gold Border, Air Force Overseas Ribbons—Long & Short, Air Force Longevity Service Award, NCO Professional Military Education Graduate Ribbon, USAF Basic Military Training Honor Graduate Ribbon, Small Arms Expert Marksmanship Ribbon, and Air Force Training Ribbon

Battle Casualty— See Killed in Action and Wounded in Action.

Associated USAF Units— Units consisting of more than one USAF Total Force component (Active Duty, ANG or AFR).

Bravery— Quality or state showing courage; level of conduct which is expected of professional Air Force Airmen.

Campaign— A series of related military operations aimed at accomplishing a strategic or operational objective within a given time and space.

Campaign Medal— A subcategory of DoD Service Awards, campaign medals are used to recognize active participation in a war or significant military combat operation, of long duration

and significant scope. Award is typically limited to those who have physically participated in the campaign from within the actual area of operations. Historically, all of the following factors are present before a campaign medal is created: (1) A declared war, state of emergency or legislative resolution; (2) The presence of sustained hostilities by an opposing force within a defined geographic area; and (3) The assumption of significant risk (proximity to the enemy), personal hardship, or extended family separation by the Service member.

Campaign Star— Also known as a Battle Star, is a bronze or silver five-pointed star, 3/16 inch in diameter worn on the suspension ribbon to denote subsequent awards. See also "Service Star".

Combat Area— A restricted area (air, land, or sea) that is established to prevent or minimize mutual interference between friendly forces engaged in combat operations. See also combat zone.

Combat Heroism— An act or acts of heroism by an individual above what is normally expected while engaged in direct combat with an enemy with exposure to enemy hostilities and personal risk.

Combat Support— Fire support and operational assistance provided to combat elements.

Combat Zone— 1) That area required by combat forces for the conduct of operations. 2) The territory forward of the Army rear area boundary. See also combat area.

Combatant Command— A unified or specified command with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF and with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. See also unified command (Source: DoD Joint Publication 1-02).

Combatant Commander— A commander of one of the unified or specified combatant commands established by the President.

Component— One of the subordinate organizations that constitute a joint force. Normally a joint force is organized with a combination of Service and functional components.

Conspicuous— Attracting attention by being unexpected, unusual, outstanding, remarkable, striking.

Conflict— An armed struggle or clash between organized groups within a nation or between nations in order to achieve limited political or military objectives. Although regular forces are often involved, irregular forces frequently predominate. Conflict often is protracted, confined to a restricted geographic area, and constrained in weaponry and level of violence. Within this state, military power in response to threats may be exercised in an indirect manner while supportive of other instruments of national power. Limited objectives may be achieved by the short, focused, and direct application of force.

Courage, Act of— Act or actions performed were dangerous, difficult, and required a level of courage. Level of courage is the ability to continue to function effectively when there is physical danger present. These actions usually do not involve risk of life to the individual performing the act or actions.

Death or Wounding by Friendly Fire— Service member(s) killed in action or wounded in action mistakenly or accidentally by friendly forces who are directly engaged with the enemy and directing fire at a hostile force or what is thought to be a hostile force.

Decoration— Distinctively designed mark of honor denoting heroism or meritorious/outstanding service/achievement for members and units. Individual U.S. Air Force decorations are the Medal of Honor, Air Force Cross, Distinguished Service Medal, Silver Star, Legion of Merit, Distinguished Flying Cross, Airmen's Medal, Bronze Star Medal, Purple Heart, Meritorious Service Medal, Air Medal, Air Force Commendation Medal, and the Air Force Achievement Medal. DoD/Joint decorations include the Defense Distinguished Service Medal, Defense Superior Service Medal, Defense Meritorious Service Medal, Joint Service Commendation Medal, and the Joint Service Achievement Medal. Each of the other US Service Branches (i.e., US Army, US Navy, US Marine Corps, and US Marine Corps) have their own distinct decorations named after their Service (***Note:*** US Navy and US Marine Corps share the same Service decorations). There are also decorations from non-DoD organizations (i.e., National Oceanographic and Atmospheric Administration (NOAA), National Air and Space Administration (NASA), US Public Health Services, etc.), and foreign decorations from other countries that may or may not be credible for update in an Airman's military record.

Direct Support— Services being supplied to participating forces in the area of eligibility by ground units, ships, and aircraft provided it involves actually entering the designated area of eligibility. This includes units, ships, and aircraft providing logistic, patrol, guard, reconnaissance, or other military support within the designated area of eligibility.

Directly Impacting— "hands-on" employment of a weapons system, including remote employment, or other activities in any domain , that had direct, immediate, and on-site effects on the outcome of an engagement or other operation intended to have an effect upon the target.

Distinguished Himself or Herself By— A person to have distinguished himself or herself must, by praiseworthy accomplishment, be set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior and accomplishment for members of like rank and experience for the circumstance involved.

DoD Components— A term used to refer collectively to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff (CJCS), and the DoD Field Activities supported by OSD or CJCS.

DoD Decorations and Awards— AKA, DoD-Wide decorations and awards, includes the medals and ribbons that are common to the Military Departments. Appendix 3 lists the DoD Decorations and Awards.

DoD Defense/Joint Decorations— The subset of the DoD-Wide decorations and awards that are awarded by the SECDEF to recognize the accomplishments of Service members permanently assigned to a qualifying joint activity. Appendix 1 in DoD 1348-33-M lists the DoD Defense/Joint Decorations.

DoD-Wide Decorations and Awards— See DoD Decorations and Awards.

Domain— Described as air, land, maritime, space, and cyberspace domains (Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms). While domains are

useful constructs for visualizing and characterizing the physical environment in which operations are conducted (the operational area), the use of the term "domain" is not meant to imply or mandate exclusivity, primacy, or command and control of any domain.

Dual Recognition— The recognition of an act, achievement, or period of service that occurred during an award inclusive period, and utilizing the same act, achievement, or period of service in a subsequent award submission. This applies to both individual decorations and unit awards, and is prohibited.

Employing Component— The DoD Component in which the recipient is appointed, employed, or enlisted. If a recipient is not so serving, but is a spouse or dependent of a serving individual, then the employing DoD Component is that in which the serving individual is appointed, employed, or enlisted.

Employment— The strategic, operational, or tactical use of forces (Joint Publication 1-02).

Engage— 1) In air defense, a fire control order used to direct or authorize units and/or weapon systems to fire on a designated target. See also cease engagement; hold fire. 2) (DoD only) To bring the enemy under fire.

Engagement— 1) In air defense, an attack with guns or air-to-air missiles by an interceptor aircraft, or the launch of an air defense missile by air defense artillery and the missile's subsequent travel to intercept. 2) A tactical conflict, usually between opposing lower echelons maneuver forces. See also battle; campaign.

Entitlement Award— The subset of DoD-Wide decorations that Service members are entitled to based on meeting eligibility requirements. The current entitlement awards are the Prisoner of War Medal and the Purple Heart.

Expedition— A military operation conducted by an armed force to accomplish a specific objective in a foreign country.

Expeditionary Medal— A subcategory of DoD Service Awards, expeditionary medals are used to recognize direct participation: 1) In military operations against an armed opposing force; or, 2) In limited hostilities against an opposing force; or, 3) In military operations where Service members are exposed to the imminent threat of hostilities. Award it typically limited to those who have physically participated in the military expedition from within the area of operations.

Expeditionary operations are typically shorter in duration and more limited in scope than operations that qualify for creation of Campaign medals.

Foreign Government— Includes any unit of foreign governmental authority (including any foreign national, state, local, and municipal government) or any international or multinational organization whose membership is composed of the agents or representatives of any of these foreign governments.

Friendly Fire— In casualty reporting, a casualty circumstance applicable to persons killed in action or wounded in action mistakenly or accidentally by friendly forces while actively engaged with the enemy, who are directing fire at a hostile force or what is thought to be a hostile force.

Gallantry— Nobility of behavior or spirit; Heroic courage.

General Support— 1) That support which is given to the supported force as a whole and not to any particular subdivision thereof. See also close support; direct support; mutual support;

support. 2) (DOD only) A tactical artillery mission. See also direct support; general support-reinforcing; reinforcing.

General War— Armed conflict between major powers in which the total resources of the belligerents are employed, and the national survival of a major belligerent is in jeopardy.

Heroism— Heroic conduct especially as exhibited in fulfilling a high purpose or attaining a noble end involving the voluntary risk of life. Varying levels of documented heroic actions are necessary to substantiate recommendations for the Distinguished Flying Cross with “V”, Bronze Star Medal with “V,” Air Medal with “V,” and the Air Force Commendation Medal with “V.” See combat heroism.

Hostile— In combat and combat support operations, an identity applied to a track declared to belong to any opposing nation, party, group, or entity, which by virtue of its behavior or information collected on it, such as characteristics, origin, or nationality, contributes to the threat to friendly forces.

Hostile Act— 1) A hostile act is an attack or other use of force by any civilian, paramilitary, or military force or terrorist(s) (with or without national designation) against the U.S., U.S. forces and, in certain circumstances, U.S. nationals, their property, U.S. commercial assets, or other designated non-U.S. forces, foreign nationals, and their property. 2) Force used directly to preclude or impede the mission and/or duties of U.S. forces, including the recovery of U.S. personnel and vital U.S. Government property. When a hostile act is in progress the right exists to use proportional force, including armed force, in self-defense by all necessary means available to deter or neutralize the potential attacker or, if necessary, to destroy the threat.

Humanitarian Operation— Military support solely dedicated to the performance of relief operations in the aftermath of a natural or manmade disaster where a large number of civilian personnel have been displaced or are in want of the basic necessities for survival.

Impact Award— See Outstanding Achievement Award/Decoration.

Insurgency— An organized movement aimed at the overthrow of a constituted government through use of subversion and armed conflict.

Insurgent— Member of a political party who rebels against established leadership. See also antiterrorism; counterinsurgency; insurgency.

Intrepid— Not afraid, bold, fearless, dauntless, very brave.

Joint Activity— For the purpose of this Manual and the eligibility for DoD Defense/Joint decorations, the term "joint" connotes activities, operations or organizations in which elements of more than one Military Service of the U.S., as reflected in joint manpower documents or the Joint Duty Assignment List, perform joint missions under the auspices of the OSD; the CJCS; or the commander of a Unified or Combined Command.

Killed in Action— A battle casualty killed in action against the enemy or as a result of enemy action.

Limited War— Armed conflict short of general war, exclusive of incidents, involving the overt engagement of the military forces of two or more nations.

Military Decoration and Award— The DoD and Military Department medals and ribbons authorized.

Medal— A term used to include the three categories of awards, namely: decorations, Air Force Good Conduct Medal, and service medals. Also refers to the distinctive physical device made of metal and ribbon, which constitutes the tangible evidence of an award.

Medical Officer— A physician with officer rank. An officer of the Medical Corps of the Army, an officer of the Medical Corps of the Navy, or an officer in the Air Force designated as a medical officer, as defined in section 101 of title 10 U.S.C.

Medical Professional— Means a civilian physician or a physician extender. Physician extenders include nurse practitioners, physician assistants, and other medical professionals qualified to provide independent treatment (e.g., Independent Duty Corpsman and Special Forces Medic). Basic Corpsmen and medics are not physician extenders.

Meritorious Service— Individual performance that exceeds that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty. Awards given for meritorious service must cover the period of the controlled duty tour, plus any extensions. Award for meritorious service are typically awarded for a period of service greater than 12 months.

Mutual Support— That support which units render each other against an enemy, because of their assigned tasks, their position relative to each other and to the enemy, and their inherent capabilities.

Next of Kin (NOK)— Defined in descending order as the surviving spouse; natural or adopted children in order of seniority; parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision; brothers or sisters in order of seniority; grandparents in order of seniority; and persons standing in loco parentis to the member.

Operation— 1) A military action or the carrying out of a strategic, operational, tactical, service, training, or administrative military mission. 2) The process of carrying on combat, including movement, supply, attack, defense, and maneuvers needed to gain the objectives of any battle or campaign.

Outstanding Achievement Award/Decoration— Also known as an impact award, is rare, and is intended to recognize a single specific act or accomplishment, separate and distinct from regularly assigned duties, such as a special project that covers a short period of time with definite beginning and ending dates.

Performance Award— A non-valorous award presented to members in recognition of their performance, outstanding achievement, or meritorious service (e.g. Meritorious Service Medal, Commendation Medal).

Permanently Assigned— Assigned to an authorized billet on an organizations permanent manning document and under the UCMJ authority of the organizations commander.

Personal Award— A military decoration which is bestowed on an individual for valor, heroism, outstanding achievement, or meritorious service.

Physician— A person possessing a degree in medicine (MD) or osteopathy (DO).

Posthumous— Occurring or coming into existence after a person's death (e.g. promotion, award, etc.)

Prisoner of War— A detained person as defined in Articles 4 and 5 of the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949. In particular, one who, while engaged in combat under orders of his or her government, is captured by the armed forces of the enemy. As such, he or she is entitled to the combatant's privilege of immunity from the municipal law of the capturing state for warlike acts which do not amount to breaches of the law of armed conflict. For example, a prisoner of war may be, but is not limited to, any person belonging to one of the following categories who has fallen into the power of the enemy: a member of the armed forces, organized militia or volunteer corps; a person who accompanies the armed forces without actually being a member thereof; a member of a merchant marine or civilian aircraft crew not qualifying for more favorable treatment; or individuals who, on the approach of the enemy, spontaneously take up arms to resist the invading forces. Also called POW or PW.

Service Medal— A subcategory of DoD Service Awards, Service medals denote: 1) Participation in military operations that do not involve conflict with an armed enemy; or, 2) Military service meeting specific criteria (e.g., honorable service while a Prisoner of War). Prolonged military presence, peacekeeping, and humanitarian relief are examples of military actions that warrant consideration for a service medal.

Service Star— Also known as a Battle Star, is a bronze or silver five-pointed star, 3/16 inch in diameter worn on the suspension ribbon to denote subsequent awards. See also "Campaign Star".

Secretary Concerned— The Secretaries of the Military Departments.

Specified Combatant Command— Means a military command which has broad, continuing missions and which is normally composed of forces from a single military department.

Support— 1) The action of a force that aids, protects, complements, or sustains another force in accordance with a directive requiring such action. 2) A unit that helps another unit in battle. 3) An element of a command that assists, protects, or supplies other forces in combat.

Team— An organized, developed component of members composed for a specific purpose (i.e., Tiger Team) or an operation (i.e., bomber crew, security forces contingent, etc.) that is not constituted as a USAF organization by a DAF letter. As such, a team is not entitled to a lineage and honors history or an emblem.

Theater— The geographical area for which a commander or combatant command has been assigned responsibility.

Unified Combatant Command— Means a military command which has broad, continuing missions and which is composed of forces from two or more military departments.

Uniformed Services— (A) The US Armed Forces; (B) the commissioned corps of the National Oceanic and Atmospheric Administration; and (C) the commissioned corps of the Public Health Service. The uniformed services are the Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Services.

Valor— An act of heroism above what is normally expected while engaged in direct combat with an enemy with exposure to enemy hostilities and personal risk.

Weapon system— A combination of one or more weapons with all related equipment, materials, services, personnel, and means of delivery and deployment (if applicable) required for self-sufficiency (Joint Publication 1-02).

Wound— An injury to any part of the body from an outside force or agent. The term encompasses all kinds of wounds and other injuries caused by an outsider force or agent, whether there is a piercing of the body, as in a penetrating or perforating wound, or none, as in a contused wound; all fractures, burns, blast concussions, all effects of gases and like chemical and biological warfare agents; and the effect of exposure to radioactive substances.

Wounded in Action— Except for those killed in action, a battle casualty who incurs a wound (see Wound) in action against the enemy or as a result of enemy action; and the wound requires the treatment of a physician. Civilian battle casualties are not classified as wounded in action.